# Assessment Plan
## Guam Community College

## AAD Support Staff (Archive)

**Mission Statement:** The AAD Support Staff seeks to strengthen and improve the academic related services provided to our external and internal customers.

**Vision Statement:** The unit envisions that every member of the AAD Support Staff should be technologically proficient in order to achieve a more effective and efficient customer service, whether directly or indirectly, to the students whom we serve.

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

## Academic Technologies

**Mission Statement:** Academic Technologies will provide an immersive and supportive technology environment that enhances and sustains learning experiences through on campus, off campus and online activities.

**Vision Statement:** To provide an environment where students are comfortable with the use of workplace technology as a part of their learning experience here at GCC.

### Outcome Description: FA13-Sp15 AUO#1 Distance Education (DE)

AUO#1 Develop a Distance Education (DE) strategic plan and Standard Operating Procedures (SOP).

**Outcome Type:** AUO
**Start Date:** 11/05/2013
**End Date:** 04/01/2015
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** ACCJC Standards

**Historical Assessment Perspective:** By developing a Distance Education (DE) strategic plan and standard operating procedures, GCC will become aware of the advantages and disadvantages of running DE classes.

**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| DE strategic plan and standard operating policy final documents | 100% of the document will be completed. | Nov 15 through August 2014. | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Document Review

**Related Documents:**
GCC DE Project Scope of Work for Bid
Ad for Bid GCC-FB-13-015
GCC-RFQ-13-007 Distance Education (DE) Strategic Plan Development

### Related Activities

- Develop an advisory group
- Vendor selection

### Related Tasks

* **Task Name: Selection of vendor**

**Task Description:** Selection based on proposals submitted by three vendors.

### Related Items

**Guam Community College**

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
Community Interaction:
This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.

### 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #3
To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

### Academic Technologies

* STANDARD III (Prior to June 2014): Resources - Develop a Distance Education strategy plan and Standard Operating Procedure, so that students will benefit by having more options to pursue their education.

## Outcome Description: FA13-Sp15 AUO#2 Classroom Technology

AUO#2 Improve the quality and expand the use of instructional technology in GCC classrooms

**Start Date:** 11/05/2013
**End Date:** 04/01/2015
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** ACCJC Standards

**Historical Assessment Perspective:** Currently, instructional technology being used in GCC's classrooms range from fully equipped to nothing at all. It is an area that needs to be addressed immediately.

**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Inventory assessment leading to a proposed plan of implementation.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Activity audit<br>**Related Documents:**<br>Bldg 3000 Inventory | 80% of all classrooms will possess working projection systems by the end of the assessment period. | Assessment period. | Yes |

## Related Activities

- Develop a plan
- Identify funding sources
- Inventory research

## Related Tasks

* **Task Name: Inventory count and assessment**
**Task Description:** Conduct an inventory count of all multimedia projection units and assess their usability.

### 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#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Technologies

* STANDARD III (Prior to June 2014): Resources - Improve classroom technology.

## Outcome Description: FA13-SP15 AUO# 3 Classroom Technology Training & Informational Sessions

AUO# 3 Provide classroom technology training and/or Informational sessions

**Start Date:** 11/05/2013
**End Date:** 04/01/2015
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** ACCJC Standards

**Historical Assessment Perspective:** Classroom technology training & informational sessions cover a wide range of subjects including equipment (multimedia projectors, iPads, etc.) and software (CourseStudio, OS, productivity, creativity, etc.).

**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Sign-in sheets will be present at each session.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:** Workshop/Conference/Training<br>**Related Documents:**<br>3108 MM Equipment Training Schedule<br>CourseStudio Training Schedule | The department will achieve 95% of having 50 participants attend training and//or informational sessions per semester. | FA2013, SP2014, FA2014 | Yes |

### Related Activities

- Information sessions
- Training sessions

### Related Tasks

* **Task Name: Publish schedules for training**
  **Task Description:** Training schedules are to be published via MyGCC.

### 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#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Technologies

* STANDARD III (Prior to June 2014): Resources - Improve classroom technology.

* STANDARD III (Prior to June 2014): Resources - Provide classroom technology training & informational sessions.

# Accommodative Services & Title IX

**Mission Statement:** Through its actions, the Office of Accommodative Services seeks to create a climate, at Guam Community College, where all students regardless of accommodative needs become increasingly active participants in their educational experience.

**Vision Statement:** The Office of Accommodative Services envisions that students with disabilities will have equal access to successful participation and completion of quality education at Guam Community College, to prepare them for the global dynamic career and technical workforce development.

## Outcome Description: Increasing interaction and training with faculty and departments.

SSUO#1 FA2009 - SP2011:
To provide support, resources, and training for faculty regarding disability and teaching students with disability.

**Outcome Type:** SLO
**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 |
|---|---|---|---|
| To conduct pre and post survey to faculty. Prior to the training, faculty will be given pre-survey regarding accomodation services, disability and teaching student's with disability. After the training, the faculty will be given the same post survey.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Employee-Faculty Satisfaction Survey<br>**Related Documents:**<br>Survey.pdf | The goal of the training is to increase faculty knowledge. The faculty will have 50% increase of their knowledge from their pre test. | 2010 Professional Development Day and updated resources emailed to faculty. | Yes |

## Related Activities

- Collaboration with Community Partners

## Related Tasks

* **Task Name: Disability Training for Faculty and Services Providers**
  **Task Description:** Office of Accommodative Services is colloborating with DVR, DOE, and UOG to develop 6 weeks disability training for faculty and service providers.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

### Accommodative Services & Title IX

* Program/Unit Level - To provide training for staff and faculty to ensure they have the knowledge and enteract with students with disabilities.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Ensure students with disabilities receive appropriate academic accommodations and services to empower the students to succeed in their course and study.

### Outcome Description: Program Services

SSUO#3 FA2009-SP2011:
Students receiving accommodations and additional support services will increase or maintain their GPA. 50% of the total students receiving academic accommodations will maintain and/or imporve their GPA to a 2.0 or better.

**Outcome Type:** SLO
**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 |
|---|---|---|---|
| Develop inventory of services database and monitor student's GPA.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box) | At least 20% of students will maintain or increase their GPA. | | Yes |

### Related Activities

- Monitor student progress

### Related Tasks

* **Task Name: Tracking students accommodations and services**
  **Task Description:** OAS will track the following information: age, gender, tutition sources, disorder, GPA, and other agencies involvment.

### Related Items

#### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

#### Accommodative Services & Title IX

* Program/Unit Level - Program Effectiveness: The goal for OAS (Office of Accommodation Services) is to strengthen the evaluation component of the program, and utilize the information to enhance OAS and its services
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Maintain the college's academic and vocational standards. Ensure that GCC courses, programs, services, activities and facilities when viewed in their entirety, are offered in the most integrated and appropriate settings.

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Ensure students with disabilities receive appropriate academic accommodations and services to empower the students to succeed in their course and study.

**Outcome Description: Services and polices related to student with diability.**

SSUO#2 FA2009-SP2011:
Last semester, 66 disability verification was created for students, however only 42 students picked up their disability verification. The goal is to have all students pick up their disability verification starting Spring 2010.

**Outcome Type:** SLO
**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 |
|---|---|---|---|
| Monitoring Log. We will create monitoring log each semester. The monitoring log will have the date of notification to pick up disability verification, date when students picked up their disability verification, and comments section.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box) | 100% student will pick up their disability verfication. | | Yes |

## Related Activities

- Monitor student progress

## Related Tasks

* **Task Name: Disability Verification**
  **Task Description:** To monitor how many students picked up their disability verfication through email notifications versus how many students were hand delivered their disabiliy verfication

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes.

### Accommodative Services & Title IX

* Program/Unit Level - To ensure students with disabilities receive appropriate academic accommodations and services to empower the students to succeed in their course of study.

## Outcome Description: Reasonable Accommodations for Students With Disabilities

FA2011-SP2013 SSUO#1:
Students with disabilities who are registered with the Office of Accommodative Services will receive reasonable academic accommodations in the classroom to address learning barriers in order to access the educational materials at Guam Community College.

**Outcome Type:** SLO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** SSUO#1 refelcts the ISMP goal of student learning outcome. By providing reasonable academic accommodations, students with disabilities are accessing academic information to support their learning outcome.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students with disabilities will provide their Approved Academic Accommodations Form (AAAF) to their instructors so that the accommodations will be provided to them. Students with disabilities will have the instructors sign the Faculty Signature Form and return this form to OAS.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>AAAF<br>Request for Accommodation Form<br>Faculty Signature Copy Revised.pdf | 100% of students registered with the Office of Accommodative Services who are eligible for reasonable accommodations will be provided with some sort of reasonable accommodations in the classroom. They will be provided with their AAAF to deliver to their instructors, students will also provide to OAS their faculty signature form. | Copies of AAAF and Faculty Signature Form will be filed in students' folder and recorded so we know how many students are picking their AAAF and returning their Faculty Acknowledgment form. | Yes |

### Related Activities

- Monitor student progress

### Related Tasks

* **Task Name: Accommodation Request Form**
  **Task Description:** Students who want to receive accommodations on campus must request with the Office of Accommodative Services. They must complete the Accommodation Request Form.
* **Task Name: Approved Academic Accommodations Form (AAAF)**
  **Task Description:** Complete Approved Academic Accommodations Form (AAAF)

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

#### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

#### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Provided support for institutional learning outcomes.

### Accommodative Services & Title IX

* Program/Unit Level - To ensure students with disabilities receive appropriate academic accommodations and services to empower the students to succeed in their course of study.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To ensure students with disabilities receive reasonable academic accommodations, services, and assistive technologies needed to support their learning experience in order to empower the students to succeed in their course and study.

## Outcome Description: High Tech Center

FA2011-SP2013 SSUO#3:
Students with disabilities will be able to have a high tech center equipped with assistive technology, learning software, and auxiliary aids and services to address learning barriers in order to access educational materials at Guam Community College.

**Outcome Type:** SLO
**Start Date:** 10/10/2011
**End Date:** 03/12/2012
**Outcome Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** SSUO#3 relates to the ISMP goal that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Request additional funding from local budget, seek grant funding and donations, to fund this high tech center for students with disabilities.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box) | 90% of students registered with OAS will have access to this high tech center to utilize the assistive technology, learning software, auxiliary aids and services to enahnce their learning and access educational information to address learning barriers. | Include in the new budget year 2012-2013 local budget, research for grant funding, solicit donations from private donors, follow up on Memorandum of Agreement with DISID regarding funding for equipments and assistive technology. | Yes |
| Once there is money to fund such center, students with disabilities using this center will be required to sign in and out using a log sheet that they are usiting the center. They will also identify the type of AT devices that they are using to address their learning barriers.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | Evaluation will be done on the center users to determine their level of satisfaction to using the center. | Evaluation will be done on a semester basis to determine the level of students usage and their support for such center. | Yes |

## Related Activities

- Funding Resources

## Related Tasks

* **Task Name: Funding Research**
  **Task Description:** Research on grants, donations, and follow up on Memoradum of Agreement with DISID regarding funding for computer equipments and assistive technology.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2

Educational Excellence:
This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Provide appropriate administrative and technological support for student services and programs.

### Accommodative Services & Title IX

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To ensure students with disabilities receive reasonable academic accommodations, services, and assistive technologies needed to support their learning experience in order to empower the students to succeed in their course and study.

## Outcome Description: Maintaining and Improving Grade Point Average (GPA)

FA2011-SP2013 SSUO#2:
Students with disabilities who are receiving reasonable academic accommodations and additonal support services will increase or maintain their GPA. 50% of the total students with disabilities receiving reasonable academic accommodations will maintain and/or improve their GPA to a 2.0 or better.

**Outcome Type:** SLO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** SSUO#2 relates to ISMP goal in using assessment results for accountablility and program improvement. Students maintaining their GPA is part of their assessment in prusuing education.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| OAS will monitor student progress by obatining progress reports from instructors. OAS will also review and compile the GPA at the end of the semseter.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>Student Progress Report - 2.pdf<br>Student GPA Form.pdf | 50% of the students receiving reasonable academic accommodations will receive at GPA of 2.0 or better by the end of each semester. | OAS will request for students' progress reports by mid semester or just after mid term, and also gather the sttudents' GPA at end of semester. | Yes |

### Related Activities

- Monitor student progress

## Related Tasks

* **Task Name: Progress Reports**

**Task Description:** OAS will request student progress around midterm to follow up on students' academic performance in class.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Provided support for institutional learning outcomes.

### Accommodative Services & Title IX

* Program/Unit Level - To ensure students with disabilities receive appropriate academic accommodations and services to empower the students to succeed in their course of study.

## Outcome Description: AY FA13-SP15#2: Maintaining and Improving Grade Point Average (GPA)

FA2013-SP2015 SSUO#2:
Students with disabilities who are receiving reasonable academic accommodations and additonal support services will increase or maintain their GPA. 50% of the total students with disabilities receiving reasonable accommodations will maintain and/or improve their GPA to a 2.0 or better.

**Outcome Type:** SLO

**Start Date:** 10/14/2013

**End Date:** 03/09/2015

**Outcome Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** OAS will use the results of the previous cycles to improve its delivery of services. This will include improved communication with faculty and earlier intervention and referrals for students identified as needing more services. OAS will contact and work with students who may be experiencing diffiulties. It will also look at the academic history of each student to see if there are areas where students have an ongoing series of problems with certain courses or programs.

**Budget Goals:** There is no impact on the budget.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Faculty will be provided a Monthly Student Progress Report form for them to fill out and return to OAS. The report will indicate the progress that the student is making in a particular course. OAS will provide intervention, support, and referrals for students based on the reports.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Rubric<br>**Related Documents:**<br>Monthly Student Progress Report Blank Mail Merge.doc | OAS will contact at least 80% of all students identified as needing intervention as indicated by the Monthly Student Progress Reports. | During every month of each semester OAS will request that all instructors provide a Monthly Report. OAS will contact each student indicated as requiring assistance. This added support will increase the numbers of students receiving the support needed to improve their academic performance. | Yes |
| OAS will use a Referral Form to refer students to other departments on campus or to other agencies for services. These services may include tutoring.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Rubric<br>**Related Documents:**<br>OAS Referral Form.pdf<br>Referrals - TracDat.pdf | At least 80% of all students identified as experiencing difficulties with their classes will be referred for services. | OAS will make referrals for students experiencing problems within 2 weeks of receiving the Monthly Student Progress reports, Mid-Term Reports, or notices from instructors and students. | Yes |

## Related Activities

- Collaboration with Community Partners
- Monitor student progress
- Program Brochure Development

## Related Tasks

* **Task Name: Monthly Student Progess Report Data Collection and Referral**
  **Task Description:** Every month OAS will provide faculty with A Monthly Student progress report Form. OAS will then gather these forms and follow up with students identified in these reports as needing intervention or more supports.
* **Task Name: Progress Reports Assessment**
  **Task Description:** OAS will request student progress around midterm to follow up on students' academic performance in class.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.
* 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 II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student

understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* 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.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Provided support for institutional learning outcomes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide appropriate administrative and technological support for student services and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide support for institutional learning outcomes.

### Accommodative Services & Title IX

* Program/Unit Level - To ensure students with disabilities receive appropriate academic accommodations and services to empower the students to succeed in their course of study.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  Students with disabilities who are registered with the Office of Accommodative Services will receive reasonable academic accommodations in the classroom to address learning barriers in order to access the educational materials at Guam Community College.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  Students with disabilities who are receiving reasonable academic accommodations an additional support service swill increase or maintaining their GPA. 50% of the total students with disabilities receiving reasonable academic accommodations will maintain and/or improve their GPA to a 2.0 or better.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  Students with disabilities will be able to have a high tech center equipped with assistive technology, learning software, and auxiliary aids and services to address learning barriers in order to access educational materials at Guam Community College.
* Program Review Goal (Budget Related Goals & Objectives) - To provide sufficient funds for interpreters and note takers as demand for their services increases.

## Outcome Description: AY FA13-SP15 SSUO#1: Reasonable Accommodations for Students With Disabilities

FA2013-SP2015 SSUO#1:
Students with disabilities who are registered with the Office of Accommodative Services will receive reasonable academic accommodations in the classroom to address learning barriers in order to access the educational materials at Guam Community College.

**Outcome Type:** SLO
**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**Outcome Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** OAS will use and implement the results from previous cycles by working closer with students in regards to their understanding of the role of OAS and the resources avilable to them through OAS. It will also try to provide students with a familiarity of the resources available for them throughout the campus and the community.

**Budget Goals:** OAS remained within its budget. It made use of its available resources. It did not incur any added expenses.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students with disabilities will provide their Approved Academic Accommodations Form (AAAF) to their instructors so that the accommodations will be provided to them. Students with disabilities will have the instructors sign the Faculty Signature Form and return this form to OAS.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>AAAF Form.pdf<br>Faculty Acknowledgement Form.pdf | 100% of students registered with the Office of Accommodative Services who are eligible for reasonable accommodations will be provided with some sort of reasonable accommodations in the classroom. They will be provided with their AAAF to deliver to their instructors, students will also provide to OAS their faculty signature form. | Copies of AAAF and Faculty Signature Form will be filed in students' folder and recorded so we know how many students are picking their AAAF and returning their Faculty Acknowledgment form. | Yes |
| New students will submit a completed Request for Accommodation(s) Form and a Release of Information form when they first enter GCC. Returning students will submit an Accommodation Request Update Form at the beginning of every semester.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Rubric<br>**Related Documents:**<br>Update Form.pdf<br>Request Form Page 1.pdf<br>Request Form Page 2.pdf<br>Release Form.pdf<br>OAS Handbook 052213.pdf | All (100%) of student s requesting services for OAS will submit the required forms. | The Program Specialist and administrative Aide will be responsible for providing and collecting the forms from the students who request accommodations. | Yes |
| Students receive accommodations will receive a copy of the OAS Handbook. This handbook details their rights, obligations, and the responsibilities of Guam Community College in providing services and access to classes and programs to these students.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Rubric<br>**Related Documents:**<br>Handbook Acknowledgement Sign Out Sheet Blank.pdf<br>OAS Handbook 052213.pdf | All (100%) of students who receive services from OAS will receive this handbook. A logbook will document the rceipt of the handbooks by the students. | When a student initially receives services they will be provided an OAS Handbook. The handbook will be given to them by the Program Specialist or the Administrative Aide. | Yes |

## Related Activities

- Collaboration with Community Partners
- Monitor student progress
- Program Brochure Development

## Related Tasks

* **Task Name: Approved Academic Accommodations Assessment**
  **Task Description:** Complete Approved Academic Accommodations Form (AAAF)
* **Task Name: Provision of OAS Handbook to Students**
  **Task Description:** All students receiving services from OAS will receive the latest OAS Student Handbook.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)

Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* 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.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Provided support for institutional learning outcomes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide appropriate administrative and technological support for student services and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide support for institutional learning outcomes.

### Accommodative Services & Title IX

* Program/Unit Level - To ensure students with disabilities receive appropriate academic accommodations and services to empower the students to succeed in their course of study.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To ensure students with disabilities receive reasonable academic accommodations, services, and assistive technologies needed to support their learning experience in order to empower the students to succeed in their course and study.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  Students with disabilities who are registered with the Office of Accommodative Services will receive reasonable academic accommodations in the classroom to address learning barriers in order to access the educational materials at Guam Community College.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  Students with disabilities who are receiving reasonable academic accommodations an additional support service swill increase or maintaining their GPA. 50% of the total students with disabilities receiving reasonable academic accommodations will maintain and/or improve their GPA to a 2.0 or better.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  Students with disabilities will be able to have a high tech center equipped with assistive technology, learning software, and auxiliary aids and services to address learning barriers in order to access educational materials at Guam Community College.
* Program Review Goal (Budget Related Goals & Objectives) - To provide sufficient funds for interpreters and note takers as demand for their services increases.

## Outcome Description: AY FA2013-SP2015 SSUO#3: STUDENT SATISFACTION

Fall 2013-Spring 2015 SSUO#3:
Upon successful completion of receiving services, students will have a better understanding of requirements and services provided by the Accommodative Services Office.

**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Self Study Report
**Historical Assessment Perspective:** Student Support services fall under ACCJC standard to education program and services and will support student success initiatives at the college. OAS will also look at the use and implementation of the results from previous cycles.
**Budget Goals:** OAS stayed within its budget through wise use its resources and resources available from other departments and agencies.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The satisfaction survey will be specific to students who receive services from the Accommodative Services Office.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey<br>**Related Documents:**<br>OAS STUDENT SATISFACTION SURVEY.pdf<br>Student Surveys.pdf<br>SPRING 2014 SURVEY.pdf<br>SPRING 2014 SURVEY.pdf<br>SPRING 2014 SURVEY.pdf | 70% of students receiving services and surveyed will indicate satisfaction and understanding of services received. | A survey was administered during the last part of FALL 2013. During Spring 2014, SUMMER, and FALL 2014 OAS will administer surveys to measure student undersatnding and satisfaction. As a result of these surveys, OAS will modify and improve its delivery of information and services in response to the needs identified by the students. | Yes |

### Related Activities

- Collaboration with Community Partners
- Monitor student progress
- Program Brochure Development

### Related Tasks

* **Task Name: Student Satisfaction Assessment**
  **Task Description:** OAS will conduct a survey of students receiving services and rate their level of satisfaction.

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

#### 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 II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide support for institutional learning outcomes.

### Accommodative Services & Title IX

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  Students with disabilities who are registered with the Office of Accommodative Services will receive reasonable academic accommodations in the classroom to address learning barriers in order to access the educational materials at Guam Community College.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  Students with disabilities who are receiving reasonable academic accommodations an additional support service swill increase or maintaining their GPA. 50% of the total students with disabilities receiving reasonable academic accommodations will maintain and/or improve their GPA to a 2.0 or better.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  Students with disabilities will be able to have a high tech center equipped with assistive technology, learning software, and auxiliary aids and services to address learning barriers in order to access educational materials at Guam Community College.
* Program Review Goal (Budget Related Goals & Objectives) - To provide sufficient funds for interpreters and note takers as demand for their services increases.

## Outcome Description: AY FA2015-SP2017 SSUO#1: Improving Faculty Responsiveness to Students With Disabilities

FA2015-SP17 SSUO#1: The Office of Accommodative Services will offer training sessions on disabilities from a variety of sources in the community to include non-profit as well as government agencies. The purposes of these trainings will be to educate and familiarize faculty, staff, administrators, and the community on disabilities, the rights of persons with disabilities, appropriate ways of communicating with persons with disabilities, and what services GCC has to provide to persons with disabilities.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** This new plan will incorporate information from a variety of sources to include: the GCC Fact Book and ISMP.

**Budget Goals:** The budget goals will be to stay within the current budget by utilizing resources avilable through other government agencies and through Non-Profit organizations.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| OAS will schedule trainings with non-profit and government agencies to provide awareness and sensitivity training in regards to persons with disabilities. Other trainings related to improving services and promoting better interaction with persons with disabilities will also be scheduled. Workshop participants will complete a survey which will include at least three (3) open ended questions. Questions will ask their level of satisfaction. Respondents will be asked to answer/gauge their satisfaction by indicating one of the following to the question: In terms of satisfaction in regards to increasing your level of awareness with persons with disabilities, this training was (a) Outstanding (b) Very Satisfactory (c) Satisfactory or (d) Not Satisfactory.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey<br>**Related Documents:**<br>Awareness and Sensitivity in Interacting with Persons with Disabilities.pdf<br>Faculty Survey on Awareness ansd Sensitivity Training Held on Oct. 2.pdf<br>Scanned from a Xerox Multifunction Device (5).pdf<br>Stop Abuse For Everybody Training Survey for Oct. 23.pdf<br>2nd Faculty Sign-in sheet Oct. 23rd.pdf<br>SAFE Training Flyer.pdf<br>3 Faculty Surveys for Oct 23rd Training.pdf<br>504 Training.pdf<br>Survey of Faculty Jan. 29, 2016<br>Cerificates of Training Opportunities Provided to Faculty.pdf<br>Certificates to Faculty for Independent Living Conference.pdf<br>Faculty satisfaction survey SPRING 2017.pdf<br>SPRING 2017 Faculty Sign-in sheet.pdf | Seventy percent (70%) of the Awareness and Sensitivity training participants who complete the survey will indicate that they were satisfied with the the knowledge gained from the workshop and they will apply such. | The Awareness and Sensitivity Training workshops will be conducted on a semester basis and the satisfaction survey will be administered at the end of each session. The OAS Program Specialist and Administrative Aide will be responsible for collecting and summarizing data and reporting on its use. Suicide Prevention related to persons with emotional or psychiatric disabilities trainings have been to offered to faculty. | Yes |

## Related Activities

- Collaboration with Community Partners

## Related Tasks

* **Task Name: Disabilities training for faculty.**

  **Task Description:** OAS will schedule and provide training opportunities throughout the academic year to improve faculty understanding, communication with, and interaction with students with disabilities.

## Related Items

### Guam Community College

* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Conduct IBB-Based negotiations with the Faculty Union in order to ensure that quality teaching and learning occurs in the GCC classrooms where the student is the central focus and beneficiary, as articulated in the college's mission statement.

### ACCJC/WASC

* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional

effectiveness.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2016 #3
  SUPPLY ASSISTANCE FOR INSTITUTIONAL LEARNING OUTCOMES THROUGH SERVICE LEARNING AND INSTITUTIONAL ACTIVITIES TO SERVICE STUDENTS.

### Accommodative Services & Title IX

* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  PRG#2:
  Students with disabilities will receive improved services and reasonable academic accommodations by improving faculty instructional competence by providing training on awareness and sensitivity, and communication in regards to working with persons with disabilities.

## Outcome Description: AY FA2015-SP2017 #2: Improving Grade Point Average (GPA)

FA2015-SP2017 SSUO #2:
Students with disabilities who are receiving reasonable academic accommodations and additional support services will increase or maintain their GPA.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** OAS' new plan will use the results of the previous cycles to improve its delivery of services. This will include improved communication with faculty and earlier intervention and referrals for students identified as needing more services. OAS will contact and work with students who may be experiencing difficulties. It will also look at the academic history of each student to see if there are areas where students have an ongoing series of problems with certain courses or programs. During the FALL 2016 Semester 7 students received referrals for English tutoring. Fifty-nine (59) students during FALL 2016 received referrals for Library Instruction Training. Thirteen students (13) received referrals for Math Tutoring Services.

**Budget Goals:** There is no impact on the budget.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| OAS will use the students' latest GPA data to indicate that they have improved their GPA to 2.0 or better.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Rubric<br>**Related Documents:**<br>GPA Statistics Template.pdf<br>TracDat - Fall 2015.pdf<br>FALL 2016 - 7 Referrals for Eng. Tutoring.pdf<br>FALL 2016 - 13 Referrals for Math Tutoring.pdf<br>FALL 2016 Students Referred for Library Services Training.pdf | Sixty percent (60%) of all students receiving services from OAS will report a GPA of 2.0 or better. | The review of student GPAs will be conducted on a semester basis and the satisfaction survey will be administered at the end of each session. During FALL 2015 64 students received services from OAS. The Average Percentage for these students was: 2.4184375. | Yes |

## Related Activities

- Collaboration with Community Partners
- Monitor student progress

## Related Tasks

* **Task Name: Improving GPA of students receiving services from OAS.**
  **Task Description:** The GPA of at least 60% of students receiving services from OAS will improve as evidenced through a comparison of their GPA from FALL Semester of AY2015 to their GPA in FALL AY2016.

## Related Items

### Guam Community College

* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)

Students will demonstrate mastery of critical thinking and problem-solving techniques.

* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.

### 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.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2016 #3
  SUPPLY ASSISTANCE FOR INSTITUTIONAL LEARNING OUTCOMES THROUGH SERVICE LEARNING AND INSTITUTIONAL ACTIVITIES TO SERVICE STUDENTS.

### Accommodative Services & Title IX

* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  PRG#1:
  Sixty percent (60%) of students with disabilities who are receiving reasonable academic accommodations and additional support services will increase or maintain their GPA to 2.0 or better.

## Outcome Description: AY FA2015-SP2017 SSUO#3: INCREASED STUDENT SATISFACTION

FA2015-SP2017 SSUO#3:
Upon successful completion of receiving services, students will have a better understanding of requirements and services provided by the Accommodative Services Office.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** This new plan will incorporate information from the use and implementation of results from the previous cycle.previous cycles by working closer with students in regards to their understanding of the role of OAS and the resources being made available to them through OAS. It will also try to provide students with a familiarity of the resources available for them throughout the campus and the community.

**Budget Goals:** There will be no change in the budget.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete a multiple question survey which includes three (3) open ended questions at the end of each FALL and SPRING semester. These students will be asked to rate their level of satisfaction on the survey.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey<br>**Related Documents:**<br>Student Survey<br>FALL 2015 Completed Student Survey.pdf<br>Survey of students who received S.A.F.E. training.pdf<br>Scanned from FALL 2016 Semester Counseling Referrals.pdf<br>SUMMER 2016 Surveys.pdf<br>Completed FALL 2016 Student Satisfaction Surveys.pdf<br>Phi Theta Kappa Evaluation for OHS.pdf<br>Project AIM Jan. 2017 sign-in sheet.pdf<br>Spring 2017 Survey Project AIM.pdf | 70% of students receiving services will indicate their level of satisfaction at Very Good or better. | The OAS Program Specialist will administer a survey every FALL and SPRING semester. The student satisfaction survey will be administered at the end of each semester. The OAS Program Specialist and Administrative Aide will collect, summarize, and report on the use of the summary results. | Yes |

## Related Activities

- Monitor student progress

## Related Tasks

* **Task Name: Student satisfaction survey.**

**Task Description:** OAS will gauge student concerns,understanding, suggestions, and satisfaction through periodic student surveys made available to all students receiving services from OAS.

## Related Items

### Guam Community College

* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* 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.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### ACCJC/WASC

* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.
* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.

### 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.

* 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.

**Accommodative Services & Title IX**

* Program Review Goal (Budget Related Goals & Objectives) - FY2016
PRG#3:
Students with disabilities will receive improved services and greater student satisfaction as reported and measured through periodic surveys throughout each semester.

## Accounting Clerk Certificate (Archive)

**Mission Statement:** The mission of the Accounting program is to develop an accounting workforce reflecting the needs arising from the continual changing economic business environment in the Guam community and the region.

Note: Program was deleted May 22, 2006.

**Vision Statement:** The program envisions to produce accounting graduates who are knowledgeable and skillful in generally accepted accounting principles so that they will meaningfully contribute to the financial record keeping and management of their respective organizations.

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

## Accounting AS

**Mission Statement:** The mission of the Accounting program is to develop an accounting workforce reflecting the needs arising from the continual changing economic business environment in the Guam community and the region.

**Vision Statement:** The program envisions to produce accounting graduates who are knowledgeable and skillful in generally accepted accounting principles so that they will meaningfully contribute to the financial record keeping and management of their respective organizations.

### Outcome Description: COMPUTER SKILLS IN ACCOUNTING

SLO#2 FA10-SP12
Students will demonstrate computer-based knowledge of the accounting cycle and the ability to perform necessary procedures at each step of the cycle for various types of business.

**Outcome Type:** SLO-Behavioral outcomes
SLO-Cognitive outcomes

**Start Date:** 10/09/2010

**End Date:** 03/11/2012

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Program SLO/AUO Plan reflects/incorporates:** Other

**Historical Assessment Perspective:** A survey was given to students who were enrolled in accounting classes and declared accounting majors. The survey was given last Spring 2010. It had questions that would assist in evaluating the accounting program courses and guide in what can be done when revisiting the program.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete four computerized accounting projects: (1) service business, (2) merchandising business, (3) nonprofit business (4) manufacturing.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects | 70% of students completing the computerized simulation projects will score a minimum of 3.5/4.5 rubric designed to measure a computerized project. | Students will complete three or four computerized accounting projects: (1) service business, (2) merchandising business, (3) nonprofit business, (4) manufacturing business. These projects are completed in the accounting capstone course AC232 Accounting on the Computer Using PeachTree or AC233 Accounting on the Computer Using Quickbooks. Each course is offered only once per academic year. | Yes |
| Accounting Program Survey created using SurveyMonkey that was sent as a link to all accounting students and declared accounting majors last March 2010 and again in Sept 2011.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>2010 Accounting Program Survey<br>2011 Accounting Program Survey Fall 2011.pdf | Students who complete the survey will answer 100% of the questions.<br>March 2010 N= 19 students 100% completed.<br>Sept 2011 N = 22 students 100% completed. | This survey will be given at least annually to get students opinion about the program. | Yes |

## Related Courses

- AC110 - Payroll Accounting

  **Related Documents:**
  AC110_0_Pilot_1995-04-03.pdf
  AC110_0Adopt_1997-03-13.pdf
  AC110_1SR_2000-12-06.pdf
  AC110_1SR_2007-04-26.pdf
  AC110_2NSR_2008-11-25map.pdf
  AC110_Acalog_Final_2014-05-19.pdf
  AC110_1SR_2014-04-24.pdf
  AC110 LOCFinal-1 (2).docx

- AC211 (formerly AC101) - Accounting Principles I

  **Related Documents:**
  AC211_1SR_2010-04-20.pdf
  AC211_1SR_2010-04-20combined AC101,AC102,AC103.pdf
  AC211_1SR_2016.11.24_FINAL.pdf

- AC232 - Accounting on the Computer Using Peachtree

  **Related Documents:**
  AC232_0_Pilot_1995-06-13.pdf
  AC232_0Adopt_1999-10-05.pdf
  AC232_1SR_2004-11-15.pdf
  AC232_2NSR_2008-11-25map.pdf
  AC232_2NSR_2010-10-20.pdf
  AC232_6Arch_2017.02.23.pdf

- AC233 - Accounting on the Computer Using QuickBooks

  **Related Documents:**

AC233_0Adopt_2007-04-05.pdf
AC233_2NSR_2008-11-25map.pdf
AC233_2NSR_2014-04-18.pdf

## Related Tasks

* **Task Name: AC225 Rethink Course Offering**

  **Task Description:** Description:
  Survey accounting majors who intend to take AC225 about the best time to offer this course. Consider the times offered of other accounting courses that may also be needed by the same target group. Schedule AC225 for Spring 2008 and assist
  students who may enroll in this course.

* **Task Name: Develop Three Projects for AC233 QuickBooks**

  **Task Description:** AC233 will be offered for Spring 2008. The department chairperson with assistance from Carmen Santos will further structure the three projects for the QuickBooks course and make changes to the rubric measurement tool if necessary.

* **Task Name: Program Level SLO#1**

  **Task Description:** AC100/AC101 (211)/ AC102/AC103 (212) have purchased General Ledger accounting software for use with the current textbooks.

* **Task Name: Program Level SLO#1.a**

  **Task Description:** QuickBooks software needs to be budgeted into the accounting program so the software can be purchased each time the course is taught if the text book has changed.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.
* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### School of Trades & Professional Services (TPS)

* School Level - Improve facilities and provide better space for programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide appropriate administrative and technological assistance to faculty and programs.

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes

### Accounting AS

* Program/Unit Level - To train individuals for employment in a variety of accounting-related occupations, such as accounting clerks and supervisors, payroll personnel, tax practitioners among many others.

* Program/Unit Level - To produce accounting graduates who have a high level of self confidence about their knowledge and skills.
* Program/Unit Level - To strengthen accounting-related employee training within the Guam community, with particular emphasis on upgrading job skills and knowledge in accounting.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Review and update program/curriculum to reflect current standards/practices in the workplace locally, nationally, and/or globally.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Promote business programs; Accounting, Office Technology and Supervision & Management to increase student enrollment.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Strengthen industry partnerships.

## Related Course SLO

* AC110 - Payroll Accounting: Capstone Experience for Payroll Processing (Copy) - SLO# 4 FA10-SP12
  Upon successful completion of this course, students will be able to process a four-month payroll period for a business using two methods: manual and computerized.
* AC110 - Payroll Accounting: Overview of Payroll System (Copy) - SLO # 1 FA10-SP12
  Upon successful completion of this course, students will be able to develop an understanding of the personnel and payroll records that provide the information required under the numerous laws affecting the operations of a payroll system.
* AC211 (formerly AC101) - Accounting Principles I: Steps of Accounting Cycle for Merchandising Business - SLO#2 FA10-SP12
  Upon successful completion of this course, students will be able to demonstrate the proper procedures to perform all the steps of the accounting cycle for a merchandising business.
* AC232 - Accounting on the Computer Using Peachtree: Basics - SLO#1 FA10-SP12
  Upon successful completion of this course, students will be able to demonstrate computer-based skills using a current software version of Peachtree to perform necessary procedures at each step of the accounting cycle for service, nonprofit, and manufacturing businesses.
* AC232 - Accounting on the Computer Using Peachtree: Correcting Errors - SLO#2 FA10-SP12
  Upon successful completion of this course, students will be able to apply appropriate procedures to analyze problems and make corrections to errors discovered in a company's books using Peachtree.
* AC232 - Accounting on the Computer Using Peachtree: Concepts & Theory - SLO#3 FA10-SP12
  Upon successful completion of this course, students will be able to review basic accounting principles and theory during the process of recording business transactions using the accounting software Peachtree.
* AC233 - Accounting on the Computer Using QuickBooks: Basics - SLO#1 FA10-SP12
  Upon successful completion of this course, students will be able to demonstrate computer-based skills using a current software version of QuickBooks to perform necessary procedures at each step of the accounting cycle for service, nonprofit, and manufacturing businesses.
* AC233 - Accounting on the Computer Using QuickBooks: Concepts and Theory - SLO#3 FA10-SP12
  Upon successful completion of this course, students will be able to review basic accounting principles and theory during the process of recording business transactions using the accounting software QuickBooks.
* AC233 - Accounting on the Computer Using QuickBooks: Terminology - SLO #4 FA10-SP12
  Upon successful completion of this course, students will be able to use appropriate accounting terminology and language to evaluate financial statements and other accounting documents generated by QuickBooks.
* AC298 - Cooperative Education for Accounting : Practice Accounting - SLO # 1 FA10-SP12
  Upon successful completion of this course, the student will reinforce and develop the knowledge of accounting theory and accounting principals applied to the tasks of an accounting job.
* AC298 - Cooperative Education for Accounting : Practice Organizational Skills - SLO # 5 FA10-SP12
  Upon successful completion of this course, the student will demonstrate organizational skills needed to work within an accounting department.

## Outcome Description: KNOWLEDGE IN ACCOUNTING

SLO#1 FA10-SP12
Students will apply accounting theory and principles to accounting procedures and practices for either financial and/or hospitality accounting systems.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/09/2010
**End Date:** 03/11/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** AH&LA Financial Accounting National Certification Test
Certified Bookkeeper Program (CB)
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** AC225 course (associated with the AH&LA Financial accounting national certification test) was recently offered in Fall 2011, but the class was cancelled due to low enrollment. In Fall 2010 AC225 was offered. AC240 Certified Bookkeeper was also offered in Fall 2011, but was cancelled due to low enrollment. It will be

offered again in Spring 2012.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will take the National Examination sponsored by the Educational Institute of the American Hotel & Lodging Association in course AC225 Hospitality Industry Accounting during the last week of the semester.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>National & International Certification Exam | 70% of accounting majors taking the national examination sponsored by the Educational Institute of the American Hotel & Motel Association will pass the national standard (69%) and receive a certificate. | AC225 is offered Fall semester ONLY. However, if the course is offered during a Spring semester, the exam will be offered during this semester also. | Yes |
| Accounting Industry Survey was given to industry members at the Association of Government Accountants sponsored conference in August 2010.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Industry (Employer) Satisfaction Survey | 70% of the participants of the survey will complete the one page survey. | This survey will be given at least every 2 to 3 years to see employers -- accounting training needs. | Yes |

## Related Courses

- AC110 - Payroll Accounting

  **Related Documents:**
  AC110_0_Pilot_1995-04-03.pdf
  AC110_0Adopt_1997-03-13.pdf
  AC110_1SR_2000-12-06.pdf
  AC110_1SR_2007-04-26.pdf
  AC110_2NSR_2008-11-25map.pdf
  AC110_Acalog_Final_2014-05-19.pdf
  AC110_1SR_2014-04-24.pdf
  AC110 LOCFinal-1 (2).docx

- AC150 - Federal Income Tax I

  **Related Documents:**
  AC150_0_Pilot_1995-03-17.pdf
  AC150_0Adopt_2000-10-30.pdf
  AC150_1SR_SLO_2007-10-30.pdf
  AC150_2NSR_2008-10-02.pdf
  AC150_2NSR_2008-11-25map.pdf
  AC150_SR_AY1617-FINAL 02092016.pdf

- AC210 - Introduction to Financial Management

  **Related Documents:**
  AC210_0Adopt_2004-11-15.pdf
  AC210_2NSR_2008-11-25map.pdf
  AC210_1SR_AIH_2014-04-24 Feb112015.pdf
  AC210 LOCFinal-1.docx
  AC210_SR_04242014_acalog.pdf

- AC211 (formerly AC101) - Accounting Principles I

  **Related Documents:**
  AC211_1SR_2010-04-20.pdf
  AC211_1SR_2010-04-20combined AC101,AC102,AC103.pdf
  AC211_1SR_2016.11.24_FINAL.pdf

- AC232 - Accounting on the Computer Using Peachtree

  **Related Documents:**

AC232_0_Pilot_1995-06-13.pdf
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AC232_2NSR_2008-11-25map.pdf
AC232_2NSR_2010-10-20.pdf
AC232_6Arch_2017.02.23.pdf

- AC233 - Accounting on the Computer Using QuickBooks

**Related Documents:**

AC233_0Adopt_2007-04-05.pdf
AC233_2NSR_2008-11-25map.pdf
AC233_2NSR_2014-04-18.pdf

## Related Tasks

* **Task Name: Complete Accounting AS Assessment Report; due 10/14/13**

  **Task Description:** Hi Pilar, this is Robin sending you a TracDat assignment as a friendly reminder. Call AIER if you need assistance.

* **Task Name: Survey Accounting Graduates**

  **Task Description:** Have students rate their knowledge & skills and add questions on computer knowledge.

* **Task Name: Survey Accounting Students**

  **Task Description:** Accounting instructors in the Business Department, will provide the assessment survey to all the potential accounting graduates scheduled to complete their programs for May 2010.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Work with the commission (externally) or the curriculum committee (internally) to respond to curricular needs of industry or the community through the substantive change or curriculum approval processes.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.
* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
* 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide appropriate administrative and technological assistance to faculty and programs.

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes

### Accounting AS

* Program/Unit Level - To train individuals for employment in a variety of accounting-related occupations, such as accounting clerks and supervisors, payroll personnel, tax practitioners among many others.
* Program/Unit Level - To produce accounting graduates who have a high level of self confidence about their knowledge and skills.
* Program/Unit Level - To strengthen accounting-related employee training within the Guam community, with particular emphasis on upgrading job skills and knowledge in accounting.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Review and update program/curriculum to reflect current standards/practices in the workplace locally, nationally, and/or globally.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Promote business programs; Accounting, Office Technology and Supervision & Management to increase student enrollment.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Strengthen industry partnerships.

### Related Course SLO

* . - Certified Bookkeeper Review: Knowlege to Pass the AIPB National Certification - SLO #1 FA10-SP12
  Upon successful completion of this course, students will be able to develop mastery-level skills in selected areas of accounting such as Payroll, Depreciation, Adjusting Entries, Error Corrections, Inventory, Internal Control and Fraud Prevention, to prepare for passing the AIPB national certification exam.
* . - Certified Bookkeeper Review: Certification Requirements - SLO # 2 FA10-SP12:
  Upon successful completion of this course, students will be able to obtain their CB certificate upon full completion of all AIPB requirements.
* . - Certified Bookkeeper Review: Code of Ethics - SLO # 3 FA10-SP12:
  Upon successful completion of this course, students will be able to discuss the universal Code of Ethics for bookkeepers and sign a code of ethics declaration.
* AC100 (formerly AC115) - Fundamentals of Bookkeeping and Accounting: Basics in GAAP 1 - SLO#2 FA10-SP12:
  Upon successful completion of this course, students will be able to apply generally accepted accounting theory and principles to perform all the steps of the accounting cycle for a service and retail type business.
* AC100 (formerly AC115) - Fundamentals of Bookkeeping and Accounting: Basics Using Special Journals 1 - SLO#3 FA10-SP12:
  Upon successful completion of this course, students will be able to perform accounting procedures to journalize and post business transactions using special journals for a merchandise business.
* AC100 (formerly AC115) - Fundamentals of Bookkeeping and Accounting: Accounting Process 1 - SLO#1 FA10-SP12
  Upon successful completion of this course, students will be able to apply accounting procedures to properly record financial information about a business.
* AC101 - Archived (now AC211) - Accounting Principles I: Principles & Concepts 1 - SLO # 1 FA10-SP12:
  Upon successful completion of this course, students will be able to interpret and apply accounting principles and concepts to record and report business financial data for effective management decision making.
* AC101 - Archived (now AC211) - Accounting Principles I: Internal Controls for Cash 1 - SLO #4 FA10-SP12
  Upon successful completion of this course, students will be able to perform bank reconciliations for business records and maintain petty cash systems.
* AC101 - Archived (now AC211) - Accounting Principles I: Inventory Costing Methods 1 - SLO #5 FA10-SP12
  Upon successful completion of this course, students will be able to demonstrate the ability to calculate inventory data using various types of inventory costing methods.
* AC102 - Archived (now AC212) - Accounting Principles II: Corporation Financial Statements 1 - SLO #5 FA10-SP12
  Upon successful completion of this course, students will be able to demonstrate proficiency to prepare corporation financial statements including the statement of cash flows.
* AC102 - Archived (now AC212) - Accounting Principles II: Stockholder Equity Transactions 1 - SLO # 1 FA10-SP12:
  Upon successful completion of this course, students will be able to analyze and record journal entries for corporations dealing with stockholder's equity of a corporation.
* AC102 - Archived (now AC212) - Accounting Principles II: Financial Ratio Analy 1 - SLO#2 FA10-SP12
  Upon successful completion of this course, students will be able to apply financial statement analysis to assess the solvency and profitability of a business.
* AC103 - Archived (now AC212) - Accounting Principles III: Job and Process Costing Methods - SLO#1 FA10-SP12
  Upon successful completion of this course, students will be able to perform accounting tasks essential for financial management of a manufacturing business using both job order and process costing accounting systems.
* AC103 - Archived (now AC212) - Accounting Principles III: Cost Behavior - SLO#2 FA10-SP12
  Upon successful completion of this course, students will be able to analyze the cost behavior of all expenses of a manufacturing business for internal decision making by management.
* AC103 - Archived (now AC212) - Accounting Principles III: Preparation of Budgets - SLO # 3 FA10-SP12
  Upon successful completion of this course, students will be able to explore the process of preparing budgets for a manufacturing business.
* AC110 - Payroll Accounting: Capstone Experience for Payroll Processing (Copy) - SLO# 4 FA10-SP12

Upon successful completion of this course, students will be able to process a four-month payroll period for a business using two methods: manual and computerized.

* AC110 - Payroll Accounting: Application of Payroll Laws (Copy) - SLO# 2 FA10-SP12
  Upon successful completion of this course, students will be able to calculate wages, employees earning records, and a payroll register applying all payroll laws that are applicable and current.
* AC110 - Payroll Accounting: Overview of Payroll System (Copy) - SLO # 1 FA10-SP12
  Upon successful completion of this course, students will be able to develop an understanding of the personnel and payroll records that provide the information required under the numerous laws affecting the operations of a payroll system.
* AC150 - Federal Income Tax I: Tax Objectives (Copy) - SLO #4 FA10-SP12
  Upon successful completion of this course, students will be able to list the objectives of the federal income tax laws.
* AC150 - Federal Income Tax I: Definition - SLO#1 AY:
  Upon successful completion of this course, students will be able to discuss what the federal income tax is and distinguish it from other types of federal taxes.
* AC210 - Introduction to Financial Management: Financial Ratio Analysis (Copy) - SLO # 1 FA10-SP12:
  Upon successful completion of this course, students will be able to interpret and apply financial ratios to financial statements to evaluate future prospects of the business.
* AC210 - Introduction to Financial Management: Market Interest Rate (Copy) - SLO # 2 FA10-SP12
  Upon successful completion of this course, students will be able to define markets and determine the market interest rate using various universal tools.
* AC211 (formerly AC101) - Accounting Principles I: Steps of Accounting Cycle for Merchandising Business - SLO#2 FA10-SP12
  Upon successful completion of this course, students will be able to demonstrate the proper procedures to perform all the steps of the accounting cycle for a merchandising business.
* AC211 (formerly AC101) - Accounting Principles I: Internal Controls - SLO#4 FA10-SP12
  Upon successful completion of this class, students will be able to perform a bank reconciliation for business records and maintain petty cash systems.
* AC211 (formerly AC101) - Accounting Principles I: Inventory Costing - SLO#5 FA10-SP12
  Upon successful completion of this course, students will be able to demonstrate the ability to calculate inventory data using various types of inventory costing methods.
* AC212 (formerly AC102 & AC103) - Accounting Principles II: Stockholder's Equity - SLO # 1 FA10-SP12:
  Upon successful completion of this course, students will be able to analyze and record journal entries for corporations dealing with stockholder's equity of a corporation.
* AC212 (formerly AC102 & AC103) - Accounting Principles II: Manufacturing business - SLO # 3 FA10-SP12:
  Upon successful completion of this course, students will be able to contrast the accounting systems used by manufacturing businesses: job order and process costing.
* AC225 (formerly HS244) - Hospitality Industry Accounting: National Certification - SLO FA10-SP12:
  Upon successful completion of this course, students will be able to obtain the American Hotel & Lodging Association certificate upon completion of all course requirements and successfully passing the national certification examination.
* AC225 (formerly HS244) - Hospitality Industry Accounting: Fundamental Skills - SLO FA10-SP12:
  Upon successful completion of this course, students will be able to develop mastery-level skills in the fundamentals of financial accounting for the global hospitality industry.
* AC225 (formerly HS244) - Hospitality Industry Accounting: Special Journals - SLO FA10-SP12:
  Upon successful completion of this course, students will be able to discuss computerized accounting systems prevalent in hospitality businesses that use special journals and subsidiary ledgers.
* AC232 - Accounting on the Computer Using Peachtree: Basics - SLO#1 FA10-SP12
  Upon successful completion of this course, students will be able to demonstrate computer-based skills using a current software version of Peachtree to perform necessary procedures at each step of the accounting cycle for service, nonprofit, and manufacturing businesses.
* AC232 - Accounting on the Computer Using Peachtree: Correcting Errors - SLO#2 FA10-SP12
  Upon successful completion of this course, students will be able to apply appropriate procedures to analyze problems and make corrections to errors discovered in a company's books using Peachtree.
* AC232 - Accounting on the Computer Using Peachtree: Concepts & Theory - SLO#3 FA10-SP12
  Upon successful completion of this course, students will be able to review basic accounting principles and theory during the process of recording business transactions using the accounting software Peachtree.
* AC233 - Accounting on the Computer Using QuickBooks: Basics - SLO#1 FA10-SP12
  Upon successful completion of this course, students will be able to demonstrate computer-based skills using a current software version of QuickBooks to perform necessary procedures at each step of the accounting cycle for service, nonprofit, and manufacturing businesses.
* AC233 - Accounting on the Computer Using QuickBooks: Concepts and Theory - SLO#3 FA10-SP12
  Upon successful completion of this course, students will be able to review basic accounting principles and theory during the process of recording business transactions using the accounting software QuickBooks.
* AC233 - Accounting on the Computer Using QuickBooks: Terminology - SLO #4 FA10-SP12
  Upon successful completion of this course, students will be able to use appropriate accounting terminology and language to evaluate financial statements and other accounting documents generated by QuickBooks.
* AC250 - Federal Income Tax II: Corporate Taxation - SLO#1 FA10-SP12:
  Upon successful completion of this course, students will be able to discuss the formation and operation of corporations related to corporate taxation.
* AC250 - Federal Income Tax II: Regulations - SLO#2 FA10-SP12
  Upon successful completion of this course, students will be able to discuss corporate taxation regulations related to corporate distributions to shareholders.
* AC250 - Federal Income Tax II: Reorganization - SLO#5 FA10-SP12
  Upon successful completion of this course, students will be able to identify the characteristics of the seven types of reorganization of a corporation.

* AC298 - Cooperative Education for Accounting : Practice Accounting - SLO # 1 FA10-SP12
  Upon successful completion of this course, the student will reinforce and develop the knowledge of accounting theory and accounting principals applied to the tasks of an accounting job.
* AC298 - Cooperative Education for Accounting : Practice Ethics - SLO #3 FA10-SP12:
  Upon successful completion of this course, the student will apply the practice of professional accounting ethics related to the responsibilities of an accounting job.
* AC298 - Cooperative Education for Accounting : Practice Interpersonal Skills - SLO#4 AY:FA10-SP12
  Upon successful completion of this course, the student will demonstrate effective interpersonal skills with co-workers according to the expectations of an accounting supervisor during the duration of a job assignment.
* AC298 - Cooperative Education for Accounting : Practice Organizational Skills - SLO # 5 FA10-SP12
  Upon successful completion of this course, the student will demonstrate organizational skills needed to work within an accounting department.

## Outcome Description: ACCOUNTING STUDENT DISPOSITIONS & VALUES

SLO#3 FA10-SP12
Students will develop dispositions and values suitable to the practice of accounting in the real world.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/11/2010
**End Date:** 03/11/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** None
**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** Using Survey Monkey, P. Pangelinan created the same questionnaire as was previously used and emailed it to the students who graduated in May 2011.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The featured "questionnaire" in TracDat will be used to obtain student perceptions about their training while attending GCC.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey<br>**Related Documents:**<br>Accounting Graduate Survey | 50% of the graduating students who are asked to complete the questionnaire will provide their ratings. | The related document used to have be be mailed, at the end of Spring 2011 semester students will be contacted via email and asked to complete the online questionnaire. | Yes |
| The Accounting Graduate survey was created using Survey Monkey. It was emailed to students that graduated last May 2011 N= 8, and only 1 or 13% answered the survey.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Exit Interviews/Survey<br>**Related Documents:**<br>Accounting Graduate Survey May 2011.pdf<br>Accounting Graduate Survey | The survey had students rate their level of knowledge on a scale of 1-4 after graduating from the accounting program at GCC. | This survey will be given at least yearly after the students have graduated in May. | Yes |

### Related Courses

- AC110 - Payroll Accounting

**Related Documents:**
AC110_0_Pilot_1995-04-03.pdf
AC110_0Adopt_1997-03-13.pdf
AC110_1SR_2000-12-06.pdf
AC110_1SR_2007-04-26.pdf
AC110_2NSR_2008-11-25map.pdf

AC110_Acalog_Final_2014-05-19.pdf
AC110_1SR_2014-04-24.pdf
AC110 LOCFinal-1 (2).docx

- AC150 - Federal Income Tax I

**Related Documents:**
AC150_0_Pilot_1995-03-17.pdf
AC150_0Adopt_2000-10-30.pdf
AC150_1SR_SLO_2007-10-30.pdf
AC150_2NSR_2008-10-02.pdf
AC150_2NSR_2008-11-25map.pdf
AC150_SR_AY1617-FINAL 02092016.pdf

- AC210 - Introduction to Financial Management

**Related Documents:**
AC210_0Adopt_2004-11-15.pdf
AC210_2NSR_2008-11-25map.pdf
AC210_1SR_AIH_2014-04-24 Feb112015.pdf
AC210 LOCFinal-1.docx
AC210_SR_04242014_acalog.pdf

- AC211 (formerly AC101) - Accounting Principles I

**Related Documents:**
AC211_1SR_2010-04-20.pdf
AC211_1SR_2010-04-20combined AC101,AC102,AC103.pdf
AC211_1SR_2016.11.24_FINAL.pdf

- AC232 - Accounting on the Computer Using Peachtree

**Related Documents:**
AC232_0_Pilot_1995-06-13.pdf
AC232_0Adopt_1999-10-05.pdf
AC232_1SR_2004-11-15.pdf
AC232_2NSR_2008-11-25map.pdf
AC232_2NSR_2010-10-20.pdf
AC232_6Arch_2017.02.23.pdf

- AC233 - Accounting on the Computer Using QuickBooks

**Related Documents:**
AC233_0Adopt_2007-04-05.pdf
AC233_2NSR_2008-11-25map.pdf
AC233_2NSR_2014-04-18.pdf

## Related Tasks

* **Task Name: Program Level SLO #3**

**Task Description:** Survey potential accounting graduates

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.
* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.
* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2

Educational Excellence:
This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.
* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### School of Trades & Professional Services (TPS)

* School Level - Improve facilities and provide better space for programs.
* School Level - Reorganize certain departments as needed.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide appropriate administrative and technological assistance to faculty and programs.

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes

### Accounting AS

* Program/Unit Level - To train individuals for employment in a variety of accounting-related occupations, such as accounting clerks and supervisors, payroll personnel, tax practitioners among many others.
* Program/Unit Level - To produce accounting graduates who have a high level of self confidence about their knowledge and skills.
* Program/Unit Level - To strengthen accounting-related employee training within the Guam community, with particular emphasis on upgrading job skills and knowledge in accounting.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Review and update program/curriculum to reflect current standards/practices in the workplace locally, nationally, and/or globally.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Promote business programs; Accounting, Office Technology and Supervision & Management to increase student enrollment.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Strengthen industry partnerships.

## Related Course SLO

* . - Certified Bookkeeper Review: Knowlege to Pass the AIPB National Certification - SLO #1 FA10-SP12
  Upon successful completion of this course, students will be able to develop mastery-level skills in selected areas of accounting such as Payroll, Depreciation, Adjusting Entries, Error Corrections, Inventory, Internal Control and Fraud Prevention, to prepare for passing the AIPB national certification exam.
* . - Certified Bookkeeper Review: Code of Ethics - SLO # 3 FA10-SP12:
  Upon successful completion of this course, students will be able to discuss the universal Code of Ethics for bookkeepers and sign a code of ethics declaration.
* AC225 (formerly HS244) - Hospitality Industry Accounting: National Certification - SLO FA10-SP12:
  Upon successful completion of this course, students will be able to obtain the American Hotel & Lodging Association certificate upon completion of all course requirements and successfully passing the national certification examination.
* AC233 - Accounting on the Computer Using QuickBooks: Concepts and Theory - SLO#3 FA10-SP12
  Upon successful completion of this course, students will be able to review basic accounting principles and theory during the process of recording business transactions using the accounting software QuickBooks.
* AC298 - Cooperative Education for Accounting : Practice Accounting - SLO # 1 FA10-SP12
  Upon successful completion of this course, the student will reinforce and develop the knowledge of accounting theory and accounting principals applied to the tasks of an accounting job.

* AC298 - Cooperative Education for Accounting : Practice Ethics - SLO #3 FA10-SP12:
  Upon successful completion of this course, the student will apply the practice of professional accounting ethics related to the responsibilities of an accounting job.
* AC298 - Cooperative Education for Accounting : Practice Interpersonal Skills - SLO#4 AY:FA10-SP12
  Upon successful completion of this course, the student will demonstrate effective interpersonal skills with co-workers according to the expectations of an accounting supervisor during the duration of a job assignment.
* AC298 - Cooperative Education for Accounting : Practice Organizational Skills - SLO # 5 FA10-SP12
  Upon successful completion of this course, the student will demonstrate organizational skills needed to work within an accounting department.

### Outcome Description: AY06-07 SLO#1 ACCOUNTING STUDENT PERCEPTIONS

Students will convey their perceptions regarding accounting knowledge gained from completing the accounting program at GCC.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/09/2006
**End Date:** 03/03/2008
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The featured "questionnaire" in TracDat will be used to obtain student perceptions about their training while attending GCC.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey | 50% of the graduating students who are asked to complete the online questionnaire will respond and provide "write in" answers to some questions that will be useful for the Accounting Department. | At the end of Fall 2006, Spring 2007, and Fall 2007 students will be contacted via email and asked to complete the online questionnaire. | Yes |

### Related Courses

- AC110 - Payroll Accounting

  **Related Documents:**
  AC110_0_Pilot_1995-04-03.pdf
  AC110_0Adopt_1997-03-13.pdf
  AC110_1SR_2000-12-06.pdf
  AC110_1SR_2007-04-26.pdf
  AC110_2NSR_2008-11-25map.pdf
  AC110_Acalog_Final_2014-05-19.pdf
  AC110_1SR_2014-04-24.pdf
  AC110 LOCFinal-1 (2).docx

- AC150 - Federal Income Tax I

  **Related Documents:**
  AC150_0_Pilot_1995-03-17.pdf
  AC150_0Adopt_2000-10-30.pdf
  AC150_1SR_SLO_2007-10-30.pdf
  AC150_2NSR_2008-10-02.pdf
  AC150_2NSR_2008-11-25map.pdf
  AC150_SR_AY1617-FINAL 02092016.pdf

- AC210 - Introduction to Financial Management

**Related Documents:**

AC210_0Adopt_2004-11-15.pdf
AC210_2NSR_2008-11-25map.pdf
AC210_1SR_AIH_2014-04-24 Feb112015.pdf
AC210 LOCFinal-1.docx
AC210_SR_04242014_acalog.pdf

- AC211 (formerly AC101) - Accounting Principles I

**Related Documents:**

AC211_1SR_2010-04-20.pdf
AC211_1SR_2010-04-20combined AC101,AC102,AC103.pdf
AC211_1SR_2016.11.24_FINAL.pdf

- AC232 - Accounting on the Computer Using Peachtree

**Related Documents:**

AC232_0_Pilot_1995-06-13.pdf
AC232_0Adopt_1999-10-05.pdf
AC232_1SR_2004-11-15.pdf
AC232_2NSR_2008-11-25map.pdf
AC232_2NSR_2010-10-20.pdf
AC232_6Arch_2017.02.23.pdf

- AC233 - Accounting on the Computer Using QuickBooks

**Related Documents:**

AC233_0Adopt_2007-04-05.pdf
AC233_2NSR_2008-11-25map.pdf
AC233_2NSR_2014-04-18.pdf

## Related Tasks

* **Task Name: Program Level SLO #3**

**Task Description:** Survey potential accounting graduates

## Related Items

### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.

### Accounting AS

* Program/Unit Level - To train individuals for employment in a variety of accounting-related occupations, such as accounting clerks and supervisors, payroll personnel, tax practitioners among many others.
* Program/Unit Level - To produce accounting graduates who have a high level of self confidence about their knowledge and skills.
* Program/Unit Level - To strengthen accounting-related employee training within the Guam community, with particular emphasis on upgrading job skills and knowledge in accounting.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Strengthen industry partnerships.

## Related Course SLO

* AC101 - Archived (now AC211) - Accounting Principles I: Internal Controls for Cash - SLO#4 AY:
  Upon successful completion of this course, students will be able to perform bank reconciliations for business records and maintain petty cash systems.
* AC101 - Archived (now AC211) - Accounting Principles I: Inventory Costing Methods - SLO#5 AY:
  Upon successful completion of this course, students will be able to demonstrate the ability to calculate inventory data using various types of inventory costing methods.
* AC102 - Archived (now AC212) - Accounting Principles II: Stockholder Equity Transactions - SLO#1 AY08-09:
  Upon successful completion of this course, students will be able to analyze and record journal entries for corporations dealing with stockholder's equity of a corporation.
* AC103 - Archived (now AC212) - Accounting Principles III: Determination of Selling Price - SLO#5 AY:
  Upon successful completion of this course, students will be able to determine the selling price of manufacturing products using the total cost, product cost, and variable cost concepts.

* AC150 - Federal Income Tax I: Compare Taxes - SLO#2 AY:
  Upon successful completion of this course, students will be able to distinguish between the regular income tax and the alternative minimum tax.
* AC150 - Federal Income Tax I: Tax Objectives - SLO#4 AY:
  Upon successful completion of this course, students will be able to list the objectives of the federal income tax laws.
* AC210 - Introduction to Financial Management: Compare Risks of Investments - SLO#3 AY:
  Upon successful completion of this course, students will be able to compare risk with the rate of return in a single investment and a portfolio investment.

### Outcome Description: AY06-07 SLO#2 KNOWLEDGE IN ACCOUNTING THEORY

Students will develop dispositions and values suitable to the practice of accounting in the real world.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/09/2006
**End Date:** 03/03/2008
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will take the National Examination sponsored by the Educational Institute of the American Hotel & Lodging Association in course AC225 Hospitality Industry Accounting during the last week of the semester.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>National & International Certification Exam | 70% of accounting majors taking the national examination sponsored by the Educational Institute of the American Hotel & Motel Association will pass the national standard (69%) and receive a certificate. | AC225 is offered Fall semester ONLY. Exam will be administered during Fall 2006 and Fall 2007. However, if the course is offered during a Spring semester, the exam will be offered during this semester also. | Yes |

### Related Courses

- AC110 - Payroll Accounting

  **Related Documents:**
  AC110_0_Pilot_1995-04-03.pdf
  AC110_0Adopt_1997-03-13.pdf
  AC110_1SR_2000-12-06.pdf
  AC110_1SR_2007-04-26.pdf
  AC110_2NSR_2008-11-25map.pdf
  AC110_Acalog_Final_2014-05-19.pdf
  AC110_1SR_2014-04-24.pdf
  AC110 LOCFinal-1 (2).docx

- AC150 - Federal Income Tax I

  **Related Documents:**
  AC150_0_Pilot_1995-03-17.pdf
  AC150_0Adopt_2000-10-30.pdf
  AC150_1SR_SLO_2007-10-30.pdf
  AC150_2NSR_2008-10-02.pdf
  AC150_2NSR_2008-11-25map.pdf
  AC150_SR_AY1617-FINAL 02092016.pdf

- AC210 - Introduction to Financial Management

**Related Documents:**

AC210_0Adopt_2004-11-15.pdf
AC210_2NSR_2008-11-25map.pdf
AC210_1SR_AIH_2014-04-24 Feb112015.pdf
AC210 LOCFinal-1.docx
AC210_SR_04242014_acalog.pdf

- AC232 - Accounting on the Computer Using Peachtree

**Related Documents:**

AC232_0_Pilot_1995-06-13.pdf
AC232_0Adopt_1999-10-05.pdf
AC232_1SR_2004-11-15.pdf
AC232_2NSR_2008-11-25map.pdf
AC232_2NSR_2010-10-20.pdf
AC232_6Arch_2017.02.23.pdf

- AC233 - Accounting on the Computer Using QuickBooks

**Related Documents:**

AC233_0Adopt_2007-04-05.pdf
AC233_2NSR_2008-11-25map.pdf
AC233_2NSR_2014-04-18.pdf

## Related Tasks

* **Task Name: Survey Accounting Students**

**Task Description:** Barbara and Pilar, accounting instructors in the Business Department, will provide the assessment survey to all the potential accounting graduates scheduled to complete their programs for May 2008. Each will visit particular courses, such as
OA211, to provide the questionnaires to the individual students during the month of April 2008.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Accounting AS

* Program/Unit Level - To train individuals for employment in a variety of accounting-related occupations, such as accounting clerks and supervisors, payroll personnel, tax practitioners among many others.
* Program/Unit Level - To produce accounting graduates who have a high level of self confidence about their knowledge and skills.
* Program/Unit Level - To strengthen accounting-related employee training within the Guam community, with particular emphasis on upgrading job skills and knowledge in accounting.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Review and update program/curriculum to reflect current standards/practices in the workplace locally, nationally, and/or globally.

## Related Course SLO

* AC100 (formerly AC115) - Fundamentals of Bookkeeping and Accounting: Basics in GAAP - SLO#2 AY08-09:
  Upon successful completion of this course, students will be able to apply generally accepted accounting theory and principles to perform all the steps of the accounting cycle for a service and retail type business.
* AC100 (formerly AC115) - Fundamentals of Bookkeeping and Accounting: Basics Using Special Journals - SLO#4 AY08-09:
  Upon successful completion of this course, students will be able to perform accounting procedures to journalize and post business transactions using special journals for a merchandise business.
* AC101 - Archived (now AC211) - Accounting Principles I: Principles & Concepts - SLO#1 AY:
  Upon successful completion of this course, students will be able to interpret and apply accounting principles and concepts to record and report business financial data for effective management decision making.
* AC101 - Archived (now AC211) - Accounting Principles I: Steps of Accting Cycle - SLO#2 AY08-09:
  Upon successful completion of this course, students will be able to demonstrate the proper procedures to perform all the steps of the accounting cycle for a merchandise business.
* AC102 - Archived (now AC212) - Accounting Principles II: Financial Statement Analysis Procedures - SLO#2 AY:
  Upon successful completion of this course, students will be able to apply financial statement analysis to assess the solvency and profitability of a business.
* AC103 - Archived (now AC212) - Accounting Principles III: Job and Process Costing Methods - SLO#1 FA10-SP12

Upon successful completion of this course, students will be able to perform accounting tasks essential for financial management of a manufacturing business using both job order and process costing accounting systems.

* AC110 - Payroll Accounting: Tax Returns - SLO#3 AY:
  Upon successful completion of this course, students will be able to perform all aspects of payroll operations, including payroll tax returns.
* AC150 - Federal Income Tax I: Definition - SLO#1 AY:
  Upon successful completion of this course, students will be able to discuss what the federal income tax is and distinguish it from other types of federal taxes.
* AC150 - Federal Income Tax I: Tax History - SLO#3 AY:
  Upon successful completion of this course, students will be able to discuss how Congress derived its authority to impose the federal income tax.
* AC210 - Introduction to Financial Management: Stock and Bond Valuations - SLO# 4 FA10-SP12
  Upon successful completion of this course, students will be able to perform valuations of stocks and bonds.
* AC210 - Introduction to Financial Management: Cash Conversion Cycles - SLO#6 AY:
  Upon successful completion of this course, students will be able to explain the concept of working capital and its components in order to manage cash conversion cycles.
* AC225 (formerly HS244) - Hospitality Industry Accounting: National Certification SLO#2 - SLO#2 AY08-09:
  Upon successful completion of this course, students will be able to obtain the American Hotel & Lodging Association certificate upon completion of all course requirements and successfully passing the national certification examination.
* AC232 - Accounting on the Computer Using Peachtree: Correcting Errors - SLO#2 FA10-SP12
  Upon successful completion of this course, students will be able to apply appropriate procedures to analyze problems and make corrections to errors discovered in a company's books using Peachtree.
* AC250 - Federal Income Tax II: Corporate Taxation - SLO#1 FA10-SP12:
  Upon successful completion of this course, students will be able to discuss the formation and operation of corporations related to corporate taxation.
* AC250 - Federal Income Tax II: Regulations - SLO#2 FA10-SP12
  Upon successful completion of this course, students will be able to discuss corporate taxation regulations related to corporate distributions to shareholders.
* AC250 - Federal Income Tax II: Reorganization - SLO#5 FA10-SP12
  Upon successful completion of this course, students will be able to identify the characteristics of the seven types of reorganization of a corporation.

## Outcome Description: AY06-07 SLO#3 COMPUTER SKILLS IN ACCOUNTING

Students will demonstrate computer-based knowledge of the accounting cycle and the ability to perform necessary procedures at each step of the cycle for various types of business.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/09/2006
**End Date:** 03/03/2008
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete four computerized accounting projects: (1) service business, (2) merchandising business, (3) nonprofit business (4) manufacturing.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects | 70% of students completing the computerized simulation projects will score a minimum of 3.5/4.5 rubric designed to measure a computerized project. | Students will complete four computerized accounting projects: (1) service business, (2) merchandising business, (3) nonprofit business, (4) manufacturing business. All four projects are completed in the accounting capstone course AC232 Accounting on the Computer Using PeachTree or AC233 Accounting on the Computer Using Quickbooks. Each course is offered only once per academic year. | Yes |

## Related Courses

- AC110 - Payroll Accounting

  **Related Documents:**

  AC110_0_Pilot_1995-04-03.pdf
  AC110_0Adopt_1997-03-13.pdf
  AC110_1SR_2000-12-06.pdf
  AC110_1SR_2007-04-26.pdf
  AC110_2NSR_2008-11-25map.pdf
  AC110_Acalog_Final_2014-05-19.pdf
  AC110_1SR_2014-04-24.pdf
  AC110 LOCFinal-1 (2).docx

- AC232 - Accounting on the Computer Using Peachtree

  **Related Documents:**

  AC232_0_Pilot_1995-06-13.pdf
  AC232_0Adopt_1999-10-05.pdf
  AC232_1SR_2004-11-15.pdf
  AC232_2NSR_2008-11-25map.pdf
  AC232_2NSR_2010-10-20.pdf
  AC232_6Arch_2017.02.23.pdf

- AC233 - Accounting on the Computer Using QuickBooks

  **Related Documents:**

  AC233_0Adopt_2007-04-05.pdf
  AC233_2NSR_2008-11-25map.pdf
  AC233_2NSR_2014-04-18.pdf

## Related Tasks

* **Task Name: AC225 Rethink Course Offering**

  **Task Description:** Description:
  Survey accounting majors who intend to take AC225 about the best time to offer this course. Consider the times offered of other accounting courses that may also be needed by the same target group. Schedule AC225 for Spring 2008 and assist
  students who may enroll in this course.

* **Task Name: Develop Three Projects for AC233 QuickBooks**

  **Task Description:** AC233 will be offered for Spring 2008. The department chairperson with assistance from Carmen Santos will further structure the three projects for the QuickBooks course and make changes to the rubric measurement tool if necessary.

* **Task Name: Program Level SLO#1**

  **Task Description:** Develop three projects for AC233

* **Task Name: Program Level SLO#1.a**

  **Task Description:** Survey students

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Accounting AS

* Program/Unit Level - To train individuals for employment in a variety of accounting-related occupations, such as accounting clerks and supervisors, payroll personnel, tax practitioners among many others.
* Program/Unit Level - To produce accounting graduates who have a high level of self confidence about their knowledge and skills.
* Program/Unit Level - To strengthen accounting-related employee training within the Guam community, with particular emphasis on upgrading job skills and knowledge in accounting.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Strengthen industry partnerships.

## Related Course SLO

* . - Certified Bookkeeper Review: Certification Requirements - SLO # 2 FA10-SP12:
  Upon successful completion of this course, students will be able to obtain their CB certificate upon full completion of all AIPB requirements.
* AC102 - Archived (now AC212) - Accounting Principles II: Corporation Financial Statements - SLO#5 AY:
  Upon successful completion of this course, students will be able to demonstrate proficiency to prepare corporation financial statements including the statement of cash flows.
* AC102 - Archived (now AC212) - Accounting Principles II: PV for Bonds Payable - SLO#3 AY:
  Upon successful completion of this course, students will be able to analyze accounting issues related to bonds and perform the calculations to compute the present value of bonds payable.
* AC103 - Archived (now AC212) - Accounting Principles III: Standard Deviations - SLO#4 AY:
  Upon successful completion of this course, students will be able to calculate various standard deviations performed from the standard budget of a manufacturing business.
* AC110 - Payroll Accounting: Overview of Payroll System - SLO#1 AY:
  Upon successful completion of this course, students will be able to develop an understanding of the personnel and payroll records that provide the information required under the numerous laws affecting the operations of a payroll system.
* AC110 - Payroll Accounting: Application of Payroll Laws - SLO#2 AY:
  Upon successful completion of this course, students will be able to calculate wages, employees earning records, and a payroll register applying all payroll laws that are applicable and current.
* AC110 - Payroll Accounting: Capstone Experience for Payroll Processing - SLO#4 AY08-09:
  Upon successful completion of this course, students will be able to process a four-month payroll period for a business using two methods: manual and computerized.
* AC210 - Introduction to Financial Management: Time Value of Money - SLO#5 AY:
  Upon successful completion of this course, students will be able to calculate present value and future value of a cash flow problem.
* AC225 (formerly HS244) - Hospitality Industry Accounting: Special Journals - SLO FA10-SP12:
  Upon successful completion of this course, students will be able to discuss computerized accounting systems prevalent in hospitality businesses that use special journals and subsidiary ledgers.
* AC232 - Accounting on the Computer Using Peachtree: Concepts & Theory - SLO#3 FA10-SP12
  Upon successful completion of this course, students will be able to review basic accounting principles and theory during the process of recording business transactions using the accounting software Peachtree.
* AC233 - Accounting on the Computer Using QuickBooks: Basics - SLO#1 FA10-SP12
  Upon successful completion of this course, students will be able to demonstrate computer-based skills using a current software version of QuickBooks to perform necessary procedures at each step of the accounting cycle for service, nonprofit, and manufacturing businesses.
* AC233 - Accounting on the Computer Using QuickBooks: Concepts and Theory - SLO#3 FA10-SP12
  Upon successful completion of this course, students will be able to review basic accounting principles and theory during the process of recording business transactions using the accounting software QuickBooks.

## Outcome Description: AY04-05 SLO#1 ACCOUNTING STUDENT ATTITUDES

Students will express their opinions regarding values learned from practicing accounting theory and principles.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/11/2004
**End Date:** 10/03/2005
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A forty-three question exit survey will be completed by all students enrolled in AC232 and AC240 during their last semester of the degree program. Exiting students in other accounting classes will also be identified and asked to complete a survey.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey | Graduating accounting majors will rate their own satisfaction level of their acounting training at a minimum of 80% combining their responses for both intermediate and advanced on an exit survey. | Exit survey is administered sometime during the last three weeks of both the Fall and Spring semesters to graduating students in courses AC232 and AC240.<br>Exiting students in other accounting classes will also be identified and asked to complete the survey. | Yes |

## Related Courses

- AC210 - Introduction to Financial Management

**Related Documents:**

AC210_0Adopt_2004-11-15.pdf
AC210_2NSR_2008-11-25map.pdf
AC210_1SR_AIH_2014-04-24 Feb112015.pdf
AC210 LOCFinal-1.docx
AC210_SR_04242014_acalog.pdf

- AC232 - Accounting on the Computer Using Peachtree

**Related Documents:**

AC232_0_Pilot_1995-06-13.pdf
AC232_0Adopt_1999-10-05.pdf
AC232_1SR_2004-11-15.pdf
AC232_2NSR_2008-11-25map.pdf
AC232_2NSR_2010-10-20.pdf
AC232_6Arch_2017.02.23.pdf

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Outcome Description: AY04-05 SLO#2 COMPUTER SKILLS IN ACCOUNTING

Students will demonstrate computer-based knowledge of the accounting cycle and the ability to perform necessary procedures at each step of the cycle for various types of business.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/11/2004
**End Date:** 10/03/2005
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete three computerized accounting projects: (1) service business, (2) merchandising business, (3) nonprofit business.<br><br>For a description of the three (3) student projects, see Document Link below. The student projects can also be viewed from the Query & Report menu under these reports:<br><br>Assessment Impact Assessment Plan or Observation by Assessment Method<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects | 70% of students completing the computerized simulation projects will score a minimum of 3.5/4.5 rubric designed to measure a computerized project. | Students will complete three computerized accounting projects: (1) service business, (2) merchandising business, (3) nonprofit business. All three projects are completed in the accounting capstone course AC232 Accounting on the Computer Using Peachtree. This is offered SPRING semester only. The three-project data was collected under the above guidelines for Spring 2004 and will be used for AY 04-05 assessment evaluation and reporting. The start date of 10/11/04 was the submission date for modification of the student learning objective for this measurement cycle. Data will also be collected from AC232 during Spring 2005. | Yes |

## Related Courses

- AC232 - Accounting on the Computer Using Peachtree

**Related Documents:**

AC232_0_Pilot_1995-06-13.pdf
AC232_0Adopt_1999-10-05.pdf
AC232_1SR_2004-11-15.pdf
AC232_2NSR_2008-11-25map.pdf
AC232_2NSR_2010-10-20.pdf
AC232_6Arch_2017.02.23.pdf

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Accounting AS

* Program/Unit Level - To train individuals for employment in a variety of accounting-related occupations, such as accounting clerks and supervisors, payroll personnel, tax practitioners among many others.
* Program/Unit Level - To produce accounting graduates who have a high level of self confidence about their knowledge and skills.
* Program/Unit Level - To strengthen accounting-related employee training within the Guam community, with particular emphasis on upgrading job skills and knowledge in accounting.

## Outcome Description: AY04-05 SLO#3 KNOWLEDGE OF ACCOUNTING THEORY

Students will recall accounting theory and principles in accounting procedures and practices for either financial and/or hospitality accounting systems.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/11/2004
**End Date:** 10/03/2005

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will take the National Examination sponsored by the Educational Institute of the American Hotel & Motel Association. The exam will be offered during the final week of the semester for course AC225 Hospitality Industry Accounting. This course is a Fall ONLY course. However, for Fall 2004, this course did not have the required minimum number of students enrolled. Therefore, the course was offered for Spring 2005, thereby rescheduling the National Examination until early May 2005.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>National & International Certification Exam<br>**Related Documents:**<br>Fall 2005 National Exam.pdf | 70% of accounting majors taking the national examination sponsored by the Educational Institute of the American Hotel & Motel Association will pass the national standard (69%) and receive a certificate. | All students enrolled in AC225 for the Spring Semester 2005 will take the National Examination during the first week of May 2005. The sample used to measure this objective will include only students majoring in accounting; majors for tourism will be excluded from the sample measured. | Yes |

## Related Courses

- AC110 - Payroll Accounting

  **Related Documents:**
  AC110_0_Pilot_1995-04-03.pdf
  AC110_0Adopt_1997-03-13.pdf
  AC110_1SR_2000-12-06.pdf
  AC110_1SR_2007-04-26.pdf
  AC110_2NSR_2008-11-25map.pdf
  AC110_Acalog_Final_2014-05-19.pdf
  AC110_1SR_2014-04-24.pdf
  AC110 LOCFinal-1 (2).docx

- AC210 - Introduction to Financial Management

  **Related Documents:**
  AC210_0Adopt_2004-11-15.pdf
  AC210_2NSR_2008-11-25map.pdf
  AC210_1SR_AIH_2014-04-24 Feb112015.pdf
  AC210 LOCFinal-1.docx
  AC210_SR_04242014_acalog.pdf

- AC232 - Accounting on the Computer Using Peachtree

  **Related Documents:**
  AC232_0_Pilot_1995-06-13.pdf
  AC232_0Adopt_1999-10-05.pdf
  AC232_1SR_2004-11-15.pdf
  AC232_2NSR_2008-11-25map.pdf
  AC232_2NSR_2010-10-20.pdf
  AC232_6Arch_2017.02.23.pdf

- AC233 - Accounting on the Computer Using QuickBooks

  **Related Documents:**
  AC233_0Adopt_2007-04-05.pdf

AC233_2NSR_2008-11-25map.pdf
AC233_2NSR_2014-04-18.pdf

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Related Course SLO

* . - Certified Bookkeeper Review: Code of Ethics - SLO # 3 FA10-SP12:
Upon successful completion of this course, students will be able to discuss the universal Code of Ethics for bookkeepers and sign a code of ethics declaration.

## Outcome Description: AY01-02 SLO#1 KNOWLEDGE OF ACCOUNT THEORY

To interpret and apply fundamentals of accounting principles for business events related to accounting systems for financial accounting and hospitality accounting.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/11/2002
**End Date:** 09/23/2003
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| 70% of the accounting majors taking the national examination sponsored by the Educational Institute of the American Hotel & Motel Association will pass the national standard (69%) and receive a certificate.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>National & International Certification Exam | Students will take the National Examination sponsored by the Educational Institute of the American Hotel & Motel Association. The exam will be offered during the final week of the semester for course AC225 Hospitality Industry Accounting. This course has a Fall only designation, but is offered other times upon demand. | AC225 instructor will administer the National Exam during the end of the semester. | Yes |

## Related Items

### Guam Community College

* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Outcome Description: AY01-02 SLO#2 COMPUTERIZED ACCOUNTING SKILLS

To complete accounting tasks similar to those performed in a business environment, to include.
(a) Create adjusting journal entries for a business applying accounting concepts and software procedures using PeachTree company files.
(b) Prepare computer generated financial statements: (a) Income Statement, (b) Balance Sheet, (c) Statement of Changes in Owner's Equity, (d) Cash Flow Statement applying software procedures using PeachTree company files.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/11/2002
**End Date:** 09/23/2003
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Computerized Case Problem using PeachTree Accounting Software. Problem 1A, Chapter 7 will be collected from the course textbook sponsored by Transnational Management Group.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>National & International Certification Exam<br>**Related Documents:**<br>Fall 2002 National Exam | 70% of accounting students completing the case problem will score a minimum of 3 out of 5 possible points on a rubric designed to measure student performance. Note: See Document Link | Data will be collected in course AC232 Accounting on the Computer during Spring semester 2002 and Spring semester 2003. AC232 is offered | Yes |

### Related Items

#### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Outcome Description: AY01-02 SLO#3 PAYROLL ACCOUNTING

Prepare payroll for a small sole proprietorship for one pay period using PeachTree software.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 03/11/2002
**End Date:** 09/23/2003
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will generate a payroll register in course AC232 for a sole proprietorship for one pay period using Peachtree accounting software.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Capstone Experience | 70% of accounting students completing the payroll register will score a minimum of 100% (no errors). | Data will be collected in course AC232 Accounting on the Computer during Spring semester 2002 and Spring semester 2003. AC232 is offered. | Yes |

### Related Courses

- AC232 - Accounting on the Computer Using Peachtree

**Related Documents:**

AC232_0_Pilot_1995-06-13.pdf
AC232_0Adopt_1999-10-05.pdf
AC232_1SR_2004-11-15.pdf
AC232_2NSR_2008-11-25map.pdf
AC232_2NSR_2010-10-20.pdf
AC232_6Arch_2017.02.23.pdf

### Related Items

#### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Outcome Description: AY01-02 SLO#4 ACCOUNTING STUDENT ATTITUDES

Students will evaluate their self confidence level having completed a two-year accounting program.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 03/11/2002
**End Date:** 09/23/2003
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will evaluate their self confidence level having completed a two-year accounting program.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Exit Interviews/Survey | 80% of students graduating with an associate degree will indicate a minimum level of satisfactory on an exit survey. | During the month of April, prior to graduation date. | Yes |

### Related Courses

- AC232 - Accounting on the Computer Using Peachtree

**Related Documents:**

AC232_0_Pilot_1995-06-13.pdf
AC232_0Adopt_1999-10-05.pdf
AC232_1SR_2004-11-15.pdf
AC232_2NSR_2008-11-25map.pdf
AC232_2NSR_2010-10-20.pdf
AC232_6Arch_2017.02.23.pdf

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Related Course SLO

* AC298 - Cooperative Education for Accounting : Practice Ethics - SLO #3 FA10-SP12:
Upon successful completion of this course, the student will apply the practice of professional accounting ethics related to the responsibilities of an accounting job.
* AC298 - Cooperative Education for Accounting : Practice Interpersonal Skills - SLO#4 AY:FA10-SP12
Upon successful completion of this course, the student will demonstrate effective interpersonal skills with co-workers according to the expectations of an accounting supervisor during the duration of a job assignment.

## Outcome Description: Map SLO#1 KNOWLEDGE OF ACCOUNTING THEORY

Students will recall accounting theory and principles in accounting procedures and practices for either financial and/or hospitality accounting systems.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/11/2004
**End Date:** 10/03/2005
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

## Related Courses

- AC110 - Payroll Accounting

**Related Documents:**
AC110_0_Pilot_1995-04-03.pdf
AC110_0Adopt_1997-03-13.pdf
AC110_1SR_2000-12-06.pdf
AC110_1SR_2007-04-26.pdf
AC110_2NSR_2008-11-25map.pdf
AC110_Acalog_Final_2014-05-19.pdf
AC110_1SR_2014-04-24.pdf
AC110 LOCFinal-1 (2).docx

- AC210 - Introduction to Financial Management

**Related Documents:**
AC210_0Adopt_2004-11-15.pdf
AC210_2NSR_2008-11-25map.pdf

AC210_1SR_AIH_2014-04-24 Feb112015.pdf
AC210 LOCFinal-1.docx
AC210_SR_04242014_acalog.pdf

- AC232 - Accounting on the Computer Using Peachtree

**Related Documents:**

AC232_0_Pilot_1995-06-13.pdf
AC232_0Adopt_1999-10-05.pdf
AC232_1SR_2004-11-15.pdf
AC232_2NSR_2008-11-25map.pdf
AC232_2NSR_2010-10-20.pdf
AC232_6Arch_2017.02.23.pdf

- AC233 - Accounting on the Computer Using QuickBooks

**Related Documents:**

AC233_0Adopt_2007-04-05.pdf
AC233_2NSR_2008-11-25map.pdf
AC233_2NSR_2014-04-18.pdf

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Related Course SLO

* . - Certified Bookkeeper Review: Certification Requirements - SLO # 2 FA10-SP12:
  Upon successful completion of this course, students will be able to obtain their CB certificate upon full completion of all AIPB requirements.
* AC211 (formerly AC101) - Accounting Principles I: Steps of Accounting Cycle for Merchandising Business - SLO#2 FA10-SP12
  Upon successful completion of this course, students will be able to demonstrate the proper procedures to perform all the steps of the accounting cycle for a merchandising business.
* AC211 (formerly AC101) - Accounting Principles I: Internal Controls - SLO#4 FA10-SP12
  Upon successful completion of this class, students will be able to perform a bank reconciliation for business records and maintain petty cash systems.
* AC211 (formerly AC101) - Accounting Principles I: Inventory Costing - SLO#5 FA10-SP12
  Upon successful completion of this course, students will be able to demonstrate the ability to calculate inventory data using various types of inventory costing methods.
* AC212 (formerly AC102 & AC103) - Accounting Principles II: Prepare Financial Statements - SLO # 2 FA10-SP12:
  Upon successful completion of this course, students will be able to demonstrate proficiency to prepare corporation financial statements including the statement of cash flow.
* AC225 (formerly HS244) - Hospitality Industry Accounting: National Certification - SLO FA10-SP12:
  Upon successful completion of this course, students will be able to obtain the American Hotel & Lodging Association certificate upon completion of all course requirements and successfully passing the national certification examination.
* AC225 (formerly HS244) - Hospitality Industry Accounting: Fundamental Skills - SLO FA10-SP12:
  Upon successful completion of this course, students will be able to develop mastery-level skills in the fundamentals of financial accounting for the global hospitality industry.
* AC225 (formerly HS244) - Hospitality Industry Accounting: Special Journals - SLO FA10-SP12:
  Upon successful completion of this course, students will be able to discuss computerized accounting systems prevalent in hospitality businesses that use special journals and subsidiary ledgers.
* AC232 - Accounting on the Computer Using Peachtree: Basics - SLO#1 FA10-SP12
  Upon successful completion of this course, students will be able to demonstrate computer-based skills using a current software version of Peachtree to perform necessary procedures at each step of the accounting cycle for service, nonprofit, and manufacturing businesses.
* AC232 - Accounting on the Computer Using Peachtree: Correcting Errors - SLO#2 FA10-SP12
  Upon successful completion of this course, students will be able to apply appropriate procedures to analyze problems and make corrections to errors discovered in a company's books using Peachtree.
* AC232 - Accounting on the Computer Using Peachtree: Concepts & Theory - SLO#3 FA10-SP12
  Upon successful completion of this course, students will be able to review basic accounting principles and theory during the process of recording business transactions using the accounting software Peachtree.

* AC233 - Accounting on the Computer Using QuickBooks: Concepts and Theory - SLO#3 FA10-SP12
  Upon successful completion of this course, students will be able to review basic accounting principles and theory during the process of recording business transactions using the accounting software QuickBooks.
* AC233 - Accounting on the Computer Using QuickBooks: Terminology - SLO #4 FA10-SP12
  Upon successful completion of this course, students will be able to use appropriate accounting terminology and language to evaluate financial statements and other accounting documents generated by QuickBooks.
* AC298 - Cooperative Education for Accounting : Practice Accounting - SLO # 1 FA10-SP12
  Upon successful completion of this course, the student will reinforce and develop the knowledge of accounting theory and accounting principals applied to the tasks of an accounting job.
* AC298 - Cooperative Education for Accounting : Practice Ethics - SLO #3 FA10-SP12:
  Upon successful completion of this course, the student will apply the practice of professional accounting ethics related to the responsibilities of an accounting job.
* AC298 - Cooperative Education for Accounting : Practice Interpersonal Skills - SLO#4 AY:FA10-SP12
  Upon successful completion of this course, the student will demonstrate effective interpersonal skills with co-workers according to the expectations of an accounting supervisor during the duration of a job assignment.
* AC298 - Cooperative Education for Accounting : Practice Organizational Skills - SLO # 5 FA10-SP12
  Upon successful completion of this course, the student will demonstrate organizational skills needed to work within an accounting department.

### Outcome Description: Map SLO#2 KNOWLEDGE IN ACCOUNTING THEORY

Students will develop dispositions and values suitable to the practice of accounting in the real world.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/09/2006
**End Date:** 03/03/2008
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Related Courses

- AC110 - Payroll Accounting

  **Related Documents:**
  AC110_0_Pilot_1995-04-03.pdf
  AC110_0Adopt_1997-03-13.pdf
  AC110_1SR_2000-12-06.pdf
  AC110_1SR_2007-04-26.pdf
  AC110_2NSR_2008-11-25map.pdf
  AC110_Acalog_Final_2014-05-19.pdf
  AC110_1SR_2014-04-24.pdf
  AC110 LOCFinal-1 (2).docx

- AC150 - Federal Income Tax I

  **Related Documents:**
  AC150_0_Pilot_1995-03-17.pdf
  AC150_0Adopt_2000-10-30.pdf
  AC150_1SR_SLO_2007-10-30.pdf
  AC150_2NSR_2008-10-02.pdf
  AC150_2NSR_2008-11-25map.pdf
  AC150_SR_AY1617-FINAL 02092016.pdf

- AC210 - Introduction to Financial Management

**Related Documents:**
AC210_0Adopt_2004-11-15.pdf
AC210_2NSR_2008-11-25map.pdf
AC210_1SR_AIH_2014-04-24 Feb112015.pdf
AC210 LOCFinal-1.docx
AC210_SR_04242014_acalog.pdf

- AC232 - Accounting on the Computer Using Peachtree

**Related Documents:**
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AC232_0Adopt_1999-10-05.pdf
AC232_1SR_2004-11-15.pdf
AC232_2NSR_2008-11-25map.pdf
AC232_2NSR_2010-10-20.pdf
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- AC233 - Accounting on the Computer Using QuickBooks

**Related Documents:**
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AC233_2NSR_2008-11-25map.pdf
AC233_2NSR_2014-04-18.pdf

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Accounting AS

* Program/Unit Level - To train individuals for employment in a variety of accounting-related occupations, such as accounting clerks and supervisors, payroll personnel, tax practitioners among many others.
* Program/Unit Level - To produce accounting graduates who have a high level of self confidence about their knowledge and skills.
* Program/Unit Level - To strengthen accounting-related employee training within the Guam community, with particular emphasis on upgrading job skills and knowledge in accounting.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Review and update program/curriculum to reflect current standards/practices in the workplace locally, nationally, and/or globally.

## Related Course SLO

* AC211 (formerly AC101) - Accounting Principles I: Steps of Accounting Cycle for Merchandising Business - SLO#2 FA10-SP12
  Upon successful completion of this course, students will be able to demonstrate the proper procedures to perform all the steps of the accounting cycle for a merchandising business.
* AC211 (formerly AC101) - Accounting Principles I: Internal Controls - SLO#4 FA10-SP12
  Upon successful completion of this class, students will be able to perform a bank reconciliation for business records and maintain petty cash systems.
* AC211 (formerly AC101) - Accounting Principles I: Inventory Costing - SLO#5 FA10-SP12
  Upon successful completion of this course, students will be able to demonstrate the ability to calculate inventory data using various types of inventory costing methods.
* AC225 (formerly HS244) - Hospitality Industry Accounting: National Certification - SLO FA10-SP12:
  Upon successful completion of this course, students will be able to obtain the American Hotel & Lodging Association certificate upon completion of all course requirements and successfully passing the national certification examination.
* AC225 (formerly HS244) - Hospitality Industry Accounting: Fundamental Skills - SLO FA10-SP12:
  Upon successful completion of this course, students will be able to develop mastery-level skills in the fundamentals of financial accounting for the global hospitality industry.
* AC232 - Accounting on the Computer Using Peachtree: Basics - SLO#1 FA10-SP12
  Upon successful completion of this course, students will be able to demonstrate computer-based skills using a current software version of Peachtree to perform necessary procedures at each step of the accounting cycle for service, nonprofit, and manufacturing businesses.
* AC232 - Accounting on the Computer Using Peachtree: Correcting Errors - SLO#2 FA10-SP12
  Upon successful completion of this course, students will be able to apply appropriate procedures to analyze problems and make corrections to errors discovered in a company's books using Peachtree.
* AC232 - Accounting on the Computer Using Peachtree: Concepts & Theory - SLO#3 FA10-SP12
  Upon successful completion of this course, students will be able to review basic accounting principles and theory during the process of recording business transactions using the accounting software Peachtree.
* AC233 - Accounting on the Computer Using QuickBooks: Concepts and Theory - SLO#3 FA10-SP12

Upon successful completion of this course, students will be able to review basic accounting principles and theory during the process of recording business transactions using the accounting software QuickBooks.

* AC233 - Accounting on the Computer Using QuickBooks: Terminology - SLO #4 FA10-SP12
  Upon successful completion of this course, students will be able to use appropriate accounting terminology and language to evaluate financial statements and other accounting documents generated by QuickBooks.
* AC298 - Cooperative Education for Accounting : Practice Accounting - SLO # 1 FA10-SP12
  Upon successful completion of this course, the student will reinforce and develop the knowledge of accounting theory and accounting principals applied to the tasks of an accounting job.
* AC298 - Cooperative Education for Accounting : Practice Ethics - SLO #3 FA10-SP12:
  Upon successful completion of this course, the student will apply the practice of professional accounting ethics related to the responsibilities of an accounting job.
* AC298 - Cooperative Education for Accounting : Practice Interpersonal Skills - SLO#4 AY:FA10-SP12
  Upon successful completion of this course, the student will demonstrate effective interpersonal skills with co-workers according to the expectations of an accounting supervisor during the duration of a job assignment.
* AC298 - Cooperative Education for Accounting : Practice Organizational Skills - SLO # 5 FA10-SP12
  Upon successful completion of this course, the student will demonstrate organizational skills needed to work within an accounting department.

### Outcome Description: 2011-2012 College Catalog SLO#1

SLO#1 F-ASP:
Upon successful completion of the AS in Accounting program, students will be able to apply accounting theory and principles to accounting procedures and practices for either financial and/or hospitality accounting systems.

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Outcome Description: 2011-2012 Catalog SLO#2

SLO#2 FA-SP:
Upon successful completion of the AS in Accounting program, students will be able to demonstrate computer-based knowledge of the accounting cycle and the ability to perform necessary procedures at each step of the cycle for various types of business.

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Outcome Description: 2011-2012 Catalog SL#3

SLO#3 FA-SP:
Upon successful completion of the AS in Accounting program, students will be able to develop dispositions and values suitable to the practice of accounting in the real world.

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

## Outcome Description: KNOWLEDGE IN ACCOUNTING_1

SLO#1 FA12-SP14
Students will apply accounting theory and principles to accounting procedures and practices for either financial and/or hospitality accounting systems.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** None
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** Improve on assessment results from last cycle.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will take the National Examination sponsored by the Educational Institute of the American Hotel & Lodging Association in course AC225 Hospitality Industry Accounting during the last week of the semester.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>National & International Certification Exam<br>**Related Documents:**<br>AC225TestResultsFall2012.pdf | 70% of accounting majors taking the national examination sponsored by the Educational Institute of the American Hotel & Motel Association will pass the national standard (70%) and receive a certificate. | AC225 is offered Fall semester ONLY. However, if the course is offered during a Spring semester, the exam will be offered during this semester also. | Yes |
| Accounting Industry Survey was given to industry members at the Association of Government Accountants sponsored conference in August 2010.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Industry (Employer) Satisfaction Survey<br>**Related Documents:**<br>Accounting Industry Survey Aug. 2010.pdf | 70% of the participants of the survey will complete the one page survey. | This survey will be given at least every 2 to 3 years to see employers -- accounting training needs. | Yes |

### Related Courses

- AC110 - Payroll Accounting
  **Related Documents:**
  AC110_0_Pilot_1995-04-03.pdf
  AC110_0Adopt_1997-03-13.pdf
  AC110_1SR_2000-12-06.pdf
  AC110_1SR_2007-04-26.pdf
  AC110_2NSR_2008-11-25map.pdf
  AC110_Acalog_Final_2014-05-19.pdf
  AC110_1SR_2014-04-24.pdf
  AC110 LOCFinal-1 (2).docx
- AC150 - Federal Income Tax I
  **Related Documents:**
  AC150_0_Pilot_1995-03-17.pdf
  AC150_0Adopt_2000-10-30.pdf

AC150_1SR_SLO_2007-10-30.pdf
AC150_2NSR_2008-10-02.pdf
AC150_2NSR_2008-11-25map.pdf
AC150_SR_AY1617-FINAL 02092016.pdf

- AC210 - Introduction to Financial Management

**Related Documents:**
AC210_0Adopt_2004-11-15.pdf
AC210_2NSR_2008-11-25map.pdf
AC210_1SR_AIH_2014-04-24 Feb112015.pdf
AC210 LOCFinal-1.docx
AC210_SR_04242014_acalog.pdf

- AC211 (formerly AC101) - Accounting Principles I

**Related Documents:**
AC211_1SR_2010-04-20.pdf
AC211_1SR_2010-04-20combined AC101,AC102,AC103.pdf
AC211_1SR_2016.11.24_FINAL.pdf

- AC212 (formerly AC102 & AC103) - Accounting Principles II

**Related Documents:**
AC212_1SR_2010-05-03.pdf
AC212_1SR_2017.02.23_FINAL.pdf

- AC232 - Accounting on the Computer Using Peachtree

**Related Documents:**
AC232_0_Pilot_1995-06-13.pdf
AC232_0Adopt_1999-10-05.pdf
AC232_1SR_2004-11-15.pdf
AC232_2NSR_2008-11-25map.pdf
AC232_2NSR_2010-10-20.pdf
AC232_6Arch_2017.02.23.pdf

- AC233 - Accounting on the Computer Using QuickBooks

**Related Documents:**
AC233_0Adopt_2007-04-05.pdf
AC233_2NSR_2008-11-25map.pdf
AC233_2NSR_2014-04-18.pdf

## Related Tasks

* **Task Name: Survey Accounting Graduates**

  **Task Description:** Have students rate their knowledge & skills and add questions on computer knowledge.

* **Task Name: Survey Accounting Students**

  **Task Description:** Accounting instructors in the Business Department, will provide the assessment survey to all the potential accounting graduates scheduled to complete their programs for May 2010.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Work with the commission (externally) or the curriculum committee (internally) to respond to curricular needs of industry or the community through the substantive change or curriculum approval processes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide appropriate administrative and technological assistance to faculty and programs.

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To supply appropriate administrative and technological assistance to faculty and programs.

### Accounting AS

* Program/Unit Level - To train individuals for employment in a variety of accounting-related occupations, such as accounting clerks and supervisors, payroll personnel, tax practitioners among many others.
* Program/Unit Level - To produce accounting graduates who  have a high level of self confidence about their knowledge and skills.
* Program/Unit Level - To strengthen accounting-related employee training within the Guam community, with particular emphasis on upgrading job skills and knowledge in accounting.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Review and update program/curriculum to reflect current standards/practices in the workplace locally, nationally, and/or globally.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Promote business programs; Accounting, Office Technology and Supervision & Management to increase student enrollment.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Strengthen industry partnerships.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Incorporate up-to-date software in the delivery of instruction in all postsecondary courses.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To incorporate up-to-date software in the delivery of instruction in all postsecondary courses.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 PRG#3
  To provide all Acounting classrooms and labs with necessary instructional resources, supplies, and materials in order to meet course SLOs.

## Related Course SLO

* AC110 - Payroll Accounting: Capstone Experience for Payroll Processing (Copy)_1 - SLO# 4 FA12-SP14
  Upon successful completion of this course, students will be able to process a two-month payroll period for a business using two methods: manual and computerized.
* AC150 - Federal Income Tax I: Compare Taxes (Copy)_1 - SLO # 2 FA12-SP14
  Upon successful completion of this course, students will be able to distinguish between the regular income tax and the alternative minimum tax.
* AC210 - Introduction to Financial Management: Financial Ratio Analysis (Copy)_1 - SLO # 1 FA12-SP14:
  Upon successful completion of this course, students will be able to interpret and apply financial ratios to financial statements to evaluate future prospects of the business.
* AC211 (formerly AC101) - Accounting Principles I: Steps of Accounting Cycle for Merchandising Business_1 - SLO#2 FA12-SP14

Upon successful completion of this course, students will be able to demonstrate the proper procedures to perform all the steps of the accounting cycle for a merchandising business.

* AC212 (formerly AC102 & AC103) - Accounting Principles II: Stockholder's Equity_1 - SLO # 1 FA12-SP14:
  Upon successful completion of this course, students will be able to analyze and record journal entries for corporations dealing with stockholder's equity of a corporation.
* AC232 - Accounting on the Computer Using Peachtree: Basics_1 - SLO#1 FA12-SP14
  Upon successful completion of this course, students will be able to demonstrate computer-based skills using a current software version of Peachtree to perform necessary procedures at each step of the accounting cycle for service, nonprofit, and manufacturing businesses.
* AC233 - Accounting on the Computer Using QuickBooks: Basics_1 - SLO#1 FA12-SP14
  Upon successful completion of this course, students will be able to demonstrate computer-based skills using a current software version of QuickBooks to perform necessary procedures at each step of the accounting cycle for service, nonprofit, and manufacturing businesses.

## Outcome Description: COMPUTER SKILLS IN ACCOUNTING_1

SLO#2 FA12-SP14
Students will demonstrate computer-based knowledge of the accounting cycle and the ability to perform necessary procedures at each step of the cycle for various types of business.

**Outcome Type:** SLO-Behavioral outcomes
SLO-Cognitive outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** None
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** Improve on assessment results from last cycle.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete four computerized accounting projects: (1) service business, (2) merchandising business, (3) nonprofit business (4) manufacturing.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects<br>**Related Documents:**<br>AC233GradesFall2012.pdf | 70% of students completing the computerized simulation projects will score a minimum of 3.5/4.5 rubric designed to measure a computerized project. | Students will complete three or four computerized accounting projects: (1) service business, (2) merchandising business, (3) nonprofit business, (4) manufacturing business. These projects are completed in the accounting capstone course AC232 Accounting on the Computer Using PeachTree or AC233 Accounting on the Computer Using Quickbooks. Each course is offered only once per academic year. | Yes |
| Accounting Program Survey created using SurveyMonkey that was sent as a link to all accounting students and declared accounting majors last March 2010 and again in Sept 2011.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box) | Students who complete the survey will answer 100% of the questions.<br>March 2010 N= 19 students 100% completed.<br>Sept 2011 N = 22 students 100% completed. | This survey will be given at least annually to get students opinion about the program. | Yes |

## Related Courses

- AC110 - Payroll Accounting
  **Related Documents:**
  AC110_0_Pilot_1995-04-03.pdf

AC110_0Adopt_1997-03-13.pdf
AC110_1SR_2000-12-06.pdf
AC110_1SR_2007-04-26.pdf
AC110_2NSR_2008-11-25map.pdf
AC110_Acalog_Final_2014-05-19.pdf
AC110_1SR_2014-04-24.pdf
AC110 LOCFinal-1 (2).docx

- AC211 (formerly AC101) - Accounting Principles I

**Related Documents:**
AC211_1SR_2010-04-20.pdf
AC211_1SR_2010-04-20combined AC101,AC102,AC103.pdf
AC211_1SR_2016.11.24_FINAL.pdf

- AC232 - Accounting on the Computer Using Peachtree

**Related Documents:**
AC232_0_Pilot_1995-06-13.pdf
AC232_0Adopt_1999-10-05.pdf
AC232_1SR_2004-11-15.pdf
AC232_2NSR_2008-11-25map.pdf
AC232_2NSR_2010-10-20.pdf
AC232_6Arch_2017.02.23.pdf

- AC233 - Accounting on the Computer Using QuickBooks

**Related Documents:**
AC233_0Adopt_2007-04-05.pdf
AC233_2NSR_2008-11-25map.pdf
AC233_2NSR_2014-04-18.pdf

## Related Tasks

* **Task Name: AC225 Rethink Course Offering**

**Task Description:** Description:
Survey accounting majors who intend to take AC225 about the best time to offer this course. Consider the times offered of other accounting courses that may also be needed by the same target group. Schedule AC225 for Spring 2008 and assist
students who may enroll in this course.

* **Task Name: Develop Three Projects for AC233 QuickBooks**

**Task Description:** AC233 will be offered for Spring 2008. The department chairperson with assistance from Carmen Santos will further structure the three projects for the QuickBooks course and make changes to the rubric measurement tool if necessary.

* **Task Name: Program Level SLO#1**

**Task Description:** AC100/AC101 (211)/ AC102/AC103 (212) have purchased General Ledger accounting software for use with the current textbooks.

* **Task Name: Program Level SLO#1.a**

**Task Description:** QuickBooks software needs to be budgeted into the accounting program so the software can be purchased each time the course is taught if the text book has changed.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### School of Trades & Professional Services (TPS)

* School Level - Improve facilities and provide better space for programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide appropriate administrative and technological assistance to faculty and programs.

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To supply appropriate administrative and technological assistance to faculty and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  To supply adequate assistance to program growth.

### Accounting AS

* Program/Unit Level - To train individuals for employment in a variety of accounting-related occupations, such as accounting clerks and supervisors, payroll personnel, tax practitioners among many others.
* Program/Unit Level - To produce accounting graduates who have a high level of self confidence about their knowledge and skills.
* Program/Unit Level - To strengthen accounting-related employee training within the Guam community, with particular emphasis on upgrading job skills and knowledge in accounting.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Review and update program/curriculum to reflect current standards/practices in the workplace locally, nationally, and/or globally.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Promote business programs; Accounting, Office Technology and Supervision & Management to increase student enrollment.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Strengthen industry partnerships.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Incorporate up-to-date software in the delivery of instruction in all postsecondary courses.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To incorporate up-to-date software in the delivery of instruction in all postsecondary courses.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 PRG#3
  To provide all Acounting classrooms and labs with necessary instructional resources, supplies, and materials in order to meet course SLOs.

## Related Course SLO

* AC110 - Payroll Accounting: Capstone Experience for Payroll Processing (Copy)_1 - SLO# 4 FA12-SP14
  Upon successful completion of this course, students will be able to process a two-month payroll period for a business using two methods: manual and computerized.
* AC232 - Accounting on the Computer Using Peachtree: Basics_1 - SLO#1 FA12-SP14
  Upon successful completion of this course, students will be able to demonstrate computer-based skills using a current software version of Peachtree to perform necessary procedures at each step of the accounting cycle for service, nonprofit, and manufacturing businesses.
* AC233 - Accounting on the Computer Using QuickBooks: Basics_1 - SLO#1 FA12-SP14
  Upon successful completion of this course, students will be able to demonstrate computer-based skills using a current software version of QuickBooks to perform necessary procedures at each step of the accounting cycle for service, nonprofit, and manufacturing businesses.

## Outcome Description: ACCOUNTING STUDENT DISPOSITIONS & VALUES_1

SLO#3 FA12-SP14
Students will develop dispositions and values suitable to the practice of accounting in the real world.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** None
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** Improve on assessment results from last cycle.
**Budget Goals:** 1. Students will develop practices demonstrating their capacity to apply accounting theories and principles to accounting procedures and practices.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The Accounting Graduate survey was created using Survey Monkey. It was emailed to students that graduated last May 2011 N= 8, and only 1 or 13% answered the survey.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Exit Interviews/Survey<br>**Related Documents:**<br>2013AcctgGradSurveyResults.pdf | The survey had students rate their level of knowledge on a scale of 1-4 after graduating from the accounting program at GCC. | This survey will be given at least yearly after the students have graduated in May. | No |

### Related Courses

- AC110 - Payroll Accounting
  **Related Documents:**
  AC110_0_Pilot_1995-04-03.pdf
  AC110_0Adopt_1997-03-13.pdf
  AC110_1SR_2000-12-06.pdf
  AC110_1SR_2007-04-26.pdf
  AC110_2NSR_2008-11-25map.pdf
  AC110_Acalog_Final_2014-05-19.pdf
  AC110_1SR_2014-04-24.pdf
  AC110 LOCFinal-1 (2).docx
- AC150 - Federal Income Tax I
  **Related Documents:**
  AC150_0_Pilot_1995-03-17.pdf
  AC150_0Adopt_2000-10-30.pdf
  AC150_1SR_SLO_2007-10-30.pdf
  AC150_2NSR_2008-10-02.pdf
  AC150_2NSR_2008-11-25map.pdf
  AC150_SR_AY1617-FINAL 02092016.pdf
- AC210 - Introduction to Financial Management
  **Related Documents:**
  AC210_0Adopt_2004-11-15.pdf

AC210_2NSR_2008-11-25map.pdf
AC210_1SR_AIH_2014-04-24 Feb112015.pdf
AC210 LOCFinal-1.docx
AC210_SR_04242014_acalog.pdf

- AC211 (formerly AC101) - Accounting Principles I

**Related Documents:**

AC211_1SR_2010-04-20.pdf
AC211_1SR_2010-04-20combined AC101,AC102,AC103.pdf
AC211_1SR_2016.11.24_FINAL.pdf

- AC232 - Accounting on the Computer Using Peachtree

**Related Documents:**

AC232_0_Pilot_1995-06-13.pdf
AC232_0Adopt_1999-10-05.pdf
AC232_1SR_2004-11-15.pdf
AC232_2NSR_2008-11-25map.pdf
AC232_2NSR_2010-10-20.pdf
AC232_6Arch_2017.02.23.pdf

- AC233 - Accounting on the Computer Using QuickBooks

**Related Documents:**

AC233_0Adopt_2007-04-05.pdf
AC233_2NSR_2008-11-25map.pdf
AC233_2NSR_2014-04-18.pdf

## Related Tasks

* **Task Name: Program Level SLO #3**

**Task Description:** Survey potential accounting graduates

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.
* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.
* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### School of Trades & Professional Services (TPS)

* School Level - Improve facilities and provide better space for programs.
* School Level - Reorganize certain departments as needed.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide appropriate administrative and technological assistance to faculty and programs.

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Supply assistance for institutional learning outcomes.

### Accounting AS

* Program/Unit Level - To train individuals for employment in a variety of accounting-related occupations, such as accounting clerks and supervisors, payroll personnel, tax practitioners among many others.
* Program/Unit Level - To produce accounting graduates who have a high level of self confidence about their knowledge and skills.
* Program/Unit Level - To strengthen accounting-related employee training within the Guam community, with particular emphasis on upgrading job skills and knowledge in accounting.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Review and update program/curriculum to reflect current standards/practices in the workplace locally, nationally, and/or globally.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Promote business programs; Accounting, Office Technology and Supervision & Management to increase student enrollment.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Strengthen industry partnerships.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Incorporate up-to-date software in the delivery of instruction in all postsecondary courses.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To incorporate up-to-date software in the delivery of instruction in all postsecondary courses.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 PRG#2
  To equip all Accounting classrooms and labs with up-to-date technology software.

## Admissions & Registration Office

**Mission Statement:** Our mission is to provide admissions, registration, record-keeping, class schedule management, and academic support to students, faculty, and staff in a convenient, responsive, and accurate manner using advanced technology combined with a customer-service focused attitude.

**Vision Statement:** The Admissions and Registration Office will be a leader in technology by providing our staff and customers the necessary tools to conduct business with the Admissions and Registration Office. We envision the office to be a center of excellence in customer service operated by well trained, caring, and motivated employees.

### Outcome Description: AY04-05 - Conduct Staff Meetings

To conduct staff meetings on the fourth Friday of every month to discuss issues, concerns, policies, and Admissions and Registration activities.

**Start Date:** 11/01/2005
**End Date:** 10/31/2006
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Document issues brought up at meetings, and identify issues that were resolved or not resolved. | 100% of all items discussed will be documented. | Staff meetings are to be held on the fourth Friday of every month. | Yes |
| Place deadlines on resolution of all outstanding issues unresolved. | 100% of all unresolved matters will be given a deadline. | | |

## Related Items

### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name 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.

### Admissions & Registration Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Provide registration and other related services within designated guidelines.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain up-to-date student data files and make this information available as appropriate and in compliance to FERPA regulations, local laws and College policies.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To conduct training and an awareness campaign on campus to inform faculty, administrators and staff about the Family Educational Rights and Privacy Act.

## Outcome Description: AY04-05 - Keep Staff Well Informed

To keep staff well informed by providing them with a monthly calendar of upcoming Admissions and Registration activities and a schedule of counter service coverage.

**Start Date:** 11/01/2005
**End Date:** 10/31/2006
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |
| Continuous publication and distribution of calendar to staff on the fourth Friday of each month. | Continuous publication and distribution | Monthly | Yes |

**Related Items**

**Guam Community College**

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.

**Academic Affairs Division (AAD)**

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

**ACCJC/WASC**

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

**Outcome Description: AY04-05 - Provide complete and accurate student information.**

To provide complete and accurate student information (certification requests, transcript requests, evaluation requests, application for admission as a declared student, application for degree/certificate/diploma, change/add second program major, change of name/other).

**Start Date:** 11/01/2005
**End Date:** 10/31/2006
**Outcome Status:** Completed the Assessment Cycle

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |
| Make survey forms available for students to complete and submit via the suggestion box relocated at the reception area in the Student Services Administration Building.<br><br>Note: The Suggestion Box will be redesigned for maximum visibility and awareness. | 85% of the responses to a satisfaction survey instrument will indicate, "satisfied or very satisfied" that information provided was complete and accurate. | Forms to be collected every third Friday of the month and compiled within 5 business days. | Yes |

**Related Items**

**Guam Community College**

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

**Academic Affairs Division (AAD)**

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

**ACCJC/WASC**

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

**Outcome Description: AY04-05 - Provide service in a prompt and courteous manner.**

To provide service in a prompt and courteous manner.

**Start Date:** 11/01/2005
**End Date:** 10/31/2006
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Make survey forms available for students to complete and submit via the suggestion box relocated at the reception area in the Student Services Administration Building.<br><br>Note: The Suggestion Box will be redesigned for maximum visibility and awareness. | 85% of responses to the Satisfaction Survey instrument will indicate, "Agree or strongly agree" that services were provided in a prompt and courteous manner. | Forms to be collected every third Friday of the month and compiled within 5 business days. | Yes |

### Related Items

#### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

## Outcome Description: AY04-05 - Provide timely and accurate student information.

To provide timely and accurate student information (e.g., enrollment data) to administrators and faculty for planning purpose.

This entails creating a data request system, including designated deadlines. Deadlines will be established between the Office of Admissions and Registration and the requestor in cases where there are no existing deadlines (e.g., ad-hoc reports).

This also entails creating a logbook of student reported errors in transcripts and certificates.

**Start Date:** 11/01/2005
**End Date:** 10/31/2006
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Log book and storage system (electronic and physical). | 90% of data request forms compiled in a data request binder will indicate completion within designated deadlines.<br><br>There will be no repeated errors in transcripts and certifications reported in the logbook for a particular student. | Continuous. | Yes |

### Related Items

#### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Outcome Description: AY04-05 - FERPA and NIAS RULES

To ensure that all individuals accessing NIAS are aware of the Code of Responsibility and FERPA rules and are provided with NIAS training as needed.

**Start Date:** 11/01/2005
**End Date:** 10/31/2006
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| NIAS user list from MIS and cross check with signed Code of Responsibility files for completeness.<br><br>NIAS training sign-in/attendance sheets along with the request(s) for training. | 100% of NIAS users will have read and signed the Code of Responsibility and the NIAS users list will be cross checked with Human Resources to identify and remove employees no longer employed with the College. | NIAS user list will be reviewed quarterly. | Yes |

#### Related Items

**Guam Community College**

* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.

**ACCJC/WASC**

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Outcome Description: AY04-05 - To provide services within designated deadlines.

To provide services (certification requests, transcript requests, evaluation requests, application for admissions as a declared student, application for degree/certificate/diploma, change/add second program/major, change of name/other) within designated deadline.

**Start Date:** 11/03/2003
**End Date:** 10/12/2004
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Run the Admissions Activities Microsoft Access Query to view the various student requests processed by the Admissions and Registration Office. | 90% of activity counts in NIAS will indicate that services were provided within designated deadlines. | Twice, annually (once a semester). | Yes |

#### Related Items

**Guam Community College**

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

**Academic Affairs Division (AAD)**

* Division Level - The Academic Affairs Division integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.

### Outcome Description: AY05-06 - Conduct Staff Meetings

Conduct staff meetings on the fourth Friday of every month to discuss issues, concerns, policies, and Admissions and Registration activities.

**Outcome Type:** AUO

**Start Date:** 03/07/2005
**End Date:** 03/12/2007
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Document issues brought up at meetings, and identify issues that were resolved or not resolved. Place deadlines on resolution of all outstanding issues. | 100% of all items discussed will be documented.<br>100% of all unresolved matters will be given a deadline. | Staff meetings are to be held on the fourth Friday of every month. | Yes |

**Related Items**

**Guam Community College**

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.

**Academic Affairs Division (AAD)**

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

**ACCJC/WASC**

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Outcome Description: AY05-06 - Keep Staff Well Informed

To provide staff with information in a timely and effective manner by creating and distributing a calendar of events and copies of staff meeting minutes.

**Start Date:** 03/07/2005
**End Date:** 03/12/2007
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Publication and distribution of calendar to staff on the fourth Friday of each month. | 100% publication and distribution each month. | Monthly. | Yes |

**Related Items**

**Guam Community College**

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.

**Academic Affairs Division (AAD)**

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

**ACCJC/WASC**

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

## Outcome Description: AY05-06 - Provide Complete and Accurate Information to Students

To provide official transcripts, certifications of enrollment, and other student or course based reports as required or requested by students.

**Start Date:** 03/07/2005
**End Date:** 03/12/2007
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Survey forms distributed at the front counter. | 85% of respondants will be satisfied or very satisfied. | Monthly collection of surveys and annual analysis of results. | Yes |

### Related Items

#### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Outcome Description: AY05-06 - Provide Service in A Prompt and Courteous Manner

To provide service in a prompt and courteous manner.

**Start Date:** 03/07/2005
**End Date:** 03/12/2007
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Survey forms distributed at the front counter. | 85% of respondants will be satisfied or very satisfied. | Monthly collection of surveys and annual analysis of results. | Yes |

### Related Items

#### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Outcome Description: AY05-06 - Provide student services within designated deadlines

To provide official transcripts, certifications of enrollment, and other student and course based reports as required or as requested within established deadlines.

**Start Date:** 03/07/2005
**End Date:** 03/12/2007
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Run the Admissions Activities Microsoft Access Query to view the various student requests processed. | 90% of activity counts in NIAS will indicate that services were provided within designated deadlines. | Continuous - as required or requested. | Yes |

### Related Items

#### Guam Community College

* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Outcome Description: AY05-06 - Provide timely and accurate responses to information requests

To provide reports or analysis on enrollment, and other student and course based information as requested or required by internal customers (a.k.a. "data requests").

**Start Date:** 03/07/2005
**End Date:** 03/12/2007
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Logbook and/or file storing all written requests. | 90% of request will be comeplted on or before the agreed upon deadline. | Continuous - as required (i.e. BOT enrollment reports) and as requested. | Yes |

### Related Items

#### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Outcome Description: AY05-06 - FERPA and NIAS RULES

To ensure that all individuals accessing NIAS are aware of the Code of Responsibility and FERPA rules and are provided with NIAS training as requested.

**Start Date:** 03/07/2005
**End Date:** 03/12/2007
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| All users trained by the Office will be required to sign the Code of Responsibility Form as part of their training. | 100% of NIAS users trained by the Office will have read and signed the Code of Responsibility. | Continuous - as needed. | Yes |

### Related Items

#### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Outcome Description: FA09-SP11 AUO#1 Employee Training

Each employee of the office will create and complete a job-related, individual training plan.

**Outcome Type:** AUO
**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 |
|---|---|---|---|
| Documentation showing successful completion of each component of an employee's training plan.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Training Plan<br>**Related Documents:**<br>Individual Training Plan-AY2010-2011.pdf | 80% of all employees will create an individual training plan complete or exceed their plan department need. | Annually each fall. | Yes |

### Related Activities

- Employee Training Plans
- Training completion documentation

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.

### 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.

### Admissions & Registration Office

* Program/Unit Level - GOAL#1
  Employee Skill and Professional Competency:
  The college's most valuable resource is it well trained employees. Employees who are skilled, knowledgeable, and educated can provide a higher level of customer service and a better work product.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide registration and other related services within designated guidelines.

## Outcome Description: FA09-SP11 AUO#2 Data Quality Assurance

The office will maintain up-to-date and secure student data files and make this information available as appropriate and in compliance to FERPA regulations, local laws and College policies.

**Outcome Type:** AUO
**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 |
|---|---|---|---|
| The office will lead the effort to review, update and disseminate the College's Data Entry Standards policy. Also, the office will conduct a random sampling of new and existing records to determine if records are accurate and complete. Lastly, a revision of all forms must be completed.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>Personal_Information_Form.pdf<br>GCC_Data_Entry_Standards-v1_2(APPROVED).pdf | Over 80% of records examined will be found to be accurate and complete, and 75% of all forms provided by the office will be revised. | Data quality assurance will take place through the year, continuously. The forms will be revised no later than March 31, 2010. | Yes |

## Related Activities

- Data Entry Standards Sub-Committee
- Data Quality & Analysis Documentation

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

### 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.

### Admissions & Registration Office

* Program/Unit Level - GOAL#2
  Data Quality Assurance:
  The completeness and accuracy of student data is a primary concern especially as it is highly regulated by federal regulation, Family Education Right and Privacy Act. Also, it will assist the college with its reporting needs.

## Outcome Description: FA09-SP11 AUO#3 FERPA Training

The office will conduct training and an awareness campaign on campus to inform faculty, administrators and staff about the Family Educational Rights and Privacy Act.

**Outcome Type:** AUO
**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 |
|---|---|---|---|
| Training Sign-in sheets, and copies of what is displayed on the web and in print format.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>How to Access Federal Regulations Online.pdf | 80% of offices and departments responsible for entering or reviewing person, non-person, or student data will receive training in FERPA regulations. | Once per academic year. | Yes |

### Related Activities

- FERPA Training Sign-In Sheets

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.

#### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.

### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

### Admissions & Registration Office

* Program/Unit Level - GOAL#3
  Proper Record Management:
  The security of student data is a primary concern especially since it has a direct impact on a student's ability to graduate, transition to higher degree, or secure employment.

## Adult Basic Education (ABE)

**Mission Statement:** GCC's Adult Education Programs mission statement seeks to help Guam's adult learners realize their educational, career, and quality of life goals.

**Vision Statement:** The vision of the Adult Education Programs is to introduce adult learners to the English language (ESL), prepare them to obtain their GED® or Adult High School Diploma, and assist them to transition into postsecondary career and technical education programs.

### Outcome Description: ABE: To Perform Basic Mathematical Operations

SLO #1: FA2011-SP2012
Upon successful completion of this program, adult learners will be able to perform basic mathematics operations.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/10/2010
**End Date:** 10/11/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book

**Historical Assessment Perspective:** Data from the Consolidated Annual Report from Guam State Agency and GCC Fact Book will be used as indicators to measure of success (e.g. increase ABE learners enrollment, increase ABE retention rates, increase funds, increase ABE faculty training and support, or reexamine ABE curriculum as a continuous improvement measure).

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Comprehensive Adult Student Assessment System (CASAS) is the instrument used to measure success of basic skills learners. Guam Community College's Assessment Policy and Guidelines 2008 requires that 60 percent of adult learners must have paired tests (pre and post test).<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Standardized Test<br>**Related Documents:**<br>Guam State Indicators<br>GCC ABE Assessment Policy<br>CASAS<br>NRS Completion<br>NRS Level Completion Report<br>Updated TOPSpro T4, T4b | 70% of adult learners will gain at least 5 points in math post test scores. | Adult Education programs Program Coordinator administers pre and post tests for all ABE classes in fall, spring, and as needed. The Guam State Agency office, Program Coordinator II, exports CASAS eTest to TOPSpro for data analysis. Guam State Agency office validates ABE performance indicators for each Program Year. | Yes |

## Related Courses

- CABE031 - Basic Skills Math
  **Related Documents:**
  CABE031_1SR_2011-04-27.pdf
  CABE031_1SR_2017.04.17.Final.pdf
- CABE041 - Level 3 Mathematics
  **Related Documents:**
  CABE041_1SR_2011-04-27.pdf
  CABE041_2NSR_2011-10-25.pdf
  CABE041_1SR_2017.04.17.Final.pdf
- CGED051 - Level 4 Mathematics
  **Related Documents:**
  CGED051_1SR_2011-04-27.pdf
  CGED051_2NSR_2011-10-25.pdf
  CGED051_2SR_2017.04.17.Final.pdf

## Related Tasks

* **Task Name: Guam State Agency Office**
  **Task Description:** The Guam State Agency Office (PC II) exports adult learners pre and post test results from the CASAS system every fall, spring and as needed for data analysis in TOPSpro database. The result are shared with Program Specialist for program level assessment summary report.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Work with the commission (externally) or the curriculum committee (internally) to respond to curricular needs of industry or the community through the substantive change or curriculum approval processes.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Keep all curriculum updated and current.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes

### Adult Basic Education (ABE)

* Program/Unit Level - The goal of the Adult Education-GED Office is to provide resources necessary to assist adults who lack the literacy skills needed for effective citizenship and productive employment.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To assist in enrollment of students in the GCC ABE classes.

## Related Course SLO

* CABE030 - Basic Skills Reading: Basic Skills Reading SLO #:1 - SU2011-SP2012: Upon successful completion of this course, the students will be able to demonstrate an increase in reading skills
* CABE030 - Basic Skills Reading: Basic Skills Reading SLO #:2 - SU2011-SP2012: Upon successful completion of this course, the students will be able to demonstrate an understanding of reading as a process
* CABE030 - Basic Skills Reading: Basic Skills Reading SLO #:3 - SU2011-SP2012: Upon successful completion of this course, the students will be able to apply reading skills in a lifelong learning context.
* CABE031 - Basic Skills Math: Basic Skills Math SLO#:1 - SU2011-SP2012: Upon successful completion of this course,the students will be able to demonstrate an increase in math skills
* CABE031 - Basic Skills Math: Basic Skills Math SLO#:2 - SU2011-SP2012: Upon successful completion of this course, the students will be able to demonstrate an understanding of math as a process
* CABE031 - Basic Skills Math: Basic Skills Math SLO#:3 - SU2011-SP2012: Upon successful completion of this course, the students will be able to apply math skills in a lifelong-learning context
* CABE031 - Basic Skills Math: Basic Skills Math SLO#:1_1 - SP12-FA13: Upon successful completion of this course,the students will be able to demonstrate an increase in math skills
* CABE040 - Level 3 Reading and Writing : Basic Skills Reading SLO #:1 - SU2011-SP2012: Upon successful completion of this course, the students will be able to demonstrate an increase in reading skills
* CABE040 - Level 3 Reading and Writing : Basic Skills Reading SLO #:2 - SU2011-SP2012: Upon successful completion of this course, the students will be able to demonstrate an understanding of reading as a process
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* CGED050 - Level 4 Reading and Writing: Basic Skills Math SLO #1: Demonstrate an increase in reading skills. - SU2011-SP2012: Upon successful completion of this course, the students will be able to demonstrate an increase in reading skills.
* CGED050 - Level 4 Reading and Writing: Basic Skills Math SLO #:2 Demonstrate an understanding of reading as a process - SU2011-SP2012: Upon successful completion of this course, the students will able to demonstrate an understanding of reading as a process.
* CGED050 - Level 4 Reading and Writing: Basic Skills Math SLO #3: Apply reading skills in a life-long learning context. - SU2011-SP2012: Upon successful completion of this course, the students will able to apply reading skills in a life-long learning context.
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* CGED051 - Level 4 Mathematics: Basic Skills Math SLO #:2 Demonstrate an understaning of math as a process. - SU2011-SP2012: Upon successful completion of this course, the students will able to demonstrate an understanding of math as a process.
* CGED051 - Level 4 Mathematics: Basic Skills Math SLO #:3 Apply math skills in a life-long learning context. - SU2011-SP2012: Upon successful completion of this course, the students will able

to apply math skills in a life-long learning context.

* CGED051 - Level 4 Mathematics: Basic Skills Math SLO #:1 Demonstrate an increase in math skills._1 - SP12-FA13: Upon successful completion of this course, the students will able to demonstrate an increase in math skills.

### Outcome Description: ABE: To Read Simple Descriptions and Narratives

SLO#2: FA2010-SP2012
Upon successful completion of this program, adult learners will be able to read simple descriptions and narratives.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 08/13/2011
**End Date:** 10/11/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book

**Historical Assessment Perspective:** Data from the Consolidated Annual Report from Guam State Agency and GCC Fact Book will be used as indicators to measure of success (e.g. increase ABE learners enrollment, increase ABE retention rates, increase funds, increase ABE faculty training and support, or reexamine ABE curriculum as a continuous improvement measure).

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Comprehensive Adult Student Assessment System (CASAS) is the instrument used to measure success of basic skills learners. Guam Community College's Assessment Policy and Guidelines 2008 requires that 60 percent of adult learners must have paired tests (pre and post test).<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Standardized Test<br>**Related Documents:**<br>CASAS<br>Guam State Indicators<br>GCC ABE Assessment Policy | 70% of adult learners will gain at least 5 points in reading post test scores. | Adult Education programs Program Coordinator administers pre and post tests for all ABE classes in fall, spring, and as needed. The Guam State Agency office, Program Coordinator II, exports CASAS eTest data to TOPSpro for data analysis. Program Specialist obtains TOPSpro data (TOPSpro) from the State Agency to complete summary report. | Yes |

### Related Courses

- CABE030 - Basic Skills Reading
  **Related Documents:**
  CABE030_1SR_2011-04-27.pdf
  CABE030_1NSR_2017-02-21.pdf
  CAEM 020_ARCH_AY1718-FINAL.pdf
- CABE040 - Level 3 Reading and Writing
  **Related Documents:**
  CABE040_1SR_2011-04-27.pdf
  CABE040_2NSR_2011-10-25.pdf
  CABE040_1NSR_2017-02-21.pdf
  CABE040_SR_2016.12.14_Approved.pdf
- CGED050 - Level 4 Reading and Writing
  **Related Documents:**

CGED050_1SR_2011-04-27.pdf
CGED050_2NSR_2011-10-25.pdf
CGED050_SR_2016.12.14_Approved.pdf
CGED050_1NSR_2017-02-21.pdf

## Related Tasks

* **Task Name: Guam State Agency**

**Task Description:** The Guam State Agency Office (PC II) exports adult learners pre and post test results from the CASAS system every fall, spring and as needed for data analysis in TOPSpro database. The result are shared with Program Specialist for program level assessment summary report.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Keep all curriculum updated and current.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes

### Adult Basic Education (ABE)

* Program/Unit Level - The goal of the Adult Education-GED Office is to provide resources necessary to assist adults who lack the literacy skills needed for effective citizenship and productive employment.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To assist in enrollment of students in the GCC ABE classes.

## Related Course SLO

* CABE030 - Basic Skills Reading: Basic Skills Reading SLO #:1 - SU2011-SP2012: Upon successful completion of this course, the students will be able to demonstrate an increase in reading skills
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* CABE031 - Basic Skills Math: Basic Skills Math SLO#:1 - SU2011-SP2012: Upon successful completion of this course,the students will be able to demonstrate an increase in math skills
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reading skills

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* CGED050 - Level 4 Reading and Writing: Basic Skills Math SLO #:2 Demonstrate an understanding of reading as a process - SU2011-SP2012: Upon successful completion of this course, the students will able to demonstrate an understanding of reading as a process.
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* CGED051 - Level 4 Mathematics: Basic Skills Math SLO #:3 Apply math skills in a life-long learning context. - SU2011-SP2012: Upon successful completion of this course, the students will able to apply math skills in a life-long learning context.

### Outcome Description: ABE: To Transition into AHSD Program or GED Program

SLO#3: FA2010-SP2012
Upon successful completion of this program, adult learners will be able to transition into the AHSD program or GED program

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 08/13/2010
**End Date:** 10/11/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book
**Historical Assessment Perspective:** Data from the Consolidated Annual Report from Guam State Agency and GCC Fact Book will be used as indicators to measure of success (e.g. increase ABE learners enrollment, increase ABE retention rates, increase funds, increase ABE faculty training and support, or reexamine ABE curriculum as a continuous improvement measure).

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Comprehensive Adult Student Assessment System (CASAS) is the instrument used to measure adult learners' progress in the Basic Skills program.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Standardized Test<br>**Related Documents:**<br>CASAS<br>Guam State Indicators<br>GCC ABE Assessment Policy | 10% of adult leaners served will transition into the AHSD program or actual GED Battery test. | Adult Education programs Program Coordinator administers pre and post tests for all ABE classes. Adult learners who meet the required CASAS score of 236 in Reading and Math will transition into AHSD program or sign up for the actual GED Battery Test. | Yes |

## Related Courses

- CABE031 - Basic Skills Math

  **Related Documents:**
  CABE031_1SR_2011-04-27.pdf
  CABE031_1SR_2017.04.17.Final.pdf

- CABE041 - Level 3 Mathematics

  **Related Documents:**
  CABE041_1SR_2011-04-27.pdf
  CABE041_2NSR_2011-10-25.pdf
  CABE041_1SR_2017.04.17.Final.pdf

- CGED051 - Level 4 Mathematics

  **Related Documents:**
  CGED051_1SR_2011-04-27.pdf
  CGED051_2NSR_2011-10-25.pdf
  CGED051_2SR_2017.04.17.Final.pdf

## Related Tasks

* **Task Name: Guam State Agency Office**

  **Task Description:** The Guam State Agency Office (PC II) exports adult learners pre and post test results from the CASAS system every fall, spring and as needed for data analysis in TOPSpro database. The result are shared with Program Specialist for program level assessment summary report.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
Develop a comprehensive professional development plan that would provide for continuous education for board members.

### School of Trades & Professional Services (TPS)

* School Level - Keep all curriculum updated and current.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
Provide support for institutional learning outcomes

### Adult Basic Education (ABE)

* Program/Unit Level - The goal of the Adult Education-GED Office is to provide resources necessary to assist adults who lack the literacy skills needed for effective citizenship and productive employment.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
To assist in enrollment of students in the GCC ABE classes.

## Related Course SLO

* CABE030 - Basic Skills Reading: Basic Skills Reading SLO #:1 - SU2011-SP2012: Upon successful completion of this course, the students will be able to demonstrate an increase in reading skills
* CABE030 - Basic Skills Reading: Basic Skills Reading SLO #:2 - SU2011-SP2012: Upon successful completion of this course, the students will be able to demonstrate an understanding of reading as a process
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* CGED051 - Level 4 Mathematics: Basic Skills Math SLO #:3 Apply math skills in a life-long learning context. - SU2011-SP2012: Upon successful completion of this course, the students will able to apply math skills in a life-long learning context.

## Outcome Description: ABE: To Perform Basic Mathematical Operations_1

SLO #1: SP2012-FA13
Upon successful completion of this program, adult learners will be able to perform basic mathematics operations.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/12/2012
**End Date:** 10/14/2013

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

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

**Historical Assessment Perspective:** The previous cycle data serves as a springboard to enhance this plan. The Guam State Agency compiles Adult Basic Education (ABE) statistics for reporting as part of Guam's Annual Consolidated Report to the federal government. The State Agency shares statistics with the college as part of its FactBook report. Data from previous and current findings will be used for future program improvement measures if needed (e.g. course guides, program document, increase funds or number of students to be served, and enrolled).

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| GCC adopted CASAS (Comprehensive Adult Student Assessment System), www.casas.org, as the tool to measure adult learners' academic progress by the administration of pre and post tests (paired test). CASAS is aligned with NRS (National Reporting System), Educational Functioning Levels (EFL).<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Standardized Test<br>**Related Documents:**<br>CASAS | At least 75% of adult leaners will gain at least 5 points in their pre and post test results. | Program Coordinator administers CASAS pretests and post tests to adult learners between January 18, 2012 to December 15, 2013. CASAS data on paired test (pre and post tests) are transmitted to the State Agency for analysis. | Yes |

## Related Courses

- CABE031 - Basic Skills Math

  **Related Documents:**
  CABE031_1SR_2011-04-27.pdf
  CABE031_1SR_2017.04.17.Final.pdf

- CABE041 - Level 3 Mathematics

  **Related Documents:**
  CABE041_1SR_2011-04-27.pdf
  CABE041_2NSR_2011-10-25.pdf
  CABE041_1SR_2017.04.17.Final.pdf

- CGED051 - Level 4 Mathematics

  **Related Documents:**
  CGED051_1SR_2011-04-27.pdf
  CGED051_2NSR_2011-10-25.pdf
  CGED051_2SR_2017.04.17.Final.pdf

## Related Tasks

* **Task Name: Pre and Post Testing**

**Task Description:** CASAS Pre and Post Testing

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
Educational Excellence:
This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Work with the commission (externally) or the curriculum committee (internally) to respond to curricular needs of industry or the community through the substantive change or curriculum approval processes.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Keep all curriculum updated and current.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes

### Adult Basic Education (ABE)

* Program/Unit Level - The goal of the Adult Education-GED Office is to provide resources necessary to assist adults who lack the literacy skills needed for effective citizenship and productive employment.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To assist in enrollment of students in the GCC ABE classes.

## Outcome Description: ABE: To Read Simple Descriptions and Narratives_1

SLO#2: SP2012-FA013
Upon successful completion of this program, adult learners will be able to read simple descriptions and narratives.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/12/2012
**End Date:** 10/14/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

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

**Historical Assessment Perspective:** The previous cycle data serves as a springboard to enhance this plan. The Guam State Agency compiles Adult Basic Education (ABE) statistics for reporting as part of Guam's Annual Consolidated Report to the federal government. The State Agency shares statistics with the college as part of its FactBook report. Data from previous and current findings will be used for future program improvement measures if needed (e.g. course guides, program document, increase funds or number of students to be served, and enrolled).

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| GCC adopted CASAS (Comprehensive Adult Student Assessment System), www.casas.org, as the tool to measure adult learners' academic progress by the administration of pre and post tests (paired test). CASAS is aligned with NRS (National Reporting System), Educational Functioning Levels (EFL).<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Standardized Test | At least 75% of adult leaners will gain at least 5 points in their pre and post test results. | Adult Education Office, Program Coordinator administers CASAS pretests and post tests to adult learners between January 18, 2012 to December 15, 2013. CASAS data on paired test (pre and post tests) are transmitted to the State Agency for analysis. | Yes |

### Related Courses

- CABE030 - Basic Skills Reading

**Related Documents:**
CABE030_1SR_2011-04-27.pdf
CABE030_1NSR_2017-02-21.pdf
CAEM 020_ARCH_AY1718-FINAL.pdf

- CABE040 - Level 3 Reading and Writing

**Related Documents:**
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CABE040_2NSR_2011-10-25.pdf
CABE040_1NSR_2017-02-21.pdf
CABE040_SR_2016.12.14_Approved.pdf

- CGED050 - Level 4 Reading and Writing

**Related Documents:**
CGED050_1SR_2011-04-27.pdf
CGED050_2NSR_2011-10-25.pdf
CGED050_SR_2016.12.14_Approved.pdf
CGED050_1NSR_2017-02-21.pdf

## Related Tasks

* **Task Name: Pre and Post Testing**

**Task Description:** CASAS pre and post testing.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
Educational Excellence:
This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
Develop a comprehensive professional development plan that would provide for continuous education for board members.

### School of Trades & Professional Services (TPS)

* School Level - Keep all curriculum updated and current.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
Supply assistance for institutional learning outcomes.

### Adult Basic Education (ABE)

* Program/Unit Level - The goal of the Adult Education-GED Office is to provide resources necessary to assist adults who lack the literacy skills needed for effective citizenship and productive employment.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:

Assist in the enrollment of students in the GCC ABE classes.

## Related Course SLO

* CGED050 - Level 4 Reading and Writing: Basic Skills Math SLO #1: Demonstrate an increase in reading skills._1 - SP12-FA13: Upon successful completion of this course, the students will be able to demonstrate an increase in reading skills.

## Outcome Description: ABE: To Transition into AHSD Program or GED Program_1

SLO#3: SP2012-FA13
Upon successful completion of this program, adult learners will be able to transition into the AHSD program or GED program

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/12/2012
**End Date:** 10/14/2013
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

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

**Historical Assessment Perspective:** The previous cycle data serves as a springboard to enhance this plan. The Guam State Agency compiles Adult Basic Education (ABE) statistics for reporting as part of Guam's Annual Consolidated Report to the federal government. The State Agency shares statistics with the college as part of its FactBook report. Data from previous and current findings will be used for future program improvement measures if needed (e.g. course guides, program document, increase funds or number of students to be served, and enrolled).

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| GCC adopted CASAS (Comprehensive Adult Student Assessment System), www.casas.org, as the tool to measure adult learners' academic progress by the administration of pre and post tests (paired test). CASAS is aligned with NRS (National Reporting System), Educational Functioning Levels (EFL).<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Standardized Test | At least 25% of adult leaners will transition into AHSD or GED programs. | Adult HighSchool counselor and Adult Education Office, Administrative Aide, will monitor the number of adult learners who transition into AHSD or GED program between January 18, 2012 to December 15, 2013. | Yes |

## Related Courses

- CGED050 - Level 4 Reading and Writing

  **Related Documents:**
  CGED050_1SR_2011-04-27.pdf
  CGED050_2NSR_2011-10-25.pdf
  CGED050_SR_2016.12.14_Approved.pdf
  CGED050_1NSR_2017-02-21.pdf

- CGED051 - Level 4 Mathematics

  **Related Documents:**
  CGED051_1SR_2011-04-27.pdf
  CGED051_2NSR_2011-10-25.pdf
  CGED051_2SR_2017.04.17.Final.pdf

## Related Tasks

* **Task Name: Transition**

**Task Description:** Transition of adult learners into AHSD or GED program.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2

Educational Excellence:
This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

## Adult Education Program - (ESL)

**Mission Statement:** GCC's Adult Education Programs mission statement seeks to help Guam's adult learners realize their educational, career, and quality of life goals.

**Vision Statement:** The vision of the Adult Education Programs is to introduce adult learners to the English language (ESL), prepare them to obtain their GED® or Adult High School Diploma, and assist them to transition into postsecondary career and technical education programs.

### Outcome Description: To Apply Reading Comprehension Skills

SLO#1: FA2010-SP2011
Upon successful completion of this program, students will be able to apply reading comprehension skills.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 08/13/2010
**End Date:** 10/10/2011
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book
**Historical Assessment Perspective:** Data from the Consolidated Annual Report from Guam State Agency and GCC Fact Book will be used as indicators to measure of success (e.g. increase ABE learners enrollment, increase ABE retention rates, increase funds, increase ABE faculty training and support, or reexamine ABE curriculum as a continuous improvement measure).

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Comprehensive Adult Student Assessment System (CASAS) is the instrument used to measure success of basic skills learners. Guam Community College's Assessment Policy and Guidelines 2008 requires that 60 percent of adult learners must have paired tests (pre and post test).<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Standardized Test<br>**Related Documents:**<br>GCC ABE Assessment Policy<br>CASAS<br>Guam State Indicators<br>Updated TOPSpro T4, T4b | 70% fo the adult learners will gain 2 (two points) in their reading post test scores. | Adult Education programs Program Coordinator administers pre and post tests for all ABE classes in fall, spring, and as needed. Program Specialist will obtain samples of students work in the classroom as part of the data collection efforts. The Guam State Agency (PCII) exports and compiles CASAS pre and post test results on TOPSpro database at the Guam State Agency Office. The results will be shared with Program Specialist to be used as part of this courses' SLO assessment summary report. | Yes |

### Related Courses

- CEAD1107 - Beginning Literacy

**Related Documents:**
CEAD1107_1SR_2009-02-09.pdf

CEAD1107 Email.pdf
CEAD1107_6Arch_2012-11-20.pdf

- CEAD1108 - Low Beginning ESL

**Related Documents:**
CEAD1108_1SR_2009-02-09.pdf
CEAD1108 Email.pdf
CEAD1108_6Arch_2012-11-30.pdf

- CEAD1109 - High Beginning ESL

**Related Documents:**
CEAD1109_1SR_2009-02-09.pdf
CEAD1109 Email.pdf

- CEAD1110 - Low Intermediate ESL

**Related Documents:**
CEAD1110_1SR_2009-01-26.pdf
CEAD1110 Email.pdf

- CESL017 - High Intermediate ESL

**Related Documents:**
CESL017_SR_2009-5-12.pdf

- CESL018 - Advanced ESL

**Related Documents:**
CESL-018 Advance ESL_Adopt_2009-5-12.pdf

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Keep all curriculum updated and current.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

### Adult Education Program - (ESL)

* Program/Unit Level - The goal of the Adult Education-GED Office is to provide resources necessary to implement the ABE/ASE program to assist adults who lack the literacy skills needed for effective citizenship and productive employment.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
Support use of technology in ESL instruction.

## Related Course SLO

* CEAD1107 - Beginning Literacy: SLO#3 - SLO#3 SP - FA:
Upon successful completion of this course, students will be able to differentiate between simple questions and statements.

* CEAD1107 - Beginning Literacy: SLO#1 - SLO#1 SP - FA:
Upon successful completion of this course, students will be able to recognize vowel and consonant sounds in English.

* CEAD1107 - Beginning Literacy: SLO#2 - SLO#2 SP - FA:
Upon successful completion of this course, students will be able to comprehend simple leaned social exchanges and expressed feelings.
* CEAD1107 - Beginning Literacy: SLO#4 - SLO#4 SP - FA:
Upon successful completion of this course, students will be able to distinguish between singular and plural nouns.

* CEAD1107 - Beginning Literacy: SLO#5 - SLO#5 SP - FA:
Upon successful completion of this course, students will be able to apply basic grammar and structures with present tense verbs.
* CEAD1108 - Low Beginning ESL: Read and Understand Common Sight Words - SLO#1 AY FA09 - SP10:
Upon successful completion of this course, students will be able to read and understand common sight words.
* CEAD1108 - Low Beginning ESL: Writing Name and Address - SLO#2 AY FA09 - SP10:
Upon successful completion of this course, students will be able to write own name and address.
* CEAD1108 - Low Beginning ESL: Recognize and Write Letters and Numbers - SLO#3 AY FA09 - SP10:
Upon successful completion of this course, students will be able to recognize and write letters and numbers.
* CEAD1108 - Low Beginning ESL: Ask and Respond to Basic Learned Phrases - SLO#4 AY FA09- SP10:
Upon successful completion of this course, students will be able to ask and respond to basic learned phrases spoken slowly and repeated often.
* CEAD1108 - Low Beginning ESL: Basic English Communication Related to Immediate Needs - SLO#5 AY FA09 - SP10:
Upon successful completion of this course, students will be able to use English in a very limited way in situations related to immediate needs.
* CEAD1109 - High Beginning ESL: Read Simple Phrases for Immediate Needs_1 - SLO#1 SP12 - FA13:
Upon successful completion of this course, students will be able to read letters and numbers and a limited number of basic sight words and simple phrases related to immediate needs.
* CESL017 - High Intermediate ESL: Read and Interpret Simplified and Non-simplified Materials on Familiar Topics_1 - SLO#4 SP'12 - FA'13:
Upon successful completion of this course, students will be able to read and interpret simplified and some non-simplified materials on familiar topics.
* CESL018 - Advanced ESL: Communicate Orally in General and Employment-related Language - SLO#1 SP-FA:
Upon successful completion of this course, students will be able to communicate orally in general and employment-related language.
* CESL018 - Advanced ESL: Listen Critically to Make Informed Decisions or Formulated Opinions - SLO#2 SP-FA:
Upon successful completion of this course, students will be able to listen critically in order to make informed decisions or formulated opinions.
* CESL018 - Advanced ESL: Read and interpret Simplified and Non-simplified Materials - SLO#3 SP-FA:
Upon successful completion of this course, students will be able to read and interpret simplified and some non-simplified materials on familiar topics.
* CESL018 - Advanced ESL: Apply Advanced Grammar and Structures in Writing - SLO#4 SP-FA:
Upon successful completion of this course, students will be able to apply advanced grammar and structures in writing.
* CESL018 - Advanced ESL: Share and Exchange Cultural Beliefs With Others - SLO#5 SP-FA:
Upon successful completion of this course, students will be able to share and exchange cultural beliefs with others in their new environment and workplace.

## Outcome Description: To Demonstrate Listening Comprehension Skills

SLO#2: FA2010-SP2011
Upon successful completion of this program, the students will be able to demonstrate listening skills.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/12/2012
**End Date:** 10/14/2013
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Type of Industry National Certification:** GCC adopted CASAS ( Comprehensive Adult Student Assessment System) as the tool to measure adult learners success in Basic Skills. CASAS is aligned to NRS (National Reporting System).

**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book

**Historical Assessment Perspective:** The Guam State Agency compiles Adult Basic Education (ABE) statistics for reporting as part of Guam's Annual Consolidated Report to the federal government. The State Agency shares statistics with the college as part of its FactBook report. Data from these reports will be used to measure success for program improvement (e.g. course guides or program document).

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Comprehensive Adult Student Assessment System (CASAS) is the instrument used to measure success of basic skills learners. Guam Community College's Assessment Policy and Guidelines 2008 requires that 60 percent of adult learners must have paired tests (pre and post test).<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Standardized Test<br>**Related Documents:**<br>CASAS<br>Guam State Indicators<br>GCC ABE Assessment Policy | 70% fo the adult learners will gain 2 (two) points in their listening post test scores. | Adult Education programs Program Coordinator administers pre and post tests for all ABE classes in fall, spring, and as needed. Program Specialist will obtain samples of students work in the classroom as part of the data collection efforts. The Guam State Agency (PCII) exports and compiles CASAS pre and post test results on TOPSpro database at the Guam State Agency Office. The results will be shared with Program Specialist to be used as part of this courses' SLO assessment summary report. | Yes |

## Related Courses

- CEAD1107 - Beginning Literacy
  **Related Documents:**
  CEAD1107_1SR_2009-02-09.pdf
  CEAD1107 Email.pdf
  CEAD1107_6Arch_2012-11-20.pdf
- CEAD1108 - Low Beginning ESL
  **Related Documents:**
  CEAD1108_1SR_2009-02-09.pdf
  CEAD1108 Email.pdf
  CEAD1108_6Arch_2012-11-30.pdf
- CEAD1109 - High Beginning ESL
  **Related Documents:**
  CEAD1109_1SR_2009-02-09.pdf
  CEAD1109 Email.pdf
- CEAD1110 - Low Intermediate ESL
  **Related Documents:**
  CEAD1110_1SR_2009-01-26.pdf
  CEAD1110 Email.pdf
- CESL017 - High Intermediate ESL
  **Related Documents:**
  CESL017_SR_2009-5-12.pdf
- CESL018 - Advanced ESL
  **Related Documents:**
  CESL-018 Advance ESL_Adopt_2009-5-12.pdf

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Keep all curriculum updated and current.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

### Adult Education Program - (ESL)

* Program/Unit Level - The goal of the Adult Education-GED Office is to provide resources necessary to implement the ABE/ASE program to assist adults who lack the literacy skills needed for effective citizenship and productive employment.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2:
  Support implementation of the new ESL course guides.

## Related Course SLO

* CEAD1107 - Beginning Literacy: SLO#3 - SLO#3 SP - FA:
  Upon successful completion of this course, students will be able to differentiate between simple questions and statements.

* CEAD1107 - Beginning Literacy: SLO#1 - SLO#1 SP - FA:
  Upon successful completion of this course, students will be able to recognize vowel and consonant sounds in English.

* CEAD1107 - Beginning Literacy: SLO#2 - SLO#2 SP - FA:
  Upon successful completion of this course, students will be able to comprehend simple leaned social exchanges and expressed feelings.
* CEAD1107 - Beginning Literacy: SLO#4 - SLO#4 SP - FA:
  Upon successful completion of this course, students will be able to distinguish between singular and plural nouns.

* CEAD1107 - Beginning Literacy: SLO#5 - SLO#5 SP - FA:
  Upon successful completion of this course, students will be able to apply basic grammar and structures with present tense verbs.
* CEAD1108 - Low Beginning ESL: Read and Understand Common Sight Words - SLO#1 AY FA09 - SP10:
  Upon successful completion of this course, students will be able to read and understand common sight words.
* CEAD1108 - Low Beginning ESL: Writing Name and Address - SLO#2 AY FA09 - SP10:
  Upon successful completion of this course, students will be able to write own name and address.
* CEAD1108 - Low Beginning ESL: Recognize and Write Letters and Numbers - SLO#3 AY FA09 - SP10:
  Upon successful completion of this course, students will be able to recognize and write letters and numbers.
* CEAD1108 - Low Beginning ESL: Ask and Respond to Basic Learned Phrases - SLO#4 AY FA09- SP10:
  Upon successful completion of this course, students will be able to ask and respond to basic learned phrases spoken slowly and repeated often.

* CEAD1108 - Low Beginning ESL: Basic English Communication Related to Immediate Needs - SLO#5 AY FA09 - SP10:
  Upon successful completion of this course, students will be able to use English in a very limited way in situations related to immediate needs.
* CESL018 - Advanced ESL: Communicate Orally in General and Employment-related Language - SLO#1 SP-FA:
  Upon successful completion of this course, students will be able to communicate orally in general and employment-related language.
* CESL018 - Advanced ESL: Listen Critically to Make Informed Decisions or Formulated Opinions - SLO#2 SP-FA:
  Upon successful completion of this course, students will be able to listen critically in order to make informed decisions or formulated opinions.
* CESL018 - Advanced ESL: Read and interpret Simplified and Non-simplified Materials - SLO#3 SP-FA:
  Upon successful completion of this course, students will be able to read and interpret simplified and some non-simplified materials on familiar topics.
* CESL018 - Advanced ESL: Apply Advanced Grammar and Structures in Writing - SLO#4 SP-FA:
  Upon successful completion of this course, students will be able to apply advanced grammar and structures in writing.
* CESL018 - Advanced ESL: Share and Exchange Cultural Beliefs With Others - SLO#5 SP-FA:
  Upon successful completion of this course, students will be able to share and exchange cultural beliefs with others in their new environment and workplace.

## Outcome Description: To Communicate Basic Speaking Skills

SLO#3: FA2010-SP2011
Upon successful completion of this program, students will be able to communicate verbally in English.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 08/13/2010
**End Date:** 10/10/2011
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book
**Historical Assessment Perspective:** Data from the Consolidated Annual Report from Guam State Agency and GCC Fact Book will be used as indicators to measure of success (e.g. increase ABE learners enrollment, increase ABE retention rates, increase funds, increase ABE faculty training and support, or reexamine ABE curriculum as a continuous improvement measure).

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Comprehensive Adult Student Assessment System (CASAS) is the instrument used to measure success of basic skills learners. Guam Community College's Assessment Policy and Guidelines 2008 requires that 60 percent of adult learners must have paired tests (pre and post test).<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Standardized Test<br>**Related Documents:**<br>CASAS<br>Guam State Indicators<br>CASAS | 70% of adult learners will gain at least 2 (two) points in paired test results. | Adult Education programs Program Coordinator administers pre and post tests for all ABE classes in fall, spring, and as needed. Program Specialist will obtain samples of students work in the classroom as part of the data collection efforts. The Guam State Agency (PCII) exports and compiles CASAS pre and post test results on TOPSpro database at the Guam State Agency Office. The results will be shared with Program Specialist to be used as part of this courses' SLO assessment summary report. | Yes |

## Related Courses

- CEAD1107 - Beginning Literacy

**Related Documents:**
CEAD1107_1SR_2009-02-09.pdf
CEAD1107 Email.pdf
CEAD1107_6Arch_2012-11-20.pdf

- CEAD1108 - Low Beginning ESL

  **Related Documents:**
  CEAD1108_1SR_2009-02-09.pdf
  CEAD1108 Email.pdf
  CEAD1108_6Arch_2012-11-30.pdf

- CEAD1109 - High Beginning ESL

  **Related Documents:**
  CEAD1109_1SR_2009-02-09.pdf
  CEAD1109 Email.pdf

- CEAD1110 - Low Intermediate ESL

  **Related Documents:**
  CEAD1110_1SR_2009-01-26.pdf
  CEAD1110 Email.pdf

- CESL017 - High Intermediate ESL

  **Related Documents:**
  CESL017_SR_2009-5-12.pdf

- CESL018 - Advanced ESL

  **Related Documents:**
  CESL-018 Advance ESL_Adopt_2009-5-12.pdf

## Related Tasks

* **Task Name: SLO# 3: Basic Speaking Skills**

  **Task Description:** CASAS Pre and Post Testing

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Look for new and innovative ways to deliver the curriculum.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

**Adult Education Program - (ESL)**

* Program/Unit Level - The goal of the Adult Education-GED Office is to provide resources necessary to implement the ABE/ASE program to assist adults who lack the literacy skills needed for effective citizenship and productive employment.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  Support use of technology in ESL instruction.

## Related Course SLO

* CEAD1107 - Beginning Literacy: SLO#3 - SLO#3 SP - FA:
  Upon successful completion of this course, students will be able to differentiate between simple questions and statements.

* CEAD1107 - Beginning Literacy: SLO#1 - SLO#1 SP - FA:
  Upon successful completion of this course, students will be able to recognize vowel and consonant sounds in English.

* CEAD1107 - Beginning Literacy: SLO#2 - SLO#2 SP - FA:
  Upon successful completion of this course, students will be able to comprehend simple leaned social exchanges and expressed feelings.
* CEAD1107 - Beginning Literacy: SLO#4 - SLO#4 SP - FA:
  Upon successful completion of this course, students will be able to distinguish between singular and plural nouns.

* CEAD1107 - Beginning Literacy: SLO#5 - SLO#5 SP - FA:
  Upon successful completion of this course, students will be able to apply basic grammar and structures with present tense verbs.
* CEAD1108 - Low Beginning ESL: Read and Understand Common Sight Words - SLO#1 AY FA09 - SP10:
  Upon successful completion of this course, students will be able to read and understand common sight words.
* CEAD1108 - Low Beginning ESL: Writing Name and Address - SLO#2 AY FA09 - SP10:
  Upon successful completion of this course, students will be able to write own name and address.
* CEAD1108 - Low Beginning ESL: Recognize and Write Letters and Numbers - SLO#3 AY FA09 - SP10:
  Upon successful completion of this course, students will be able to recognize and write letters and numbers.
* CEAD1108 - Low Beginning ESL: Ask and Respond to Basic Learned Phrases - SLO#4 AY FA09- SP10:
  Upon successful completion of this course, students will be able to ask and respond to basic learned phrases spoken slowly and repeated often.
* CEAD1108 - Low Beginning ESL: Basic English Communication Related to Immediate Needs - SLO#5 AY FA09 - SP10:
  Upon successful completion of this course, students will be able to use English in a very limited way in situations related to immediate needs.
* CESL018 - Advanced ESL: Communicate Orally in General and Employment-related Language - SLO#1 SP-FA:
  Upon successful completion of this course, students will be able to communicate orally in general and employment-related language.
* CESL018 - Advanced ESL: Listen Critically to Make Informed Decisions or Formulated Opinions - SLO#2 SP-FA:
  Upon successful completion of this course, students will be able to listen critically in order to make informed decisions or formulated opinions.
* CESL018 - Advanced ESL: Read and interpret Simplified and Non-simplified Materials - SLO#3 SP-FA:
  Upon successful completion of this course, students will be able to read and interpret simplified and some non-simplified materials on familiar topics.
* CESL018 - Advanced ESL: Apply Advanced Grammar and Structures in Writing - SLO#4 SP-FA:
  Upon successful completion of this course, students will be able to apply advanced grammar and structures in writing.
* CESL018 - Advanced ESL: Share and Exchange Cultural Beliefs With Others - SLO#5 SP-FA:
  Upon successful completion of this course, students will be able to share and exchange cultural beliefs with others in their new environment and workplace.

## Outcome Description: To Apply Basic Writing Skills

SLO#4:FA2010-SP2011
Upon successful completion of the program, students will be able to apply basic writing skills.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/12/2012
**End Date:** 10/14/2013
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Type of Industry National Certification:** GCC adopted CASAS ( Comprehensive Adult Student Assessment System),www.casas.org, as the tool to measure adult learners success in Basic Skills. CASAS is aligned to NRS (National Reporting System).

**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book

**Historical Assessment** The Guam State Agency compiles Adult Basic Education (ABE) statistics for reporting as part of Guam's Annual Consolidated Report to the federal government.

**Perspective:** The State Agency shares statistics with the college as part of its FactBook report. Data from these reports will be used for program improvement measures if needed (e.g. course guides or program document).

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Comprehensive Adult Student Assessment System (CASAS) is the instrument used to measure success of basic skills learners. Guam Community College's Assessment Policy and Guidelines 2008 require that 60 percent of adult learners must have paired tests (pre and post test).<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Standardized Test<br>**Related Documents:**<br>CASAS<br>Guam State Indicators<br>GCC ABE Assessment Policy | 70% of adult learners will gain at least 2 (two) points in paired test results. | Adult Education programs Program Coordinator administers pre and post tests for all ABE classes in fall, spring, and as needed. Program Specialist will obtain samples of students work in the classroom as part of the data collection efforts. The Guam State Agency (PCII) exports and compiles CASAS pre and post test results on TOPSpro database at the Guam State Agency Office. The results will be shared with Program Specialist to be used as part of this courses' SLO assessment summary report. | Yes |

## Related Courses

- CEAD1107 - Beginning Literacy
  **Related Documents:**
  CEAD1107_1SR_2009-02-09.pdf
  CEAD1107 Email.pdf
  CEAD1107_6Arch_2012-11-20.pdf
- CEAD1108 - Low Beginning ESL
  **Related Documents:**
  CEAD1108_1SR_2009-02-09.pdf
  CEAD1108 Email.pdf
  CEAD1108_6Arch_2012-11-30.pdf
- CEAD1109 - High Beginning ESL
  **Related Documents:**
  CEAD1109_1SR_2009-02-09.pdf
  CEAD1109 Email.pdf
- CEAD1110 - Low Intermediate ESL
  **Related Documents:**
  CEAD1110_1SR_2009-01-26.pdf
  CEAD1110 Email.pdf
- CESL017 - High Intermediate ESL
  **Related Documents:**
  CESL017_SR_2009-5-12.pdf
- CESL018 - Advanced ESL
  **Related Documents:**
  CESL-018 Advance ESL_Adopt_2009-5-12.pdf

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Look for new and innovative ways to deliver the curriculum.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

### Adult Education Program - (ESL)

* Program/Unit Level - The goal of the Adult Education-GED Office is to provide resources necessary to implement the ABE/ASE program to assist adults who lack the literacy skills needed for effective citizenship and productive employment.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  Support use of technology in ESL instruction.

## Related Course SLO

* CEAD1107 - Beginning Literacy: SLO#3 - SLO#3 SP - FA:
  Upon successful completion of this course, students will be able to differentiate between simple questions and statements.

* CEAD1107 - Beginning Literacy: SLO#1 - SLO#1 SP - FA:
  Upon successful completion of this course, students will be able to recognize vowel and consonant sounds in English.

* CEAD1107 - Beginning Literacy: SLO#2 - SLO#2 SP - FA:
  Upon successful completion of this course, students will be able to comprehend simple leaned social exchanges and expressed feelings.
* CEAD1107 - Beginning Literacy: SLO#4 - SLO#4 SP - FA:
  Upon successful completion of this course, students will be able to distinguish between singular and plural nouns.

* CEAD1107 - Beginning Literacy: SLO#5 - SLO#5 SP - FA:
  Upon successful completion of this course, students will be able to apply basic grammar and structures with present tense verbs.
* CEAD1108 - Low Beginning ESL: Read and Understand Common Sight Words - SLO#1 AY FA09 - SP10:
  Upon successful completion of this course, students will be able to read and understand common sight words.
* CEAD1108 - Low Beginning ESL: Writing Name and Address - SLO#2 AY FA09 - SP10:
  Upon successful completion of this course, students will be able to write own name and address.
* CEAD1108 - Low Beginning ESL: Recognize and Write Letters and Numbers - SLO#3 AY FA09 - SP10:
  Upon successful completion of this course, students will be able to recognize and write letters and numbers.
* CEAD1108 - Low Beginning ESL: Ask and Respond to Basic Learned Phrases - SLO#4 AY FA09- SP10:
  Upon successful completion of this course, students will be able to ask and respond to basic learned phrases spoken slowly and repeated often.
* CEAD1108 - Low Beginning ESL: Basic English Communication Related to Immediate Needs - SLO#5 AY FA09 - SP10:
  Upon successful completion of this course, students will be able to use English in a very limited way in situations related to immediate needs.
* CESL018 - Advanced ESL: Communicate Orally in General and Employment-related Language - SLO#1 SP-FA:

Upon successful completion of this course, students will be able to communicate orally in general and employment-related language.

* CESL018 - Advanced ESL: Listen Critically to Make Informed Decisions or Formulated Opinions - SLO#2 SP-FA:
  Upon successful completion of this course, students will be able to listen critically in order to make informed decisions or formulated opinions.
* CESL018 - Advanced ESL: Read and interpret Simplified and Non-simplified Materials - SLO#3 SP-FA:
  Upon successful completion of this course, students will be able to read and interpret simplified and some non-simplified materials on familiar topics.
* CESL018 - Advanced ESL: Apply Advanced Grammar and Structures in Writing - SLO#4 SP-FA:
  Upon successful completion of this course, students will be able to apply advanced grammar and structures in writing.
* CESL018 - Advanced ESL: Share and Exchange Cultural Beliefs With Others - SLO#5 SP-FA:
  Upon successful completion of this course, students will be able to share and exchange cultural beliefs with others in their new environment and workplace.

## Adult High School Diploma Program (AHS)

**Mission Statement:** GCC's Adult Education Programs mission statement seeks to help Guam's adult learners realize their educational, career, and quality of life goals.

**Vision Statement:** The vision of the Adult Education Programs is to introduce adult learners to the English language (ESL), prepare them to obtain their GED® or Adult High School Diploma, and assist them to transition into postsecondary career and technical education programs.

### Outcome Description: AHS: To Aquire at least three skills needed to meet their educational, career, and personal goals._1

SLO# 1 SP2012-FA2013:
Upon successful completion of this program, 75% of the adult learners will be able to acquire at least three skills needed to meet their educational, career, and personal goals.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/12/2012
**End Date:** 10/14/2013
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

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

**Historical Assessment Perspective:** The previous cycle data serves as a springboard to enhance this plan. Data summary from previous findings and current assessment findings will be used for program improvement measures if needed (e.g. course guides, program document, increase funds or number of students to be served, and enrolled).

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The Student Needs Assessment will list areas of need: academic, career, and personal that students can identify that is a need for achieving their goals.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Needs Assessment Review/Plan<br>**Related Documents:**<br>Adult High School Student Needs Assessment | Out of the 80 Student Needs Assessment surveys distributed, at least 75%(60) will be completed and evaluated. | April - May 2012 | Yes |

### Related Courses

- SP099 (now SO099 ) - Student Success Workshop

**Related Documents:**
SP098_1SR_2006-05-12.pdf
SP098 Changed to SP099 NSR June 8, 2006.pdf
SP099_2NSR_2006-06-08.pdf
SP099_2NSR_2010-03-11.pdf
SP098 Student Success Workshop 2006-05-12
SP099 Student Success Workshop NSR 2006-06-08

## Related Tasks

* **Task Name: Development of Student Needs Assessment**

  **Task Description:** The AHS counselor/advisor will collaborate with the AEO administrator and research and develop a Student Needs Assessment.

* **Task Name: Tabulation of Student Needs Assessment Results**

  **Task Description:** The AHS counselor/advisor will tabulate the results of the Student Needs Assessment.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Look for new and innovative ways to deliver the curriculum.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

### Adult High School Diploma Program (AHS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To enroll maximum of 80 students in the GCC Adult HS classes in SY2011-2012.

## Outcome Description: AHS: To Read to Function in the Workplace and at Postsecondary Level._1

SLO# 2: SP2012-FA2013
Upon successful completion of this program, adult learners will be able to read to function in the workplace and at postsecondary level.

**Outcome Type:** SLO-Behavioral outcomes

**Start Date:** 03/12/2012

**End Date:** 10/14/2013

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

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

**Historical Assessment Perspective:** The previous cycle data serves as a springboard to enhance this plan. Previous summary report findings and current assessment plan findings will be used for program improvement measures if needed (e.g. course guides, program document, increase funds or number of students to be served, and enrolled). The Guam State Agency compiles Adult Basic Education (ABE) statistics for reporting as part of Guam's Annual Consolidated Report to the federal government. The State Agency shares statistics with the College as part of its FactBook report. Data from these reports will be used to support future program improvement plans.

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| GCC adopted CASAS (Comprehensive Adult Student Assessment System), www.casas.org, as the tool to measure adult learners' academic progress by administration of pre and post tests (paired test). CASAS is aligned with NRS (National<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Standardized Test<br>**Related Documents:**<br>CASAS | At 75% of adult learners will gain at least 5 points in their pre and post test results. | Adult Education Office, PC1, pre and post tests adult learners between January 18, 2012 and December 15, 2013. Administrative Aide transmits data to the State Agency for analysis. Program Specialist completes assessment report by using pre and post test results. | Yes |

### Related Tasks

* **Task Name: Reading Assessment**

**Task Description:** Reading assessment of adult learners.

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

#### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Ensure that all necessary accreditation data and evidence are completed for the scheduled accreditation visit in spring 2012.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.

#### School of Trades & Professional Services (TPS)

* School Level - Keep all curriculum updated and current.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

#### Adult High School Diploma Program (AHS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  Enroll a maximum 80 students in the GCC adult high school classes in SY 2010-2011.

## Outcome Description: AHS: To Compute to Function in the Workplace and at Postsecondary level._1

SLO# 3: SP2012-FA13: Upon successful completion of this program, adult learners will be able to compute to function in the workplace and at postsecondary level.

**Outcome Type:** SLO-Behavioral outcomes

**Start Date:** 03/12/2012

**End Date:** 10/14/2013
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Program SLO/AUO Plan** Use and Implementation of Results from the previous cycle
**reflects/incorporates:**
**Historical Assessment** The previous cycle data serves as a springboard to enhance this plan. Previous summary report findings and current assessment plan findings will be used for
**Perspective:** program improvement measures if needed (e.g. course guides, program document, increase funds or number of students to be served, and enrolled). The Guam State Agency compiles Adult Basic Education (ABE) statistics for reporting as part of Guam's Annual Consolidated Report to the federal government. The State Agency shares statistics with the College as part of its FactBook report. Data from these reports will be used to support future program improvement plans.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| GCC adopted CASAS (Comprehensive Adult Student Assessment System), www.casas.org, as the tool to measure adult learners' academic progress by administration of pre and post tests (paired test). CASAS is aligned with NRS (National<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Standardized Test<br>**Related Documents:**<br>CASAS | At least 75% of adult learners will gain at least 5 points in their pre and post test results. | Adult Education Office, PC1, pre and post tests adult learners between January 18, 2012 and December 15, 2013. Administrative Aide transmits data to the State Agency for analysis. Program Specialist completes assessment report by using pre and post test results. | Yes |

## Related Tasks

* **Task Name: Math Instructions**
**Task Description:** Math assessment of adult learners.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
Educational Excellence:
This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
Work with the commission (externally) or the curriculum committee (internally) to respond to curricular needs of industry or the community through the substantive change or curriculum approval processes.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
Provide adequate support of program growth.

### Adult High School Diploma Program (AHS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  Enroll a maximum 80 students in the GCC adult high school classes in SY 2010-2011.

## Outcome Description: AHS: To Transition into Postsecondary Level_1

SLO# 4: SP2012-FA13
Upon completion of this program, adult learners will be able to transition into postsecondary education.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/12/2012
**End Date:** 10/14/2013
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

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

**Historical Assessment Perspective:** The previous cycle data serves as a springboard to enhance this plan. Previous summary report findings and current assessment plan findings will be used for program improvement measures if needed (e.g. course guides, program document, increase funds or number of students to be served, and enrolled). The Guam State Agency compiles Adult Basic Education (ABE) statistics for reporting as part of Guam's Annual Consolidated Report to the federal government. The State Agency shares statistics with the College as part of its FactBook report. Data from these reports will be used to support future program improvement plans.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| GCC adopted CASAS (Comprehensive Adult Student Assessment System), www.casas.org, as the tool to measure adult learners' academic progress by administration of pre and post tests (paired test). CASAS is aligned with NRS (National<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Standardized Test<br>**Related Documents:**<br>CASAS | At least 35% adult learners served will transition into AHSD or GED program. | Adult Education Office, Program Coordinator and Administrative Aide will monitor the number of adult learners who transition into the Adult High School or GED program. | Yes |

## Related Courses

- SP099 (now SO099 ) - Student Success Workshop

**Related Documents:**
SP098_1SR_2006-05-12.pdf
SP098 Changed to SP099 NSR June 8, 2006.pdf
SP099_2NSR_2006-06-08.pdf
SP099_2NSR_2010-03-11.pdf
SP098 Student Success Workshop 2006-05-12
SP099 Student Success Workshop NSR 2006-06-08

## Related Tasks

* **Task Name: Transition**
  **Task Description:** Transitioning of adult learners into postsecondary education.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)

Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Provide the necessary support for all courses in terms of equipment and supplies.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

### Adult High School Diploma Program (AHS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  Enroll a maximum 80 students in the GCC adult high school classes in SY 2010-2011.

## Outcome Description: AHS: To Aquire at least three skills needed to meet their educational, career, and personal goals.

SLO# 1 FA2010-SP2012:
Upon successful completion of this program, adult learners will be able to acquire at least three skills needed to meet their educational, career, and personal goals.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| To determine the skills needed by Adult High School students, a needs assessment will be conducted.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Needs Assessment Review/Plan<br>**Related Documents:**<br>Adult High School Student Needs Assessment Survery Sample<br>Adult High School Student Needs Assessment Survey Results | Of the total number of enrolled Adult High School students, at least 60% will complete the needs assessment. | The needs assessment will be administered annually. | Yes |

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Counselor and guest speakers will conduct evaluations after each training/workshop.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Workshop/Conference/Training<br>**Related Documents:**<br>Training/Workshop Presentation Evaluation | Based on the results of the Adult High School Student Needs Assessment, counselors or guest speakers will provide the identified most needed training/workshops. Seventy percent of the training/workshop participants will be able to list at least three skills achieved to meet their educational, career, and personal goals. | Spring 2011 - Spring 2012 | Yes |
| Student Focus Group on Adult High School Diploma Program<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Focus Group | At least 35% of the Adult High School Student population will complete the Student Focus Group survey. | Surveys will be conducted in Fall 2011. | Yes |

## Related Courses

- SP099 (now SO099 ) - Student Success Workshop

  **Related Documents:**
  SP098_1SR_2006-05-12.pdf
  SP098 Changed to SP099 NSR June 8, 2006.pdf
  SP099_2NSR_2006-06-08.pdf
  SP099_2NSR_2010-03-11.pdf
  SP098 Student Success Workshop 2006-05-12
  SP099 Student Success Workshop NSR 2006-06-08

## Related Tasks

* **Task Name: Administration of Adult High School Student Needs Assessment Survey**
  **Task Description:** Adult High School Counselor will administer Adult High School Student Needs Assessment Surveys.
* **Task Name: Administration of Trainings/Workshop Evaluation**
  **Task Description:** Adult High School Counselor will administer trainings/workshops evaluation to assess the skills needed to meet Adult High School students' educational, career, and personal goals.
* **Task Name: Compilation of Data from Adult High School Student Needs Assessment**
  **Task Description:** Adult High School Counselor will compile data from Adult High School Student Needs Assessment.
* **Task Name: Development of Adult High School Student Needs Assessment Survey**
  **Task Description:** Adult High School Counselor will research and develop the Adult High School Student Needs Assessment Survey instrument.
* **Task Name: Development of Plan to Address Adult High School Student Needs Assessment Survey Results**
  **Task Description:** Adult High School Counselor will develop a plan to address Adult High School Student Needs Assessment Survey Results by scheduling trainings/workshops.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.
* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### Adult High School Diploma Program (AHS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  Enroll a maximum 80 students in the GCC adult high school classes in SY 2010-2011.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Enroll a maximum 24 students in the GCC adult high school student success course in SY 2010-2011.
* Program Review Goal (Budget Related Goals & Objectives) - 2011 PRG#3:
  Provide administrative support to the GCC adult high school program.

## Related Course SLO

* SS081 - US History I: SLO#1 - SLO#1 FA10-SP11:
  Upon successful completion of this course, students will be able to locate and describe pre-Columbian Native American civilizations.

## Outcome Description: AHS: To Read to Function in the Workplace and at Postsecondary Level.

SLO# 2: FA2010-SP2012
Upon successful completion of this program, adult learners will be able to read to function in the workplace and at postsecondary level.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/10/2010
**End Date:** 03/12/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book

**Historical Assessment Perspective:** Data from the Consolidated Annual Report from Guam State Agency and GCC Fact Book will be used as indicators to measure of success (e.g. increase ABE learners enrollment, increase ABE retention rates, increase funds, increase ABE faculty training and support, or reexamine ABE curriculum as a continuous improvement measure).

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Comprehensive Adult Student Assessment System (CASAS) is a skill leveling instrument used to learners' abilities.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Standardized Test<br>**Related Documents:**<br>GCC ABE Assessment Policy<br>Guam State Indicators<br>CASAS<br>Updated TOPSpro T4, T4b<br>NRS Completion<br>NRS Level Completion Report | 70% of the adult learners will gain at least 5 points in their reading post test scores. | Adult Education programs Program Coordinator administers pre and post tests for all ABE classes in fall, spring, and as needed. Program Specialist will obtain samples of students work in the classroom as part of the data collection efforts. Adult Education Office's PC exports CASAS' student information to the State Agency Office. The State Agency analyzes the student information as part of Guam's consolidated report. The results will be shared with Program Specialist to be used as part of this courses' SLO assessment summary report. | Yes |

## Related Tasks

* **Task Name: CASAS Pre and Post Testing**

  **Task Description:** Adult Education programs Program Coordinator administers pre and post tests for all ABE classes in fall, spring, and as needed. Program Specialist will obtain data from Guam State Agency on program level assessment. The State Agency analyzes the student information as part of Guam's consolidated report. The results will be shared with Program Specialist to be used as part of program SLO assessment report.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Develop a comprehensive professional development plan that would provide for continuous education for board members.

### School of Trades & Professional Services (TPS)

* School Level - Look for new and innovative ways to deliver the curriculum.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

### Adult High School Diploma Program (AHS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:

Enroll a maximum 80 students in the GCC adult high school classes in SY 2010-2011.

## Related Course SLO

* SS081 - US History I: SLO#1 - SLO#1 FA10-SP11:
Upon successful completion of this course, students will be able to locate and describe pre-Columbian Native American civilizations.

## Outcome Description: AHS: To Compute to Function in the Workplace and at Postsecondary level.

SLO# 4: Upon successful completion of this program, adult learners will be able to compute to function in the workplace and at postsecondary level.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/10/2010
**End Date:** 10/12/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book

**Historical Assessment Perspective:** Data from the Consolidated Annual Report from Guam State Agency and GCC Fact Book will be used as indicators to measure of success (e.g. increase ABE learners enrollment, increase ABE retention rates, increase funds, increase ABE faculty training and support, or reexamine ABE curriculum as a continuous improvement measure).

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Comprehensive Adult Student Assessment System (CASAS) is a skill leveling instrument used to measure learners' abilities.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Standardized Test<br>**Related Documents:**<br>GCC ABE Assessment Policy<br>Guam State Indicators<br>CASAS<br>Updated TOPSpro T4, T4b<br>NRS Completion | 70% fo the adult learners will gain at least 5 points in their math post test scores. | Adult Education programs Program Coordinator administers pre and post tests for all ABE classes in fall, spring, and as needed. Adult Education Office's PC exports CASAS' student information to the State Agency Office. The State Agency analyzes the student information as part of Guam's consolidated report. The results will be shared with Program Specialist to be used as part of this courses' SLO assessment report. | Yes |

## Related Tasks

* **Task Name: CASAS Pre and Post Testing**

**Task Description:** Adult Education programs Program Coordinator administers pre and post tests for all ABE classes in fall, spring, and as needed. Program Specialist will obtain data from Guam State Agency on program level assessment. The State Agency analyzes the student information as part of Guam's consolidated report. The results will be shared with Program Specialist to be used as part of program SLO assessment report.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
Educational Excellence:
This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Look for new and innovative ways to deliver the curriculum.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

### Adult High School Diploma Program (AHS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  Enroll a maximum 80 students in the GCC adult high school classes in SY 2010-2011.

## Related Course SLO

* SS081 - US History I: SLO#1 - SLO#1 FA10-SP11:
  Upon successful completion of this course, students will be able to locate and describe pre-Columbian Native American civilizations.

## Outcome Description: AHS: To Write to Function in the Workplace and at Postsecondary Level

SLO #3: FA2010-SP2012
Upon successful completion of this program, adult learners will be able to write in the workplace and at postsecondary level.

**Start Date:** 10/10/2010
**End Date:** 03/12/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book

**Historical Assessment Perspective:** Data from the Consolidated Annual Report from Guam State Agency and GCC Fact Book will be used as indicators to measure of success (e.g. increase ABE learners enrollment, increase ABE retention rates, increase funds, increase ABE faculty training and support, or reexamine ABE curriculum as a continuous improvement measure).

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Comprehensive Adult Student Assessment System (CASAS) is a skill leveling instrument used to measure learners' abilities. CASAS relationship to NRS Functioning Levels (EFL) for ABE and ASE is correlated (e.g. reading and math scale scores of 211-220 is equivalent to writing scale score of 226-242).<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Standardized Test<br>**Related Documents:**<br>Relationship to NRS EFL for Reading, Math, and Writing scores<br>Updated TOPSpro T4, T4b<br>NRS Completion | 70% of the adult learners will gain at least 5 points in their writing scale scores. | Adult Education programs Program Coordinator administers pre and post tests for all ABE classes in fall, spring, and as needed. Adult Education Office's PC exports CASAS' student information to the State Agency Office. The State Agency analyzes the student information as part of Guam's consolidated report. The results will be shared with Program Specialist to be used as part of this courses' SLO assessment report. | Yes |

## Related Tasks

* **Task Name: CASAS Pre and Post Testing**

## Outcome Description: AHS: To Transition into Postsecondary Level

SLO# 5: FA2010-SP2012
Upon completion of this program, adult learners will be able to transition into postsecondary education.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/10/2010
**End Date:** 03/12/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book
**Historical Assessment Perspective:** Data from the Consolidated Annual Report from Guam State Agency and GCC Fact Book will be used as indicators to measure of success (e.g. increase ABE learners enrollment, increase ABE retention rates, increase funds, increase ABE faculty training and support, or reexamine ABE curriculum as a continuous improvement measure).

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Data on AHS graduates and those who transition into postsecondary studies is provided by Admissions & Registration Office.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Enrollment Trends | At least 10% of the adult learneers will be able to transition into postsecondary level. | ABE/AHS Program Specialist obtains data from Admissions & Registration Office when needed. | Yes |

**Related Documents:**
CASAS
Guam State Indicators
GCC ABE Assessment Policy
NRS Completion
AHS Grads AY2010-2011

### Related Courses

- SP099 (now SO099 ) - Student Success Workshop

**Related Documents:**
SP098_1SR_2006-05-12.pdf
SP098 Changed to SP099 NSR June 8, 2006.pdf
SP099_2NSR_2006-06-08.pdf
SP099_2NSR_2010-03-11.pdf
SP098 Student Success Workshop 2006-05-12
SP099 Student Success Workshop NSR 2006-06-08

### Related Tasks

* **Task Name: Transition to Post Secondary Advisement**
**Task Description:** AHS Counselor advises adult learners in their transition into postsecondary education.

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
Educational Excellence:
This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
Students will demonstrate mastery of critical thinking and problem-solving techniques.

**Academic Affairs Division (AAD)**

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Work with the commission (externally) or the curriculum committee (internally) to respond to curricular needs of industry or the community through the substantive change or curriculum approval processes.

**ACCJC/WASC**

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

**Board of Trustees (BOT)**

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.

**School of Trades & Professional Services (TPS)**

* School Level - Provide the necessary support for all courses in terms of equipment and supplies.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes

**Adult High School Diploma Program (AHS)**

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  Enroll a maximum 80 students in the GCC adult high school classes in SY 2010-2011.

**Related Course SLO**

* SS081 - US History I: SLO#1 - SLO#1 FA10-SP11:
  Upon successful completion of this course, students will be able to locate and describe pre-Columbian Native American civilizations.

## Advisement and Career Placement Office

**Mission Statement:** Guam Community College is the leader in career technical education and workforce development providing the highest quality student-centered education and job training for Micronesia.

**Vision Statement:** Guam Community College is engaged in transformation to ensure 100% student-centered success.

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

## AIER/CCA

**Mission Statement:** It is the mission of the Committee of College Assessment (CCA), in conjunction with the Office of Assessment, Institutional Effectiveness & Research (AIER), to build and sustain a campus-wide culture of evidence which promotes, fosters and improves student learning outcomes at the course, program and institutional levels.

**Vision Statement:** The CCA envisions a well-informed college community united in the belief that sound assessment practice is grounded in external accountability and internal improvement.

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

## Apprenticeship Training Program

**Mission Statement:** To help train and develop a local workforce of skilled laborers by coordinating the delivery of academic training to apprentices.

**Vision Statement:** To help train and develop a local workforce of skilled laborers by coordinating the delivery of academic training to apprentices.

**Outcome Description: FA09-SP11 AUO#1 Increase Employer Participation**

AUO#1:
To increase employer participation in the Apprenticeship Program from 35 to 45.

**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 |
|---|---|---|---|
| A Quarterly Report Will Document The Number Of Employer Participants In The Apprenticeship Program.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>QUARTER REPORT OCTOBER TO DECEMBER 2009 AUO #1.xls | 90 % Of Active Employers Will Have employees registered in the program. | On an annual basic (March 2010 to March 2011). The number of employers having registered in the program will be assessed. | Yes |

### Related Activities

- Quarterly Report

### Related Tasks

* **Task Name: Terry Camacho Guerrero, Administrative Assistant & George A. Santos, Assistant Director**

**Task Description:** Identify new employer partners when their Apprenticeship standards are approved by Mary A. Okada, GCC, President and Alfred Valles, State Director, Office of Apprenticeship.

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
Pioneering:
This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.

#### Academic Affairs Division (AAD)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.

#### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

#### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

#### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

#### School of Trades & Professional Services (TPS)

* School Level - Reorganize certain departments as needed.

#### Apprenticeship Training Program

* Program/Unit Level - To contribute to workforce development in the region.

## Outcome Description: FA09-SP11 AUO#2 Increase Apprentice Completers

AUO#2:
To increase the number of apprenticeship completers from 15 to 20 per year.

**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 |
|---|---|---|---|
| Quarterly Report.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>QUARTER REPORT October To December 2009 AUO #2.xls | 7% of Universe(274 - Total Apprentices) will receive their completion certificates by the end of this assessment cycle. | Quarterly Report will document the number of apprentices completing the program. | Yes |

## Related Activities

- Quarterly Report

## Related Tasks

* **Task Name: Terry Camacho Guerrero, Administrative Assistant & George A. Santos, Assistant Director**

  **Task Description:** Identify and record all Journeyworker completers when approved by the U.S. Secretary of Labor, Helen Solis.

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

### Apprenticeship Training Program

* Program/Unit Level - Provide accurate advisement to registered apprentices as they track through their recommended courses.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Increase employer participation in the apprenticeship program from 35-45.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Increase the number of apprenticeship completers from 15 to 20 per year.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Increase the number of active apprentices in the program from 274 to 324.

## Outcome Description: FA09-SP11 AUO#3 Increase apprentices

AUO#3:
To increase the number of active apprentises in the program from 274 to 324.

**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 |
|---|---|---|---|

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Quarterly Report.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Enrollment Trends<br>**Related Documents:**<br>QUARTER REPORT OCTOBER TO DECEMBER 2009 AUO #3.xls | 18% increase in the number of active apprentices enrolled in the program. | Quarterly Reports will document the number of apprentices enrolled in the program on an annual basis. | Yes |
| Apprenticeship Quarterly Reports<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Enrollment Trends | | | Yes |
| Apprenticeship Quarterly Reports<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Enrollment Trends | | | Yes |

## Related Tasks

* **Task Name: Terry Camacho Guerrero, Administrative Assistant & George A. Santos, Assistant Director**

**Task Description:** Identify and record all new apprentices as they are indentured in the *RAPIDS electronic system (*Registered Apprentice Partners Information Data Systems).

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

### Apprenticeship Training Program

* Program/Unit Level - Provide accurate advisement to registered apprentices as they track through their recommended courses.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Increase employer participation in the apprenticeship program from 35-45.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Increase the number of apprenticeship completers from 15 to 20 per year.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Increase the number of active apprentices in the program from 274 to 324.

## Outcome Description: AUO#1 Increase Employer Participation

FA11-SP13 AUO#1:
To increase employer participation in the Apprenticeship Program from 35 to 45.

**Outcome Type:** AUO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013

**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Other

**Historical Assessment Perspective:** The GCC Annual Report will show the number of employers participating in the program.

**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The Quarterly Report will document the number of employer participants In the Apprenticeship Program.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>July- Sept 2011 Quarterly Report.pdf | There will be a 10% increase of active employers registered with the program. | The Quarterly Report will document the number of employer participants in the Apprenticeship Program. | Yes |

## Related Activities

- Quarterly Report

## Related Tasks

* **Task Name: Terry Barnhart, Program Specialist**

  **Task Description:** Identify new employers when their Apprenticeship standards are approved by the US Department of Labor.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* 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.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #4 Visibility and Engagement
  Promote the Guam Community College brand to achieve regional, national, and international recognition.

### Academic Affairs Division (AAD)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Update board's professional development plan to provide for continuous education for board members.

### School of Trades & Professional Services (TPS)

* School Level - Provide the necessary support for all courses in terms of equipment and supplies.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Supply assistance for institutional learning outcomes.

### Apprenticeship Training Program

* Program/Unit Level - To contribute to workforce development in the region.

* Program Review Goal (Budget Related Goals & Objectives) - PRG#1
To increase employer participation in the apprenticeship program.

### Outcome Description: AUO#2 Increase Apprentice Completers

FA11-SP13 AUO#2:
To increase the number of apprenticeship completers from 15 to 20 per year.

**Outcome Type:** AUO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** The GCC annual report will show the number of apprenticeship completers.
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The Quarterly Report will document the number of apprenticeship completers.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>July- Sept 2011 Quarterly Report.pdf | 7% of 274 apprentices will receive their completion certificates. | The Quarterly Report will document the number of apprentices that completed their training. | Yes |

### Related Activities

- Quarterly Report

### Related Tasks

* **Task Name: Terry Barnhart, Program Specialist**
**Task Description:** Identify and record all apprentice completers when approved by the U.S. Secretary of Labor.

### Related Items

#### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
Pioneering:
This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* 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)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

#### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

#### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Update board's professional development plan to provide for continuous education for board members.

### School of Trades & Professional Services (TPS)

* School Level - Provide the necessary support for all courses in terms of equipment and supplies.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Supply assistance for institutional learning outcomes.

### Apprenticeship Training Program

* Program/Unit Level - To contribute to workforce development in the region.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  Increase the number of active apprentices in the program from 328 to 391.

## Outcome Description: AUO#3 Increase the number of apprentices

FA11-SP13 AUO#3:
To increase the number of active apprentices in the program from 274 to 324.

**Outcome Type:** AUO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** The GCC Annual Report will show the number of active apprentices enrolled in the program.
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The Quarterly Report will document the number of apprentices participating in the program.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>July- Sept 2011 Quarterly Report.pdf | There will be an 18% increase in the number of active apprentices in the program. | The Quarterly report will document the number of apprentices in the program. | Yes |

## Related Activities

- Quarterly Report

## Related Tasks

* **Task Name: Terry Barnhart, Program Specialist**
  **Task Description:** Identify and record all new apprentices in the quarterly report.

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* 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)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Update board's professional development plan to provide for continuous education for board members.

### School of Trades & Professional Services (TPS)

* School Level - Provide the necessary support for all courses in terms of equipment and supplies.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Supply assistance for institutional learning outcomes.

### Apprenticeship Training Program

* Program/Unit Level - To contribute to workforce development in the region.
* Program Review Goal (Budget Related Goals & Objectives) - PRG#3
  To increase the number of active apprentices in the program.

## Outcome Description: FA13-SP15 AUO#1: Increase Employer Participation

FA13-SP15 AUO#1: To increase the number of employer participation.

**Outcome Type:** AUO
**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**Outcome Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Self Study Report
**Historical Assessment Perspective:** .
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The Quarterly Report will document the number of employers participating in the program.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>APPRENTICESHIP-QUARTER REPORT TEMPLATE - ASSESSMENT.pdf | 10% annual increase of registered employer participation with the United States Department of Labor (USDOL). | The Quarterly Report will document the number of employers participating in the apprenticeship program. | Yes |

### Related Activities

- Quarterly Report

### Related Tasks

* **Task Name: Employer participation**
  **Task Description:** Recruit new employers to participate in the apprenticeship program.

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #4 Visibility and Engagement
  Promote the Guam Community College brand to achieve regional, national, and international recognition.

### Academic Affairs Division (AAD)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #1
  Conduct thorough acalog training with various constituents such as: ADMIN, DCS, ADO, LOC members, and AO, in efforts to implement electronic submission of curriculum documents in keeping with sustainability activities throughout the campus.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* 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) - 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.

### School of Trades & Professional Services (TPS)

* School Level - Provide the necessary support for all courses in terms of equipment and supplies.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Supply assistance for institutional learning outcomes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply appropriate administrative and technological assistance to faculty and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply adequate assistance to program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply assistance for institutional learning outcomes.

### Apprenticeship Training Program

* Program/Unit Level - To contribute to workforce development in the region.
* Program Review Goal (Budget Related Goals & Objectives) - PRG#1
  To increase employer participation in the apprenticeship program.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  Increase the number of active apprentices in the program from 328 to 391.
* Program Review Goal (Budget Related Goals & Objectives) - PRG#3
  To increase the number of active apprentices in the program.

* Program Review Goal (Budget Related Goals & Objectives) - FY 2016
  Increase the number of active apprentices in the program from 529 to 550.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  Increase employer participation from in the Apprenticeship Program from 100 to 105.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Increase the number of Apprenticeship completers from 15 to 20.

## Outcome Description: FA13-SP15 AUO#2: Increase apprentice completers.

FA13-SP15 AUO#2: To increase apprentice completers.

**Outcome Type:** AUO
**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**Outcome Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Self Study Report
**Historical Assessment Perspective:** .
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The Quarterly Report will document the number of apprentice completers In the Apprenticeship Program.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>Apprenticeship Training-QUARTER REPORT TEMPLATE - ASSESSMENT.pdf | 10% increase of apprentice completers in the apprenticeship program. | The Quarterly Report will document the number of apprentice completers in the Apprenticeship Program. | Yes |

### Related Activities

- Quarterly Report

### Related Tasks

* **Task Name: Apprentice Completer**
  **Task Description:** Receive and process employer request for certificate of completion from the USDOL.

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* 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.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #4 Visibility and Engagement
  Promote the Guam Community College brand to achieve regional, national, and international recognition.

#### Academic Affairs Division (AAD)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

#### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

#### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* 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) - 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.

### School of Trades & Professional Services (TPS)

* School Level - Provide the necessary support for all courses in terms of equipment and supplies.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Supply assistance for institutional learning outcomes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply appropriate administrative and technological assistance to faculty and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply adequate assistance to program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply assistance for institutional learning outcomes.

### Apprenticeship Training Program

* Program/Unit Level - To contribute to workforce development in the region.
* Program Review Goal (Budget Related Goals & Objectives) - PRG#1
  To increase employer participation in the apprenticeship program.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  Increase the number of active apprentices in the program from 328 to 391.
* Program Review Goal (Budget Related Goals & Objectives) - PRG#3
  To increase the number of active apprentices in the program.

* Program Review Goal (Budget Related Goals & Objectives) - FY 2016
  Increase the number of active apprentices in the program from 529 to 550.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  Increase employer participation from in the Apprenticeship Program from 100 to 105.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Increase the number of Apprenticeship completers from 15 to 20.

## Outcome Description: FA13-SP15 AUO#3: Increase the number of apprentices.

FA13-SP15 AUO#3: To increase the number of active apprentices in the program.

**Outcome Type:** AUO
**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Self Study Report

**Historical Assessment Perspective:** GCC's Apprenticeship office and the Assistant Director will actively work with the business community to recruit more employers into the apprenticeship program; marketing attempts will be through meetings with the Chamber of Commerce, Guam Contractors Association, etc.

**Budget Goals:** Increase employer participation in the apprenticeship program.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The Quarterly Report will document the number of apprentices participating in the program.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>Apprenticeship Training-QUARTER REPORT TEMPLATE - ASSESSMENT.pdf | 10% increase in the number of active apprentices in the program. | The Quarterly report will document the number of apprentices in the program. | Yes |

## Related Activities

- Quarterly Report

## Related Tasks

* **Task Name: Increase the number of apprentices**

  **Task Description:** Identify and record all new apprentices in the quarterly report.

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* 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.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #4 Visibility and Engagement
  Promote the Guam Community College brand to achieve regional, national, and international recognition.

### Academic Affairs Division (AAD)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* 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) - 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.

### School of Trades & Professional Services (TPS)

* School Level - Provide the necessary support for all courses in terms of equipment and supplies.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Supply assistance for institutional learning outcomes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply appropriate administrative and technological assistance to faculty and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014

Supply adequate assistance to program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
Supply assistance for institutional learning outcomes.

### Apprenticeship Training Program

* Program/Unit Level - To contribute to workforce development in the region.
* Program Review Goal (Budget Related Goals & Objectives) - PRG#1
To increase employer participation in the apprenticeship program.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
Increase the number of active apprentices in the program from 328 to 391.
* Program Review Goal (Budget Related Goals & Objectives) - PRG#3
To increase the number of active apprentices in the program.

* Program Review Goal (Budget Related Goals & Objectives) - FY 2016
Increase the number of active apprentices in the program from 529 to 550.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
Increase employer participation from in the Apprenticeship Program from 100 to 105.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
Increase the number of Apprenticeship completers from 15 to 20.

## Assessment & Counseling

**Mission Statement:** To provide a wide range of services to assist students in attaining their academic, career and personal goals.

**Vision Statement:** We recognize that the challenges that accompany being in school can lead to personal problems, interpersonal difficulties, and emotional stress. The Counseling Department can support students in their experiences in pursuit of their education, by addressing their career related needs, by promoting healthy and positive behaviors, views, relationships, and personal growth in a safe, confidential, and supportive environment. We will hold to the highest professional and ethical standards as we provide counseling services to address these challenges. We aim to provide the opportunity to foster this development to a culturally, economically, racially and religiously-diverse student body.

### Outcome Description: AY13-15 SSUO#1 Psychological Preferences Workshops and/or Presentations

Upon completion of psychological preference workshops and/or presentations, students will gain knowledge of psychological preferences to help them understand and respect self and others.

**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** ISMP Goal #2
**Budget Goals:** To ensure that ongoing review and evaluation of counseling services, programs, and initiative occur.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A pre-survey and post-survey<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>Pre_Post test.pdf | The post-survey results will show a 50% increase in knowledge of psychological preferences to help understand and respect self and others. | The pre-survey and post-survey will be disseminated before and after the presentations, respectively. | Yes |

### Related Activities

- Workshops/presentations

## Related Tasks

* **Task Name: Analyze data**

  **Task Description:** Counselors will analyze the data from the pre-surveys and post-surveys.

* **Task Name: Presentations**

  **Task Description:** Counselors will conduct classroom presentations and/or workshops on the Myers-Briggs Type Indicator.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.
* 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.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide adequate support of program growth.

### Assessment & Counseling

* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To insure ongoing review and evaluation of counseling services, programs, and initiatives occur.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To increase student utilization of the Interest Profiler in the "Choices Planner", a Career Information Delivery System.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To measure GCC employees' awareness of the Assessment & Counseling department's direct student services.

## Outcome Description: AY13-15 SSUO #3 Adult High School Career Counseling

Upon completion of acquiring knowledge through career counseling sessions, the Adult High School Diploma Program students will be able to employ effective informed decision-making skills, identify a career goal and create an educational plan consistent with their career goal.

**Start Date:** 10/14/2013

**End Date:** 03/09/2015
**Outcome Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** The Learning Outcome reflects the GCC Mission Statement and Assessment & Counseling Department's goals.
**Budget Goals:** Resources dependent on budgeted Adult High School allocation from Social Science and Criminal Justice Depatrment

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Student Individual Educational Plan<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>Adult High School Diploma Program Student Individual Educational Plan.pdf | Eighty (80%) percent of the Adult High School Diploma Program students will complete an Individual Educational Plan. | Beginning Fall 2013, the students will attend counseling sessions and/or classroom presentations. By Fall 2014, the students will identify a career goal and develop an idividual educational plan consistent with their career goal. | Yes |

## Related Activities

- Workshops/presentations

## Related Tasks

* **Task Name: Individual Educational Plan**

**Task Description:** The Adult High School Diploma Program counselor will conduct career counseling sesssions and classroom presentations and as a result, the students will identify a career goal and will develop an Individual Educational Plan consistent with their career goal.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Provide appropriate administrative and technological support for student services and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3

Provided support for institutional learning outcomes.

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide adequate support of program growth.

### Assessment & Counseling

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To increase student utilization of the Interest Profiler in the "Choices Planner", a Career Information Delivery system (CIDS).
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To ensure ongoing review and evaluation of counseling services, programs, and initiatives occur.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To insure ongoing review and evaluation of counseling services, programs, and initiatives occur.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To increase student utilization of the Interest Profiler in the "Choices Planner", a Career Information Delivery System.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To measure GCC employees' awareness of the Assessment & Counseling department's direct student services.

## Outcome Description: Choices Planner Interest Profiler

FA11-SP13 SSUO#1
To increase student utilization of the Interest Profiler in the "Choices Planner", a Career Information Delivery System (CIDS)

**Outcome Type:** SLO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** ISMP Goal #2
**Budget Goals:** based on yearly fees of the developer of "Choices".

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The department will generate a Choices Planner software report of the portfolio evaluation with the number of students utilizing the Interest Profiler in September 2012.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Portfolio Evaluation | After establishing a baseline of Choices Planner software Interest Profiler users, the department will increase the student usage by 10%. | | Yes |

## Related Tasks

* **Task Name: All Postsecondary counselors**
  **Task Description:** Discussed SSUO#1 for 2011-2013 assessment cycle.
* **Task Name: All Postsecondary counselors**
  **Task Description:** Postsecondary counselors will assist students with utilizing the Interest Profiler in the Choices Planner.
* **Task Name: Troy Lizama and Sally Sablan**
  **Task Description:** The department will generate a Choices Planner software report on the number of students who have used the Interest Profiler during previous semesters. The information obtained will be used as the baseline data for this SSUO.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment

that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Provide appropriate administrative and technological support for student services and programs.

### Assessment & Counseling

* Program/Unit Level - The department will implement activities that will develop students' skills and/or increase their awareness in areas affecting their personal and educational success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide activities for students to increase awareness in areas affecting their personal and educational success.

## Outcome Description: Awareness and Understanding of Postsecondary Programs and Transition Process

FA11-SP13 SSUO#3:
Presentations by GCC secondary Career Counselors will increase GDOE students' awareness and understanding of GCC's postsecondary programs and of the process of transitioning to postsecondary studies at GCC.

**Outcome Type:** SLO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**Outcome Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** ISMP Goal #2

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Survey assessing presentation participants' awareness of GCC's postsecondary programs, and of the process of transitioning to them.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Exit Interviews/Survey<br>**Related Documents:**<br>Career and Technical Education Programs Presentation Evaluation Form.docx | 60% of presentation attendees will report that as a result of their attendance at a presentation, that they "agree" or "strongly agree" that their awareness of GCC's postsecondary programs has increased, and that their understanding of the process of transitioning to postsecondary studies at GCC has increased. | Data collection throughout fall 11 and spring 12. | Yes |

## Related Activities

- Secondary (CTE) Informational Presentations
- Student Surveys
- Workshops/presentations

## Related Tasks

* **Task Name: Collection and submission of data.**

**Task Description:** Collecting presentation data; compiling data; submitting data into TracDat.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Provide appropriate administrative and technological support for student services and programs.

### Assessment & Counseling

* Program/Unit Level - The department will implement activities that will develop students' skills and/or increase their awareness in areas affecting their personal and educational success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide activities for students to increase awareness in areas affecting their personal and educational success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3 (Vocational Guidence Program)
  To ensure ongoing review and evaluation of counseling services, programs, and initiatives occur.

## Outcome Description: Assessment & Counseling Department Direct Student Services

FA11-SP13 SSUO#2
To measure GCC employees' awareness of the Assessment & Counseling department's direct student services.

**Outcome Type:** SLO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**Outcome Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle

**Historical Assessment Perspective:** ISMP Goal #2

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Instrument/Tool Name: GCC Employee Awareness Survey<br><br>A survey of college employees will be conducted to measure employee awareness of counseling services for students.<br><br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br><br>**Related Documents:**<br>GCC Employee Awareness Survey | At least 75% of the employee respondents will accurately identify at least three direct student services provided by the Assessment & Counseling department postsecondary career counselors for postsecondary programs and adult high school program students. | Tentative Date for survey dissemination: November 2011<br>Revised Date for survey dissemination: March 2012 | Yes |

## Related Activities

- Surveys

## Related Tasks

* **Task Name: All Postsecondary Counselors**
  **Task Description:** Discuss context and focus of SSUO #2 and the feasibility of continuing for the new assessment cycle (Fall 2011 to Spring 2013)
* **Task Name: Karen Sablan**
  **Task Description:** Draft language for SSUO #2 for the Assessment Plan, get input from postsecondary counselors, and input into TracDat.
* **Task Name: Karen Sablan**
  **Task Description:** In coordination with the department members, modify the survey instrument to be administered to the employees.
* **Task Name: Patricia Terlaje**
  **Task Description:** Upload modified and finalized survey for employees into Survey Monkey.
* **Task Name: Patricia Terlaje and Karen Sablan**
  **Task Description:** Survey Dissemination via email addresses.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide adequate support of program growth.

### Assessment & Counseling

* Program/Unit Level - The department will determine if current mediums are useful tools to promote awareness of counseling services.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To develop and implement a marketing plan /strategy to increase the awareness of counseling services offered for students among the college faculty, administrators, and staff.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To ensure ongoing review and evaluation of counseling services, programs, and initiatives occur.

## Outcome Description: AY 13-15 SSUO #2 Guiding Secondary Students' Career Decisions through the use of Career Interest Assessments

Upon completion of a career interest assessment and participation in a career presentation conducted by a GCC Career Counselor, presentation participants will be able to analyze their career assessment results and apply the information when making career decisions.

**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** ISMP Goal #2
**Budget Goals:** To ensure that ongoing review and evaluation of counseling services, programs, and initiatives occur.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Career interest inventory and post-presentation survey<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>Career Interest Assessment<br>Career Interest Assessment (page 2)<br>Post-Presentation Survey | Career presentations will be conducted in each public high school with at least 30 secondary CTE students in the final year of their CTE program. From this pool of presentation participants, 70% will be able to recognize the top three scores that make up their Holland code and select potential career programs or pathways that align with their Holland code. | Career counselors will schedule career presentations with prospective secondary CTE program completers at their respective school sites. | Yes |

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide adequate support of program growth.

### Assessment & Counseling

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1 (Vocational Guidence Program)
  To increase GDOE students' awareness and understanding of GCC's postsecondary programs and of the process of transitioning to postsecondary studies at GCC.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To insure ongoing review and evaluation of counseling services, programs, and initiatives occur.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To increase student utilization of the Interest Profiler in the "Choices Planner", a Career Information Delivery System.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To measure GCC employees' awareness of the Assessment & Counseling department's direct student services.

## Outcome Description: FA09-SP11 SSUO#2 Marketing of Direct Student Services Provided by the Assessment & Counseling Department.

SSUO#2: FA2009-2011
To develop and implement a plan to market the various direct student services provided by the department as a means to expand awareness of GCC employees of these services.

**Outcome Type:** SLO
**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 |
|---|---|---|---|
| After the development of a marketing plan to increase awareness of counselor services among college employees and dissemination of information to college employees; a survey of college employees will be conducted to measure employee awareness of counseling services for students.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Employee-Faculty Satisfaction Survey<br>**Related Documents:**<br>SP10 SSUO2 counseling services survey 02 17 10.doc | At least 75% of the employee respondents will accurately identify at least three direct student services provided by the Assessment & Counseling department postsecondary career counselors for postsecondary programs and adult high school program students. | The marketing plan will be developed during the Fall 2009 and Spring 2010 semesters. Information will then be disseminated during the first couple of months during the Spring 2010 semester. The survey to measure employee awareness of counselor services for students will then be conducted no later than the first week of May 2010. This instrument will be developed by February 2010. | Yes |

### Related Activities

- Surveys

## Related Tasks

* **Task Name: Karen Sablan & Tony Roberto**

  **Task Description:** In coordination with the department members, Karen and Tony will draft and develop the survey instrument to be administered to the employees.

* **Task Name: Karen Sablan & Tony Roberto**

  **Task Description:** Develop marketing plan of direct student services offered by the department in collaboration with department members.

* **Task Name: Karen Sablan & Tony Roberto**

  **Task Description:** Develop a process and timeline for department implementation of the marketing plan. Target date: May 2010 target date.

* **Task Name: Karen Sablan & Tony Roberto**

  **Task Description:** Distribute and collect employee surveys after marketing plan implementation.

* **Task Name: Karen Sablan & Tony Roberto**

  **Task Description:** Compile data from employee surveys and upload into Trac Dat.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.
* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* 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.

### President/CEO

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

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.

### Assessment & Counseling

* Program/Unit Level - The department will determine if current mediums are useful tools to promote awareness of counseling services.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2:
  Develop and implement a marketing plan/strategy to increase the awareness of counseling services offered for students among the college faculty, administrators, and staff.

## Outcome Description: FA09-SP11 SSUO#1 Career Development Activities

SSUO#1 FA2009-2011:
To provide students with the knowledge and skills needed to meet their educational, career, and personal goals.

**Outcome Type:** SLO

**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 |
|---|---|---|---|
| The department will conduct needs assessment surveys to determine the workshops/presentations of interest to students.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Needs Assessment Review/Plan<br>**Related Documents:**<br>Fall 2009 Student Needs Assessment | Out of 150 needs assessment surveys distributed, at least 100 will be completed and evaluated. | October 2009 through January 2010 | Yes |
| The department will conduct evaluations after each workshop/class presentation presented by the counselors and guest speakers.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Workshop/Conference/Training<br>**Related Documents:**<br>Worskhop/Presentation Evaluation form | At least 80% of the workshop/class presentations participants will be able to list at least three (3) usable knowledge and skills gained to meet their educational, career, and or personal goals. | Spring 2010 | Yes |

## Related Activities

- Student Surveys

## Related Tasks

* **Task Name: Patricia Terlaje and Sally Sablan**

**Task Description:** The department will develop and administer the student needs assessment. Based on the needs assessment results, the department will conduct evaluations after each workshop/class presentation presented by the counselors and guest speakers.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.
* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* 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.

### President/CEO

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

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.

### Assessment & Counseling

* Program/Unit Level - The department will implement activities that will develop students' skills and/or increase their awareness in areas affecting their personal and educational success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  Provide activities for students to increase awareness in areas affecting their personal and educational success.

## Outcome Description: FA09-SP11 SSUO#3 Career and Technical Education Secondary Presentations

SSUO#3:
To increase GDOE students' awareness and understanding regarding the GCC Career and Technical Education programs offered at the secondary level so that students may use this awareness and understanding to aid them in selecting a career-related program at their high school.

**Outcome Type:** SLO
**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 |
|---|---|---|---|
| A student focus group will be conducted with approximately five (5) students following the presentation to prospective GCC CTE program students. Only those students who completed the survey will participate in the focus group.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Focus Group | Data will be gathered from all students participating in the student focus group. | A minimum of 2 presentations will be conducted at each high school during the academic year, from which at least one presentation will include a focus group. | Yes |
| Surveys will be administered following presentations to prospective GCC CTE program students (at GDOE high schools with a career counselor)<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey<br>**Related Documents:**<br>GCC Career and Technical Education Presentation Survey | 60% of presentation attendees will report that as a result of their attendance at a presentation, that they "agree" or "strongly agree" that their awareness and understanding of the GCC career and technical educational programs offered at their high schools has increased. | A minimum of 2 presentations will be conducted at each high school during the academic year. | Yes |

## Related Activities

- AY09-10 Student Satisfaction Surveys
- Student Surveys

## Related Tasks

* **Task Name: Gary Hartz, Hernalin Analista, Rose Marie Nanpei, Arline Leon Guerrero**
  **Task Description:** Distribute to and collect surveys from identified student population. Compile data.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

### Academic Affairs Division (AAD)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.

### Assessment & Counseling

* Program/Unit Level - The department/secondary counselors will broaden GPSS students understanding of GCC Career and Technical programs offered at the secondary level.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1 (Vocational Guidence Program)
  To broaden Guam DOE high school students' understanding of GCC's Career Technical Education programs offered at the secondary level.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2 (Vocational Guidence Program)
  To coordinate with Guam DOE counselors to increase the number of students enrolled in GCC's secondary Career Technical Education programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3 (Vocational Guidence Program)
  To ensure ongoing review and evaluation of counseling services, programs, and initiatives occur.

## Automotive (Automotive Service Technology) (Secondary)

**Mission Statement:** The mission of the Automotive Secondary program is to develop a skilled and competent automotive workforce, based on industry needs, for the Guam community and the region.

**Vision Statement:** The program envisions producing automotive graduates that will improve the quality of vehicle repair and service at their respective organizations.

### Outcome Description: AY 07-08 SLO#2 Identify components of cylinder head

Students will be able to identify components of cylinder head .

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/10/2008
**End Date:** 10/12/2009
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The instructor will create an exam that includes displaying a cylinder head and numbering its components. The students will be required to list the components names and describe their function/s. The instructor will grade the exam using a percentage scale. | 70% of the students enrolled in VEME050A will be able to pass the exam with 70% accuracy. | Exam will be administered every Fall semester. | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Lab/Skills Test

**Related Documents:**
Cylinder Head Components Exam.pdf

## Related Courses

- CTME050A - Automotive Service Basics I

**Related Documents:**

VEME050A_1SR_2007-08-16.pdf
VEME050A_1SR_2007-05-25
VEME050A_2NSR_2010-05-24

## Related Tasks

* **Task Name: Submit data to assessment author**
* **Task Name: Submit data to assessment author**
* **Task Name: Submit data to assessment author**

## Related Items

### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### School of Trades & Professional Services (TPS)

* School Level - Improve curriculum and assessment in automotive and construction trades.

### Automotive (Automotive Service Technology) (Secondary)

* Program/Unit Level - To increase the knowledge and job skills in automotive technology, of the high school students, of the Guam community.

## Outcome Description: AY 07-08 SLO#1 Performing a Cylinder Compression Cranking Test.

Students will be able to perform a cylinder compression cranking test.
NATEF Standard # I-10

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/10/2008
**End Date:** 10/12/2009
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The instructor will administer an exam that includes setting up four separate test vehicles. The instructor will have four students, while the other students are kept in a secure location, perform a cylinder compression cranking test on the vehicles. The students will be required to document their steps and results throughout the ylinder compression cranking test. After the four students are done with the exam, another four will take the exam, and so on, until all students have completed the exam. The students will be graded, using a percentage scale, on their accuracy in performing the steps and performing the steps in the proper order.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test<br>**Related Documents:**<br>Compression Test 1 of 2.pdf<br>Compression Test 2 of 2.pdf | 70% of the students enrolled in the VEME077 course during the Spring 2007 semester will be able to pass the exam with 70% accuracy. | Exam will be administered every Spring semester. | Yes |

### Related Courses

- CTME077 - Engine Performance

**Related Documents:**
VEME077 2007-05-17 Adoption.pdf
VEME077_2NSR_2010-005-24

### Related Tasks

* **Task Name: Submit data to assessment author**
* **Task Name: Submit data to assessment author**
* **Task Name: Submit data to assessment author**

### Related Items

#### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### School of Trades & Professional Services (TPS)

* School Level - Improve curriculum and assessment in automotive and construction trades.

#### Automotive (Automotive Service Technology) (Secondary)

* Program/Unit Level - To prepare students for gainful employment in a variety of automotive related jobs, such as general service technicians and specialty service technicians, workshop foremen, parts counterpersons, among many others.

## Outcome Description: AY 07-08 SLO#3 Proper Use of a Digital Multimeter (DMM) During Diagnosis of Electrical Circuit Problems

Student will be able to demonstrate the proper use of a digital multimeter (DMM) during diagnosis of electrical circuit problems.
NATEF Standard #VI-7

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/09/2006
**End Date:** 03/10/2008
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A

**National Certification:**

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The instructor will set up four test vehicles with electrical circuit problems. The instructor will have four students at a time demonstrate using a digital multimeter to diagnose the circuit problems. The instructor will grade the students using a rubric scale to measure the students proficiency in using the digital multimeter to diagnose the circuit problems.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test<br>**Related Documents:**<br>Microsoft Word - DMM exam.pdf | 70% of the students enrolled in the VEME075 course will attain a three or better on the rubric scale for the exam. | Exam will be administered every Fall semester. | Yes |

### Related Courses

- CTME075 - Electrical/Electronic Systems

**Related Documents:**
VEME075 2007-05-17 Adoption.pdf
VEME075_2NSR_2010-05-24

### Related Tasks

* **Task Name: Submit data to assessment author**
* **Task Name: Submit data to assessment author**
* **Task Name: Submit data to assessment author**

### Related Items

#### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division remains an integral part of Guam's economic development through the offering of quality educational programs.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### School of Trades & Professional Services (TPS)

* School Level - Improve curriculum and assessment in automotive and construction trades.

#### Automotive (Automotive Service Technology) (Secondary)

* Program/Unit Level - To prepare students for gainful employment in a variety of automotive related jobs, such as general service technicians and specialty service technicians, workshop foremen, parts counterpersons, among many others.

## Automotive (Collision Repair & Refinishing Technology) (Secondary)

**Mission Statement:** The mission of the Auto-body program is to develop a skilled and competent auto-body workforce, based on industry needs, for the Guam community and the region.

**Vision Statement:** The program envisions producing auto-body graduates that will improve the quality of vehicle repair and service at their respective organizations

## Outcome Description: AY 07/08 SLO#1 Knowledge of Picking and Filing Damaged Body Panel/s

Students will be able to pick and file the damaged area of a body panel to eliminate surface irregularities, keeping the panel level, according to the contour, and smooth with no burns or gouges on the surface.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/10/2008
**End Date:** 10/12/2009
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The instructor will administer an exam that includes having the students pick and file a damaged body panel. The instructor will observe the students during the procedure and evaluate them, using a rubric scale, on their proficiency in performing the task.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test<br>**Related Documents:**<br>Autobody Evaluation Rubric.pdf | 70% of the students enrolled in VEME071A will be able to attain a 3 or better, using a rubric scale, on the exam. | Exam will be administered every Fall semester | Yes |

### Related Courses

- CTME071A (Formerly VEME071A) - Autobody Painting and Refinishing I

**Related Documents:**
VEME071A 2002-05-03 Adoption.pdf
VEME071A 2008-04-07 SR.pdf

### Related Tasks

* **Task Name: Submit data to assessment author**
* **Task Name: Submit data to assessment author**

### Related Items

#### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division remains an integral part of Guam's economic development through the offering of quality educational programs.

#### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

#### School of Trades & Professional Services (TPS)

* School Level - Improve curriculum and assessment in automotive and construction trades.

#### Automotive (Collision Repair & Refinishing Technology) (Secondary)

* Program/Unit Level - To prepare students for gainful employment in a variety of auto-body related jobs, such as vehicle preparation technicians and refinishing technicians, damage estimator, service advisor, among many others.

## Outcome Description: AY 07/08 SLO#2 Knowledge of Straightening and Roughing Out Panel/s

Students will be able to straighten and rough out contours of damaged panel/s, to a surface condition, for body filling or metal refinishing.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/10/2008
**End Date:** 10/12/2009
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The instructor will administer an exam that includes having the students straighten and rough out a damaged panel. The instructor will observe the students during the procedure and evaluate them, using a rubric scale, on their proficiency in performing the task.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test<br>**Related Documents:**<br>Autobody Evaluation Rubric.pdf | 70% of the students enrolled in ME061A will be able to attain a 3 or better, using a rubric scale, on the exam. | Exam will be administered every Fall semester. | Yes |

### Related Tasks

* **Task Name: Submit data to assessment author**
* **Task Name: Submit data to assessment author**

### Related Items

#### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division remains an integral part of Guam's economic development through the offering of quality educational programs.

#### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

#### School of Trades & Professional Services (TPS)

* School Level - Improve curriculum and assessment in automotive and construction trades.

#### Automotive (Collision Repair & Refinishing Technology) (Secondary)

* Program/Unit Level - To prepare students for gainful employment in a variety of auto-body related jobs, such as vehicle preparation technicians and refinishing technicians, damage estimator, service advisor, among many others.

## Outcome Description: AY 07/08 SLO#3 Knowledge of Welding Metal Body Panel/s and Reweld Broken Welds

Students will be able to weld cracked or torn sheet metal body panel, and reweld broken welds

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/10/2008
**End Date:** 10/12/2009
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The instructor will administer an exam that includes having the students weld two peices of metal together. The instructor will then break the welds and have the students reweld the metals. The instructor will evaluate the students profiency, using a rubric scale, on performing the task.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test<br>**Related Documents:**<br>Autobody Evaluation Rubric.pdf | 70% of the students enrolled in ME061A will be able to attain a 3 or better, using a rubric scale, on the exam. | Exam will be administered every Fall semester. | Yes |

### Related Tasks

* **Task Name: Submit data to assessment author**
* **Task Name: Submit data to assessment author**

### Related Items

#### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

#### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

#### School of Trades & Professional Services (TPS)

* School Level - Improve curriculum and assessment in automotive and construction trades.

#### Automotive (Collision Repair & Refinishing Technology) (Secondary)

* Program/Unit Level - To prepare students for gainful employment in a variety of auto-body related jobs, such as vehicle preparation technicians and refinishing technicians, damage estimator, service advisor, among many others.

## Automotive Services Technology AS & Certificate

**Mission Statement:** The mission of the Automotive program is to develop a skilled and competent automotive workforce, based on industry needs, for the Guam community and the region.

**Vision Statement:** The program envisions producing automotive graduates that will improve the quality of vehicle repair and service at their respective organizations.

### Outcome Description: Knowledge of Core Components

SLO #1 FA10-SP12:
Upon successful completion of this program, students will be able to identify the purposes and proper functioning of core components of an automobile.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** Yes
**National Certification:**
**Type of Industry National** This SLO is in alignment with the standards set by the National Institute for Automotive Service Excellence (ASE).
**Certification:**

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete an exam made up of vocabulary terms and multiple choice questions.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Textbook/Author Designed Tests<br>**Related Documents:**<br>P-1 Exam | 70% of students will score a 70% or higher on the exam | Test will be administered to all students completing the final level of Engine Repair (T/P Engine Repair). | Yes |

## Related Courses

- AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service
  **Related Documents:**
  AST100_1SR_2006-06-29.pdf
  AST100_2NSR_2010-05-24.pdf
  AST100_2NSR-2_2010-05-24.pdf
- AST110 (formerly ME178A & ME178B) - Engine Repair
  **Related Documents:**
  AST110_1SR_2006-06-29.pdf
  AST110_2NSR-2_2010-05-24.pdf
  AST110 2006-06-29
  AST110_2NSR_2010-05-24
- AST180A (formerly ME177A) - Engine Performance I (Tune-up, No Fuel / Emission)
  **Related Documents:**
  AST180A_1SR_2006-06-29.pdf
  AST180A_2NSR-CLSLO2_2010-05-24.pdf
  AST180A_2NSR_2010-05-24.pdf
  AST180A_2NSR-2_2010-05-24
- AST180B (formerly ME177B) - Engine Performance II (Fuels and Emissions Systems)
  **Related Documents:**
  AST180B_1SR_2006-06-29.pdf
  AST180B_2NSR-CLSLO2_2010-05-24.pdf
  AST180B_2NSR_2010-05-24.pdf
  AST180B_2NSR-2_2010-05-24
  AST180B_2NSR_2010-9-23.pdf

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

**Automotive Services Technology AS & Certificate**

* Program/Unit Level - To produce automotive graduates that will have a high level of self confidence about their knowledge and skills.

## Related Course SLO

* AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service: SLO#1 - SLO#1 FA10-SP12:
Upon successful completion of this course, students will be able to demonstrate shop safety concepts and practices.
* AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service: SLO#2 - SLO#2 FA10-SP12:
Upon successful completion of this course, students will be able to depict good customer relations.
* AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service: SLO#3 - SLO#3 FA10-SP12:
Upon successful completion of this course, students will be able to identify basic hand tools and shop equipment and demonstrate proper use.

* AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service: SLO#4 - SLO#4 FA10-SP12:
Upon successful completion of this course, students will be able to explain the basic functions and perform elemental service procedures on the engine, electrical, and ignition systems.

## Outcome Description: Cylinder Compression Cranking Test

SLO #2 FA10-SP12:
Upon successful completion of this program, students will be able to perform a cylinder compression cranking test.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes

**Type of Industry National Certification:** This SLO is in alignment with the standards set by the National Institute for Automotive Service Excellence (ASE).

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete a 25 question exam (100 total points) made up of multiple choice questions.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Textbook/Author Designed Tests<br>**Related Documents:**<br>P-2 Exam | 70% of students will score a 70% or higher on the exam. | The exam will be administered to all graduating seniors at the end of each semester. | Yes |

## Related Courses

- AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service
  **Related Documents:**
  AST100_1SR_2006-06-29.pdf
  AST100_2NSR_2010-05-24.pdf
  AST100_2NSR-2_2010-05-24.pdf
- AST110 (formerly ME178A & ME178B) - Engine Repair
  **Related Documents:**
  AST110_1SR_2006-06-29.pdf
  AST110_2NSR-2_2010-05-24.pdf
  AST110 2006-06-29
  AST110_2NSR_2010-05-24
- AST180A (formerly ME177A) - Engine Performance I (Tune-up, No Fuel / Emission)
  **Related Documents:**

AST180A_1SR_2006-06-29.pdf
AST180A_2NSR-CLSLO2_2010-05-24.pdf
AST180A_2NSR_2010-05-24.pdf
AST180A_2NSR-2_2010-05-24

- AST180B (formerly ME177B) - Engine Performance II (Fuels and Emissions Systems)

**Related Documents:**

AST180B_1SR_2006-06-29.pdf
AST180B_2NSR-CLSLO2_2010-05-24.pdf
AST180B_2NSR_2010-05-24.pdf
AST180B_2NSR-2_2010-05-24
AST180B_2NSR_2010-9-23.pdf

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### School of Trades & Professional Services (TPS)

* School Level - Improve curriculum and assessment in automotive and construction trades.

### Automotive Services Technology AS & Certificate

* Program/Unit Level - To prepare students for gainful employment in a variety of automotive related jobs, such as general service technicians and specialty service technicians, workshop foremen, parts counterpersons, among many others.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Fulfill industry needs.

## Related Course SLO

* AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service: SLO#1 - SLO#1 FA10-SP12:
  Upon successful completion of this course, students will be able to demonstrate shop safety concepts and practices.
* AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service: SLO#2 - SLO#2 FA10-SP12:
  Upon successful completion of this course, students will be able to depict good customer relations.
* AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service: SLO#3 - SLO#3 FA10-SP12:
  Upon successful completion of this course, students will be able to identify basic hand tools and shop equipment and demonstrate proper use.

* AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service: SLO#4 - SLO#4 FA10-SP12:
  Upon successful completion of this course, students will be able to explain the basic functions and perform elemental service procedures on the engine, electrical, and ignition systems.
* AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service: SLO#5 - SLO#5 FA10-SP12:
  Upon successful completion of this course, students will be able to perform basic automotive measurements and compare results to specifications.

* AST180A (formerly ME177A) - Engine Performance I (Tune-up, No Fuel / Emission): 2012-2013 Acalog SLO#4 - SLO#4 FA-SP:
  Upon successful completion of this course, students will be able to perform engine related maintenance and service procedures.

## Outcome Description: Use of a Digital Multimeter

SLO #3 FA10-SP12:
Upon successful completion of this program, students will be able to demonstrate the proper use of a Digital Multimeter (DMM) during diagnosis of electrical circuit problems.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/11/2010
**End Date:** 03/14/2011

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes

**Type of Industry National Certification:** This SLO is in alignment with the standards set by National Institute for Automotive Service Excellence (ASE).

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete a 30 question exam consisting of multiple choice questions.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Textbook/Author Designed Tests<br>**Related Documents:**<br>P-3 Exam | 70% of students will score a 70% or higher on the exam | Test will be administered to graduating seniors before the end of each semester. | Yes |

## Related Courses

- AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service

  **Related Documents:**
  AST100_1SR_2006-06-29.pdf
  AST100_2NSR_2010-05-24.pdf
  AST100_2NSR-2_2010-05-24.pdf

- AST160 - Electrical / Electronic Systems

  **Related Documents:**
  AST160_1SR_2006-06-29.pdf
  AST160_2NSR-2_2010-05-24.pdf
  AST160_2NSR_2010-05-24.pdf

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### School of Trades & Professional Services (TPS)

* School Level - Improve curriculum and assessment in automotive and construction trades.

### Automotive Services Technology AS & Certificate

* Program/Unit Level - To prepare students for gainful employment in a variety of automotive related jobs, such as general service technicians and specialty service technicians, workshop foremen, parts counterpersons, among many others.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Fulfill industry needs.

## Related Course SLO

* AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service: SLO#1 - SLO#1 FA10-SP12:
  Upon successful completion of this course, students will be able to demonstrate shop safety concepts and practices.
* AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service: SLO#2 - SLO#2 FA10-SP12:
  Upon successful completion of this course, students will be able to depict good customer relations.
* AST160 - Electrical / Electronic Systems: 2012-2013 Acalog SLO#2 - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to service battery and starting system.

* AST160 - Electrical / Electronic Systems: 2012-2013 Acalog SLO#3 - SLO#3 FA2012-SP2014
  Upon successful completion of this course, students will be able to diagnose and repair lighting system.
* AST160 - Electrical / Electronic Systems: 2012-2013 Acalog SLO#4 - SLO#4 FA-SP:
  Upon successful completion of this course, students will be able to determine cause of inoperative electronic gauges and accessories, determine required action.

### Outcome Description: Diagnose Transmission Faults

SLO #4 FA10-SP12:
Upon successful completion of this program, students will be able to diagnose automatic and manual transmission faults.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/11/2010
**End Date:** 03/14/2011
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes

**Type of Industry National Certification:** This SLO is in alignment with the standards set by the National Institute for Automotive Service Excellence (ASE).

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete a 20 question written exam.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Textbook/Author Designed Tests<br>**Related Documents:**<br>P4.pdf | 70% of students will score a 70% or higher on the exam. | Exam will be administered to graduating seniors before the end of each semester. | Yes |

### Related Courses

- AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service
  **Related Documents:**
  AST100_1SR_2006-06-29.pdf
  AST100_2NSR_2010-05-24.pdf
  AST100_2NSR-2_2010-05-24.pdf
- AST120 (formerly ME168A & 168B) - Automatic Transmission and Transaxle I
  **Related Documents:**
  AST120 Replaces ME168A & 168B SR 2006-06-29.pdf
  AST120_1SR_2006-06-29.pdf
  AST120_2NSR- Course SLO2_2010-05-24.pdf
  AST120_2NSR_SLO Map 2010-05-24.pdf
  AST120_2NSR-2_2010-05-24
  AST120_2NSR_2010-05-24
  AST120_SR_AY1617-FINAL_2016-04-05_Acalog.pdf
- AST130 (formerly ME167) - Manual Drive Trains and Axles I
  **Related Documents:**
  AST130_1SR_2006-06-29.pdf
  AST130_2NSR_2010-05-24.pdf
  AST130_2NSR-2_2010-05-24.pdf
  AST130_2NSR_2010-09-23.pdf
  AST130_1SR_2017.05.22.pdf

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### School of Trades & Professional Services (TPS)

* School Level - Improve curriculum and assessment in automotive and construction trades.

### Automotive Services Technology AS & Certificate

* Program/Unit Level - To prepare students for gainful employment in a variety of automotive related jobs, such as general service technicians and specialty service technicians, workshop foremen, parts counterpersons, among many others.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Fulfill industry needs.

## Related Course SLO

* AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service: SLO#1 - SLO#1 FA10-SP12:
  Upon successful completion of this course, students will be able to demonstrate shop safety concepts and practices.
* AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service: SLO#2 - SLO#2 FA10-SP12:
  Upon successful completion of this course, students will be able to depict good customer relations.
* AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service: SLO#3 - SLO#3 FA10-SP12:
  Upon successful completion of this course, students will be able to identify basic hand tools and shop equipment and demonstrate proper use.

* AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service: SLO#5 - SLO#5 FA10-SP12:
  Upon successful completion of this course, students will be able to perform basic automotive measurements and compare results to specifications.

* AST120 (formerly ME168A & 168B) - Automatic Transmission and Transaxle I: SLO#1 - SLO#1 FA12-SP14:
  Upon successful completion of this course, students will be able to diagnose general transmission and transaxle faults.
* AST220 - Automatic Transmission and Transaxle II: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP
  Upon successful completion of this course, students will be able to perform general transmission and transaxle diagnostics with minimal supervision.
* AST230 - Theory/Practicum: Manual Drive Train & Axles: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to perform general transmission and transaxle diagnostics with minimal supervision.
* AST240 - Theory / Practicum: Suspension and Steering: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to perform general suspension and steering systems diagnostics.

## Outcome Description: Troubleshoot HVAC System

SLO #5 FA10-SP12:
Upon successful completion of this program, students will be able to determine cause of failure in the Heating Ventilation & Air Conditioning system and perform required repairs.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/11/2010
**End Date:** 03/14/2011
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** Yes
**National Certification:**
**Type of Industry National** This SLO is in alignment with the standards set by the National Institute for Automotive Service Excellence (ASE).
**Certification:**

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete a 30 multiple choice question exam<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Textbook/Author Designed Tests<br>**Related Documents:**<br>P-5 Exam | 70% of students will score a 70% or higher on a written exam. | Exam will be administered to graduating seniors each semester | Yes |

## Related Courses

- AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service

  **Related Documents:**
  AST100_1SR_2006-06-29.pdf
  AST100_2NSR_2010-05-24.pdf
  AST100_2NSR-2_2010-05-24.pdf

- AST170 (formerly ME176) - Heating and Air Conditioning

  **Related Documents:**
  AST170_1SR_2006-06-29.pdf
  AST170_2NSR-CLSLO2_2010-05-24.pdf
  AST170_2NSR_2010-05-24.pdf
  AST170_2NSR-2_2010-05-24

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### School of Trades & Professional Services (TPS)

* School Level - Improve curriculum and assessment in automotive and construction trades.

### Automotive Services Technology AS & Certificate

* Program/Unit Level - To produce automotive graduates that will have a high level of self confidence about their knowledge and skills.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Fulfill industry needs.

## Related Course SLO

* AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service: SLO#1 - SLO#1 FA10-SP12:
  Upon successful completion of this course, students will be able to demonstrate shop safety concepts and practices.
* AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service: SLO#2 - SLO#2 FA10-SP12:
  Upon successful completion of this course, students will be able to depict good customer relations.
* AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service: SLO#3 - SLO#3 FA10-SP12:
  Upon successful completion of this course, students will be able to identify basic hand tools and shop equipment and demonstrate proper use.

## Outcome Description: Knowledge of Core Components_1

SLO #1 FA12-SP14:
Upon successful completion of this program, students will be able to identify the purposes and proper functioning of core components of an automobile.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** This SLO is based on the standards set by the National Automotive Technicians Education Foundation (NATEF).

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete an exam made up of vocabulary terms and multiple choice questions.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Textbook/Author Designed Tests<br>**Related Documents:**<br>PLSLO_1_Exam | 70% of students will score a 70% or higher on the exam | Test will be administered to all students completing the final level of Engine Repair (T/P Engine Repair). | Yes |

### Related Courses

- AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service
  **Related Documents:**
  AST100_1SR_2006-06-29.pdf
  AST100_2NSR_2010-05-24.pdf
  AST100_2NSR-2_2010-05-24.pdf
- AST110 (formerly ME178A & ME178B) - Engine Repair
  **Related Documents:**
  AST110_1SR_2006-06-29.pdf
  AST110_2NSR-2_2010-05-24.pdf
  AST110 2006-06-29
  AST110_2NSR_2010-05-24
- AST180A (formerly ME177A) - Engine Performance I (Tune-up, No Fuel / Emission)
  **Related Documents:**
  AST180A_1SR_2006-06-29.pdf
  AST180A_2NSR-CLSLO2_2010-05-24.pdf
  AST180A_2NSR_2010-05-24.pdf
  AST180A_2NSR-2_2010-05-24
- AST180B (formerly ME177B) - Engine Performance II (Fuels and Emissions Systems)
  **Related Documents:**
  AST180B_1SR_2006-06-29.pdf
  AST180B_2NSR-CLSLO2_2010-05-24.pdf
  AST180B_2NSR_2010-05-24.pdf
  AST180B_2NSR-2_2010-05-24
  AST180B_2NSR_2010-9-23.pdf

### Related Items

**Guam Community College**

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Supply appropriate administrative and technological assistance to faculty and programs.

### Automotive Services Technology AS & Certificate

* Program/Unit Level - To produce automotive graduates that will have a high level of self confidence about their knowledge and skills.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To fulfill industry needs.

## Related Course SLO

* AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service: SLO#1_1 - SLO#1 FA12-SP14:
  Upon successful completion of this course, students will be able to demonstrate shop safety concepts and practices.
* AST110 (formerly ME178A & ME178B) - Engine Repair: 2012-2014 Catalog SLO#3 - SLO#3 FA10-SP12:
  Upon successful completion of this course, students will be able to perform basic service and repair procedures on an engine.
* AST140 (formerly ME166) - Suspension and Steering: SLO#1 - SLO#1 FA12-SP14:
  Upon successful completion of this course, students will be able to identify and interpret short and long arm and strut suspension faults and determine necessary action.
* AST150 (formerly ME165) - Brakes: SLO#1 - SLO#1 FA12-SP14:
  Upon successful completion of this course, students will be able to identify general brake-related concerns and recommend actions to be taken.
* AST210 - Theory / Practicum: Engine Repair: 2012-2013 Acalog SLO#4 - SLO#4 FA12-SP14:
  Upon successful completion of this course, students will be able to service cooling and lubrication system.

## Outcome Description: Cylinder Compression Cranking Test_1

SLO #2 FA12-SP14:
Upon successful completion of this program, students will be able to perform a cylinder compression cranking test.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** Yes
**National Certification:**
**Type of Industry National** This SLO is based on the standards set by the National Automotive Technicians Education Foundation (NATEF).

**Certification:**

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |
| Students will complete a 25 question exam (100 total points) made up of multiple choice questions.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Textbook/Author Designed Tests<br>**Related Documents:**<br>PLSLO_2_Exam | 70% of students will score a 70% or higher on the exam. | The exam will be administered to all graduating seniors at the end of each semester. | Yes |

## Related Courses

- AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service

  **Related Documents:**
  AST100_1SR_2006-06-29.pdf
  AST100_2NSR_2010-05-24.pdf
  AST100_2NSR-2_2010-05-24.pdf

- AST110 (formerly ME178A & ME178B) - Engine Repair

  **Related Documents:**
  AST110_1SR_2006-06-29.pdf
  AST110_2NSR-2_2010-05-24.pdf
  AST110 2006-06-29
  AST110_2NSR_2010-05-24

- AST180A (formerly ME177A) - Engine Performance I (Tune-up, No Fuel / Emission)

  **Related Documents:**
  AST180A_1SR_2006-06-29.pdf
  AST180A_2NSR-CLSLO2_2010-05-24.pdf
  AST180A_2NSR_2010-05-24.pdf
  AST180A_2NSR-2_2010-05-24

- AST180B (formerly ME177B) - Engine Performance II (Fuels and Emissions Systems)

  **Related Documents:**
  AST180B_1SR_2006-06-29.pdf
  AST180B_2NSR-CLSLO2_2010-05-24.pdf
  AST180B_2NSR_2010-05-24.pdf
  AST180B_2NSR-2_2010-05-24
  AST180B_2NSR_2010-9-23.pdf

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Improve curriculum and assessment in automotive and construction trades.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Supply assistance for institutional learning outcomes.

### Automotive Services Technology AS & Certificate

* Program/Unit Level - To prepare students for gainful employment in a variety of automotive related jobs, such as general service technicians and specialty service technicians, workshop foremen, parts counterpersons, among many others.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Fulfill industry needs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To fulfill industry needs.

## Related Course SLO

* AST180A (formerly ME177A) - Engine Performance I (Tune-up, No Fuel / Emission): 2012-2013 Acalog SLO#1 - SLO#1 FA12-SP14:
  Upon successful completion of this course, students will be able to perform general engine diagnosis.
* AST180B (formerly ME177B) - Engine Performance II (Fuels and Emissions Systems): 2012-2013 Acalog SLO#1 - SLO#1 FA12-SP14:
  Upon successful completion of this course, students will be able to perform intermediate level engine diagnostics.

## Outcome Description: Use of a Digital Multimeter_1

SLO #3 FA12-SP14:
Upon successful completion of this program, students will be able to demonstrate the proper use of a Digital Multimeter (DMM) during diagnosis of electrical circuit problems.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** Yes
**National Certification:**
**Type of Industry National** This SLO is based on the standards set by the National Automotive Technicians Education Foundation (NATEF).
**Certification:**

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete a 30 question exam consisting of multiple choice questions.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Textbook/Author Designed Tests<br>**Related Documents:**<br>PLSLO_3_Exam | 70% of students will score a 70% or higher on the exam | Test will be administered to graduating seniors before the end of each semester. | Yes |

## Related Courses

- AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service
  **Related Documents:**
  AST100_1SR_2006-06-29.pdf

AST100_2NSR_2010-05-24.pdf
AST100_2NSR-2_2010-05-24.pdf

- AST160 - Electrical / Electronic Systems

**Related Documents:**
AST160_1SR_2006-06-29.pdf
AST160_2NSR-2_2010-05-24.pdf
AST160_2NSR_2010-05-24.pdf

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Improve curriculum and assessment in automotive and construction trades.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Supply appropriate administrative and technological assistance to faculty and programs.

### Automotive Services Technology AS & Certificate

* Program/Unit Level - To prepare students for gainful employment in a variety of automotive related jobs, such as general service technicians and specialty service technicians, workshop foremen, parts counterpersons, among many others.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Fulfill industry needs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Increase inventory of national automotive technician?s education foundation (NATEF) required tools & equipment.

## Related Course SLO

* AST160 - Electrical / Electronic Systems: 2012-2013 Acalog SLO#1 - SLO#1 FA12-SP14:
  Upon successful completion of this course, students will be able to perform general electrical system diagnosis.

## Outcome Description: Diagnose Transmission Faults_1

SLO #4 FA12-SP14:
Upon successful completion of this program, students will be able to diagnose automatic and manual transmission faults.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** Yes
**National Certification:**
**Type of Industry National** This SLO is based on the standards set by the National Automotive Technicians Education Foundation (NATEF).
**Certification:**

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete a 20 question written exam.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Textbook/Author Designed Tests<br>**Related Documents:**<br>PLSLO_4_Exam | 70% of students will score a 70% or higher on the exam. | Exam will be administered to graduating seniors before the end of each semester. | Yes |

## Related Courses

- AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service
  **Related Documents:**
  AST100_1SR_2006-06-29.pdf
  AST100_2NSR_2010-05-24.pdf
  AST100_2NSR-2_2010-05-24.pdf
- AST120 (formerly ME168A & 168B) - Automatic Transmission and Transaxle I
  **Related Documents:**
  AST120 Replaces ME168A & 168B SR 2006-06-29.pdf
  AST120_1SR_2006-06-29.pdf
  AST120_2NSR- Course SLO2_2010-05-24.pdf
  AST120_2NSR_SLO Map 2010-05-24.pdf
  AST120_2NSR-2_2010-05-24
  AST120_2NSR_2010-05-24
  AST120_SR_AY1617-FINAL_2016-04-05_Acalog.pdf
- AST130 (formerly ME167) - Manual Drive Trains and Axles I
  **Related Documents:**
  AST130_1SR_2006-06-29.pdf
  AST130_2NSR_2010-05-24.pdf
  AST130_2NSR-2_2010-05-24.pdf
  AST130_2NSR_2010-09-23.pdf
  AST130_1SR_2017.05.22.pdf

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Improve curriculum and assessment in automotive and construction trades.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Supply appropriate administrative and technological assistance to faculty and programs.

### Automotive Services Technology AS & Certificate

* Program/Unit Level - To prepare students for gainful employment in a variety of automotive related jobs, such as general service technicians and specialty service technicians, workshop foremen, parts counterpersons, among many others.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Fulfill industry needs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Increase inventory of national automotive technician?s education foundation (NATEF) required tools & equipment.

## Related Course SLO

* AST120 (formerly ME168A & 168B) - Automatic Transmission and Transaxle I: SLO#1_1 - SLO#1 FA12-SP2014:
  Upon successful completion of this course, students will be able to diagnose general transmission and transaxle faults.
* AST130 (formerly ME167) - Manual Drive Trains and Axles I: SLO#1 - SLO#1 FA12-SP14:
  Upon successful completion of this course, students will be able to diagnose general drive train faults.

## Outcome Description: Troubleshoot HVAC System_1

SLO #5 FA12-SP14:
Upon successful completion of this program, students will be able to determine cause of failure in the Heating Ventilation & Air Conditioning system and perform required repairs.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** Yes
**National Certification:**
**Type of Industry National** This SLO is based on the standards set by the National Automotive Technicians Education Foundation (NATEF).
**Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete a 30 multiple choice question exam<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Textbook/Author Designed Tests<br>**Related Documents:**<br>PLSLO_5_Exam | 70% of students will score a 70% or higher on a written exam. | Exam will be administered to graduating seniors each semester | Yes |

## Related Courses

- AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service
  **Related Documents:**
  AST100_1SR_2006-06-29.pdf

AST100_2NSR_2010-05-24.pdf
AST100_2NSR-2_2010-05-24.pdf

- AST170 (formerly ME176) - Heating and Air Conditioning

**Related Documents:**
AST170_1SR_2006-06-29.pdf
AST170_2NSR-CLSLO2_2010-05-24.pdf
AST170_2NSR_2010-05-24.pdf
AST170_2NSR-2_2010-05-24

- AST270 - Theory/Practicum: Heating & Air Conditioning

**Related Documents:**
AST270_0Adopt_2006-07-05.pdf
AST270_2NSR-2_2010-05-24.pdf
AST270_2NSR_2010-05-24.pdf

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Improve curriculum and assessment in automotive and construction trades.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Supply assistance for institutional learning outcomes.

### Automotive Services Technology AS & Certificate

* Program/Unit Level - To produce automotive graduates that will have a high level of self confidence about their knowledge and skills.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Fulfill industry needs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Increase inventory of national automotive technician?s education foundation (NATEF) required tools & equipment.

## Related Course SLO

* AST170 (formerly ME176) - Heating and Air Conditioning: SLO#1 - FA12-SP14 SLO#1
  Upon successful completion of this course, students will be able to conduct performance check on A/C system and determine concern.

## 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.<br>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.<br><br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Workshop/Conference/Training<br><br>**Related Documents:**<br>BOT Training Schedule Matrix - 2009 thru 2015.pdf<br>Policy 120 - ORIENTATION OF NEW BOT MEMBERS.pdf | 1a.<br>100% of new Board members will attend new board member orientation training. | 1a.<br>Immediately after receiving notice of a new board member, orientation is provided as stated in board policy 120. | Yes |
| 1b.<br>Establish more frequent communication between Foundation Board members and the Board of Trustees.<br><br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br><br>**Related Documents:**<br>GBOT and GFBOG Sub-committee Assignment campaign.pdf<br>GCC Foundation Minutes of October 28, 2009.pdf<br>GCC Foundation Board Minutes of December 9, 2009.pdf | 1b.<br>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.<br>--Joint retreats between Board of Trustees and Foundation Board of Governors.<br>--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.<br>Ensure board participation at college and community events.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>GCC BOT Minutes of October 7, 2009.pdf<br>GCC BOT Minutes of November 4, 2009.pdf<br>GCC BOT Minutes December 2, 2009.pdf<br>GCC BOT Minutes of January 6, 2010.pdf | 1c.<br>85% of board members will continue to attend various college events held both on campus and off as well as attend community events. | 1c.<br>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.<br>Implement a regular schedule for board assessment retreats to increase and deepen members' knowledge of assessment and accreditation for accountability and improvement.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | 2a.<br>100% compliance with the assessment process. | 2a.<br>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.<br>Include the input and participation of the Faculty Senate in the Governing Board Assessment Questionnaire (GBAQ) process.<br><br>Tool Used: Governing Board Assessment Questionnaire (GBAQ).<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box) | 2b.<br>80% of questionnaire respondent will indicate agreement or strong agreement with each of the statements contained int he questionnaire. | 2b.<br>--The GBAQ will be administered to all regular (internal and external) participants of the Board of Trustees meetings.<br>--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<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Training Plan<br>**Related Documents:**<br>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.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>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 reflects/incorporates:** ACCJC Standards

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

**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| 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.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Board of Trustees Policy<br>**Related Documents:**<br>Board Policy listing on Governance Tab.pdf<br>POLICY REVIEW TOOL-Criteria for AY2012-12(for BOT approval).pdf<br>BOT Calendar _October 2012-September 2013_for Trac.pdf<br>Policy Review Report-Series 200<br>Board of Trustees Meeting-Feb. 6, 2014<br>1-10-2014 GCC BOT mtg.pdf<br>1-10-2014.I of II attachments.pdf<br>1-10-2014.II of II attachments.pdf<br>January 10, 2014 GCC Board of Trustees Meeting Attendance Sheet.pdf<br>February 6, 2014 GCC Board of Trustees Meeting Attendance Sheet.pdf<br>Board of Trustees Policy (Series 100) uploaded on website<br>POLICY REVIEW TOOL for 2013-2014-Criteria for BOT Policy Review-2013-2014.pdf<br>July 24, 2014 BOT mtg packet with attachments.pdf | 100% BOT policies will reflect a last review date of 3 years or less.<br>BOT will continuously update BOT policies to maintain currency on a regular basis as deemed necessary and appropriate.<br>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.<br>BOT working sessions. | Yes |

## 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.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Board of Trustees Policy<br>**Related Documents:**<br>2016.POLICY REVIEW TOOL-Criteria for BOT Policy Review.pdf<br>Proposed.AY2015-2017 BOT Assessment Goals, Objectives, Person Responsible, Timeline.pdf<br>Proposed.BOT Fiscal Calendar (October 2015-September 2016).pdf | 100% BOT policies will reflect a last review date of 3 years or less.<br>BOT will continuously update BOT policies to maintain currency on a regular basis as deemed necessary and appropriate.<br>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.<br>BOT working sessions.<br>BOT meetings for approval of policies revised. | Yes |
| Policy review tool<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>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<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Training Plan<br>**Related Documents:**<br>Proposed.BOT Fiscal Calendar (October 2015-September 2016).pdf<br>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.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>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<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>Proposed.BOT Fiscal Calendar (October 2015-September 2016).pdf<br>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.

### Outcome Description: AY07-08 AUO#1 Inform Campus Community on Financial Resources

To support educational programs by communicating and working closely with the campus community, the Business Office will provide monthly financial reports.

**Start Date:** 10/01/2007
**End Date:** 03/10/2009
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Business Office will conduct training sessions on the electronic processes established for financial reporting for faculty and staff. | 80% of the administrative staff and faculty will be trained on the electronic financial reporting process. | Quarterly | Yes |
| Monthly Financial reports will be provided to the college leadership (Faculty Senate, Governing Council, and Board of Trustees) indicating the status of the college's financial position. | 100% of reporting requirements will be provided to the Faculty Senate, Governing Council, and Board of Trustees. | Monthly | Yes |

#### Related Items

**Guam Community College**

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

**Finance and Administration (F&A)**

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

**Business Office**

* Program/Unit Level - To ensure the financial integrity of the College

### Outcome Description: AY07-08 AUO#2 Timely Processing of Payments

To support educational programs, the Business Office will process timely payments to employees and vendors for services performed and supplies obtained.

**Start Date:** 10/01/2007
**End Date:** 03/10/2009
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Taking into consideration the college's cash flow and fiscal limitations, the Business Office will make timely payments to employees. | With receipt of the proper documentation, 100% of the employees will be paid on time. | Biweekly | Yes |
| Taking into consideration the college's cash flow and fiscal limitations, the Business Office will make weekly payments for services and supplies received. | 90% of accounts payable invoices will be paid within 60 days of receipt of goods or services. | Weekly | Yes |

#### Related Items

**Guam Community College**

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

### Business Office

* Program/Unit Level - To ensure the financial integrity of the College

## Outcome Description: AY07-08 AUO#3 Monitor Reporting Requirements

To support educational programs by providing quarterly financial reporting to internal and external stakeholders. The Business Office ensures that the college is in compliance with reporting requirements set forth by the Guam Legislature and federal grantors.

**Start Date:** 10/01/2007
**End Date:** 03/10/2009
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A review of the reporting requirements for GCC. | The college will submit 100% of the required quarterly reports to the Legislature, Office of the Public Auditor, and the Executive Branch. | Quarterly | Yes |
| A review of the audited financial reports. | The audited financial reports will show compliance with federal and local requirements by determining "no questioned costs". | Annually | Yes |

## Related Items

### Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

### Business Office

* Program/Unit Level - To ensure the financial integrity of the College

## Outcome Description: AY07-08 AUO#4 Budget Allocations & Management

To support education programs by ensuring the timeliness of budget allocations, the business office will provide financial information to departments based on funds appropriated by the Legislature and the Board of Trustees.

**Start Date:** 10/01/2007
**End Date:** 03/10/2009
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |
| The budget allocation will be loaded on the Banner system (integrated database) in the appropriate object categories to facilitate the procurement process by individual departments. | 90% of the budget accounts will be available for use by the third week of the fiscal year. | Annually | Yes |
| Monthly monitoring of the colleges cash flow will determine the availability of funds for accountability. | Purchase orders will be processed within the cash available for the college during the fiscal year. | Monthly | Yes |
| Annual review and the compilation of the budget requests will be submitted through the Faculty Senate process, the Governing Council, and the Board of Trustees in a timely manner. | 90% of the departments will submit their budget requirements for compilation before the end of the firts quarter of the fiscal year. | Annually | Yes |

## Related Items

### Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.
* 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Update board policies on general, finance, curriculum, faculty/employees, students, foundation and apprenticeship through a systematic review process that reflect changing institutional and community needs and demands.

### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3:
  Ensure the financial integrity of the institution and responsible allocation and use of financial resources.

### Business Office

* Program/Unit Level - To ensure the financial integrity of the College

## Outcome Description: AY 05-06 Business Office Education. The Business Office depends on

To thoughtfully allocate and manage the College's financial resources, the Business Office depends on training academic and staff personnel via an annual workshop for correct use of BAC's and object codes

**Start Date:** 10/01/2005
**End Date:** 09/30/2006
**Outcome Status:** Completed the Assessment Cycle

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |
| Annually a workshop will be conducted for new division/department heads and other personnel. Regular summaries of the financial status will be presented on "Governance Days." Annually one Business Office department will have its procedures written up and reviewed. | The immediate criterion will be whether these activities have taken place. An annual workshop will be conducted to review and discuss Business Office procedures. The intermediate range criterion is whether departments are carrying out the basic procedures required by the Business Office. This will be determined by the number of object codes questioned on purchase orders by the Certifying Office. The long range criterion will be whether the effectiveness of Business Office procedures is being reviewed periodically. If the items questioned and returned to departments exceeds 5% of all items received, a review will be conducted by the Controller. | | Yes |

## Related Items

### Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

## Outcome Description: AY 05-06 Clarification of administrative timelines.

To clarify timelines associated with regular business office operations through annual participation in the update of GCC's five-year institutional calendar. By participating in the update of the five-year institutional calendar the Business Office supports educational programs by being in synch with other departments and providing necessary support services to the students.

**Start Date:** 10/01/2005
**End Date:** 09/30/2006
**Outcome Status:** Completed the Assessment Cycle

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Evidence that the Business Office participated in the development of the calendar and evidence that deadlines related to Business Office operations were met. | The criterion will be the annual update of the five year administrative calendar. As each five year calendar is updated the Business Office will have updated information included. Also there should be evidence that the deadlines on the calendar were met. There is an ongoing review by the Controller of the Business Office deadlines. If any deadlines are missed the reasons why will be ascertained and corrective action will be taken to meet future deadlines. | | Yes |

### Related Items

#### Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

#### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

### Outcome Description: AY 05-06 Interaction between Payroll and Human Resources.

The Business Office depends on Human Resources to provide personnel informatiion that is used for payroll purposes. The standard is the timely and accurate payment of all payroll actions for which appropriate paperwork is in place.

**Start Date:** 01/01/2006
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A log will be kept of personnel action forms about which there are questions. These are discussed with Human Resources or the academic departments. A log will be kept of the release date and time for each payroll with notes on issues that may have arisen. | The criterion is the timely production and release of payroll. Actions that bring about extra work for Human resources or Payroll will be noted along with a brief explanation of the cause. | | Yes |

### Outcome Description: AY 05-06 To improve and enhance Business Office operations.

To actively seek out ways to improve and enhance Business Office operations at the college. Improvements and enhancements assist educational programs by continuing to be eligible to receive federal student financial aid funds as well as efficient processing of request for material used by the educational programs.

**Start Date:** 10/01/2005
**End Date:** 09/30/2006
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The means of assessment will be a formal program review/focus group carried out annually at a meeting of the VPA, the VP B&F, the Controller, representatives from the Business Office and selected deans and department chairs. | The criterion will be the expression of satisfaction with Business Office operations. If one or more critical comments are made, the Business Office will be expected to appropriately respond and effectively resolve the problem. | | Yes |

### Related Items

#### Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

#### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

## Outcome Description: AY 05-06 To support the College's reputation as a well-run GovGuam agency

To support the College's reputation as a well-run GovGuam agency, the College will receive an "unqualified" audit completed within the timeframe required. The Business Office depends on Planning and Development to follow compliance regulations for grants and contracts. The standard is the College follows federal grant management requirements and there are no audit findings about grants and contracts in the annual audit report. The results allow the Business Office to support educational programs by remaining eligible for Federal Grants and student financial aid.

**Start Date:** 10/01/2005
**End Date:** 09/30/2006
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| This includes the annual audit report with the financial statements, the independent auditor's report and the report on compliance and internal control as well as the review of the annual audit by the Government of Guam Public Auditor. | The audit of records and financial data will (1) indicate substantive compliance with federal and local requirements and (2) whether there are any findings in the compliance audit. Substantive compliance will be measured by no compliance audit findings and no questioned costs. | | Yes |

### Related Items

#### Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

#### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

**Outcome Description: AY 05-06 To support the effective management of institutional resources**

To support the effective management of institutional resources, the College will operate within the parameters of the annual approved budget. The Business Office will provide timely and accurate production and distribution of financial information that assists departments with the management of their budget/resource allocation and helps ensure the College's fiscal resources are effectively used. Timely financial data is used to provide support for educational programs and provides a tool that is used by educational programs to remain within approved budgets.

**Start Date:** 10/01/2005
**End Date:** 09/30/2006
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A year-end budget report that compares budget vs. actual showing operation within the approved budget. Quarterly BOT reports are produced for the Board and monthly expenditure summary and open purchase orders reports are distributed to department chairs and department managers. Online access to this data is provided to those with access to the network. Special reports are produced for senior administrators. | Comparison of the actual level of expenditures with the planned budget and whether the reports are distributed as scheduled. Evidence of the production and distribution of periodic budget status reports; monthly expenditure summaries and open purchase order reports; publishing the annual financial statements on the Internet within 30 days of the reports being issued by the Office of the Public Auditor. Reports are to be issued on time with zero exceptions. Any exceptions will be reviewed by the Controller to determine the reason for delays. | | Yes |

**Related Items**

**Guam Community College**

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

**ACCJC/WASC**

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

**Finance and Administration (F&A)**

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

**Outcome Description: CY 04 Interaction between Payroll and Human Resources. The Business Office depends on Human Resources to provide personnel information that is used for payroll purposes. The standard is the timely and accurate payment of all payroll actions for which appropriate paperwork is in place.**

CY 04 The Business Office depends on Human Resources to provide personnel information that is used for payroll purposes. The standard is the timely and accurate payment of all payroll actions for which appropriate paperwork is in place. This is an important activity as a single personal action form with a problem can hold up a whole payroll.

**Start Date:** 01/01/2004
**End Date:** 12/31/2004
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |
| 6B3(1) A log will be kept of personnel action forms about which there are questions. These are discussed with Human Resources or the academic departments. A log will be kept of the release date and time for each payroll with notes on issues that may have arisen. | The criterion is the timely production and release of payroll. Actions that bring about extra work for Human Resources or Payroll will be noted along with a brief explanation of the cause. | These logs will be updated each payroll (ie every two weeks) and for any special payrolls. | Yes |

**Related Items**

**Guam Community College**

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

**ACCJC/WASC**

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

**Finance and Administration (F&A)**

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

**Outcome Description: FY 04-05 Business Office Education. The Business Office depends on academic and staff personnel in carrying out the mission of thoughtfully allocating and managing the College's financial resources. The standard is the Business Office's responsibility for ongoing education of the units and personnel who interact with the Business Office.**

FY 04-05 The Business Office depends on academic and staff personnel in carrying out the mission of thoughtfully allocating and managing the College's financial resources. The standard is the Business Office's responsibility for ongoing education of the units and personnel who interact with the Business Office. The purpose of this education is to help other departments know what to do in interacting with the Business Office.

**Start Date:** 10/01/2004
**Outcome Status:** Completed the Assessment Cycle

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |
| 6B3(3) Annually a workshop will be conducted for new division / department heads and other personnel. Regular summaries of the financial status will be presented on "Governance Days." Annually one Business Office department will have its procedures written up and reviewed. | The immediate criterion will be whether these activities have taken place. The intermediate range criterion is whether departments are carrying out the basic procedures required by the Business Office. The long range criterion will be whether the effectiveness of Business Office procedures is being reviewed periodically. | The workshop is an annual activity. The presentations on "Governance Days" take place monthly during the school year. The write up and review of a department is an annual activity. | Yes |

**Related Items**

**Guam Community College**

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

**ACCJC/WASC**

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

**Finance and Administration (F&A)**

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

**Outcome Description: FY 04-05 Clarification of administrative timelines.**

FY 04-05 Clarification of timelines associated with regular business office operations through annual participation in the update of GCC's five-year institutional calendar. Up to this point in time (FY 2005) the administrative side of the College has not been developing a formal calendar around which activities can be scheduled. The intent is to develop a five year academic calendar similar to the College's academic calendar.

**Start Date:** 10/01/2004
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| 6C3(3) Evidence that the Business Office participated in the development of the calendar and evidence that deadlines related to Business Office operations were met. | The criterion will be the annual update of the five year administrative calendar. Also there should be evidence that the deadlines on the calendar were met. | Production of the administrative calendar is an annual task. | Yes |

**Related Items**

**Guam Community College**

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

**ACCJC/WASC**

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

**Finance and Administration (F&A)**

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

**Outcome Description: FY 04-05 Grant Accounting and Planning & Development. The Business Office depends on Planning & Development to follow compliance regulations for grants and contracts. The standard is the College follows federal grant management requirements and there are no audit findings about grants and contracts in the annual report.**

FY 04-05 The Business Office depends on Planning & Development to follow compliance regulations for grants and contracts. The standard is the College follows federal grant management requirements and there are no audit findings about grants and contracts in the annual audit including the compliance audit.

**Start Date:** 10/01/2004
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| 6B3(2) Grant authorization documents and federal publications delineate the terms and conditions of federal grant and contract awards. The annual audit shows whether there are any compliance issues with federal grant regulations. | The ultimate criterion is whether there are any findings in the compliance audit. | Each grant is managed according to its own schedule. The audit takes place annually. | Yes |

**Related Items**

**Guam Community College**

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

**ACCJC/WASC**

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including

stated student learning outcomes, and to improve institutional effectiveness.

### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

### Outcome Description: FY 04-05 Standard 1 Vefication that Assesment Process has been carried out.

FY 04-05 Standard 1 is determination whether the Business Office has carried out the planning and evaluation loop that has been set up.

**Start Date:** 10/01/2004
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| 6D3(1) The means of assessment is access to information summaries noted in sections 6A through 6C. | The criterion is whether or not the planned activity has been carried out. | Monthly, quarterly, and annually. | Yes |

### Related Items

#### Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

#### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

### Outcome Description: FY 04-05 Standard 2 is determination whether the Business Office has modified its operations.

FY 04-05 Standard 2 is determination whether the Business Office has modified its operations based on feedback from the planning and evaluation process.

**Start Date:** 10/01/2004
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| 6D3(2) Review of the information summaries noted in sections 6A through 6C will provide the data to determine whether planned changes are needed. | The criterion is whether the Business Office has determined that changes in operations are necessary. If that determination is made, then the Business Office will need to formalize the operational changes to be made. | This task is formally carried out at the end of an annual planning and evaluation cycle. After the planning and evaluation cycle is completed it will be possible to evaluate whether operational changes are necessary. | Yes |

### Related Items

#### Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including

stated student learning outcomes, and to improve institutional effectiveness.

### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

**Outcome Description: FY 04-05 Standard 3 requires the Business Office to modify its planning and evaluation process.**

FY 04-05 Standard 3 is determination whether the Business Office needs to modify its planning and evaluation loop based on determination of the effectiveness of the processes.

**Start Date:** 10/01/2004
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| 6D3(3) Carrying this out requires access to the summaries generated in 6A through 6C. | The criterion is a determination whether the existing planning and evaluation processes have effectively generated data helpful to the assessment process. The Business Office will need to change those assessment processes that are not effective. | This is an annual activity. | Yes |

## Related Items

### Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

**Outcome Description: FY 04-05 Through timely and accurate production and distribution of financial information, the Business Office helps ensure the College's fiscal resource are effectively used.**

FY 04-05 Through timely and accurate production and distribution of financial information, the Business Office helps ensure the College's fiscal resource are effectively used. Note there is an overlap here with 6A2(3).

**Start Date:** 10/01/2004
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| 6C3(1) Evidence of the production and distribution of the following info:<br>-Periodic budget status reports for executive management.<br>-Monthly expenditure summary and open purchase order reports for department chairs managers as well as online access to such data.<br>-Publishing the annual financial statements on the Internet. | Evidence of the production and distribution of the following information: (a) Periodic budget status reports for executive management. (b) Monthly expenditure summaries and open purchase order reports for department chairs and managers as well as online access to such data. (c) Publishing the annual financial statements on the Internet. | Monthly, quarterly, and annually. | Yes |

**Related Items**

**Guam Community College**

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

**ACCJC/WASC**

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

**Finance and Administration (F&A)**

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

**Outcome Description: FY 04-05 To improve and enhance Business Office operations The Business Office will actively seek out ways to improve and enhance Business Office operations at the college.**

FY 04-05 The Business Office will actively seek out ways to improve and enhance Business Office operations at the college.

**Start Date:** 10/01/2004
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| 6C3(2) The means of assessment will be a formal program review/ focus group carried out annually at a meeting of the VPA, the VP B&F, the Controller, representatives from the Business Office and selected deans and department chairs. | The criterion will be the expression of satisfaction with Business Office operations. If critical comments are made, the Business Office will be expected to appropriately respond. | This is an annual activity. | Yes |

**Related Items**

**Guam Community College**

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

**ACCJC/WASC**

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

**Finance and Administration (F&A)**

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

**Outcome Description: FY 04-05 To provide information that assists departments with the management of their budget / resource allocations.**

FY 04-05 Business Office- To assist departments with the management of their budget and resource allocations, the Business Office will develop and distribute financial information on a regular and timely basis. Note there is an overlap here with 6C2(1).

**Start Date:** 10/01/2004
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| 6A3(3) Evidence of the following: (a) Quarterly BOT reports are produced for the Board. (b) Monthly expenditure summary and open purchase orders reports are distributed to department chairs and department managers; (c) online access to this data is provided to those with access to the network; (d) Special reports are produced for senior administrators. | The criterion is whether these reports are distributed as scheduled. | Monthly, quarterly, and annually as required. | Yes |

**Related Items**

**Guam Community College**

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

**ACCJC/WASC**

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

**Finance and Administration (F&A)**

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

**Outcome Description: FY 04-05 To support the College's reputation as a well-run GovGuam agency, the College will receive an "unqualified" audit completed within the timeframe required.**

AY 04-05 Business Office-To support the College's reputation as a well-run GovGuam agency, the College will receive an "unqualified" audit completed within the timeframe required.

**Start Date:** 10/01/2004
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| 6A3(1) This includes the annual audit report with the financial statements, the independent auditor's report, and the report on compliance and internal control as well as the review of the annual audit by the GovGuam Public Auditor. | The audit of records and financial data will indicate substantive compliance with federal and local requirements. | This is done annually. | Yes |

**Related Items**

**Guam Community College**

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

**ACCJC/WASC**

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

**Finance and Administration (F&A)**

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

**Outcome Description: FY 04-05 To support the effective management of institutional resources, the College will operate within the parameters of the annual approved budget.**

FY 04-05 Business Office- To support the effective management of institutional resources, the College will operate within the parameters of the annual approved budget.

**Start Date:** 10/01/2004
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| 6A3(2) A year-end budget report that compares budget vs actual showing operation within the approved budget. | Comparison of the actual level of expenditures with the planned budget. | This is an annual activity. | Yes |

### Related Items

#### Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

#### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

**Outcome Description: FA09-SP11 AUO#1 Inform Campus Community on Financial Resources**

AUO#1:
To support educational programs by communicating and working closely with the campus community, the Business Office will provide monthly financial reports.

**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 |
|---|---|---|---|
| Monthly Financial reports will be provided to the college leadership (College Governing Council and Board of Trustees) indicating the status of the college's financial position. | 100% of reporting requirements will be provided to the College Governing Council and the Board of Trustees. (The College Governing Council is inclusive of representatives from faculty, staff, administrators, and student.) Additionally, 100% of montly reports will be posted on the GCC website. | | Yes |

### Related Tasks

* **Task Name: Accountants & General Accounting Superivsor**

### 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

## Outcome Description: FA09-SP11 AUO#2 Timely Processing of Payments

AUO#2:
To support educational programs, the Business Office will process timely payments to employees and vendors for services performed and supplies obtained based on availability of funds.

**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 |
|---|---|---|---|
| Taking into consideration the college's cash flow and fiscal limitations, the Business Office will make timely payments to employees. | With receipt of proper documentation, 100% of the employees will be paid on time. | Bi-weekly pay period ending. | Yes |
| Taking into consideration the college's cash flow and fiscal limitations, the Business Office will make timely payments for services and supplies received. | 90% of accounts payable invoices will be paid within 60 days of receipt of goods and services. | Monthly check processing. | Yes |

### Related Tasks

* **Task Name: Accountant I/Payroll & Accounting Tech Supervisor**

### 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

#### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

## Outcome Description: FA09-SP11 AUO#3 Monitor Reporting Requirements

AUO#3:
To support educational programs by providing the required financial reporting to external stakeholders. The Business Office ensures that the college is in compliance with reporting requirements set forth by the Guam Legislature and federal grantors.

**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** |
| A review of the reporting requirements for GCC. | The college will submit 100% of the required quarterly reports to the Legislature, Office of the Public Auditor, and the Executive Branch. | Quarterly. | Yes |
| A review of the audited financial reports. | 100% of the audited financial reports will show compliance with federal and local requirements by determining "no questioned costs". | Annual | Yes |

### Related Tasks

* **Task Name: General Accounting Supervisor and VP of Business & Finance**

### 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

#### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

## Outcome Description: FA09-SP11 AUO#4 Budget Allocations & Management

AUO#4:
To support student learning programs and services, the appropriate allocation and use of financial resources to internal stakeholders will be managed through the timeliness of budget allocations; the business office will provide financial information to departments based on funds appropriated and available by the Legislature and the Board of Trustees.

**Start Date:** 10/14/2009
**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** |
| The budget allocation will be loaded on the Banner system (integrated database) in the appropriate object categories to facilitate the procurement process by individual departments. | 90% of the budget accounts will be available for use by the third week of the fiscal year. | Annually | Yes |
| Weekly monitoring of the colleges cash flow will determine the availability of funds for accountability. | Purchase orders will be prioritized and processed within the cash available for the college during the fiscal year. | Weekly | Yes |

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |
| Annual review and the compilation of the budget requests will be submitted through the Resource, Planning and Facilities committee, the College Governing Council, and the Board of Trustees in a timely manner. | 90% of the departments will submit their budget requirements for compilation before the end of the quarter of the fiscal year for the budget submittal related to local appropriations. For the Non-Appropriated Accounts, 90% of the departments will submit by April of the current fiscal year. | Annually | Yes |

### Related Tasks

* **Task Name: General Accounting Supervisor & Administrative Assistant**

### 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

#### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

## Outcome Description: AUO#1 Update and Provide Financial Resources

FA11-SP13 AUO#1:
ISER 3D2 b. Appropriate financial information is provided throughout the institution. The Business Office will provide monthly financial reports to uphold educational programs by enhancing and working closely with the campus community.

**Outcome Type:** AUO
**Start Date:** 11/10/2011
**End Date:** 04/11/2013
**Outcome Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Self Study Report
**Historical Assessment Perspective:** The self-study report identifies the flow of information that is provided through the participatory governance, internally to the BOT, to management,and the College community.

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Monthly Financial reports will be disseminated to the College leadership (College Governing Council and Board of Trustees) indicating the status of the college's financial position. In addition, monthly local, federal, and other grant budget report will be provided to the Deans and Assistant Director of Planning Development.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Financial/Budget Review and/or Audit Report | 2 out of 2, 100% of monthly reporting requirements will be disseminated to the campus community and the Board of Trustees. (The campus communiy is inclusive of representatives from students, faculties, deans, staffs, and administrators) Additionally, 2 out 2,100% of monthly reports will be posted on the GCC website. | Accountants will prepare and generate monthly financial status reports. | Yes |
| Business Office will conduct Banner Self Service training sessions on budget queries to faculty and staff to enable departments to meet institutional and instructional needs.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Financial/Budget Review and/or Audit Report | 190 out of 238 (80%) full time administrative staff and faculty will be trained on Banner Self Service | Scheduled training sessions. | Yes |

## Related Activities

- Departmental Reporting

## Related Tasks

* **Task Name: Controller, General Accounting Superivsor and Accountants**

  **Task Description:** Accountants prepare and generate monthly financial reports.

## 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Update board policies on general, finance, curriculum, faculty/employees, students, foundation and apprenticeship through a systematic review process that reflect changing institutional and community needs and demands.

### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3 (F&AD)
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

### Business Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Accurately account for college activity through keeping financial records in compliance with GAAP and US OMB circular requirements.

## Outcome Description: AUO#2 Budget Monitoring and Performance

FA11-SP13 AUO#2:
ISER 3D1 d. The institution defines and follows its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets. The business office will provide financial information to departments based on funds appropriated and available by the Legislature and the Board of Trustees to better support student learning programs and services, the appropriate allocation and use of financial resources to internal stakeholders will be managed through the timeliness of budget allocations.

**Outcome Type:** AUO
**Start Date:** 11/10/2011
**End Date:** 04/11/2013
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Other

**Historical Assessment Perspective:** The annual budget requests for the appropriated and non-appropriated funds will provide evidence of departmental level participation and review through the participatory governance. The acutal appropriation public law will provide evidence to support budget allocations. The financial audit report will provide evidence of budget performance of how the College performed based on the resources available to it.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The budget allocation will be loaded on the Banner system (integrated database) in the appropriate object categories to facilitate the procurement process by individual departments. Departments will be notified of allocation before the beginning of the fiscal year to facilitate proper planning.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Financial/Budget Review and/or Audit Report<br>**Related Documents:**<br>FY11_Budget_ORG_FUND_for_load[1].pdf | 90% of the budget accounts will be available for use by the third week of the fiscal year. | Annually | Yes |
| Annual budget training for department chairs, department heads, and administrators.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Financial/Budget Review and/or Audit Report<br>**Related Documents:**<br>Budget_Planning_Process_Oct_2011[1].pdf<br>FY2012_Budget_Preparation_Guidelines[1].pdf | An annual budget training and budget guidelines will be provided to department chairs, department heads, and administrators prior to the departmental budget request deadline. | Annually | Yes |
| Weekly monitoring of College's cash flow will determine the availability of funds for accountability.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>Cash Flow Nov 2011.pdf | Purchase Orders will be prioritized and processed within the cash available for the College during the fiscal year. | Daily | Yes |
| Annual review and the compilation of the budget requests will be submitted through the Resource, Planning and Facilities committee, the College Governing Council, and the Board of Trustees in a timely manner.<br><br>For the FY12 Budget Request, see http://guamcc.edu/index2.php?option=com_docman&task=doc_view&gid=3429. for the FY<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Financial/Budget Review and/or Audit Report<br>**Related Documents:**<br>Business_Office_budget_request[1].pdf | 47 of 52 (90%) departments will submit their budget requirements for compilation before the end of the first quarter of the fiscal year for the budget submittal related to local appropriations. For the Non-Appropriated Accounts, 47 of 52 (90%) departments will submit by Feb. of the current fiscal year. | Annually | Yes |

## Related Activities

- Budget Oversight

## Related Tasks

* **Task Name: Controller, General Accounting Supervisor & Administrative Assistant**

  **Task Description:** Compilation of departmental budget for management review and uploading to Banner system.

## 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Update board policies on general, finance, curriculum, faculty/employees, students, foundation and apprenticeship through a systematic review process that reflect changing institutional and community needs and demands.

### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1 (F&AD)
  To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.

### Business Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Assist college personnel in interaction with the Business Office and to ensure the integrity of fiscal operations and fiscal data through annual audit.

## Outcome Description: AUO#3 Provide information to Stakeholders

FA11-SP13 AUO#3:
Per ISER 3D2 e. All financials resources including those from auxilliary activities, fund raising efforts, and grants are used with integrity in a manner consistent with the mission and goals of the institution. To support educational programs by providing quarterly financial reporting to internal and external stakeholders. The Business Office ensures that the college is in compliance with reporting requirements set forth by the Guam Legislature and federal grantors.

**Outcome Type:** AUO
**Start Date:** 11/10/2011
**End Date:** 04/11/2013
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Other

**Historical Assessment Perspective:** The annual audit report will enhance this AUO by providing evidence of meeting this goal through an unqualifed clean audit and evidence that GCC is performing within its regulatory requirements. The quarterly financials posted online document the College's compliance with meeting regulatory timeframes and providing information to the campus community.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A review of the audited financial reports.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Financial/Budget Review and/or Audit Report<br>**Related Documents:**<br>FY10 GCC Financial Audit Report.pdf<br>FY10 GCC Compliance Audit Report.pdf | The audited financial reports will show compliance with federal and local requirements by determining "no questioned costs". | Annually | Yes |
| A review of the reporting requirements for GCC.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Financial/Budget Review and/or Audit Report | The college will submit 2 out of 2 reports (100%) of the required quarterly reports to the Legislature, Office of the Public Auditor, and the Executive Branch. | Quarterly | Yes |

## Related Activities

- Annual Audit
- Departmental Reporting

## Related Tasks

* **Task Name: Controller & General Accounting Supervisor**

  **Task Description:** Reports will be compiled monthly and annually for reporting purposes.

## Related Items

### Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.
* 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Update board policies on general, finance, curriculum, faculty/employees, students, foundation and apprenticeship through a systematic review process that reflect changing institutional and community needs and demands.

### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1 (F&AD)
  To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.

### Business Office

* Program/Unit Level - To ensure the financial integrity of the College

## Outcome Description: AUO #1 Budget Monitoring and Performance

FA13-SP15 AUO#1:
ISER 3D1 d. The institution defines and follows its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets. The business office will provide financial information to departments based on funds appropriated and available by the Legislature and the Board of Trustees to better support student learning programs and services, the appropriate allocation and use of financial resources to internal stakeholders will be managed through the timeliness of budget

allocations.

**Outcome Type:** AUO
**Start Date:** 11/05/2013
**End Date:** 04/11/2015
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Other

**Historical Assessment Perspective:** The annual budget requests for the appropriated and non-appropriated funds will provide evidence of departmental level participation and review through the participatory governance. The actual appropriation public law will provide evidence to support budget allocations. The financial audit report will provided evidence of budget performance of how the College performed based on the resources available to it.

**Budget Goals:** The business office will provide financial information to GCC department heads to better support student learning programs and services through budget monitoring and performance.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The budget allocation will be loaded on the Banner System (integrated database) in the appropriate object categories to facilitate the procurement process by individual departments. Departments will be notified of allocation before the beginning of the fiscal year to facilitate proper planning.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Financial/Budget Review and/or Audit Report<br>**Related Documents:**<br>Budget load FY 2014.pdf | 90% of the budget accounts will be available for use by the third week of the fiscal year. | Annually | Yes |
| Annual budget training and budget guidelines will be provided to department chairs, staff, and administrators prior to budget request deadline. Also, budget training handouts will be posted to MyGCC website for accessibility and reference.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Financial/Budget Review and/or Audit Report<br>**Related Documents:**<br>FY2014 Budget Preparation Guidelines.pdf | 90% of full time department chairs, administrators and respective administrative assistant will be trained on budget preparation. | Training will be conducted twice in budget year. | Yes |
| Weekly monitoring of College's cash flow and performing cash collection follow up on outstanding account balance.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Financial/Budget Review and/or Audit Report<br>**Related Documents:**<br>Cash flow template.pdf | 100% of unpaid invoices will be prioritized and processed within the funds availability. Outstanding accounts will be reviewed on a monthly basis to ensure collectibility. | Weekly and Monthly review | Yes |
| Annual review and compilation of budget request will be timely submitted to the Resource, Planning and Facilities committee, College Governing Council, and Board of Trustees.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Financial/Budget Review and/or Audit Report<br>**Related Documents:**<br>GCC Budget Request Template for GovGuam and NAF Tuifees.pdf<br>Goals Objectives Template.pdf | 45 of 50 (90%) departments will submit their budget requests before the respective local (December 2013) and NAF (January 2014) budget deadline. | Annual | Yes |

## Related Activities

- Budget Oversight
- Business and Finance Workshop Training

## Related Tasks

* **Task Name: Accountants, General Accounting Supervisor and Controller**

**Task Description:** Accountants will load the budget. General Accounting Supervisor and Controller review the loaded budget for accuracy.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #1
  To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.

### Business Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  PRG#2:
  To provide financial information to departments based on funds appropriated and available by the legislature and the Board of Trustees to better support student learning programs and services, the appropriate allocation and use of financial resources to internal stakeholders will be managed through the timeliness of budget allocations.

## Outcome Description: AUO #2 Update and Provide Financial Resources

FA13 - SP15 AUO#2: ISER 3d2 b. Appropriate financial information is provided throughout the institution. The Business Office will provide monthly financial reports to uphold educational programs by enhancing and working closely with the campus community.

**Start Date:** 11/05/2013
**End Date:** 04/11/2015
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Self Study Report

**Historical Assessment Perspective:** The self study report identifies the flow of information that is provided through the participatory governance, internally to the BOT, to management, and the College community.

**Budget Goals:** The business office will submit monthly financials to the management, legislature and posted to MyGcc community website to better inform of GCC's financial position and resources.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Monthly Financial reports will be submitted to the College management, Board of Trustees and other College Communities (CGC, RPF) to provide awareness on the status of the College's financial position.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Financial/Budget Review and/or Audit Report<br>**Related Documents:**<br>BOT Memos confirmation.pdf | 2 out 2 (100%) of monthly reporting requirements will be provided to the College's communities and Board of Trustee. Campus communities is inclusive of students, faculties, deans, staffs and administrators. Additionally, monthly financial will be posted to MyGCC website. | Monthly basis | Yes |

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Business Office will conduct Banner Self Service training sessions on budget queries to administrative staff and administrator to enable departments to meet institutional and instructional needs.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Financial/Budget Review and/or Audit Report<br>**Related Documents:**<br>Budget Training 10 31 2013.pdf<br>Budget Training 11 08 2013.pdf | 80% of full time administrative staff and administrator will be trained on Banner Self service. | Semi Annually | Yes |

## Related Activities

- Departmental Reporting

## Related Tasks

* **Task Name: Accoutants, General Accounting Supervisor and Controller**

  **Task Description:** Accountants prepare the monthly financial statements. General Accounting Supervisor and Controller review the F/S prior to monthly submittal.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  To ensure the coordination of the operations of GCC's Finance and Administration Division.

### Business Office

* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  PRG#1:
  To appropriate financial information is provided throughout the institution. The Business Office will provide monthly financial reports to uphold educational programs by enhancing and working closely with the campus community.

## Outcome Description: AUO #3 Provide information to Stakeholders

FA13-SP15 AUO#3:
Per ISER 3D2 e. All financials resources including those from auxilliary activities, fund raising efforts, and grants are used with integrity in a manner consistent with the mission and goals of the institution. To support educational programs by providing quarterly financial reporting to internal and external stakeholders. The Business Office ensures that the college is in compliance with reporting requirements set forth by the Guam Legislature and federal grantors.

**Outcome Type:** AUO
**Start Date:** 11/05/2013
**End Date:** 04/11/2015
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Other

**Historical Assessment Perspective:** The annual audit report will enhance this goal through an unqualified clean audit and evidence that GCC is performing within its regulatory requirements. The quarterly financials posted online document the College's compliance with meeting regulatory timeframes and providing information to the campus community.

**Budget Goals:** Business Office will accurately account for College's activity through keeping financial records in compliance with GAAP and US OMB circular requirements to

ensure financial information are in consistent with the College's mission and goals.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Annual audit of GCC financial statement and Single Audit Compliance.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Financial/Budget Review and/or Audit Report<br>**Related Documents:**<br>GCC_comp12 [Final Mar 6 2013].pdf<br>GCC_fs12 [Final Mar 6 2013].pdf | 2 out of 2 (100%) reports will be an Unqualified opinion for both Financial Statement and Single Audit Compliance. | Annual | Yes |
| A review of the reporting requirements for the College.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Financial/Budget Review and/or Audit Report | The College will sumbit 2 out of 2 (100%) required quarterly reports to the Legislature, Office of the Public Auditor, and the Executive Branch. | Quarterly | Yes |

## Related Activities

- Annual Audit
- Departmental Reporting
- Evaluation of Process

## Related Tasks

* **Task Name: Business Office administrator and Staff**

**Task Description:** Accounting Staff prepare the audit schedule and documents for annual F/S and Compliance Audit. Controller prepares the Preliminary FS for audit.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #3
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

### Business Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  PRG#3:
  To accurately account for college activity through keeping financial records in compliance with GAAP and US OMB circular requirements.

## Outcome Description: FA2015-SP2017 AUO #1 Budget Monitoring and Performance

Budget trainings will be conducted annually and the budget process and timelines published. Budgets will be reviewed and approved through the participatory governance structure and the Board of Trustees by the required timeframe. Final budget allocation will be based on appropriated and budgeted available amounts, and 90% of the budget accounts will be available for use by the third week of the fiscal year.

**Outcome Type:** AUO
**Start Date:** 10/12/2015
**End Date:** 03/13/2017

**Outcome Status:** Completed the Assessment Cycle

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

**Historical Assessment** FA2015-SP2017 AUO#1:

**Perspective:** ACCJC 3D1-3. The institution defines and follows its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets.

**Budget Goals:** The business office will provide financial information to GCC department heads to better support student learning programs and services through budget monitoring and performance.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The budget allocation will be loaded on the Banner System (integrated database) in the appropriate object categories to facilitate the procurement process by individual departments. Departments will be notified of allocation before the beginning of the fiscal year to facilitate proper planning. | 90% of the budget accounts will be available for use by the third week of the fiscal year. | Annually | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Financial/Budget Review and/or Audit Report

**Related Documents:**
Budget FY 2016

## Related Activities

- Budget Oversight

## Related Tasks

* **Task Name: Accountants, General Accounting Supervisor and Controller**

**Task Description:** Accountants will load the budget. General Accounting Supervisor and Controller review the loaded budget for accuracy.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* 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) - FY2016
  Conduct IBB-Based negotiations with the Faculty Union in order to ensure that quality teaching and learning occurs in the GCC classrooms where the student is the central focus and beneficiary, as articulated in the college's mission statement.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.

### 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #1
To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #1
To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.

### Business Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
PRG#2:
To provide financial information to departments based on funds appropriated and available by the legislature and the Board of Trustees to better support student learning programs and services, the appropriate allocation and use of financial resources to internal stakeholders will be managed through the timeliness of budget allocations.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
PRG#1:
To provide financial information to GCC department heads and stakeholders.

## Outcome Description: FA2015-SP2017 AUO #2 Update and Provide Financial information

The Business Office will provide the college financial information to internal and external stakeholders online and hard copy format regularly.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment** ACCJC IIID.2
**Perspective:** The institution's mission and goals are the foundation for financial planning, and financial planning is integrated with and support all institutional planning. Appropriate financial information is provided throughout the institution.
**Budget Goals:** The business office will submit monthly financials to the management, legislature and posted to MyGCC community website to better inform of GCC's financial position and resources.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Monthly Financial reports will be submitted to the College management, Board of Trustees and other College Communities (CGC, RPF) to provide awareness on the status of the College's financial position.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Financial/Budget Review and/or Audit Report | 12 out 12 (100%) of monthly reporting requirements will be provided to the College's communities and Board of Trustee. Campus communities is inclusive of students, faculties, deans, staffs and administrators. Additionally, monthly financial will be posted to MyGCC website. | Monthly basis | Yes |

### Related Activities

- Departmental Reporting

### Related Tasks

* **Task Name: Accoutants, General Accounting Supervisor and Controller**
**Task Description:** Accountants prepare the monthly financial statements. General Accounting Supervisor and Controller review the F/S prior to monthly submittal.

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
Community Interaction:
This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
Students will demonstrate ability to access, assimilate and use information ethically and legally.

* 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) - FY2016
  Conduct IBB-Based negotiations with the Faculty Union in order to ensure that quality teaching and learning occurs in the GCC classrooms where the student is the central focus and beneficiary, as articulated in the college's mission statement.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.

### 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  To ensure the coordination of the operations of GCC's Finance and Administration Division.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #3
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

### Business Office

* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  PRG#1:
  To appropriate financial information is provided throughout the institution. The Business Office will provide monthly financial reports to uphold educational programs by enhancing and working closely with the campus community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  PRG#2:
  To submit monthly financials to the management, legislature and post to MyGCC website to better inform of GCC's financial position and resources.

## Outcome Description: FA2015-SP2017 AUO #3 Provide information to Stakeholders

To better inform the stakeholders of the financial position and status of the college and available resources.

**Outcome Type:** AUO
**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment** ACCJC IIID.7
**Perspective:** Institutional responses to external audit findings are comprehensive, timely, and communicated appropriately.
**Budget Goals:** Business Office will accurately account for college's activity through keeping financial records in compliance with GAAP and US OMB Circular requirements to ensure financial information are in consistent with the college's mission and goals.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Annual audit of GCC financial statement and Single Audit Compliance.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Financial/Budget Review and/or Audit Report<br>**Related Documents:**<br>Audit F/S<br>Audit Compliance report | 2 out of 2 (100%) reports will be an Unqualified opinion for both Financial Statement and Single Audit Compliance. | Annual | Yes |

## Related Activities

- Annual Audit

## Related Tasks

* **Task Name: Business Office administrator and Staff**

  **Task Description:** Accounting Staff prepare the audit schedule and documents for annual F/S and Compliance Audit. Controller prepares the Preliminary FS for audit.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* 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) - FY2016
  Conduct IBB-Based negotiations with the Faculty Union in order to ensure that quality teaching and learning occurs in the GCC classrooms where the student is the central focus and beneficiary, as articulated in the college's mission statement.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.

### 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #3
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #3
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

### Business Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  PRG#3:
  To accurately account for college activity through keeping financial records in compliance with GAAP and US OMB circular requirements.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016

PRG#3:
To accurately account for college's activity through keeping financial records in compliance with GAAP and US OMB Circular requirements to ensure financial information are in consistent with college's mission and goals.

## CACGP

**Mission Statement:** CACGP'S & Reach for College - Hagu'i Kuleho MISSION: To significantly increase the number of underrepresented students in middle and high schools, adult-high school, adult basic education and GED students who are prepared to enter and succeed in post-secondary education.

**Vision Statement:** CACGP's & Reach for College -Hagu'i Kuleho VISION: For students/parents to use CACGP and community resources to "Help Students Succeed" in school and life.

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

## Career Placement Center

**Mission Statement:** Unit Mission Statement: (amended:AY06-07)(updated 10/2007)
The Career Placement Center's mission is to provide quality training and resouces that support and prepare students for transition into into their long-term career pathways, reflective of the community and industry needs of Guam and our region.

**Vision Statement:** Career Placement Center's vision is to be GCC students/alumni one-stop resource center for finding career opportunities in the most efficient way possible through the the use of technology, qualified personnel, and available/accessible resources. (amended 10/5/07)

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

## Center for Civic Engagement

**Mission Statement:** Our mission is to enhance student educational experiences through integration of academic study with active service, while encouraging civic involvement, community awareness and responsible leadership.

**Vision Statement:** The Center for Civic Engagement envisions students will become empowered - equipped with the skills, passion and initiative to make wise choices regarding educational opportunities, inside of and beyond the classroom. GCC's students will develop a sense of ownership over the college environment, working together to create a culture marked by commitments to high behavioral standards, involvement in campus life, participation in community service programs and a healthy voice in the campus governance process. These students ultimately will become productive citizens who are civically responsible and engaged.

### Outcome Description: FA09-SP11 SSUO#1 SUPPORT INSTITUTIONAL LEARNING OUTCOME (ILO)

SSUO#1:
To provide support and assistance in fulfilling the institution's civic engagement requirements.

**Outcome Type:** SLO
**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 |
|---|---|---|---|
| Quantitative: Documentation of the number of courses implementing Civic Engagement/Service-Learning (CE/SL) activities.<br><br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Program/Course Mapping/Course Syllabi Review<br><br>**Related Documents:**<br>Spring 2009 Course Schedule.pdf<br>Fall 2009 Course Schedule.pdf<br>Presentation/workshop template.doc | 1. 10% increase in the number of courses integrating CE/SL. The baseline data from AY07-08 is n=28.<br><br>2. 10% increase in the number of courses integrating service-learning activities will be identified in the "Schedule of Classes". The baseline data from Spring 2009 is n=10. | Data will be collected every semester per academic year. | Yes |

## Related Activities

- Faculty Training on Service Learning
- Grant Application
- Meeting with Faculty members.
- Service Learning Training for Students
- Training for Community Base Organziations

## Related Tasks

* **Task Name: Data Collection**

  **Task Description:** 1. 10% increase in the number of courses integrating CE/SL.

* **Task Name: Service-learning (SL) indication data collection**

  **Task Description:** 2. 10% increase in the number of courses integrating service-learning activities will be identified in the "Schedule of Classes".

## Related Items

### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Division Level - The Academic Affairs Division remains an integral part of Guam's economic development through the offering of quality educational programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

### President/CEO

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

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

### Center for Civic Engagement

* Program/Unit Level - Establish a system for student participation and leadership in civic engagement.

## Outcome Description: FA09-SP11 SSUO#2 SERVICE-LEARNING IMPACT ON STUDENTS

SSUO#2:
To assess impact on service-learning on student learning

**Outcome Type:** SLO
**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 |
|---|---|---|---|
| Qualitative: Extrapolation of students reflections of service-learning experiences.<br><br>1. Student reflections will be categorized into whether they appreciated service-learning experience or not. Common themes will be recorded.<br><br>2. A pre- and post-survey will be given to students participating in service-learning to determine if there was a change in attitude towards this medium.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey<br>**Related Documents:**<br>micompact_postsurvey.pdf<br>micompact_presurvey.pdf | 1. 60% of students will report an appreciation of their CE/SL experience. (n=number of students' written reflection submitted to CCE at the end of each semester)<br><br>2. 60% of students will indicate a favorable attitude towards CE/SL activities in their learning experience. (n=number of pre- and post-surveys submitted to CCE) | Data will be collected every semester per academic year. | Yes |

### Related Activities

- Coordinating with Center for Student Involvement Office.
- Faculty Training on Service Learning
- Grant Application
- Meeting with Faculty members.
- Service Learning Training for Students
- Training for Community Base Organziations

### Related Tasks

* **Task Name: Pre- and post-surveys data collection**
  **Task Description:** 2. A pre- and post-survey will be given to students participating in service-learning to determine if there was a change in attitude towards this medium.
* **Task Name: Student reflections data collection**
  **Task Description:** 1. Student reflections will be categorized into whether they appreciated service-learning experiences or not. Common themes will be recorded.

### Related Items

#### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

### President/CEO

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

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.

### Center for Civic Engagement

* Program/Unit Level - Establish a system for student participation and leadership in civic engagement.

## Outcome Description: FA09-SP11 SSUO#3 WORKSHOPS FOR FACULTY

SSUO#3:
To conduct or coordinate CE/SL workshops for faculty.

**Outcome Type:** SLO
**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 |
|---|---|---|---|
| 1. Keep a record of the number of faculty members and departments participating in CE/SL workshops and training.<br>2. Keep a record of the number and description of courses integrating CE/SL.<br>3. Collect workshop evaluations for improvement.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Workshop/Conference/Training<br>**Related Documents:**<br>Presentation Evaluation.doc<br>Presentation/workshop template.doc<br>P.L. 30-53.pdf | 1. 10% increase in the number of faculty members participating in CE/SL training (AY07-08 baseline data is n=18).<br>2. 10% increase in the frequency of courses integrating CE/SL (AY07-08 baseline data is n=36).<br>3. 60% of workshop participants will rate the workshop very good to excellent. (n=number of submitted evaluations per presentation/workshop) | Data will be collected every semester per academic year. | Yes |

## Related Activities

- Faculty Training on Service Learning
- Meeting with Faculty members.

## Related Tasks

* **Task Name: Data collection**
  **Task Description:** 1. 10% increase in the number of faculty members participating in CE/SL training.
  2. 10% increase in the frequency of courses integrating CE/SL.
* **Task Name: Workshop evaluation data collection**
  **Task Description:** 3. 60% of workshop participants will rate the workshop very good to excellent.

## Related Items

### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Division Level - The Academic Affairs Division remains an integral part of Guam's economic development through the offering of quality educational programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

### President/CEO

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

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.

### Center for Civic Engagement

* Program/Unit Level - Establish a faculty development and involvement process in civic engagement/service-learning, involving staff, students, and community members. (i.e. training, providing resources, assistance, incentives).

## Outcome Description: SSUO#1 SUPPORT INSTITUTIONAL LEARNING OUTCOME (ILO)

FA11-SP13 SSUO#1:
To provide support and assistance in fulfilling the institution's civic engagement requirements.

**Outcome Type:** SLO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**Outcome Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** Engage in partnership with Community Based Organization (CBO), students will perform a service that provides hands-on learning opportunities to complement classroom learning, connections between the academic material and the service experiences.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Documentations of the number of courses implementing Civic Engagement/Service-Learning (CE/SL) activities.<br><br>**Related Documents:**<br>FA2011 GCC Schedule of Classes | 1. 20% increase in the number of courses integrating Civic Engagement/Service-Learning per semester.<br>2. 20% increase in the number of courses integrating service-learning activities will be identified in the PDN Schedule of Classes or electronically in the GCC Banner per semester. | Will work with faculty throughout the semester to inform them about Service-Learning and encourage participation through email or schedule meeting with individual and or group of faculty. | Yes |

### Related Activities

- Faculty Training on Service Learning
- Meeting with Faculty members.
- Service Learning Training for Students

### Related Tasks

* **Task Name: Data collection**

  **Task Description:** 1. 20% increase in the number of courses integrating Service-Learning per semester.

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Update board policies on general, finance, curriculum, faculty/employees, students, foundation and apprenticeship through a systematic review process that reflect changing institutional and community needs and demands.
* 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) - 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.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide support for institutional learning outcomes.

### Center for Civic Engagement

* Program/Unit Level - Establish a system for student participation and leadership in civic engagement.

## Outcome Description: SSUO#2 SUPPORT WORKSHOPS FOR FACULTY

FA11-SP13 SSUO#2:
To coordinate and conduct Civic Engagement/Service-Learning workshops for faculty.

**Outcome Type:** SLO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** To provide information to faculties to develop Service Learning projects within their their course which will enhance their students in extend learning experience beyond the classroom, improve student motivation and retention and allows for faculty to mentor students.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| 1. Maintain a record of the number of faculty members participating in Civic Engagement/Service-Learning workshop presentation.<br><br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Workshop/Conference/Training<br><br>**Related Documents:**<br>FA11 SL Wkshop Presentation Schedule.pdf | 1. 10% increase in the number of faculty participating in Civic Engagement/Service-Learning workshop presentation per semester. | Throughout the semester presentation will be offered. | Yes |

## Related Activities

- Faculty Training on Service Learning
- Meeting with Faculty members.

## Related Tasks

* **Task Name: Data Collection**
  **Task Description:** 1. 10% increase in the number of faculty participating in Service-Learning training.
  2. 10% increase in the recurrence of courses integrating Service-Learning.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Update board policies on general, finance, curriculum, faculty/employees, students, foundation and apprenticeship through a systematic review process that reflect changing institutional and community needs and demands.
* 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.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide adequate support of program growth.

### Center for Civic Engagement

* Program/Unit Level - Establish a system for student participation and leadership in civic engagement.

## Outcome Description: SSUO#3 SERVICE-LEARNING IMPACT ON STUDENTS

FA11-SP13 SSUO#3:
To assess impact on student learning through service-learning.

**Outcome Type:** SLO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**Outcome Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** Students participating in service learning enhances learning of values, citizenship, and leadership skills; applies concepts from the classroom to their services; widens a sense of community and civic responsibility; and develops contacts within the community.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| 1. Maintain a record of the number of student participating in Service-Learning.<br>2. Maintain a record of the number of reflection/poster/powerpoint turned in.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>Reflection Paper.pdf<br>Service-Learning Letter<br>Community Based Organization List | 1. 20% increase in the number of student participating in Service-Learning per semester.<br>2. 20% increase in the number of Service-Learning reflection/poster/powerpoint presented per semester. | Throughout the semester Service-Learning opportunities will continuously be offered. | Yes |

## Related Activities

- Coordinating with Center for Student Involvement Office.
- Service Learning Training for Students

## Related Tasks

* **Task Name: Data Collection**

**Task Description:** Survey form is part of the Service-Learning Application documents that will be given to students during presentation, upon completion of Service-Learning projects/activities each student who participated will provide to Center for Civic Engagement staff a survey form with other documents.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Update board policies on general, finance, curriculum, faculty/employees, students, foundation and apprenticeship through a systematic review process that reflect changing institutional and community needs and demands.
* 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.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2

Provide adequate support of program growth.

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide adequate support of program growth.

### Center for Civic Engagement

* Program/Unit Level - Establish a system for student participation and leadership in civic engagement.

## Center for Leadership Studies (Archive)

**Mission Statement:** The Center For Leadership Studies (TCFLS) programs and activities are designed to provide students with skills essential to lead organizations and groups, to plan programs and tasks, and to work in collaboration with diverse populations.

PER 9-30-05 MEMO FROM TSS DEAN, THE ADMIN UNIT OUTCOMES FOR THIS PROGRAM WILL BE INCORPORATED WITH CAMPUS LIFE.

**Vision Statement:** The Center For Leadership Studies (TCFLS) programs and activities are designed to provide students with skills essential to lead organizations and groups, to plan programs and tasks, and to work in collaboration with diverse populations.

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

## Center for Learning & Instruction (Archive)

**Mission Statement:** Promoting teacher excellence.

**Vision Statement:** To provide information and resources that a majority of faculty find worthwhile.

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

## Center for Student Involvement

**Mission Statement:** The mission of the Center for Student Involvement office is to engage students in co-curricular campus and community activities that foster and promote leadership skills development; cooperation; diversity sensitivity; active participation in decisions that impact their educational experience; and desire to excel in their educational endeavors.

Admin Unit name was changed from Campus Life during Fall 2006 term.

**Vision Statement:** The Center for Student Involvement office envisions that students will demonstrate leadership skills through active participation in campus and community activities; develop and adopt social and leadership qualities during their academic life; and be empowered to understand and utilize their unified voice in addressing educational concerns.

### Outcome Description: FA2009-SP2011 SSUO#1: - COPSA Officer & BOT Student Member Training

FA2009-SP2011 SSUO#1:
To support the newly elected STUDENT leaders by providing leadership training to prepare them for their new roles.

**Outcome Type:** SLO
**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 |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| 1. Student leaders will complete annual Plan of Action for the upcoming year.<br><br>2. Evaluation Surveys will be conducted at the end of the training sessions.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Workshop/Conference<br><br>**Related Documents:**<br>2009-2010 COPSA Plan of Action template for Assessment.pdf<br>2009 COPSA & BOT Training Eval.pdf | 1. Annual Plan of Action will be completed before the start of the Fall semester incorporating the allotted Student Activity Fees for the school year.<br><br>2. At least 75% of the leaders elected will respond that they were satisfied with the training and have the knowledge and skills to effectively perform their duties. | Student leaders are elected and sworn in during the month of April. Training sessions are conducted once a month from May through August. Additional training sessions are conducted from December - January if necessary. | Yes |

## Related Activities

- Budget Hearings
- Handbooks
- Induction Ceremony
- Leadership Conference
- Training - COPSA Officer/BOT Student Member
- Training - Student Organization Officers/Advisors

## Related Tasks

* **Task Name: Barbara B.B. Leon Guerrero is assigned to perform this task.**
  **Task Description:** Design, organize and facilitate one-day leadership training sessions to be conducted once a month during the summer months.
* **Task Name: Leadership Training**
  **Task Description:** Leadership training dates to be determined after incoming COPSA Officers and BOT Student Member are officially sworn in.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.

### 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 continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

### President/CEO

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

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.

### Center for Student Involvement

* Program/Unit Level - Identify leadership skills development in students and provide activities where students can demonstrate leadership skills attained.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  Provide coordinated guidance and resource system for all students and organizations involving students, faculty, and the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PGR#2:
  Promote the council on postsecondary student affairs (COPSA) as the representative voice for the student body to facilitate concerns to administration and the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3:
  Identify leadership skills development in students and provide activities where students can demonstrate skills attained.

## Outcome Description: FA2009-SP2011 SSUO#2: - Leadership Conferences

FA2009-SP2011 SSUO#2 :
To support students, based on outcomes of STUDENT surveys, by providing training opportunities for them to develop their leadership skills.

**Outcome Type:** SLO
**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 |
|---|---|---|---|
| Conduct leadership surveys with STUDENTS to determine topics for the leadership conferences.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey | Survey at least 20% of current post secondary student population. | Survey will be conducted during the Spring semester. | Yes |
| Conduct leadership surveys with STUDENTS to determine topics for the leadership conferences.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey<br>**Related Documents:**<br>2009-2010 SURVEY - Student Instrument.pdf | Survey at least 20% of current post secondary student population. | Survey will be conducted during the Spring semester. | Yes |

## Related Activities

- Leadership Conference
- Training - all students

## Related Tasks

* **Task Name: Student Surveys**
  **Task Description:** Status: currently still collecting surveys from students. Once all surveys are collected, data compilation will begin.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to

communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

### President/CEO

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

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.

### Center for Student Involvement

* Program/Unit Level - Provide a well-coordinated guidance and resource system for all students and student organizations involving students, faculty and the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  Provide coordinated guidance and resource system for all students and organizations involving students, faculty, and the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3:
  Identify leadership skills development in students and provide activities where students can demonstrate skills attained.

## Outcome Description: FA2009-SP2011 SSUO#3: - Leadership Conferences

FA2009-SP2011 SSUO#3:
To support students, based on outcomes of FACULTY surveys, by providing training opportunities for them to develop their leadership skills.

**Outcome Type:** SLO
**Start Date:** 10/08/2009
**End Date:** 03/10/2011
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Conduct leadership surverys with FACULTY to determine topics for the leadership conferences.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Employee-Faculty Satisfaction Survey | Survey at least 20% of the faculty (includes full-time and adjunct faculty). | Survey will be conducted during the Spring semester. | Yes |
| Conduct leadership surverys with FACULTY to determine topics for the leadership conferences.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Employee-Faculty Satisfaction Survey<br>**Related Documents:**<br>2009-2010 SURVEY - Faculty - Instrument.pdf | Survey at least 20% of the faculty (includes full-time and adjunct faculty). | Survey will be conducted during the Spring semester. | Yes |

## Related Activities

- Leadership Conference
- Training - all students

## Related Tasks

* **Task Name: Faculty Surveys**
  **Task Description:** Status: currently still collecting surveys from faculty. Once all surveys are collected, data compilation will begin.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
Educational Excellence:
This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

### President/CEO

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

### Center for Student Involvement

* Program/Unit Level - Provide a well-coordinated guidance and resource system for all students and student organizations involving students, faculty and the community.

## Outcome Description: FA2011 - SP2013 SSUO #1 COPSA Officer & BOT Student Member Training

FA2011 - SP2013 SSUO#1: To support the newly elected Student leaders by providing leadership training to prepare them for their new roles.

**Outcome Type:** SLO
**Start Date:** 10/10/2011
**End Date:** 03/15/2013
**Outcome Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| 1. Student leaders will complete a Plan of Action for AY2012-2013.<br><br>2. Evaluation surveys will be conducted at the end of the training sessions.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Workshop/Conference<br>**Related Documents:**<br>Student Leader Training Eval.pdf | 1. Annual Plan of Action will be completed before the start of the Fall 2012 semester incorporating the allotted Student Activity Fees for AY2012-2013 .<br><br>2. At least 75% of the leaders elected will respond that they were satisfied with the training and have the knowledge and skills to effectively perform their duties. | Student leaders will be elected and sworn in during the month of March 2012. Training sessions are conducted once a month from May through August 2012. Additional training sessions are conducted from December - January if necessary. | Yes |

### Related Activities

- Training - COPSA Officer/BOT Student Member

### Related Tasks

* **Task Name: COPSA Officer / BOT Student Member Training**
**Task Description:** Design, organize and facilitate one-day leadership training sessions to be conducted once a month during the summer months.
* **Task Name: Leadership Training**
**Task Description:** Leadership training dates to be determined after newly elected COPSA Officers and BOT Student Member are officially sworn in.

### Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* 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 continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide appropriate administrative and technological support for student services and programs.

### Center for Student Involvement

* Program/Unit Level - Provide a well-coordinated guidance and resource system for all students and student organizations involving students, faculty and the community.
* Program/Unit Level - Promote the Council On Postsecondary Student Affairs (COPSA) as the representative voice for the student body to facilitate student concerns to the GCC administration and community and to provide feedback to the students.
* Program/Unit Level - Identify leadership skills development in students and provide activities where students can demonstrate leadership skills attained.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  Provide coordinated guidance and resource system for all students and organizations involving students, faculty, and the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PGR#2:
  Promote the council on postsecondary student affairs (COPSA) as the representative voice for the student body to facilitate concerns to administration and the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3:
  Identify leadership skills development in students and provide activities where students can demonstrate skills attained.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide training for the council on postsecondary student affairs (COPSA) officers: on their roles and responsibilities as the representative voice for the student body to facilitate concerns to administration and the community; and to plan and implement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To provide guidance and a resource system for all student organizations.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To provide training opportunities to empower and equip our students with skills they can utilize in the classroom and in the workplace.

## Outcome Description: FA2011 - SP2013 SSUO#2 Leadership Conferences

FA2011 - SP2013 SSUO#2: - To support students based on outcomes from STUDENT surveys, by providing training opportunities for them to develop their leadership skills.

**Outcome Type:** SLO

**Start Date:** 10/10/2011

**End Date:** 03/15/2013

**Outcome Status:** Completed the Assessment Cycle

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

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Conduct leadership surveys during AY2011-2012 with STUDENTS to determine topics for leadership conferences.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey<br>**Related Documents:**<br>2011-2012 SURVEY - Student Instrument.pdf | Survey at least 15% of the current postsecondary student population. | Surveys will be conducted during the Fall and Spring semesters. | Yes |
| Conduct leadership surveys with STUDENTS to determine topics for the leadership conferences.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey | Survey at least 15% of post secondary and adult high school student population. | Surveys will be conducted during the Fall and Spring semesters. | Yes |

## Related Activities

- Surveys - Students

## Related Tasks

* **Task Name: Student Surveys**

  **Task Description:** Surveys to be conducted during the Fall and Spring semester and data compilation will take place after collection of all surveys.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* 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 continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide appropriate administrative and technological support for student services and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Provide appropriate administrative and technological support for student services and programs.

### Center for Student Involvement

* Program/Unit Level - Provide a well-coordinated guidance and resource system for all students and student organizations involving students, faculty and the community.
* Program/Unit Level - Promote the Council On Postsecondary Student Affairs (COPSA) as the representative voice for the student body to facilitate student concerns to the GCC administration and community and to provide feedback to the students.
* Program/Unit Level - Identify leadership skills development in students and provide activities where students can demonstrate leadership skills attained.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  Provide coordinated guidance and resource system for all students and organizations involving students, faculty, and the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PGR#2:
  Promote the council on postsecondary student affairs (COPSA) as the representative voice for the student body to facilitate concerns to administration and the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3:
  Identify leadership skills development in students and provide activities where students can demonstrate skills attained.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide training for the council on postsecondary student affairs (COPSA) officers: on their roles and responsibilities as the representative voice for the student body to facilitate concerns to administration and the community; and to plan and implement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To provide guidance and a resource system for all student organizations.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To provide training opportunities to empower and equip our students with skills they can utilize in the classroom and in the workplace.

## Outcome Description: FA2011 - SP2013 SSUO #3 Leadership Conferences

FA2011 - SP2013 SSUO#3: - To support students based on outcomes from FACULTY surveys, by providing training opportunities for them to develop their leadership skills.

**Outcome Type:** SLO
**Start Date:** 10/10/2011
**End Date:** 03/15/2013
**Outcome Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** .
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Conduct leadership surveys during AY2011-2012 with FACULTY to determine topics for the leadership conferences. | Survey at least 20% of the faculty (includes full-time and adjunct faculty). | Surveys will be conducted during AY2011-2012. | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Employee-Faculty Satisfaction Survey

**Related Documents:**
2011-2012 SURVEY - Faculty - Instrument.pdf

### Related Activities

- Surveys - Faculty

### Related Tasks

* **Task Name: Faculty surveys**
  **Task Description:** Surveys to be conducted during the Fall and Spring semester and data compilation will take place after collection of all surveys.

### Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP  GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes.  The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* 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 continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide appropriate administrative and technological support for student services and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Provide appropriate administrative and technological support for student services and programs.

### Center for Student Involvement

* Program/Unit Level - Provide a well-coordinated guidance and resource system for all students and student organizations involving students, faculty and the community.
* Program/Unit Level - Promote the Council On Postsecondary Student Affairs (COPSA) as the representative voice for the student body to facilitate student concerns to the GCC administration and community and to provide feedback to the students.
* Program/Unit Level - Identify leadership skills development in students and provide activities where students can demonstrate leadership skills attained.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  Provide coordinated guidance and resource system for all students and organizations involving students, faculty, and the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PGR#2:
  Promote the council on postsecondary student affairs (COPSA) as the representative voice for the student body to facilitate concerns to administration and the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3:
  Identify leadership skills development in students and provide activities where students can demonstrate skills attained.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide training for the council on postsecondary student affairs (COPSA) officers: on their roles and responsibilities as the representative voice for the student body to facilitate concerns to administration and the community; and to plan and implement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To provide guidance and a resource system for all student organizations.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To provide training opportunities to empower and equip our students with skills they can utilize in the classroom and in the workplace.

## Outcome Description: FA13-SP15 SSUO#1 COPSA Officer & BOT Student Member Leadership Training

FA13-SP15 SSUO#1
Upon completion of the training, student leaders will be able to complete their Plan of Action and Budget for the upcoming academic year.

**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** .
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| 1. Student leaders will complete a Plan of Action for AY2014-2015.<br>2. Evaluation surveys will be conducted at the end of the training sessions.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Workshop/Conference<br><br>**Related Documents:**<br>2014 COPSA-BOT Training Eval.pdf | 1. Annual Plan of Action will be 100% completed before the start of the Fall 2014 semester incorporating the allotted Student Activity Fees for AY2014-2015.<br><br>2. At least 75% of the leaders elected and participating in the training will respond that they were satisfied with the training and have the knowledge and skills to effectively perform their duties. | The Plan of Action will be formally approved by August of 2014.<br>The satisfaction survey will be completed before the end of August 2014. | Yes |

### Related Activities

- Elections
- Handbooks
- Induction Ceremony
- Leadership Conference
- Training - COPSA Officer/BOT Student Member
- Training - Student Organization Officers/Advisors

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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 #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

#### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

#### 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.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide appropriate administrative and technological support for student services and programs.

### Center for Student Involvement

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide training for the council on postsecondary student affairs (COPSA) officers: on their roles and responsibilities as the representative voice for the student body to facilitate concerns to administration and the community; and to plan and implement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To provide guidance and a resource system for all student organizations.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To provide training opportunities to empower and equip our students with skills they can utilize in the classroom and in the workplace.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To provide training for the Council On Postsecondary Student Affairs (COPSA) officers: a) on their roles and responsibilities as the representative voice for the student body to facilitate concerns to administration and the community; and b) to plan and implement campus-wide activities.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide guidance and a resource system for all student organizations.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To provide training opportunities to empower and equip our students with skills they can utilize in the classroom and in the workplace.

## Outcome Description: FA13-SP15 SSUO#2 Leadership Conferences

FA13-SP15 SSUO#2
Upon completion of STUDENT surveys, students will be able to select from a variety of leadership training opportunities presented during annual conferences.

**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** .
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Conduct leadership surveys during AY2013-2014 with STUDENTS to determine topics for leadership conferences.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey<br>**Related Documents:**<br>2013-2014 SURVEY - Student Instrument.pdf | Survey at least 15% of the current postsecondary student population. | Surveys will be distributed during leadership conferences, student organization meetings and via instructors. | Yes |

### Related Activities

- Leadership Conference
- Surveys - Students
- Training - all students

### Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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 #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide appropriate administrative and technological support for student services and programs.

### Center for Student Involvement

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide training for the council on postsecondary student affairs (COPSA) officers: on their roles and responsibilities as the representative voice for the student body to facilitate concerns to administration and the community; and to plan and implement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To provide guidance and a resource system for all student organizations.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To provide training opportunities to empower and equip our students with skills they can utilize in the classroom and in the workplace.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To provide training for the Council On Postsecondary Student Affairs (COPSA) officers: a) on their roles and responsibilities as the representative voice for the student body to facilitate concerns to administration and the community; and b) to plan and implement campus-wide activities.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide guidance and a resource system for all student organizations.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To provide training opportunities to empower and equip our students with skills they can utilize in the classroom and in the workplace.

## Outcome Description: FA13-SP15 SSUO#3 Leadership Conferences

FA13-SP15 SSUO#3
Upon completion of FACULTY surveys, students will be able to select from a variety of leadership training opportunities presented during annual conferences.

**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** .
**Budget Goals:** .

### Means of Assessment

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Conduct leadership surveys during AY2013-2014 with FACULTY to determine topics for student leadership conferences.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Employee-Faculty Satisfaction Survey<br>**Related Documents:**<br>2013-2014 SURVEY - Faculty - Instrument.pdf | Survey at least 15% of the faculty (includes full-time and adjunct faculty). | Surveys to be distributed to faculty at all program levels. | Yes |

## Related Activities

- Leadership Conference
- Surveys - Faculty
- Training - all students

## 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.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide appropriate administrative and technological support for student services and programs.

### Center for Student Involvement

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide training for the council on postsecondary student affairs (COPSA) officers: on their roles and responsibilities as the representative voice for the student body to facilitate concerns to administration and the community; and to plan and implement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To provide guidance and a resource system for all student organizations.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To provide training opportunities to empower and equip our students with skills they can utilize in the classroom and in the workplace.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To provide training for the Council On Postsecondary Student Affairs (COPSA) officers: a) on their roles and responsibilities as the representative voice for the student body to facilitate concerns to administration and the community; and b) to plan and implement campus-wide activities.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide guidance and a resource system for all student organizations.

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#3:
To provide training opportunities to empower and equip our students with skills they can utilize in the classroom and in the workplace.

## CEWD Test Center

**Mission Statement:** The Continuing Education & Workforce Development is the regional leader in life-learning and job skill training providing purposeful and specifically certified educational and workforce development programs.

**Vision Statement:** The vision of Continuing Education & Workforce Development is to provide life-long learning and job skill training to our island community by creating an exceptional learning environment that offers exciting and accessible education for individuals to become successful employees in the workforce.

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

## Civil Engineering Technology AS

**Mission Statement:** The Construction Trades Department of the Guam Community College is committed to providing quality learning opportunities in occupational, career technical, and continuing education reflective of our community and industry needs in the areas of Construction and related Careers.

**Vision Statement:** The Construction Trades Department of the Guam Community College will continue meeting the educational, career and technical training needs of the Construction Industry. Its excellence will continue to be recognized because of its service to students, employers, employees and the community at large.

### Outcome Description: 2012-2013 Acalog SLO#1

SLO#1 SP2012-FA2013:
Upon successful completion of the AS in Civil Engineering Technology program, students will be able to properly use surveying equipment and tools and perform applications accordingly.

**Outcome Type:** SLO-Behavioral outcomes

**Start Date:** 03/11/2013

**End Date:** 10/13/2014

**Outcome Status:** Completed the Assessment Cycle

**Historical Assessment Perspective:** The Civil Engineering program was reinstituted on November 4, 2011 based on the impending military buildup for Guam, coupled with President Obamas' call for more Engineering students, predicting an increase of demand on training and workforce development. The GCC Factbook will assist in the Civil Engineering program planning efforts.

**Program Level SLO Industry National Certification:** N/A

**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| all Students enrolled will be able to use Surveying tools and equipment competently by performing plotting, marking, measuring and reflection exercises. | All students enrolled will pass with a 80% or better | FA2013 | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Lab/Skills Test

**Related Documents:**
plan_civsurvey.pdf

### Related Tasks

* **Task Name: Program Plan**

**Task Description:** Respond to CFS by 4/19/2013

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1

Pioneering:
This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.

* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
To supply adequate assistance to program growth.

### Civil Engineering Technology AS

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#1:
To prepare students to work in the construction industry as semi-skilled to skills crafts people.

## Related Course SLO

* CE210 - Statics: 2012-2013 Acalog SLO#4 - SLO#4 FA2012-SP2013:
Upon successful completion of this course, students will be able to solve problems using appropriate technology.
* CE211 (formerly CE241) - Plane Surveying I: 2012-2013 Acalog SLO#2 - SLO#2 FA12-SP13:
Upon successful completion of this course, students will be able to properly care, adjust, and use equipment in the plane surveying field.
* CE213 (reinstituted 2011) - Hydraulics: 2012-201 Catalog SLO#1 - SLO#1 SP2012-FA2013:
Upon successful completion of this course, students will be able to identify and describe basic fluid mechanics principles.
* CE214 (reinstituted 2011) - Structural Design: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
Upon successful completion of this course, students will be able to apply provisions of AISC and ACI publications in designing steel and concrete structural members.
* CE222 (reinstituted 2009) - Plane Surveying II: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2013:
Upon successful completion of this course, students will be able to demonstrate a variety of surveying techniques.
* CE224 (reinstituted 2011) - Highways: 2012-2013 Catalog SLO#1 - SLO#1 SP2102-FA2013:
Upons successful completion of this course, students will be able to describe current state of the art and science of Highway Engineering.
* OR101 - Introduction to Engineering Technology: 2012-2013 Catalog SLO#1 - SLO#1 FA2012-SP2013:
Upon successful completion of this course, students will be able to gain an awareness of the connections between engineering and the impact of engineering solutions in a societal and global context.

## Outcome Description: 2012-2013 Acalog SLO#2

SLO#2 SP2012-FA2013:
Upon successful completion of the AS in Civil Engineering Technology program, students will be able to create a construction drawing set consisting of at least six sheets from a design.

**Outcome Type:** SLO-Behavioral outcomes

**Start Date:** 03/11/2013

**End Date:** 10/13/2014

**Outcome Status:** Completed the Assessment Cycle

**Historical Assessment Perspective:** The Civil Engineering program was reinstituted on November 4, 2011 based on the impending military buildup for Guam, coupled with President Obamas' call for more Engineering students, predicting an increase of demand on training and workforce development. The GCC Factbook will assist in the Civil Engineering program planning efforts.

**Program Level SLO Industry National Certification:** N/A

**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will participate in Instructor developed skills test. Instructor test will require students to create six technically correct drawings.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test<br>**Related Documents:**<br>AUTOCAD QUIZ III.pdf | all students enrolled will pass with an 80% or better | FA2013 | Yes |

### Related Tasks

* **Task Name: Program Plan**
  **Task Description:** Respond to CFS by 4/19/2013

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

#### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

#### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  To supply adequate assistance to program growth.

#### Civil Engineering Technology AS

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To prepare students to work in the construction industry as semi-skilled to skills crafts people.

### Outcome Description: 2012-2013 Acalog SLO#3

SLO#3 SP2012-FA2013:
Upon successful completion of the AS in Civil Engineering Technology program, students will be able to perform basic techniques and skills using modern engineering tools in the current civil engineering industry.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/11/2013
**End Date:** 10/13/2014
**Outcome Status:** Completed the Assessment Cycle

**Historical Assessment Perspective:** The Civil Engineering program was reinstituted on November 4, 2011 based on the impending military buildup for Guam, coupled with President Obamas' call for more Engineering students, predicting an increase of demand on training and workforce development. The GCC Factbook will assist in the Civil Engineering program planning efforts.

**Program Level SLO Industry National Certification:** N/A

**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book

## Means of Assessment

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |
| Students will take Instructor developed skills and competency test by performing tasks with transits, reflectors, spans, plumb bobs and toyota lights.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test<br>**Related Documents:**<br>plan_civsurvey.pdf | All students enrolled will pass with an 80% or better | FA2013 | Yes |

## Related Tasks

* **Task Name: Program Plan**
  **Task Description:** Respond to CFS by 4/19/2013

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  To supply adequate assistance to program growth.

### Civil Engineering Technology AS

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To prepare students to work in the construction industry as semi-skilled to skills crafts people.

## Outcome Description: 2012-2013 Acalog SLO#4

SLO#4 SP2012-FA2013:
Upon successful completion of the AS inCivil Engineering Technology program, students will be able to sequence the steps related to the construction process in chronological order.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/11/2013
**End Date:** 10/13/2014
**Outcome Status:** Completed the Assessment Cycle

**Historical Assessment Perspective:** The Civil Engineering program was reinstituted on November 4, 2011 based on the impending military buildup for Guam, coupled with President Obamas' call for more Engineering students, predicting an increase of demand on training and workforce development. The GCC Factbook will assist in the Civil Engineering program planning efforts.

**Program Level SLO Industry National Certification:** N/A

**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |
| Instructor will develop skills test to ensure students comprehension and understanding of the processes and protocols invoved in the building process.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test<br>**Related Documents:**<br>Construction Procedures Test.pdf | All students enrolled will pass with a 80% or better | FA2013 | Yes |

### Related Tasks

* **Task Name: Program Plan**
  **Task Description:** Respond to CFS by 4/19/2013

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

#### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

#### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  To supply adequate assistance to program growth.

#### Civil Engineering Technology AS

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To prepare students to work in the construction industry as semi-skilled to skills crafts people.

## College Access Challenge Grant Program (CACGP)

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

## Communications & Promotions

**Mission Statement:** To manage the College's communication and promotions activities in order to market Guam Community College as a main choice for higher education on Guam and in the region.

**Vision Statement:** To become a full service Communications & Promotions Office that promotes Guam Community College programs and events locally, regionally, and internationally.

### Outcome Description: FA09-SP10 AUO#1 High School and Business Outreach

To promote GCC CTE programs within Guam's five public high schools and within the business community, and address community misconception about GCC having stopped its vocational education program in the public high schools.

**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** |
| Update GCC high school information brochures to re-brand GCC's CTE program (from the former Voc Ed program), and develop a portion of the recruitment video to address the fact that the CTE program exists in the high schools. Develop TV commercials addressing re-branding of Voc Ed to CTE in high schools. Use IMPACT and recruitment videos, presentations and question and answer sessions at business outreach workshops.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Recruitment activities-process | Recruitment video addressing CTE programs in high schools will be 100% completed by the end of this assessment cycle. TV commercials addressing re-branding of Voc Ed to CTE in high schools will be 100% completed. Brochures will be 100% updated. Business workshops will be 80% completed. | Business workshops to be conducted twice monthly. Recruitment video to air annually in high schools, TV commercials addressing GCC CTE in high schools to air during fall and spring registration periods. | Yes |

## Related Activities

- Presentation/High School

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

### Communications & Promotions

* Program/Unit Level - Increase GCC's public exposure of programs and activities through print and broadcast media.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  To provide effective communication and promotion of college programs and events.

## Outcome Description: FA09-SP10 AUO#2 Recruitment Video/Commercials

Develop two 8-minute recruitment videos and :30 commercials that showcase GCC programs and their relationship to the island community and address the CTE re-branding in the public high schools.

**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** |

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |
| High school recruitment video to be shown in middle and high schools to promote GCC's high school CTE programs; commercials during fall and spring semester enrollment periods, village outreach program.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Enrollment Trends | Overall five percent increase in high school program enrollment; five percent increase in post-secondary enrollment. | Videos shown once per semester in five public high schools, commercial blitz during enrollment campaigns, village outreach once per month. | Yes |

### Related Activities

- Presentation/High School
- Recruitment/CTE branding

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.

#### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

#### Board of Trustees (BOT)

* 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.

#### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

#### Communications & Promotions

* Program/Unit Level - Increase GCC's public exposure of programs and activities through print and broadcast media.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  To provide effective communication and promotion of college programs and events.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2:
  To ensure that all information emanating from the college is presented in a positive and professional manner.

## Outcome Description: FA09-SP10 AUO#3 Revise GCC Web Site

Complete reorganization and revision of GCC web site into more informative, attractive and user-friendly format.

**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** |
| Web page hits counter will be installed or outsourced to determine increased number of visits to web site. Also, web site survey will be initiated on web site.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box) | 100 percent increase in hits to web site by students and/or visitors (to be indicated in survey). | Hits will be monitored by web tracking device/service. | Yes |

## Related Activities

- Web site tracking mechanism

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.

### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

### Communications & Promotions

* Program/Unit Level - Increase GCC's public exposure of programs and activities through print and broadcast media.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  To provide effective communication and promotion of college programs and events.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2:
  To ensure that all information emanating from the college is presented in a positive and professional manner.

## Outcome Description: FA09-SP10 AUO#4 Promote individual college events and programs

Continuously promote individual college events/programs that occur on- and off-campus throughout the academic year.

**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 |
|---|---|---|---|
| Media releases and marketing activity such as radio and TV commercials, newspaper ads, posters, radio and TV news stories and program appearances.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Enrollment Trends | Five percent increase in enrollment of programs and increased attendance at GCC events due to successful promotion (percentage determined by capacity of event location). | Promotions as needed or determined by event date and frequency of occurrence. | Yes |

## Related Activities

- Use of mass media for promotional purposes

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### Board of Trustees (BOT)

* 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.

### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

### Communications & Promotions

* Program/Unit Level - Increase GCC's public exposure of programs and activities through print and broadcast media.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  To provide effective communication and promotion of college programs and events.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2:
  To ensure that all information emanating from the college is presented in a positive and professional manner.

## Outcome Description: FA09-SP10 AUO#5 Develop GCC branding/marketing campaign

Develop a "brand" theme for GCC that will be used throughout all advertising and promotional materials - a theme that, with its continued use, will make the community - students, parents, businesses, alumni, be proud to have graduated from GCC or to have hired someone that graduated from the college.

**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 |
|---|---|---|---|
| Use of several different tools is required to measure effectiveness of the branding/marketing campaign: 1) enrollment trends, 2) business surveys, 3) attendance at GCC events, 4) public perception on talk radio programs and by word of mouth, 5) student surveys, and 6) GCC graduate job placement<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>Middle_School_Pre-Survey_&_Post-Survey[1].pdf | enrollment increase by five percent, GCC graduate job placement in the community 80 percent | After recruitment video has been shown in community at village outreach programs and at business and Chamber of Commerce meetings, and after commercials have run, a community survey will be conducted and a high school survey will be conducted to measure the effectiveness of the campaign. | Yes |

## Related Activities

- Presentation/High School
- Recruitment/CTE branding
- Student Survey
- Use of mass media for promotional purposes
- Web site tracking mechanism

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

### Communications & Promotions

* Program/Unit Level - Create promotional material (brochures/flyers/posters/recruitment video) that help to increase awareness and interest of GCC's academic and vocational programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  To provide effective communication and promotion of college programs and events.

## Outcome Description: Continous Promotion of GCC Programs/Events

AUO#1 FA2011-SP2013
To continue GCC's brand relationship with the community by promoting GCC programs, events, and student service learning projects, in order to keep the College in the forefront of education news on the island and in the region.

**Outcome Type:** AUO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**Outcome Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** ismp #3 Community Interaction: This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Methods of evaluation will be number of google hits for media releases generated by GCC'; web site surveys; and enrollment data, both for general enrollment and for new programs promoted by the College.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box) | 100% of AUO will be completed in this two -year cycle, as it is an ongoing AUO. | Media releases issued at least once a week; more often depending on program activities that require promotion. Bi-monthly TV talk show to promote programs at the college; one survey per month on new web site starting Feb 2012, advertising campaigns for enrollment and new programs as budget allows. | No |
| Number of hits on web site, to include inquiries into new programs, web site surveys and CE surveys; enrollment numbers per semester and in CE programs promoted; number of hits on Google and other search engines; and number of media releases issued within assessment cycle.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Activity audit | 5% increase in current number of 250 Google hits per year; 5 percent increase in enrollment. | Once web hit measuring tools are installed, measurement can occur monthly. | Yes |

### Related Activities

- Use of mass media for promotional purposes

- Web site tracking mechanism

### Related Tasks

* **Task Name: Web site survey**

**Task Description:** New web site allows for development of frequent surveys to determine GCC students/alumni satisfaction with programs or college events or activities.

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.
* 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 I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

#### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

#### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

#### Communications & Promotions

* Program/Unit Level - Increase GCC's public exposure of programs and activities through print and broadcast media.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide effective communication and promotion of college programs and events.

## Outcome Description: Creation and Launch of New GCC Web Site

AUO#2 FA2011-SP2013
To improve the GCC web site so that it is more student-centric, easier for students and the public to navigate, and better promotes College activities and events.

**Outcome Type:** AUO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** ISMP#3 Community Interaction:
This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| New web site link is the tool that will contain hits measurement tool to allow webmaster to measure how many hits each page on the web site receives; also, the new site will enable the College to produce surveys for almost instantaneous reaction to events/happenings/new programs.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Activity audit | No measurable criterion available until site becomes active on June 1, 2012. | Project launched 9/1/11, revised expected completion date is June 1, 2012. | Yes |

## Related Activities

- Clients' Survey
- Student Survey
- Web site tracking mechanism

## Related Tasks

* **Task Name: web site development**

**Task Description:** Work with vendor to create main page and secondary, tertiary pages, making them easily navigable and responsive to student needs and community awareness.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.
* 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.

### 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To ensure the college acquires the necessary resources to support its mission.

### Communications & Promotions

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide effective communication and promotion of college programs and events.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To ensure that all information emanating from the college is presented in a positive and professional manner.

## Outcome Description: Promotional Video for CACGP

AUO#3 FA2011-SP2013
To write and produce another promotional video that promotes higher education goals for the island's middle and high school students.

**Outcome Type:** AUO
**Start Date:** 10/10/2011
**End Date:** 03/12/2013
**Outcome Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** Community Interaction:
This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| This promotional video will be shown in middle and high schools during the CACGP presentations. These presentations promote academic achievement, and how to be able to afford to go to college. While GCC's enrollment is high, so is the number of remedial math and English students that come from our high schools. This video will be designed to address this problem by promoting College as an achievable goal. Many of our middle and high school students are lacking such goals.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Recruitment activities-process | The CACGP program is in its third year, so measurable statistics on how well it promotes higher education are still not available. Although the College is at its highest enrollment in history, a measure of how well students are responding to the CACGP may show in a drop in the very high numbers of remedial math and English students. This figure may take several years to drop. | Develop scope of work and put project out to bid - Spring Semester 2012<br>Begin shooting - Summer and Fall 2012.<br>Production - Spring semester 2013. | Yes |

## Related Activities

- Presentation/High School

## Related Tasks

* **Task Name: Write and produce CACGP promotional video.**

**Task Description:** Write and produce video.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### President/CEO

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  To ensure college maintains or exceeds its resources in support of its mission.

### Communications & Promotions

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  To provide recruitment videos and posters to promote GCC as a viable alternative for graduating high school seniors.

## Outcome Description: FA2013-SP2015 AUO #1 Continous Promotion of GCC Programs/Events_1

AUO#1 FA2013-SP2015
To continue GCC's brand relationship with the community by promoting GCC programs, events, and student service learning projects, in order to keep the College in the forefront of education news on the island and in the region.

**Outcome Type:** AUO

**Start Date:** 10/14/2013

**End Date:** 03/09/2015

**Outcome Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** Upgrade GCC's brand relationship with the community by implementing an upgraded slogan and by promoting programs, events, and student service learning projects through traditional and social media.

**Budget Goals:** .

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Methods of evaluation will be number of google hits for media releases generated by GCC'; web site surveys; social media statistics, and enrollment data, both for general enrollment and for new programs promoted by the College.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>GCC Public Website<br>Analytics GCC - WSI Audience Overview 20130914-20131014.pdf | 100% of AUO will be completed in this two -year cycle, as it is an ongoing AUO. | Media releases issued at least once a week; more often depending on program activities that require promotion. Bi-monthly TV talk show to promote programs at the college, advertising campaigns for enrollment and new programs as budget allows, promotion of events and programs on social media platforms. | Yes |
| Number of hits on web site, to include inquiries into new programs, web site surveys and CE surveys; enrollment numbers per semester and in CE programs promoted; number of hits on Google and other search engines; and number of media releases issued within assessment cycle.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Activity audit | 5% increase in current number of 250 Google hits per year; 5 percent increase in enrollment. | Once web hit measuring tools are installed, measurement can occur monthly. | Yes |

## Related Activities

- Use of mass media for promotional purposes
- Web site tracking mechanism

## Related Tasks

* **Task Name: collect statistics from google hits, number of media releases issued, social media "likes"**

  **Task Description:** Collect statistics on an ongoing basis, report media hits/releases/social media activity at management team meetings.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* 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.

### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To ensure the college acquires the necessary resources to support its mission.

* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technology advancement.

### Communications & Promotions

* Program/Unit Level - Increase GCC's public exposure of programs and activities through print and broadcast media.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide effective communication and promotion of college programs and events.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To continue GCC's brand relationship with the community by promoting GCC programs, events, and student service learning projects in order to keep the college in the forefront of education news on the island and in the region.

## Outcome Description: FA2013-SP2015 AUO #2 Web/social media policies and procedures

AUO#2 FA2013-SP2015
Establish and implement web site and social media policies for GCC.

**Outcome Type:** AUO
**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**Outcome Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** New web site has been established and continues to be updated on a daily basis, and GCC now has three social media channels that are also continuously used for communication and promotional purposes.

**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Web Advisory Group is currently working on its second draft of the GCC social media policy. Group has developed web site procedures; also need to draft an umbrella web site policy. | Social media policy to be submitted to GCC BOT for approval. | Fall 2013-Spring 2014. | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Other (indicate the specific tool in the Method field/box)

**Related Documents:**
BOT Policies

### Related Activities

- Policy development

### Related Tasks

* **Task Name: Web Advisory Group**
  **Task Description:** Develop web site and social media policies for GCC employees/students.

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.

* 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 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### 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 provide the necessary resources to support the quality of human and physical work environment that will foster the improvement of student learning outcomes.
* 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.

### 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To ensure the college acquires the necessary resources to support its mission.

* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To provide leadership and direction for the activities of the institution to ensure that the college carries out its mission while maintaining accreditation.

### Communications & Promotions

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide effective communication and promotion of college programs and events.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To ensure that all information emanating from the college is presented in a positive and professional manner.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To improve the GCC website so that it is more student-centric, easier for students and the public to navigate, and better promotes college activities and events.

## Outcome Description: FA2013-SP2015 AUO #3 Promotional Video for CACGP_1

AUO#3 FA2013-SP2015
To write and produce a promotional video for the GCC College Access Challenge Grant Program that promotes higher education goals through attendance at GCC for the island's middle and high school students.

**Outcome Type:** AUO
**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**Outcome Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** Unable to complete in previous cycle, currently working with CACGP program coordinator to solicit quotes for promotional video.

**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| This promotional video will be shown to middle and high schools during the CACGP presentations. These presentations promote academic achievement, and how to be able to afford to go to college. While GCC's enrollment is high, so is the number of remedial math and English students that come from our high schools. This video will be designed to address this problem by promoting College as an achievable goal. Many of our middle and high school students are lacking such goals.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Recruitment activities-process<br>**Related Documents:**<br>GCC Recruitment Video | Although the College is at its highest enrollment in history, a measure of how well students are responding to the CACGP may show in a drop in the very high numbers of remedial math and English students. This figure may take several years to drop. | Develop scope of work and put project out to bid - Fall semester 2013<br>Begin shooting - Spring 2014.<br>Production - Summer 2014. | Yes |

## Related Activities

- Presentation/High School
- Recruitment/CTE branding

## Related Tasks

* **Task Name: Write and produce CACGP promotional video.**
  **Task Description:** Write and produce video.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* 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.

### President/CEO

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  To ensure college maintains or exceeds its resources in support of its mission.

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technology advancement.

### Communications & Promotions

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  To provide recruitment videos and posters to promote GCC as a viable alternative for graduating high school seniors.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To provide effective communication and promotion of college programs and events.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide recruitment videos and posters to promote GCC as a viable alternative for graduating high school seniors.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  Using CACGP funding, write and produce a promotional video that promotes higher education goals for the island's middle and high school students.

## Computer Aided Design & Drafting (CADD) Certificate

**Mission Statement:** To provide the best, most current technology and training available in the industry to our students to allow them the best possibility for success.
**Vision Statement:** To have GCC students who have taken the AutoCadd training be recognized as the best trained and most knowledgeable workers available in the region.

### Outcome Description: 2012-2013 Catalog SLO#1

SLO#1 SP2012-FA2013:
Upon successful completion of the Certificate in Computer Aided Design & Drafting program, students will be able to demonstrate knowledge and skills needed to design and draft projects ranging from two to three dimensional designs for commercial and residential buildings.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/12/2012
**End Date:** 10/14/2013
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** AutoCad certificate
**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** To ensure student competency to national standards
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will be required show competency in the use of the AutoCadd design program by designing various types of drawings and plans commonly used in the Construction Industry. Subsequently, students will develop Architectual working drawings and Blueprints as a final Test.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test<br>**Related Documents:**<br>Drawings.pdf | Students participating in the Final exam will have to have had a 70% 0f a 150 question test to be considered as passing. Students will have to create a working drawing with all Utility, Structural, Mechanical and Civil information and symbols. | FA2013 | Yes |

### Related Courses

- AE103 - Basic Blueprint Reading
  **Related Documents:**
  AE103_1980-10-21.pdf
  AE103_CourseGuide1980-10-21a.pdf

AE103_1SR_2009-03-18.pdf
AE103_CourseGuide_1980-10-21
AE103_CourseGuide_1980-10-21
AE103_1SR_2009-03-18.pdf

- AE121 - Technical Engineering Drawing I

**Related Documents:**
AE121_2NSR-2004-03-29.pdf
AE121_CourseGuide_1980-10-21.pdf
AE121_2NSR_2010-03-11.pdf

- AE122 - Technical Engineering Drawing II

**Related Documents:**
AE122_1980-10-28.pdf
AE122_2NSR_2004-03-29.pdf
AE122_2NSR_2010-03-11.pdf
AE122_CourseGuide_1980-10-21
AE122_CourseGuide_1980-10-21

- AE138 - Building Codes, Specifications & Construction Management

**Related Documents:**
AE138_1980-09-26.pdf
AE138_2NSR_2010-03-11.pdf
AE138_CourseGuide_1980-09-26
AE138_CourseGuide_1980-09-26

- AE150 - Computer Aided Design & Drafting(CADD) I

**Related Documents:**
AE150_2NSR_1994-04-14.pdf
AE150 1993-05-03.pdf
AE150_0Adopt_1993-05-03.pdf

- AE160 (reinstituted 2010) - Computer Aided Design & Drafting (CADD) II

**Related Documents:**
AE160 1994-03-13.pdf
AE160 Deletion Memo 1999-08-19.pdf
AE160_1SR_2010-05-10.pdf
AE160_5Reinstitute_2010-04-30.pdf

## Related Tasks

* **Task Name: DATA Collection**

**Task Description:** Collection and archiving of student test results and performance indicators, such as, tests and Lab Drawings and Prints

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Supply assistance for institutional learning outcomes.

### Computer Aided Design & Drafting (CADD) Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Prepare students to work in the construction industry as semi-skilled to skilled crafts people.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To prepare students to work in the construction industry as semi-skilled to skills crafts people.

## Related Course SLO

* AE103 - Basic Blueprint Reading: 2011-2012 Catalog SLO#1 - SLO#1 SP12-FA13:
  Upon successful completion of this course, students will be able to identify basic specifications and codes of various trades related industries.
* AE103 - Basic Blueprint Reading: 2012-2013 Catalog SLO#2 - SLO#2 FA2012-SP2013:
  Upon successful completion of this course, students will be able to recognize and sketch basic lines.
* AE103 - Basic Blueprint Reading: 2011-2012 Catalog SLO#3 - SLO#3 FA11-SP12:
  Upon successful completion of this course, students will be able to apply symbols, notes, and conventions to the creation of drawings and sketches.
* AE121 - Technical Engineering Drawing I: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate proper use of drafting instruments to draw existing plans.
* AE121 - Technical Engineering Drawing I: 2011-2012 Catalog SLO#2 - SLO#2 FA11-SP12:
  Upon successful completion of this course, students will be able to accurately measure existing drawings.
* AE121 - Technical Engineering Drawing I: 2011-2012 Catalog SLO#3 - SLO#3 FA11-SP12:
  Upon successful completion of this course, students will be able to describe basic components of a blueprint.
* AE122 - Technical Engineering Drawing II: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to prepare a partial working drawing.
* AE122 - Technical Engineering Drawing II: 2011-2012 Catalog SLO#2 - SLO#2 FA11-SP12:
  Upon successful completion of this course, students will be able to accurately depict different elevation views.
* AE122 - Technical Engineering Drawing II: 2011-2012 Catalog SLO#3 - SLO#3 FA11-SP12:
  Upon successful completion of this course, students will be able to draw plumbing components found in a typical house plan.
* AE138 - Building Codes, Specifications & Construction Management: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to explain local and national building codes and standards.
* AE138 - Building Codes, Specifications & Construction Management: 2011-2012 Catalog SLO#2 - SLO#2 FA11-SP12:
  Upon successful completion of this course, students will be able to identify the process for acquiring a building permit.
* AE138 - Building Codes, Specifications & Construction Management: 2012-2013 Catalog SLO#3 - SLO#3 FA2012-SP2013:
  Upon successful completion of this course, students will be able to explain the various agencies? functions in the permitting process.
* AE150 - Computer Aided Design & Drafting(CADD) I: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to produce line drawings using computer technology.
* AE150 - Computer Aided Design & Drafting(CADD) I: 2011-2012 Catalog SLO#2 - SLO#2 FA11-SP12:
  Upon successful completion of this course, students will be able to demonstrate and explain basic equipment components and terminology used in the Computer Aided Design & Drafting (CADD) career.
* AE150 - Computer Aided Design & Drafting(CADD) I: 2011-2012 Catalog SLO#3 - SLO#3 FA-SP:
  Upon successful completion of this course, students will be able to demonstrate basic proficiency using design software.
* AE160 (reinstituted 2010) - Computer Aided Design & Drafting (CADD) II: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to utilize a computer workstation to create a construction drawing set consisting of at least six sheets from a design.
* AE160 (reinstituted 2010) - Computer Aided Design & Drafting (CADD) II: 2011-2012 Catalog SLO#2 - SLO#2 FA11-SP12:
  Upon successful completion of this course, students will be able to compile information about a building from architectural and engineering reference materials and produce an appropriate document

that complies with building codes and save it in an electronic medium.

* AE160 (reinstituted 2010) - Computer Aided Design & Drafting (CADD) II: 2011-2012 Catalaoag SLO#3 - SLO#3 FA11-SP12:
  Upon successful completion of this course, students will be able to demonstrate intermediate two and three dimensional editing techniques.structural engineering, and other design fields.
* AE160 (reinstituted 2010) - Computer Aided Design & Drafting (CADD) II: 2011-2012 Catalog SLO#4 - SLO#4 FA11-SP12:
  Upon successful completion of this course, students will be able to demonstrate how to prepare two and three dimensional drawings for architecture, interior design, mechanical and structural engineering, and other design fields.

### Outcome Description: 2012-2013 Catalog SLO#2

SLO#2 SP2012-FA2013:
Upon successful completion of the Certificate in Computer Aided Design & Drafting program, students will be able to demonstrate basic skills needed to view, print, edit, and create variations of two and three dimensional electronic designs.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/12/2012
**End Date:** 10/14/2013
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** AutoCadd Taining and Certification
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** The expected results from the new plan will be increased enrollement, Faculty and program effectiveness and increased student success rates.
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Student will design, create and print a working drawing with field based competencies.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Activity audit<br>**Related Documents:**<br>Orthographic Projection Basics.pdf | All Student will have to provide working drawing with 90% accuracy. | FA2013 | Yes |

### Related Courses

- AE103 - Basic Blueprint Reading
  **Related Documents:**
  AE103_1980-10-21.pdf
  AE103_CourseGuide1980-10-21a.pdf
  AE103_1SR_2009-03-18.pdf
  AE103_CourseGuide_1980-10-21
  AE103_CourseGuide_1980-10-21
  AE103_1SR_2009-03-18.pdf
- AE121 - Technical Engineering Drawing I
  **Related Documents:**
  AE121_2NSR-2004-03-29.pdf
  AE121_CourseGuide_1980-10-21.pdf
  AE121_2NSR_2010-03-11.pdf

- AE122 - Technical Engineering Drawing II

  **Related Documents:**

  AE122_1980-10-28.pdf
  AE122_2NSR_2004-03-29.pdf
  AE122_2NSR_2010-03-11.pdf
  AE122_CourseGuide_1980-10-21
  AE122_CourseGuide_1980-10-21

- AE138 - Building Codes, Specifications & Construction Management

  **Related Documents:**

  AE138_1980-09-26.pdf
  AE138_2NSR_2010-03-11.pdf
  AE138_CourseGuide_1980-09-26
  AE138_CourseGuide_1980-09-26

- AE150 - Computer Aided Design & Drafting(CADD) I

  **Related Documents:**

  AE150_2NSR_1994-04-14.pdf
  AE150 1993-05-03.pdf
  AE150_0Adopt_1993-05-03.pdf

- AE160 (reinstituted 2010) - Computer Aided Design & Drafting (CADD) II

  **Related Documents:**

  AE160 1994-03-13.pdf
  AE160 Deletion Memo 1999-08-19.pdf
  AE160_1SR_2010-05-10.pdf
  AE160_5Reinstitute_2010-04-30.pdf

## Related Tasks

* **Task Name: administration, cataloguing and archiving of results**

  **Task Description:** Collection of student performance indicators and Final results.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Update board's professional development plan to provide for continuous education for board members.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Supply assistance for institutional learning outcomes.

### Computer Aided Design & Drafting (CADD) Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide students with a nationally recognized certification.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide students with nationally recognized certifications.

## Related Course SLO

* AE103 - Basic Blueprint Reading: 2012-2013 Catalog SLO#2 - SLO#2 FA2012-SP2013:
  Upon successful completion of this course, students will be able to recognize and sketch basic lines.
* AE103 - Basic Blueprint Reading: 2011-2012 Catalog SLO#3 - SLO#3 FA11-SP12:
  Upon successful completion of this course, students will be able to apply symbols, notes, and conventions to the creation of drawings and sketches.
* AE121 - Technical Engineering Drawing I: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate proper use of drafting instruments to draw existing plans.
* AE121 - Technical Engineering Drawing I: 2011-2012 Catalog SLO#2 - SLO#2 FA11-SP12:
  Upon successful completion of this course, students will be able to accurately measure existing drawings.
* AE121 - Technical Engineering Drawing I: 2011-2012 Catalog SLO#3 - SLO#3 FA11-SP12:
  Upon successful completion of this course, students will be able to describe basic components of a blueprint.
* AE122 - Technical Engineering Drawing II: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to prepare a partial working drawing.
* AE122 - Technical Engineering Drawing II: 2011-2012 Catalog SLO#2 - SLO#2 FA11-SP12:
  Upon successful completion of this course, students will be able to accurately depict different elevation views.
* AE122 - Technical Engineering Drawing II: 2011-2012 Catalog SLO#3 - SLO#3 FA11-SP12:
  Upon successful completion of this course, students will be able to draw plumbing components found in a typical house plan.
* AE138 - Building Codes, Specifications & Construction Management: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to explain local and national building codes and standards.
* AE138 - Building Codes, Specifications & Construction Management: 2011-2012 Catalog SLO#2 - SLO#2 FA11-SP12:
  Upon successful completion of this course, students will be able to identify the process for acquiring a building permit.
* AE138 - Building Codes, Specifications & Construction Management: 2012-2013 Catalog SLO#3 - SLO#3 FA2012-SP2013:
  Upon successful completion of this course, students will be able to explain the various agencies? functions in the permitting process.
* AE150 - Computer Aided Design & Drafting(CADD) I: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to produce line drawings using computer technology.
* AE150 - Computer Aided Design & Drafting(CADD) I: 2011-2012 Catalog SLO#2 - SLO#2 FA11-SP12:
  Upon successful completion of this course, students will be able to demonstrate and explain basic equipment components and terminology used in the Computer Aided Design & Drafting (CADD) career.
* AE150 - Computer Aided Design & Drafting(CADD) I: 2011-2012 Catalog SLO#3 - SLO#3 FA-SP:
  Upon successful completion of this course, students will be able to demonstrate basic proficiency using design software.
* AE160 (reinstituted 2010) - Computer Aided Design & Drafting (CADD) II: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to utilize a computer workstation to create a construction drawing set consisting of at least six sheets from a design.
* AE160 (reinstituted 2010) - Computer Aided Design & Drafting (CADD) II: 2011-2012 Catalog SLO#2 - SLO#2 FA11-SP12:
  Upon successful completion of this course, students will be able to compile information about a building from architectural and engineering reference materials and produce an appropriate document that complies with building codes and save it in an electronic medium.
* AE160 (reinstituted 2010) - Computer Aided Design & Drafting (CADD) II: 2011-2012 Catalaoag SLO#3 - SLO#3 FA11-SP12:
  Upon successful completion of this course, students will be able to demonstrate intermediate two and three dimensional editing techniques.structural engineering, and other design fields.
* AE160 (reinstituted 2010) - Computer Aided Design & Drafting (CADD) II: 2011-2012 Catalog SLO#4 - SLO#4 FA11-SP12:
  Upon successful completion of this course, students will be able to demonstrate how to prepare two and three dimensional drawings for architecture, interior design, mechanical and structural engineering, and other design fields.

## Outcome Description: 2012-2013 Catalog SLO#3

SLO#3 SP2012-FA2013:
Upon successful completion of the Certificate in Computer Aided Design & Drafting program, students will be able to develop a professional work ethic needed in the architectural engineering industry.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 03/12/2012
**End Date:** 10/14/2013
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** AutoCadd Training and Certfication
**Program SLO/AUO Plan reflects/incorporates:** ACCJC Standards
**Historical Assessment Perspective:** To ensure that all SLO's are being met
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will be required to take interpersonal relations courses as well as participate in group projects encouraging them to interact on a courteous and professional level with their peers. They will also have to attend class regularly on time.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:** Workshop/Conference/Training<br>**Related Documents:** Architectural Engineering.pdf | Students will be administered test to gauge their proficiency in the discipline and adhere to attendance policies. 80% of students enrolled will pass with a 75% or better | FA2013 | Yes |

### Related Courses

- AE103 - Basic Blueprint Reading
  **Related Documents:**
  AE103_1980-10-21.pdf
  AE103_CourseGuide1980-10-21a.pdf
  AE103_1SR_2009-03-18.pdf
  AE103_CourseGuide_1980-10-21
  AE103_CourseGuide_1980-10-21
  AE103_1SR_2009-03-18.pdf
- AE121 - Technical Engineering Drawing I
  **Related Documents:**
  AE121_2NSR-2004-03-29.pdf
  AE121_CourseGuide_1980-10-21.pdf
  AE121_2NSR_2010-03-11.pdf
- AE122 - Technical Engineering Drawing II
  **Related Documents:**
  AE122_1980-10-28.pdf
  AE122_2NSR_2004-03-29.pdf
  AE122_2NSR_2010-03-11.pdf
  AE122_CourseGuide_1980-10-21
  AE122_CourseGuide_1980-10-21

- AE138 - Building Codes, Specifications & Construction Management

  **Related Documents:**

  AE138_1980-09-26.pdf
  AE138_2NSR_2010-03-11.pdf
  AE138_CourseGuide_1980-09-26
  AE138_CourseGuide_1980-09-26

- AE150 - Computer Aided Design & Drafting(CADD) I

  **Related Documents:**

  AE150_2NSR_1994-04-14.pdf
  AE150 1993-05-03.pdf
  AE150_0Adopt_1993-05-03.pdf

- AE160 (reinstituted 2010) - Computer Aided Design & Drafting (CADD) II

  **Related Documents:**

  AE160 1994-03-13.pdf
  AE160 Deletion Memo 1999-08-19.pdf
  AE160_1SR_2010-05-10.pdf
  AE160_5Reinstitute_2010-04-30.pdf

## Related Tasks

* **Task Name: Foster proffessional Attitude**

  **Task Description:** Student will adapt a proffessional attitude based on workplace standards of employement

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Supply assistance for institutional learning outcomes.

### Computer Aided Design & Drafting (CADD) Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Provide courses for advancement and for personal enrichment.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013

PRG#3:
To provide courses for advancement and personal enrichment.

### Related Course SLO

* AE103 - Basic Blueprint Reading: 2012-2013 Catalog SLO#2 - SLO#2 FA2012-SP2013:
  Upon successful completion of this course, students will be able to recognize and sketch basic lines.
* AE103 - Basic Blueprint Reading: 2011-2012 Catalog SLO#3 - SLO#3 FA11-SP12:
  Upon successful completion of this course, students will be able to apply symbols, notes, and conventions to the creation of drawings and sketches.
* AE121 - Technical Engineering Drawing I: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate proper use of drafting instruments to draw existing plans.
* AE121 - Technical Engineering Drawing I: 2011-2012 Catalog SLO#2 - SLO#2 FA11-SP12:
  Upon successful completion of this course, students will be able to accurately measure existing drawings.
* AE121 - Technical Engineering Drawing I: 2011-2012 Catalog SLO#3 - SLO#3 FA11-SP12:
  Upon successful completion of this course, students will be able to describe basic components of a blueprint.
* AE122 - Technical Engineering Drawing II: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to prepare a partial working drawing.
* AE122 - Technical Engineering Drawing II: 2011-2012 Catalog SLO#2 - SLO#2 FA11-SP12:
  Upon successful completion of this course, students will be able to accurately depict different elevation views.
* AE122 - Technical Engineering Drawing II: 2011-2012 Catalog SLO#3 - SLO#3 FA11-SP12:
  Upon successful completion of this course, students will be able to draw plumbing components found in a typical house plan.
* AE138 - Building Codes, Specifications & Construction Management: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to explain local and national building codes and standards.
* AE138 - Building Codes, Specifications & Construction Management: 2011-2012 Catalog SLO#2 - SLO#2 FA11-SP12:
  Upon successful completion of this course, students will be able to identify the process for acquiring a building permit.
* AE138 - Building Codes, Specifications & Construction Management: 2012-2013 Catalog SLO#3 - SLO#3 FA2012-SP2013:
  Upon successful completion of this course, students will be able to explain the various agencies? functions in the permitting process.
* AE150 - Computer Aided Design & Drafting(CADD) I: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to produce line drawings using computer technology.
* AE150 - Computer Aided Design & Drafting(CADD) I: 2011-2012 Catalog SLO#2 - SLO#2 FA11-SP12:
  Upon successful completion of this course, students will be able to demonstrate and explain basic equipment components and terminology used in the Computer Aided Design & Drafting (CADD) career.
* AE150 - Computer Aided Design & Drafting(CADD) I: 2011-2012 Catalog SLO#3 - SLO#3 FA-SP:
  Upon successful completion of this course, students will be able to demonstrate basic proficiency using design software.
* AE160 (reinstituted 2010) - Computer Aided Design & Drafting (CADD) II: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to utilize a computer workstation to create a construction drawing set consisting of at least six sheets from a design.
* AE160 (reinstituted 2010) - Computer Aided Design & Drafting (CADD) II: 2011-2012 Catalog SLO#2 - SLO#2 FA11-SP12:
  Upon successful completion of this course, students will be able to compile information about a building from architectural and engineering reference materials and produce an appropriate document that complies with building codes and save it in an electronic medium.
* AE160 (reinstituted 2010) - Computer Aided Design & Drafting (CADD) II: 2011-2012 Catalaoag SLO#3 - SLO#3 FA11-SP12:
  Upon successful completion of this course, students will be able to demonstrate intermediate two and three dimensional editing techniques.structural engineering, and other design fields.
* AE160 (reinstituted 2010) - Computer Aided Design & Drafting (CADD) II: 2011-2012 Catalog SLO#4 - SLO#4 FA11-SP12:
  Upon successful completion of this course, students will be able to demonstrate how to prepare two and three dimensional drawings for architecture, interior design, mechanical and structural engineering, and other design fields.

## Computer Networking AS

**Mission Statement:** To prepare and have people in the industry trained and certified in computer repair, networking and telecommunication.

**Vision Statement:** To partner with the various government and private business by providing current certified courses for the computer repair, networking and telecommunication career fields.

### Outcome Description: AY05-06 CONFIGURE NETWORK SYSTEMS

Students will be able to install and configure Computer Network Systems.

**Start Date:** 03/31/2006
**End Date:** 03/31/2007

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Teacher evaluated & administered skill test will be used to evaluate student's performance.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test | 100% students will complete skill test with a score of 75% or better. | This activity takes place on a semester basis. | Yes |
| Teacher evaluated & administered skill test will be used to evaluate student's performance.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test | 100% students will complete skill test with a score of 75% or better. | This activity takes place on a semester basis. | Yes |

### Related Tasks

* **Task Name: ....**

### Related Items

#### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division remains an integral part of Guam's economic development through the offering of quality educational programs.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### Computer Networking AS

* Program/Unit Level - To prepare people in the industry to be trained and certified in networking.

### Related Course SLO

* EE112 (formerly EE105 & EE106) - Electronic Devices: Power Supply Circuit - SLO#1 FA10-SP12:
Upons successful completion of course students will be able to design and build a power supply circuit

## Outcome Description: AY07-08 SLO#1 CONFIGURE AND REPAIR NETWORK SYSTEMS

AY07-08 Students will be able to install, configure and repair Computer Network System.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/01/2007
**End Date:** 03/10/2009
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

**Means of Assessment**

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Teacher evaluated & administered skill test will be used to evaluate student's performance.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test | 100% students will complete skill test with a score of 80% or better. | This activity takes place on a semester basis. | Yes |

## Related Courses

- EE103 (formerly EE103A & EE103B) - Electricity I:  Direct Current Circuits

  **Related Documents:**

  EE103 Adoption 2004-03-08.pdf
  EE103 DC Circuits.pdf
  EE103 NS 2008-10-10.pdf
  EE103 SLO Mapping NSR 2008-10-10.pdf
  EE103.pdf
  EE103_CourseGuide.pdf
  EE103 2008-10-10 NSR
  EE103 Elec. I Direct Current Circuits A-2004-03-08
  EE103_2NSR_2008-10-10
  EE103_XMemo_2004-01-28
  EE103_0Adopt_2004-03-08
  EE104_1SR2_1991-07-29
  EE104_2NSR_2008-10-10

- EE104 (formerly EE104A & EE104B) - Electricity II - Alternating Current Circuits

  **Related Documents:**

  EE104_0Adopt_2004-03-08.pdf
  EE104 AC Electronics.pdf
  EE104 2008-10-10 NS.pdf
  EE104 SLO Mapping NSR 2008-10-10.pdf
  EE104_1SR1_1991-07-29.pdf
  EE104_2NSR_1998-05-21.pdf
  EE104_CourseGuide.pdf
  EE104_XMemo_2004-01-28.pdf
  EE104_2NSR_2014-03-27.pdf

- EE112 (formerly EE105 & EE106) - Electronic Devices

  **Related Documents:**

  EE112_0Adopt_2004-03-24.pdf
  EE112_2NSR_2008-10-10.pdf

- EE116 - Digital Technology

  **Related Documents:**

  EE116.pdf
  EE116_1SR_2009-04-21.pdf
  EE116S_CourseGuide.pdf
  EE116_2NSR_2008-10-10map.pdf

- EE243 - Fiber Optics Installation

  **Related Documents:**

  EE243_0Adopt_2000-05-17.pdf

EE243_1SR_2009-04-24.pdf
EE243_2NSR_2008-10-10map.pdf

- EE265 - Computer Networking I

**Related Documents:**
EE265_0Adopt_2002-02-06.pdf
EE265_1SR_SLO_2008-01-18.pdf
EE265_2NSR_2008-10-10.pdf
EE265_1SR_2008-01-18

- EE266 - Computer Networking II

**Related Documents:**
EE266_0Adopt_2002-03-07.pdf
EE266_1SR_SLO_2008-02-29.pdf
EE266_2NSR_2008-10-10map.pdf
EE266_1SR_2008-02-29
EE266_2NSR_2014-04-18.pdf

- EE267 - Computer Networking III

**Related Documents:**
EE267_0Adopt_2003-03-24.pdf
EE267_2NSR_2008-10-10.pdf
EE267__2NSR_2014-04-18.pdf

- EE268 - Computer Networking IV

**Related Documents:**
EE268_0Adopt_2003-03-24.pdf
EE268_2NSR_2008-10-10.pdf
EE268_2NSR_2014-04-18.pdf

## Related Tasks

* **Task Name: Implementation Status (SP08)**
**Network configuration and problem solving.**

**Task Description:** Configure Network - Students were given scenario to configure a network and after successful configuration, problems were inserted and students were required to solve them.

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division remains an integral part of Guam's economic development through the offering of quality educational programs.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Outcome Description: AY07-08 SLO#2 PASS THE LOCAL & NATIONAL CERTIFICATION TEST

AY07-08 Students will be able to pass Local & National Certification test in Computer repair & Networking Administration.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/01/2007
**End Date:** 03/10/2009

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** Yes
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Local and National test will be utilized to assess the successful completer of the program.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>National & International Certification Exam | 50% of students who completes the program will pass the certification exams;<br>(Electronics Technician Association with 80% score or higher). | This activity takes place on a semester basis. | Yes |

## Related Courses

- EE103 (formerly EE103A & EE103B) - Electricity I: Direct Current Circuits

  **Related Documents:**
  EE103 Adoption 2004-03-08.pdf
  EE103 DC Circuits.pdf
  EE103 NS 2008-10-10.pdf
  EE103 SLO Mapping NSR 2008-10-10.pdf
  EE103.pdf
  EE103_CourseGuide.pdf
  EE103 2008-10-10 NSR
  EE103 Elec. I Direct Current Circuits A-2004-03-08
  EE103_2NSR_2008-10-10
  EE103_XMemo_2004-01-28
  EE103_0Adopt_2004-03-08
  EE104_1SR2_1991-07-29
  EE104_2NSR_2008-10-10

- EE104 (formerly EE104A & EE104B) - Electricity II - Alternating Current Circuits

  **Related Documents:**
  EE104_0Adopt_2004-03-08.pdf
  EE104 AC Electronics.pdf
  EE104 2008-10-10 NS.pdf
  EE104 SLO Mapping NSR 2008-10-10.pdf
  EE104_1SR1_1991-07-29.pdf
  EE104_2NSR_1998-05-21.pdf
  EE104_CourseGuide.pdf
  EE104_XMemo_2004-01-28.pdf
  EE104_2NSR_2014-03-27.pdf

- EE112 (formerly EE105 & EE106) - Electronic Devices

  **Related Documents:**
  EE112_0Adopt_2004-03-24.pdf
  EE112_2NSR_2008-10-10.pdf

- EE116 - Digital Technology

  **Related Documents:**
  EE116.pdf

EE116_1SR_2009-04-21.pdf
EE116S_CourseGuide.pdf
EE116_2NSR_2008-10-10map.pdf

- EE243 - Fiber Optics Installation

**Related Documents:**

EE243_0Adopt_2000-05-17.pdf
EE243_1SR_2009-04-24.pdf
EE243_2NSR_2008-10-10map.pdf

- EE265 - Computer Networking I

**Related Documents:**

EE265_0Adopt_2002-02-06.pdf
EE265_1SR_SLO_2008-01-18.pdf
EE265_2NSR_2008-10-10.pdf
EE265_1SR_2008-01-18

- EE266 - Computer Networking II

**Related Documents:**

EE266_0Adopt_2002-03-07.pdf
EE266_1SR_SLO_2008-02-29.pdf
EE266_2NSR_2008-10-10map.pdf
EE266_1SR_2008-02-29
EE266_2NSR_2014-04-18.pdf

- EE267 - Computer Networking III

**Related Documents:**

EE267_0Adopt_2003-03-24.pdf
EE267_2NSR_2008-10-10.pdf
EE267__2NSR_2014-04-18.pdf

- EE268 - Computer Networking IV

**Related Documents:**

EE268_0Adopt_2003-03-24.pdf
EE268_2NSR_2008-10-10.pdf
EE268_2NSR_2014-04-18.pdf

## Related Tasks

* **Task Name: Implementation Status (SP08)**

**Electronics Technicians Association - CAT5 Wiring & Testing Certification Test and Fiber Optic Installer Certification Test.**

**Task Description:** CAT5 Wiring & Testing Certification Test - 44 students took the test, 38 passed and are certified technicians. Fiber Optic Installer Certification Test - 19 students took the test, 17 passed and are certified technicians.

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division remains an integral part of Guam's economic development through the offering of quality educational programs.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

**Outcome Description: AY07-08 SLO#3 PRODUCTIVE TECHNICIAN IN THE TELECOMMUNICATIONS INDUSTRY.**

AY07-08 Students will communicate the values of an effective and productive technician in the telecommunication industry.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/01/2007
**End Date:** 03/10/2009
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** Yes
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Exit survey will be conducted upon completion of the Program.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Exit Interviews/Survey | 85% of students will indicate that they will be effective & productive technicians.<br>Based on the rating scale in the Exit Survey, scale of 3-4, will indicate that students will be effective & productive technicians. | This activity takes place on a semester basis. | Yes |

**Related Tasks**

* **Task Name: Implementation Status (SP08)**
**Effective and Productive Technicians - Instructor administers skills test.**
**Task Description:** Fall 07 - 38 GTA employess are certified for CAT5 Wiring & Testing and 17 are certified for Fiber Installer. Employees from Dick Pacific, Citizens Bank and Kindo Electric are also certified for CAT5 Wiring & Testing and Fiber Installer. Employees from NAVCOMTELSTA took the Re-certification course to update their ETA certifications.

**Related Items**

**Guam Community College**

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

**Academic Affairs Division (AAD)**

* Division Level - The Academic Affairs Division remains an integral part of Guam's economic development through the offering of quality educational programs.

**ACCJC/WASC**

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

**Related Course SLO**

* EE103 (formerly EE103A & EE103B) - Electricity I: Direct Current Circuits: Proper Use of Equipment (SLO#1) - SLO#1 AY08-09:
Upon successful completion of the course students will be able to use basic hand tools and laboratory equipment properly.

**Outcome Description: CONFIGURE AND REPAIR NETWORK SYSTEMS**

SLO#1 FA2010-SP2012:
Students will be able to install, configure and repair Computer Network System.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** Yes

**National Certification:**

**Type of Industry National Certification:** CCENT, CCNA, CCNP

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** This SLO ties into ISMP goals #1 and #2

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Teacher evaluated & administered skill test will be used to evaluate student's performance.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test | 100% students will complete skill test with a score of 80% or better. | This activity takes place on a semester basis. | Yes |
| Teacher evaluated & administered skill test will be used to evaluate student's performance.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test | 100% students will complete skill test with a score of 80% or better. | This activity takes place on a semester basis. | Yes |
| Skills based exam administered by instructor. Hands on skills test created by Cisco Acdamey.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test | 70% of students will get an 80% or better. | At the end of the Semester. | Yes |

## Related Courses

- EE103 (formerly EE103A & EE103B) - Electricity I:  Direct Current Circuits

  **Related Documents:**

  EE103 Adoption 2004-03-08.pdf
  EE103 DC Circuits.pdf
  EE103 NS 2008-10-10.pdf
  EE103 SLO Mapping NSR 2008-10-10.pdf
  EE103.pdf
  EE103_CourseGuide.pdf
  EE103 2008-10-10 NSR
  EE103 Elec. I Direct Current Circuits A-2004-03-08
  EE103_2NSR_2008-10-10
  EE103_XMemo_2004-01-28
  EE103_0Adopt_2004-03-08
  EE104_1SR2_1991-07-29
  EE104_2NSR_2008-10-10

- EE104 (formerly EE104A & EE104B) - Electricity II - Alternating Current Circuits

  **Related Documents:**

  EE104_0Adopt_2004-03-08.pdf
  EE104 AC Electronics.pdf
  EE104 2008-10-10 NS.pdf
  EE104 SLO Mapping NSR 2008-10-10.pdf
  EE104_1SR1_1991-07-29.pdf
  EE104_2NSR_1998-05-21.pdf
  EE104_CourseGuide.pdf

EE104_XMemo_2004-01-28.pdf
EE104_2NSR_2014-03-27.pdf

- EE112 (formerly EE105 & EE106) - Electronic Devices

**Related Documents:**
EE112_0Adopt_2004-03-24.pdf
EE112_2NSR_2008-10-10.pdf

- EE116 - Digital Technology

**Related Documents:**
EE116.pdf
EE116_1SR_2009-04-21.pdf
EE116S_CourseGuide.pdf
EE116_2NSR_2008-10-10map.pdf

- EE243 - Fiber Optics Installation

**Related Documents:**
EE243_0Adopt_2000-05-17.pdf
EE243_1SR_2009-04-24.pdf
EE243_2NSR_2008-10-10map.pdf

- EE265 - Computer Networking I

**Related Documents:**
EE265_0Adopt_2002-02-06.pdf
EE265_1SR_SLO_2008-01-18.pdf
EE265_2NSR_2008-10-10.pdf
EE265_1SR_2008-01-18

- EE266 - Computer Networking II

**Related Documents:**
EE266_0Adopt_2002-03-07.pdf
EE266_1SR_SLO_2008-02-29.pdf
EE266_2NSR_2008-10-10map.pdf
EE266_1SR_2008-02-29
EE266_2NSR_2014-04-18.pdf

- EE267 - Computer Networking III

**Related Documents:**
EE267_0Adopt_2003-03-24.pdf
EE267_2NSR_2008-10-10.pdf
EE267__2NSR_2014-04-18.pdf

- EE268 - Computer Networking IV

**Related Documents:**
EE268_0Adopt_2003-03-24.pdf
EE268_2NSR_2008-10-10.pdf
EE268_2NSR_2014-04-18.pdf

## Related Tasks

* **Task Name: Network configuration and problem solving.**

**Task Description:** Configure Network - Students were given scenario to configure a network and after successful configuration, problems were inserted and students were required to solve them.

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes.

### Computer Networking AS

* Program/Unit Level - To prepare people in the industry to be trained and certified in computer repair.
* Program/Unit Level - To prepare people in the industry to be trained and certified in networking.
* Program/Unit Level - To prepare people in the industry to be trained and certified in telecommunications.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Increase student completion in the Computer Networking program.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To meet the needs of the community.

## Related Course SLO

* EE104 (formerly EE104A & EE104B) - Electricity II - Alternating Current Circuits: Alternating Current Circuits - SLO#1 FA10-SP12:
  Upon successful completion of the course student will be able to construct and troubleshoot and make fully functional Alternating Current Circuits, which are simple combination of resistance, inductance, and capacitance.
* EE112 (formerly EE105 & EE106) - Electronic Devices: Power Supply Circuit - SLO#1 FA10-SP12:
  Upons successful completion of course students will be able to design and build a power supply circuit

* EE112 (formerly EE105 & EE106) - Electronic Devices: Design Analyze & Troubleshoot_1 - SLO#2 FA10-SP12:
  Upon successful completionof course students will be able to design, analyze and troubleshoot various diode circuits.

* EE242 - Principles of Voice and Data Cabling: SLO# 1 - Upon successful completion of the course, student will be able to do hands on training to install wire cable on cable tray.
* EE265 - Computer Networking I: SLO#2 DESIGN, CALCULATE & APPLY SUBNET MASKS - SLO#2 FA10-SP12:
  Upon successful completion of course, student will be able to design, calculate, and apply subnet masks and addresses to fulfill given requirements.

* EE266 - Computer Networking II: Cisco IOS Devices - SLO#1 FA10-SP12:
Upon successful completion of the course student will be able to install, configure, and troubleshoot Cisco IOS devices for Internet and server connectivity.

## Outcome Description: PASS THE LOCAL & NATIONAL CERTIFICATION TEST

SLO#2 FA2010-SP2012:
Students will be able to pass Local & National Certification test in Computer Repair & Networking Administration.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** Computer Repair & Networking Administration
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** SLO' reflects ISMP goals #1,#2 and #4.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Local and National test will be utilized to assess the successful completer of the program.<br>Electronics Technician Association (DCI Data Cabling Installer) Certification<br>Electronics Technician Association (FOI Fiber Optic Installer) Certification<br>Cisco Networikng Academy (IT I & II) final exams<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>National & International Certification Exam | 50% of students who completes the program will pass the certification exams;<br>(Electronics Technician Association with 80% score or higher). | This activity takes place on a semester basis. | Yes |
| Local and National test will be utilized to assess the successful completer of the program.<br>Electronics Technician Association (DCI Data Cabling Installer) Certification<br>Electronics Technician Association (FOI Fiber Optic Installer) Certification<br>Cisco Networikng Academy (IT I & II) final exams<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>National & International Certification Exam | 50% of students who completes the program will pass the certification exams;<br>(Electronics Technician Association with 80% score or higher). | This activity takes place on a semester basis. | Yes |

## Related Courses

- EE103 (formerly EE103A & EE103B) - Electricity I: Direct Current Circuits

**Related Documents:**
EE103 Adoption 2004-03-08.pdf
EE103 DC Circuits.pdf
EE103 NS 2008-10-10.pdf
EE103 SLO Mapping NSR 2008-10-10.pdf
EE103.pdf
EE103_CourseGuide.pdf
EE103 2008-10-10 NSR
EE103 Elec. I Direct Current Circuits A-2004-03-08
EE103_2NSR_2008-10-10
EE103_XMemo_2004-01-28
EE103_0Adopt_2004-03-08
EE104_1SR2_1991-07-29

EE104_2NSR_2008-10-10

- EE104 (formerly EE104A & EE104B) - Electricity II - Alternating Current Circuits

**Related Documents:**

EE104_0Adopt_2004-03-08.pdf
EE104 AC Electronics.pdf
EE104 2008-10-10 NS.pdf
EE104 SLO Mapping NSR 2008-10-10.pdf
EE104_1SR1_1991-07-29.pdf
EE104_2NSR_1998-05-21.pdf
EE104_CourseGuide.pdf
EE104_XMemo_2004-01-28.pdf
EE104_2NSR_2014-03-27.pdf

- EE112 (formerly EE105 & EE106) - Electronic Devices

**Related Documents:**

EE112_0Adopt_2004-03-24.pdf
EE112_2NSR_2008-10-10.pdf

- EE116 - Digital Technology

**Related Documents:**

EE116.pdf
EE116_1SR_2009-04-21.pdf
EE116S_CourseGuide.pdf
EE116_2NSR_2008-10-10map.pdf

- EE243 - Fiber Optics Installation

**Related Documents:**

EE243_0Adopt_2000-05-17.pdf
EE243_1SR_2009-04-24.pdf
EE243_2NSR_2008-10-10map.pdf

- EE265 - Computer Networking I

**Related Documents:**

EE265_0Adopt_2002-02-06.pdf
EE265_1SR_SLO_2008-01-18.pdf
EE265_2NSR_2008-10-10.pdf
EE265_1SR_2008-01-18

- EE266 - Computer Networking II

**Related Documents:**

EE266_0Adopt_2002-03-07.pdf
EE266_1SR_SLO_2008-02-29.pdf
EE266_2NSR_2008-10-10map.pdf
EE266_1SR_2008-02-29
EE266_2NSR_2014-04-18.pdf

- EE267 - Computer Networking III

**Related Documents:**

EE267_0Adopt_2003-03-24.pdf
EE267_2NSR_2008-10-10.pdf
EE267__2NSR_2014-04-18.pdf

- EE268 - Computer Networking IV

**Related Documents:**

EE268_0Adopt_2003-03-24.pdf
EE268_2NSR_2008-10-10.pdf
EE268_2NSR_2014-04-18.pdf

## Related Tasks

* **Task Name: Implementation Status (SP08)Electronics Technicians Association - CAT5 Wiring & Testing Certification Test and Fiber Optic Installer Certification Test.**

**Task Description:** CAT5 Wiring & Testing Certification Test - 44 students took the test, 38 passed and are certified technicians. Fiber Optic Installer Certification Test - 19 students took the test, 17 passed and are certified technicians.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.
* 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)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.
* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes.

### Computer Networking AS

* Program/Unit Level - To prepare people in the  industry to be trained and certified in computer repair.
* Program/Unit Level - To prepare people in the industry to be trained and certified in networking.
* Program/Unit Level - To prepare people in the industry to be trained and certified in telecommunications.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Increase student retention in the Computer Networking program.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To meet the needs of the community.

## Related Course SLO

* EE215 - IT Essentials II: LINUX & WINDOWS 2000 SYSTEMS - SLO #3 FA10-SP12:
  Upon completion of the course, students will be able to differentiate between the Linux and Windows 2000 network operating systems.
* EE243 - Fiber Optics Installation: Fiber Optic Installation - SLO#1  FA10-SP12:
  Upon successful completion of the course student will be able to install, terminate, and splice fiber optic cable.
* EE243 - Fiber Optics Installation: Repair Fiber Optic Cable - SLO#2  FA10-SP12:
  Upon successful completion of the course, student will be able to troubleshoot and repair fiber optic cable.

## Outcome Description: PRODUCTIVE TECHNICIAN IN THE TELECOMMUNICATIONS INDUSTRY.

SLO#3  FA2010-SP2012:
Students will communicate the values of an effective and productive technician in the telecommunication industry.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** This SLO ties into ISMP goal #1

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Exit survey will be conducted upon completion of the Program.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Exit Interviews/Survey | 85% of students will indicate that they will be effective & productive technicians.<br>Based on the rating scale in the Exit Survey, scale of 3-4, will indicate that students will be effective & productive technicians. | This activity takes place on a semester basis. | Yes |
| Exit survey will be conducted upon completion of the Program.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Exit Interviews/Survey | 85% of students will indicate that they will be effective & productive technicians.<br>Based on the rating scale in the Exit Survey, scale of 3-4, will indicate that students will be effective & productive technicians. | This activity takes place on a semester basis. | Yes |

## Related Courses

- EE242  - Principles of Voice and Data Cabling

**Related Documents:**
EE242_0_Adopt_2009-03-18.pdf

EE242_2NSR_2009-05-20.pdf

- EE243 - Fiber Optics Installation

**Related Documents:**

EE243_0Adopt_2000-05-17.pdf
EE243_1SR_2009-04-24.pdf
EE243_2NSR_2008-10-10map.pdf

## Related Tasks

* **Task Name: Implementation Status (SP08)Effective and Productive Technicians - Instructor administers skills test.**

**Task Description:** Fall 07 - 38 GTA employess are certified for CAT5 Wiring & Testing and 17 are certified for Fiber Installer. Employees from Dick Pacific, Citizens Bank and Kindo Electric are also certified for CAT5 Wiring & Testing and Fiber Installer. Employees from NAVCOMTELSTA took the Re-certification course to update their ETA certifications.

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.

### Computer Networking AS

* Program/Unit Level - To prepare people in the industry to be trained and certified in networking.
* Program/Unit Level - To prepare people in the industry to be trained and certified in telecommunications.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Increase student completion in the Computer Networking program.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To meet the needs of the community.

## Related Course SLO

* EE104 (formerly EE104A & EE104B) - Electricity II - Alternating Current Circuits: Alternating Current Circuits - SLO#1 FA10-SP12:
  Upon successful completion of the course student will be able to construct and troubleshoot and make fully functional Alternating Current Circuits, which are simple combination of resistance,

inductance, and capacitance.

* EE243 - Fiber Optics Installation: Fiber Optic Installation - SLO#1 FA10-SP12:
  Upon successful completion of the course student will be able to install, terminate, and splice fiber optic cable.
* EE243 - Fiber Optics Installation: Repair Fiber Optic Cable - SLO#2 FA10-SP12:
  Upon successful completion of the course, student will be able to troubleshoot and repair fiber optic cable.

### Outcome Description: 2011-2012 Catalog SLO#3

SLO#3 FA12-SP13:
Upon successful completion of the AS in Computer Networking program, students will be able to communicate the values of an effective and productive technician in the telecommunications and computer networking industry.

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Exit survey will be conducted upon completion of the Program.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Exit Interviews/Survey | 85% of students will indicate that they will be effective & productive technicians.<br>Based on the rating scale in the Exit Survey, scale of 3-4, will indicate that students will be effective & productive technicians. | This activity takes place on a semester basis. | Yes |

### Outcome Description: CONFIGURE AND REPAIR NETWORK SYSTEMS_1

SLO#1 FA12-SP14:
Students will be able to install, configure and repair Computer Network System.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment** This SLO is connected to ISMP Goals 1 and 2.
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Teacher evaluated & administered skill test will be used to evaluate student's performance.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test | 100% students will complete skill test with a score of 75% or better. | This activity takes place on a semester basis. | Yes |

## Related Courses

- EE103 (formerly EE103A & EE103B) - Electricity I:  Direct Current Circuits

  **Related Documents:**

  EE103 Adoption 2004-03-08.pdf
  EE103 DC Circuits.pdf
  EE103 NS 2008-10-10.pdf
  EE103 SLO Mapping NSR 2008-10-10.pdf
  EE103.pdf
  EE103_CourseGuide.pdf
  EE103 2008-10-10 NSR
  EE103 Elec. I Direct Current Circuits A-2004-03-08
  EE103_2NSR_2008-10-10
  EE103_XMemo_2004-01-28
  EE103_0Adopt_2004-03-08
  EE104_1SR2_1991-07-29
  EE104_2NSR_2008-10-10

- EE104 (formerly EE104A & EE104B) - Electricity II - Alternating Current Circuits

  **Related Documents:**

  EE104_0Adopt_2004-03-08.pdf
  EE104 AC Electronics.pdf
  EE104 2008-10-10 NS.pdf
  EE104 SLO Mapping NSR 2008-10-10.pdf
  EE104_1SR1_1991-07-29.pdf
  EE104_2NSR_1998-05-21.pdf
  EE104_CourseGuide.pdf
  EE104_XMemo_2004-01-28.pdf
  EE104_2NSR_2014-03-27.pdf

- EE112 (formerly EE105 & EE106) - Electronic Devices

  **Related Documents:**

  EE112_0Adopt_2004-03-24.pdf
  EE112_2NSR_2008-10-10.pdf

- EE116 - Digital Technology

  **Related Documents:**

  EE116.pdf
  EE116_1SR_2009-04-21.pdf
  EE116S_CourseGuide.pdf
  EE116_2NSR_2008-10-10map.pdf

- EE242  - Principles of Voice and Data Cabling

  **Related Documents:**

  EE242_0_Adopt_2009-03-18.pdf
  EE242_2NSR_2009-05-20.pdf

- EE243 - Fiber Optics Installation

  **Related Documents:**

  EE243_0Adopt_2000-05-17.pdf
  EE243_1SR_2009-04-24.pdf
  EE243_2NSR_2008-10-10map.pdf

- EE265 - Computer Networking I

**Related Documents:**

EE265_0Adopt_2002-02-06.pdf
EE265_1SR_SLO_2008-01-18.pdf
EE265_2NSR_2008-10-10.pdf
EE265_1SR_2008-01-18

- EE266 - Computer Networking II

**Related Documents:**

EE266_0Adopt_2002-03-07.pdf
EE266_1SR_SLO_2008-02-29.pdf
EE266_2NSR_2008-10-10map.pdf
EE266_1SR_2008-02-29
EE266_2NSR_2014-04-18.pdf

## Related Tasks

* **Task Name: Network configuration and problem solving.**

**Task Description:** Configure Network - Students were given scenario to configure a network and after successful configuration, problems were inserted and students were required to solve them.

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To provide support for institutional learning outcomes.

### Computer Networking AS

* Program/Unit Level - To prepare people in the  industry to be trained and certified in computer repair.
* Program/Unit Level - To prepare people in the industry to be trained and certified in networking.
* Program/Unit Level - To prepare people in the industry to be trained and certified in telecommunications.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To increase student retention and completion Computer Networking Program.

## Related Course SLO

* EE103 (formerly EE103A & EE103B) - Electricity I:  Direct Current Circuits: 2012-2013 Acalog SLO#3 - SLO#3 FA12-SP14:
  Upon successful completion of this course, students will be able to describe and apply Ohm?s law formulas in solving electronic and electrical problems.
* EE104 (formerly EE104A & EE104B) - Electricity II - Alternating Current Circuits: 2012-2013 Acalog SLO#5 - SLO#5  FA12-SP14:
  Upon successful completion of this course, students will be able to perform laboratory experiments in alternating current circuits.
* EE112 (formerly EE105 & EE106) - Electronic Devices: 2013-2014 Acalog SLO#1 - SLO#1  FA12-SP14:
  Upon successful completion of this course, students will be able to design a power supply circuit.
* EE275 - Advance Network Professional III: SLO#1 - Upon successful completion of this course, the student will  be able to implement high availability technologies and techniques using multilayer switches in a campus environment.

## Outcome Description: PASS THE LOCAL & NATIONAL CERTIFICATION TEST_1

SLO#2  FA2012-SP2014:
Students will be able to pass Local & National Certification test in Computer Repair & Networking Administration.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** .
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** Tied into ISMP Goals 1 and 2.
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Local and National test will be utilized to assess the successful completer of the program.<br>Electronics Technician Association (DCI Data Cabling Installer) Certification<br>Electronics Technician Association (FOI Fiber Optic Installer) Certification<br>Cisco Networikng Academy (IT I & II) final exams<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>National & International Certification Exam | 50% of students who completes the program will pass the certification exams;<br>(Electronics Technician Association with 80% score or higher). | This activity takes place on a semester basis. | Yes |

## Related Courses

- EE211 - IT Essentials I

**Related Documents:**
EE211_0Adopt_2007-05-18.pdf
EE211_0Adopt_2008-07-02.pdf
EE211_2NSR_2008-10-10map.pdf
EE211_2NSR_2008-10-10
EE211_1SR_2011-01-07.pdf

- EE215 - IT Essentials II

  **Related Documents:**

  EE215_0Adopt_2007-05-10.pdf
  EE215_2NSR_2008-10-10.pdf
  EE215_2NSR_2008-10-10map
  EE215_1SR_2011-01-07.pdf

- EE242 - Principles of Voice and Data Cabling

  **Related Documents:**

  EE242_0_Adopt_2009-03-18.pdf
  EE242_2NSR_2009-05-20.pdf

- EE243 - Fiber Optics Installation

  **Related Documents:**

  EE243_0Adopt_2000-05-17.pdf
  EE243_1SR_2009-04-24.pdf
  EE243_2NSR_2008-10-10map.pdf

- EE265 - Computer Networking I

  **Related Documents:**

  EE265_0Adopt_2002-02-06.pdf
  EE265_1SR_SLO_2008-01-18.pdf
  EE265_2NSR_2008-10-10.pdf
  EE265_1SR_2008-01-18

- EE266 - Computer Networking II

  **Related Documents:**

  EE266_0Adopt_2002-03-07.pdf
  EE266_1SR_SLO_2008-02-29.pdf
  EE266_2NSR_2008-10-10map.pdf
  EE266_1SR_2008-02-29
  EE266_2NSR_2014-04-18.pdf

## Related Tasks

* **Task Name: Implementation Status (SP08)Electronics Technicians Association - CAT5 Wiring & Testing Certification Test and Fiber Optic Installer Certification Test.**

  **Task Description:** CAT5 Wiring & Testing Certification Test - 44 students took the test, 38 passed and are certified technicians. Fiber Optic Installer Certification Test - 19 students took the test, 17 passed and are certified technicians.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1

Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To provide support for institutional learning outcomes.

### Computer Networking AS

* Program/Unit Level - To prepare people in the  industry to be trained and certified in computer repair.
* Program/Unit Level - To prepare people in the industry to be trained and certified in networking.
* Program/Unit Level - To prepare people in the industry to be trained and certified in telecommunications.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To meet the needs of the Community.

## Related Course SLO

* EE103 (formerly EE103A & EE103B) - Electricity I:  Direct Current Circuits: 2012-2013 Acalog SLO#3 - SLO#3 FA12-SP14:
  Upon successful completion of this course, students will be able to describe and apply Ohm?s law formulas in solving electronic and electrical problems.
* EE104 (formerly EE104A & EE104B) - Electricity II - Alternating Current Circuits: 2012-2013 Acalog SLO#5 - SLO#5  FA12-SP14:
  Upon successful completion of this course, students will be able to perform laboratory experiments in alternating current circuits.
* EE242  - Principles of Voice and Data Cabling: SLO# 1 - Upon successful completion of the course, student will be able to do hands on training to install wire cable on cable tray.
* EE266 - Computer Networking II: Cisco IOS Devices_1 - SLO#1  FA10-SP12:
  Upon successful completion of the course student will be able to install, configure, and troubleshoot Cisco IOS devices for Internet and server connectivity.
* EE271 - Advance Network Professional I: SLO#1 - SLO#1
  Upon successful completion of the course, student will be able to Implement EIGRP and OSPF in an enterprise network

## Outcome Description: PRODUCTIVE TECHNICIAN IN THE TELECOMMUNICATIONS INDUSTRY._1_1

SLO#3  FA2012-SP2014:
Students will communicate the values of an effective and productive technician in the telecommunication industry.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** .
**Historical Assessment Perspective:** .

**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Exit survey will be conducted upon completion of the Program.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Exit Interviews/Survey | 85% of students will indicate that they will be effective & productive technicians.<br>Based on the rating scale in the Exit Survey, scale of 3-4, will indicate that students will be effective & productive technicians. | This activity takes place on a semester basis. | Yes |

## Related Courses

- EE112 (formerly EE105 & EE106) - Electronic Devices
  **Related Documents:**
  EE112_0Adopt_2004-03-24.pdf
  EE112_2NSR_2008-10-10.pdf
- EE116 - Digital Technology
  **Related Documents:**
  EE116.pdf
  EE116_1SR_2009-04-21.pdf
  EE116S_CourseGuide.pdf
  EE116_2NSR_2008-10-10map.pdf
- EE211 - IT Essentials I
  **Related Documents:**
  EE211_0Adopt_2007-05-18.pdf
  EE211_0Adopt_2008-07-02.pdf
  EE211_2NSR_2008-10-10map.pdf
  EE211_2NSR_2008-10-10
  EE211_1SR_2011-01-07.pdf
- EE215 - IT Essentials II
  **Related Documents:**
  EE215_0Adopt_2007-05-10.pdf
  EE215_2NSR_2008-10-10.pdf
  EE215_2NSR_2008-10-10map
  EE215_1SR_2011-01-07.pdf
- EE242 - Principles of Voice and Data Cabling
  **Related Documents:**
  EE242_0_Adopt_2009-03-18.pdf
  EE242_2NSR_2009-05-20.pdf
- EE243 - Fiber Optics Installation
  **Related Documents:**
  EE243_0Adopt_2000-05-17.pdf
  EE243_1SR_2009-04-24.pdf
  EE243_2NSR_2008-10-10map.pdf
- EE265 - Computer Networking I
  **Related Documents:**
  EE265_0Adopt_2002-02-06.pdf
  EE265_1SR_SLO_2008-01-18.pdf

EE265_2NSR_2008-10-10.pdf
EE265_1SR_2008-01-18

- EE266 - Computer Networking II

**Related Documents:**

EE266_0Adopt_2002-03-07.pdf
EE266_1SR_SLO_2008-02-29.pdf
EE266_2NSR_2008-10-10map.pdf
EE266_1SR_2008-02-29
EE266_2NSR_2014-04-18.pdf

## Related Tasks

* **Task Name: Implementation Status (SP08)Effective and Productive Technicians - Instructor administers skills test.**

**Task Description:** Fall 07 - 38 GTA employess are certified for CAT5 Wiring & Testing and 17 are certified for Fiber Installer. Employees from Dick Pacific, Citizens Bank and Kindo Electric are also certified for CAT5 Wiring & Testing and Fiber Installer. Employees from NAVCOMTELSTA took the Re-certification course to update their ETA certifications.

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide adequate support of program growth.

### Computer Networking AS

* Program/Unit Level - To prepare people in the industry to be trained and certified in networking.
* Program/Unit Level - To prepare people in the industry to be trained and certified in telecommunications.

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#3:
To meet the needs of the Community.

## Computer Science AS & Certificate

**Mission Statement:** The mission of the Computer Science Program is to provide the students with foundational knowledge and skills to enter the workforce and to advance as technology changes.

**Vision Statement:** The program envisions to produce computer science graduates who are knowledgeable and skillful in the workforce in Guam community and the region.

### Outcome Description: Computer Science Core

SLO#1 FA2010-SP2012:
Upon completion of this program, students will be able to demonstrate a solid foundation in the core areas of computer science, and knowledge of advanced topics studied in appropriate elective courses.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will be able to complete course projects.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects | 90% of students will score at least an 80% on a Skills Checklist. | Instructor-selected chapters. | Yes |
| Students will be able to complete course projects.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects | 90% of students will score at least an 80% on a Skills Checklist. | Instructor-selected chapters. | Yes |

### Related Courses

- CS102 - Computer Operations
  **Related Documents:**
  CS102_1980-10-27.pdf
  CS102_PS Program.pdf
  CS102_2NSR_2008-10-29map.pdf
  CS102_CourseGuide_1980-10-27
  CS102_SR_AY1415-FINAL_2014-04-18_Acalog.pdf
- CS103 - RPG
  **Related Documents:**
  CS103_1980-10-27.pdf
  CS103_1SR_2010-04-21.pdf
  CS103_2NSR_2008-10-29map.pdf
  CS103_CourseGuide_1980-10-27
- CS104 - Visual Basic Programming
  **Related Documents:**
  CS104_1SR_2003-04-22.pdf

CS104_2NSR_1992-11-27.pdf
CS104_2NSR_2008-10-29map.pdf
CS104_1SR_2012-01-24.pdf

- CS204 - C++ Programming

**Related Documents:**
CS204_1995-01-22.pdf
CS204_0Adopt_1995-06-22.pdf
CS204_4DeletCS105_2004-02-09.pdf
CS204_2NSR_2008-10-29map.pdf
CS204_1SR_2015-04-01.pdf

## Related Tasks

* **Task Name: Computer Science Core**
  **Task Description:** Artifacts will be collected by instructor assigned to teach the course.
* **Task Name: Faculty who teaches the course**

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.

### Computer Science AS & Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Meet the needs of the community.

## Related Course SLO

* CS101 - Introduction to Computer Systems & Information Technology: Computer Hardware & Software Concepts - SLO#1 FA2010-SP2012:
  Upon successful completion of this course, students will be able to demonstrate knowledge of computer hardware and software concepts.
* CS101 - Introduction to Computer Systems & Information Technology: Navigation around a computer - SLO#2 FA2010-SP2012:
  Upon successful completion of this course, students will be able to apply computer skills to navigate around a computer, choose the proper application software to produce a desired result and access information on the World Wide Web.
* CS101 - Introduction to Computer Systems & Information Technology: SLO # 2 Computers in Society - SLO#2 FA15-SP17:
  Upon successful completion of this course, students will be able to state the social and ethical implications of computers in business and society.
* CS102 - Computer Operations: Single & Multi User Operating Systems - SLO#1 FA2010-SP2012:
  Upon successful completion of this course, students will be able to contrast single user and multi-user operating systems.
* CS102 - Computer Operations: Use System Utilities - SLO#2 FA10-SP12:
  Upon successful completion of this course, students will be able to use system utilities at the basic level on AS/400.
* CS102 - Computer Operations: Create a Simple Menu System - SLO#3 FA10-SP12:

Upon successful completion of this course, students will be able to create a simple menu system using Command Language (CL) program and Screen Design Aid (SDA).

* CS102 - Computer Operations: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
  Upon successful completion of this course, students will be able to contract single user and multi-user operating systems.
* CS103 - RPG: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014::
  Upon successful completion of this course, students will be able to comprehend basic syntax and command structure of RPG.
* CS104 - Visual Basic Programming: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
  Describe basic syntax and command structure of Visual Basic Programming.
* CS110 - Introduction to Internet: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to use the Internet to communicate, collaborate and retrieve information.
* CS110 - Introduction to Internet: 2012-2013 Acalog SLO#3 - SLO#3 FA-SP:
  Upon successful completion of this course, students will be able to plan, design and publish a Web site.
* CS110 - Introduction to Internet: Social and Ethical Implications of Computer Use - SLO#2: FA10-SP12
  Upon successful completion of this course, students will be able to identify positive social and ethical behaviors when using technology and the consequences of misuse.
* CS110 - Introduction to Internet: Web Site Design - SLO#3: FA10-SP12
  Upon successful completion of this course, students will be able to plan, design and publish a Web site.
* CS110 - Introduction to Internet: Internet Use - Upon successful completion of this course, students will be able to use the Internet to communicate, collaborate and retrieve information.
* CS112 - Introduction to Linux: 2012-2013 Acalog SLO#1 - SLO#1:
  Upon successful completion of this course, students will be able to identify practical differences between Windows and Linux operating systems.
* CS151 (formerly CS150) - Windows Applications: Create Spreadsheet and Chart - SLO#2 FA2010-SP2012:
  Upon successful completion of this course, students will be able to create spreadsheets and charts to solve problems that involve numeric data using Microsoft Excel.
* CS151 (formerly CS150) - Windows Applications: Create Professional Presentations - SLO#4 FA10-SP12:
  Upon successful completion of this course, students will be able to create, edit, and format professional presentations using Microsoft PowerPoint.
* CS151 (formerly CS150) - Windows Applications: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:

  Create, edit, format and print documents using Microsoft Word.
* CS151 (formerly CS150) - Windows Applications: 2012-2013 Acalog SLO#2 - SLO#2 FA2012-SP2014:
  Create spreadsheets and charts to solve problems that involve numeric data using Microsoft Excel.
* CS151 (formerly CS150) - Windows Applications: 2012-2013 Acalog SLO#3 - SLO#3 FA2012 - SP2014:
  Create databases to store, retrieve, analyze and print information using Microsoft Access.
* CS203 - Systems Analysis & Design: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014::
  Upon successful completion of this course, students will be able to investigate the initial system request.
* CS203 - Systems Analysis & Design: 2012-2013 Acalog SLO#2 - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to analyze various aspects of the system request, and produce system requirement documents.
* CS203 - Systems Analysis & Design: 2012-2013 Acalog SLO#3 - SLO#3 FA-SP:
  Upon successful completion of this course, students will be able to design the solution to meet the system requirement documents (virtual solution).
* CS203 - Systems Analysis & Design: Investigate System Request - SLO#1 FA2010-SP2012:
  Upon successful completion of this course, students will be able to investigate the initial system request.
* CS204 - C++ Programming: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014::
  Upon successful completion of this course, students will be able to comprehend basic syntax and command structure of C Language.
* CS205 - Network Communications: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to identify the hardware and software components of a local area network.
* CS205 - Network Communications: Identify Hardware and Software Compoents - SLO#1 FA2010-SP2012:
  Upon successful completion of this course, students will be able to identify the hardware and software components of a local area network.
* CS205 - Network Communications: Describe LAN Topologies - SLO#2 FA10-SP12:
  Upon successful completion of this course, students will be able to describe various LAN topologies and communications standards.
* CS206 - Java I: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
  Identify basic syntax and command structure in Java.
* CS240 - Microsoft Office Access 2010: Improve Queries, Forms, and Reports - SLO#2 FA2010-SP2012:
  Upon successful completion of this course, students will be able to improve queries, forms, and reports.
* CS240 - Microsoft Office Access 2010: Integrate database with other applications - SLO#3 FA2010-SP2012:
  Upon successful completion of this course, students will be able to integrate Microsoft® Office Access? 2007 with other applications.
* CS241 - Microsoft Office Excel 2010: Create, Edit, and Enhance Workbooks - SLO#1 FA2010-SP2012:
  Upon successful completion of this course, students will be able to create, edit, and enhance Microsoft® Office Excel 2007 workbooks.
* CS241 - Microsoft Office Excel 2010: Calculate, Format and Print Workbook Contents - SLO#2 FA2010-SP2012:
  Upon successful completion of this course, students will be able to demonstrate how to perform calculations, format, print workbook contents, and manage large workbooks.

* CS241 - Microsoft Office Excel 2010: Apply Visual Elements and Advanced Formulas - SLO#3 FA2010-SP2012:
  Upon successful completion of this course, students will be able to apply visual elements and advanced formulas to a worksheet to display data in various formats.
* CS241 - Microsoft Office Excel 2010: Calculate With Advanced Formulas - SLO#4 FA2010-SP2012:
  Upon successful completion of this course, students will be able to calculate with advanced formulas.
* CS242 - Microsoft Office Outlook 2010: Compose/Send Email and Schedule Appointments/Meetings - SLO#1 FA2010-SP2012:
  Upon successful completion of this course, students will be able to compose and send email, schedule appointments and meetings, manage contact information and tasks, use notes, and create a custom form.
* CS242 - Microsoft Office Outlook 2010: Identify the Components of the Outlook Environment - SLO#2 FA2010-SP2012:
  Upon successful completion of this course, students will be able to identify the components of the Outlook environment.
* CS242 - Microsoft Office Outlook 2010: Customize Outlook environment - SLO#3 FA2010-SP2012:
  Upon successful completion of this course, students will be able to customize their environment, Calendar, and mail messages to meet specific needs as well as track, share, assign, and quickly locate various Outlook items.
* CS242 - Microsoft Office Outlook 2010: Work with Public Folders and Advanced Features - SLO#4 FA2010-SP2012:
  Upon successful completion of this course, students will be able to work efficiently with public folders and the advanced features of Outlook.
* CS242 - Microsoft Office Outlook 2010: Personalize Email and Work Offline - SLO#5 FA2010-SP2012:
  Upon successful completion of this course, students will be able to personalize email and work offline (and remotely).
* CS243 - Microsoft Office PowerPoint 2010: Create a New Presentation - SLO#1 FA2010-SP2012:
  Upon successful completion of this course, students will be able to explore the PowerPoint environment and create a new presentation.
* CS243 - Microsoft Office PowerPoint 2010: Add/Modify Graphical Objects, Tables, and Charts - SLO#2 FA2010-SP2012:
  Upon successful completion of this course, students will be able to add and modify graphical objects, tables, and charts within a presentation.
* CS243 - Microsoft Office PowerPoint 2010: Finalize a Presentation - SLO#3 FA2010-SP2012:
  Upon successful completion of this course, students will be able to finalize a presentation and successfully deliver it.
* CS243 - Microsoft Office PowerPoint 2010: Customize the Interface - SLO#5 FA2010-SP2012:
  Upon successful completion of this course, students will be able to customize the PowerPoint interface to suit its requirements.
* CS243 - Microsoft Office PowerPoint 2010: Secure and Authenticate a Presentation - SLO#6 FA2010-SP2012:
  Upon successful completion of this course, students will be able to finalize a presentation and secure it to authenticate its validity.
* CS244 - Microsoft Word 2010: Create, Edit, and Enhance Standard Business Documents - SLO#1 FA2010-SP2012:
  Upon successful completion of this course, students will be able to create, edit, and enhance standard business documents using Microsoft® Office Word 2007.
* CS244 - Microsoft Word 2010: Customized Lists, Tables, Charts, and Graphics - SLO#2 FA2010-SP2012:
  Upon successful completion of this course, students will be able to work with customized lists, tables, charts, and graphics in addition to creating personalized Microsoft® Office Word 2007 efficiency tools.
* CS244 - Microsoft Word 2010: Work Collaboratively on Documents - SLO#3 FA2010-SP2012:
  Upon successful completion of this course, students will be able to work collaboratively on documents.
* CS244 - Microsoft Word 2010: Manage Different Versions of Documents - SLO#4 FA2010-SP2012:
  Upon successful completion of this course, students will be able to successfully manage different versions of documents.
* CS252 - Advanced RPG: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014::
  Upon successful completion of this course, students will be able to describe basic syntax and command structure.
* CS298 - Co-Op/Work-Learn: Human Relations Skills - SLO#2: FA2010-SP2012
  Upon successful completion of this course, students will be able to demonstrate effective human relation skills with co-workers and subordinates according to the expectations of a supervisor.
* CS298 - Co-Op/Work-Learn: Ethical Conduct - SLO#3: FA2010-SP2012
  Upon successful completion of this course, students will be able to apply principles of personal responsibility and ethical behavior to the community and in the workplace.
* CS298 - Co-Op/Work-Learn: IT Work Experience - SLO#1: FA2010-SP2012
  Upon successful completion of this course, students will be able to obtain supervised work experience to develop skills necessary to succeed in information technology positions.

### Outcome Description: Needs Evaluation

SLO#2 FA2010-SP2012:
Upon completion of this program, students will be able to apply knowledge and skills to make an evaluation of which possible options best meets the needs of a problem.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete course projects.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects | 90% of students who completes CS203 System Analysis & Design will be able to analyze a given problem and make an evaluation of a possible software solution. Students should score at least an 80% on a Skills Checklist. | Instructor-selected chapters. | Yes |

## Related Courses

- CS203 - Systems Analysis & Design

  **Related Documents:**

  CS203_1980-10-27.pdf
  CS203_1981-10-05.pdf
  CS203_1986-11-12.pdf
  CS203_2NSR_2009-03-02.pdf
  CS203_1SR_2009-12-24.pdf
  CS203_2NSR_2008-10-29map.pdf
  CS203_1SR_1986-11
  CS203_CourseGuide_1980-10-27
  CS203_CourseGuide_1981-10-05

- CS252 - Advanced RPG

  **Related Documents:**

  CS252_1980-10-27.pdf
  CS252_2NSR_2008-10-29map.pdf
  CS252_CourseGuide_1980-10-27
  CS252_1SR_2011-11-07.pdf

## Related Tasks

* **Task Name: Faculty who teaches the course**
* **Task Name: Needs Evaluation**

  **Task Description:** Course is being taught every Fall semester. Artifacts will be collected by instructor assigned to teach the course.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.

### Computer Science AS & Certificate

* Program/Unit Level - To train the students for employment in a variety of computer-related occupations, such as programmer, network administrator, Web site designer and etc.

## Related Course SLO

* CS102 - Computer Operations: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:

Upon successful completion of this course, students will be able to contract single user and multi-user operating systems.

* CS102 - Computer Operations: Create a Simple Menu System - SLO#3 FA10-SP12:
  Upon successful completion of this course, students will be able to create a simple menu system using Command Language (CL) program and Screen Design Aid (SDA).
* CS103 - RPG: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014::
  Upon successful completion of this course, students will be able to comprehend basic syntax and command structure of RPG.
* CS103 - RPG: 2012-2013 Acalog SLO#2 - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to properly use commands to create programs to solve problems.
* CS103 - RPG: 2012-2013 Acalog SLO#3 - SLO#3 FA-SP:
  Upon successful completion of this course, students will be able to debug programs to find syntax and logical errors.
* CS104 - Visual Basic Programming: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
  Describe basic syntax and command structure of Visual Basic Programming.
* CS104 - Visual Basic Programming: 2012-2013 Acalog SLO#2 - SLO#2 FA2012-SP2014:
  Properly use commands to create programs to solve problems.
* CS104 - Visual Basic Programming: 2012-2013 Acalog SLO#3 - SLO#3 FA2012-SP2014:
  Debug programs to find syntax and logical errors.
* CS112 - Introduction to Linux: 2012-2013 Acalog SLO#1 - SLO#1:
  Upon successful completion of this course, students will be able to identify practical differences between Windows and Linux operating systems.
* CS151 (formerly CS150) - Windows Applications: 2012-2013 Acalog SLO#3 - SLO#3 FA2012 - SP2014:
  Create databases to store, retrieve, analyze and print information using Microsoft Access.
* CS203 - Systems Analysis & Design: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014::
  Upon successful completion of this course, students will be able to investigate the initial system request.
* CS203 - Systems Analysis & Design: Analyze System Request - SLO#2 FA10-SP12:
  Upon successful completion of this course, students will be able to analyze various aspects of the system request, and produce system requirement documents.
* CS203 - Systems Analysis & Design: Develop Program Code - SLO#4 FA10-SP12:
  Upon successful completion of this course, students will be able to develop program code to meet the system requirement (actual solution).
* CS203 - Systems Analysis & Design: Implement Actual Solution - SLO#5 FA10-SP12:
  Upon successful completion of this course, students will be able to implement the actual solution into the system and fine tune it to best meet the needs of the users.
* CS204 - C++ Programming: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014::
  Upon successful completion of this course, students will be able to comprehend basic syntax and command structure of C Language.
* CS204 - C++ Programming: 2012-2013 Acalog SLO#2 - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to properly use commands to create programs to solve problems.
* CS205 - Network Communications: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to identify the hardware and software components of a local area network.
* CS205 - Network Communications: 2012-2013 Acalog SLO#2 - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to describe various LAN topologies and communication standards.
* CS205 - Network Communications: 2012-2013 Acalog SLO#3 - SLO#3 FA-SP:
  Upon successful completion of this course, students will be able to identify and perform LAN backup procedures.
* CS205 - Network Communications: .Perform LAN backup Procedures - SLO#3 FA10-SP12:
  Upon successful completion of this course, students will be able to identify and perform LAN backup procedures.
* CS206 - Java I: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
  Identify basic syntax and command structure in Java.
* CS240 - Microsoft Office Access 2010: Create Complex Databases - SLO#4 FA2010-SP2012:
  Upon successful completion of this course, students will be able to create complex databases by structuring existing data, writing advanced queries, working with macros, making effective use of forms and reports, and performing database maintenance.
* CS240 - Microsoft Office Access 2010: Customize Reports - SLO#5 FA2010-SP2012:
  Upon successful completion of this course, students will be able to customize reports by using various Microsoft® Office Access 2007 features.
* CS252 - Advanced RPG: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014::
  Upon successful completion of this course, students will be able to describe basic syntax and command structure.
* CS252 - Advanced RPG: 2012-2013 Acalog SLO#2 - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to properly use commands to create programs to solve problems.
* CS298 - Co-Op/Work-Learn: Human Relations Skills - SLO#2: FA2010-SP2012
  Upon successful completion of this course, students will be able to demonstrate effective human relation skills with co-workers and subordinates according to the expectations of a supervisor.
* CS298 - Co-Op/Work-Learn: Ethical Conduct - SLO#3: FA2010-SP2012
  Upon successful completion of this course, students will be able to apply principles of personal responsibility and ethical behavior to the community and in the workplace.
* CS298 - Co-Op/Work-Learn: IT Work Experience - SLO#1: FA2010-SP2012

Upon successful completion of this course, students will be able to obtain supervised work experience to develop skills necessary to succeed in information technology positions.

### Outcome Description: Computer-Based Solution

SLO#3 FA2010-SP2012:
Upon completion of this program, students will be able to design and implement a computer-based solution of a problem by writing code using an appropriate programming language.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will be able to complete a comprehensive course project using the RPG programming language and utilities.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects | 100% of the students who complete the comprehensive course project in CS252 Advanced RPG will be able to analyze a given problem and make an evaluation of a possible software solution. Students should score at least an 100% on a Programming Assignment Rubric. | At the end of the course. | Yes |

### Related Courses

- CS252 - Advanced RPG

**Related Documents:**
CS252_1980-10-27.pdf
CS252_2NSR_2008-10-29map.pdf
CS252_CourseGuide_1980-10-27
CS252_1SR_2011-11-07.pdf

### Related Tasks

* **Task Name: Computer-Based Solution**
  **Task Description:** Course is being taught every Spring semester. Artifacts will be collected by instructor assigned to teach the course.
* **Task Name: Faculty who teaches the course**

### Related Items

#### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.

#### Computer Science AS & Certificate

* Program/Unit Level - To train the students for employment in a variety of computer-related occupations, such as programmer, network administrator, Web site designer and etc.

**Related Course SLO**

- CS102 - Computer Operations: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
  Upon successful completion of this course, students will be able to contract single user and multi-user operating systems.
- CS103 - RPG: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014::
  Upon successful completion of this course, students will be able to comprehend basic syntax and command structure of RPG.
- CS103 - RPG: Create Programs to Solve Problems - SLO#2 FA10-SP12:
  Upon successful completion of this course, students will be able to properly use commands to create programs to solve problems.
- CS103 - RPG: Debug Programs - SLO#3 FA10-SP12:
  Upon successful completion of this course, students will be able to debug programs to find syntax and logical errors.
- CS103 - RPG: Identify Syntax and Command Structure - SLO#1 FA2010-SP2012:
  Upon successful completion of this course, students will be able to identify basic syntax and command structure.
- CS104 - Visual Basic Programming: Comprehend Syntax and Command Structure - SLO#1 FA2010-SP2012:
  Upon successful completion of this course, students will be able to comprehend basic syntax and command structure.
- CS104 - Visual Basic Programming: Create Programs to Solve Problems - SLO#2 FA10-SP12:
  Upon successful completion of this course, students will be able to properly use commands to create programs to solve problems.
- CS104 - Visual Basic Programming: Debug Programs - SLO#3 FA10-SP12:
  Upon successful completion of this course, students will be able to debug programs to find syntax and logical errors.
- CS104 - Visual Basic Programming: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
  Describe basic syntax and command structure of Visual Basic Programming.
- CS112 - Introduction to Linux: 2012-2013 Acalog SLO#1 - SLO#1:
  Upon successful completion of this course, students will be able to identify practical differences between Windows and Linux operating systems.
- CS112 - Introduction to Linux: 2012-2013 Acalog SL0#2 - SLO#2:
  Upon successful completion of this course, students will be able to install a linux workstation and perform a simple configuration.
- CS112 - Introduction to Linux: 2012-2013 Acalog SLO#3 - SLO#3:
  Upon successful completion of this course, students will be able to use linux system for everyday purposes.
- CS151 (formerly CS150) - Windows Applications: 2012-2013 Acalog SLO#3 - SLO#3 FA2012 - SP2014:
  Create databases to store, retrieve, analyze and print information using Microsoft Access.
- CS202 - COBOL: Identify Syntax & Command Structure - SLO#1 FA2010-SP2012:
  Upon successful completion of this course, students will be able to identify basic syntax and command structure.
- CS202 - COBOL: Debug Programs - SLO#3 FA10-SP12:
  Upon successful completion of this course, students will be able to debug programs to find syntax and logical errors.
- CS203 - Systems Analysis & Design: Develop Program Code - SLO#4 FA10-SP12:
  Upon successful completion of this course, students will be able to develop program code to meet the system requirement (actual solution).
- CS203 - Systems Analysis & Design: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014::
  Upon successful completion of this course, students will be able to investigate the initial system request.
- CS204 - C++ Programming: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014::
  Upon successful completion of this course, students will be able to comprehend basic syntax and command structure of C Language.
- CS204 - C++ Programming: 2012-2013 Acalog SLO#3 - SLO#3 FA-SP:
  Upon successful completion of this course, students will be able to debug programs to find syntax and logical errors.
- CS204 - C++ Programming: Create Programs to Solve Problems - SLO#2 FA10-SP12:
  Upon successful completion of this course, students will be able to properly use commands to create programs to solve problems.
- CS204 - C++ Programming: Debug Programs - SLO#3 FA10-SP12:
  Upon successful completion of this course, students will be able to debug programs to find syntax and logical errors.
- CS205 - Network Communications: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to identify the hardware and software components of a local area network.
- CS206 - Java I: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
  Identify basic syntax and command structure in Java.
- CS240 - Microsoft Office Access 2010: Create and Modify New Databases - SLO#1 FA2010-SP2012:
  Upon successful completion of this course, students will be able to create and modify new databases and their various objects.
- CS252 - Advanced RPG: Larger Complex System Integration - SLO#4 FA10-SP12:
  Upon completion of this course students will be able to integrate the previously covered materials into a larger complex system (using RPG, CL, SEU, SDA, IDDU, etc.)
- CS252 - Advanced RPG: Use Command to Create Programs - SLO#2 FA10-SP12:
  Upon successful completion of this course, students will be able to properly use commands to create programs to solve problems.
- CS252 - Advanced RPG: Debug Programs - SLO#3 FA10-SP12:
  Upon successful completion of this course, students will be able to debug programs to find syntax and logical errors.
- CS252 - Advanced RPG: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014::

Upon successful completion of this course, students will be able to describe basic syntax and command structure.

* CS252 - Advanced RPG: 2012-2013 Acalog Catalog SLO#3 - SLO#3 FA-SP:
Upon successful completion of this course, students will be able to debug programs to find syntax and logical errors.
* CS298 - Co-Op/Work-Learn: Human Relations Skills - SLO#2: FA2010-SP2012
Upon successful completion of this course, students will be able to demonstrate effective human relation skills with co-workers and subordinates according to the expectations of a supervisor.
* CS298 - Co-Op/Work-Learn: Ethical Conduct - SLO#3: FA2010-SP2012
Upon successful completion of this course, students will be able to apply principles of personal responsibility and ethical behavior to the community and in the workplace.
* CS298 - Co-Op/Work-Learn: IT Work Experience - SLO#1: FA2010-SP2012
Upon successful completion of this course, students will be able to obtain supervised work experience to develop skills necessary to succeed in information technology positions.

## Outcome Description: AY06-07 SLO#1 COMPUTER-BASED SOLUTION

Students will be able to design and implement a computer-based solution of a problem by using SDA, creating files using IDDU and writing code using the RPG programming language.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/09/2006
**End Date:** 03/31/2008
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| 100% of students in CS252 Advanced RPG II will be able to analyze a given problem and design a software solution using SDA, IDDU and the RPG programming language. Criteria verified by an instructor-defined checklist with a rubric for scoring students performance (see the rubric in Add Document Link below).<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects | 70% of CS252 students will be successful in creating file using RPG program | Data will be collected at the end of Spring 2007 and<br>Spring 2008. | Yes |

## Related Courses

- CS101 - Introduction to Computer Systems & Information Technology

**Related Documents:**
CS101_2NSR-Memo_1999-03-19.pdf
CS101_1SR_2007-05-08.pdf
CS101_2NSR_1994-09-08.pdf
CS101_CourseGuide_1980-09-30.pdf
CS101_CourseGuide_1992.pdf
CS101_2NSR_2010-03-23.pdf
CS101_2NSR_2008-10-29map.pdf
CS101_XMemo_1999-03-19.pdf
CS101_1SR_AIH_2014-05-02 2172015.pdf
CS101 LOCFinal5-1-14 2172015.doc

- CS102 - Computer Operations

**Related Documents:**
CS102_1980-10-27.pdf

CS102_PS Program.pdf
CS102_2NSR_2008-10-29map.pdf
CS102_CourseGuide_1980-10-27
CS102_SR_AY1415-FINAL_2014-04-18_Acalog.pdf

- CS103 - RPG

**Related Documents:**
CS103_1980-10-27.pdf
CS103_1SR_2010-04-21.pdf
CS103_2NSR_2008-10-29map.pdf
CS103_CourseGuide_1980-10-27

- CS104 - Visual Basic Programming

**Related Documents:**
CS104_1SR_2003-04-22.pdf
CS104_2NSR_1992-11-27.pdf
CS104_2NSR_2008-10-29map.pdf
CS104_1SR_2012-01-24.pdf

- CS110 - Introduction to Internet

**Related Documents:**
CS110_1SR_2006-06-28.pdf
CS110_0_Pilot_1997-05-14_1.pdf
CS110_1SR_2010-04-21.pdf
CS110_2NSR_2008-10-29map.pdf

- CS203 - Systems Analysis & Design

**Related Documents:**
CS203_1980-10-27.pdf
CS203_1981-10-05.pdf
CS203_1986-11-12.pdf
CS203_2NSR_2009-03-02.pdf
CS203_1SR_2009-12-24.pdf
CS203_2NSR_2008-10-29map.pdf
CS203_1SR_1986-11
CS203_CourseGuide_1980-10-27
CS203_CourseGuide_1981-10-05

- CS204 - C++ Programming

**Related Documents:**
CS204_1995-01-22.pdf
CS204_0Adopt_1995-06-22.pdf
CS204_4DeletCS105_2004-02-09.pdf
CS204_2NSR_2008-10-29map.pdf
CS204_1SR_2015-04-01.pdf

- CS205 - Network Communications

**Related Documents:**
CS205_0_Pilot_1996-02-22.pdf
CS205_2NSR_2008-10-02.pdf
CS205_2NSR_2008-10-29map.pdf
CS205_1996-02-22
CS205_1SR_2015-06-22.pdf

- CS252 - Advanced RPG

**Related Documents:**

CS252_1980-10-27.pdf
CS252_2NSR_2008-10-29map.pdf
CS252_CourseGuide_1980-10-27
CS252_1SR_2011-11-07.pdf

## Related Tasks

* **Task Name: COMPUTER-BASED SOLUTION**

**Task Description:** Course is being offered. Materials are being covered. Artifacts will be collected at the end of Spring 2008.

## Related Items

### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Computer Science AS & Certificate

* Program/Unit Level - To train the students for employment in a variety of computer-related occupations, such as programmer, network administrator, Web site designer and etc.

## Related Course SLO

* CS103 - RPG: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014::
  Upon successful completion of this course, students will be able to comprehend basic syntax and command structure of RPG.
* CS104 - Visual Basic Programming: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
  Describe basic syntax and command structure of Visual Basic Programming.
* CS112 - Introduction to Linux: 2012-2013 Acalog SLO#1 - SLO#1:
  Upon successful completion of this course, students will be able to identify practical differences between Windows and Linux operating systems.

## Outcome Description: AY06-07 SLO#2 EVALUATE THE ADVANTAGES AND DISADVANTAGES OF THE SOLUTIONS

Students from the CS203 and CS205 courses will apply the knowledge and skills from the course to make an evaluation of which of possible options best meets the needs of a problem.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/03/2006
**End Date:** 03/31/2008
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students in CS252 Advanced RPG II will be able to create files using the Interactive Data Definition Utility (IDDU). Criteria verified by an instructor-defined checklist with a rubric for scoring student performance (see the rubric in Add Document Link below)<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects | 70% of CS252 students will be successful in creating file using RPG program | Data will be collected at the end of Spring 2007 and<br>Spring 2008. | Yes |

## Related Courses

- CS101 - Introduction to Computer Systems & Information Technology

  **Related Documents:**

  CS101_2NSR-Memo_1999-03-19.pdf
  CS101_1SR_2007-05-08.pdf
  CS101_2NSR_1994-09-08.pdf
  CS101_CourseGuide_1980-09-30.pdf
  CS101_CourseGuide_1992.pdf
  CS101_2NSR_2010-03-23.pdf
  CS101_2NSR_2008-10-29map.pdf
  CS101_XMemo_1999-03-19.pdf
  CS101_1SR_AIH_2014-05-02 2172015.pdf
  CS101 LOCFinal5-1-14 2172015.doc

- CS102 - Computer Operations

  **Related Documents:**

  CS102_1980-10-27.pdf
  CS102_PS Program.pdf
  CS102_2NSR_2008-10-29map.pdf
  CS102_CourseGuide_1980-10-27
  CS102_SR_AY1415-FINAL_2014-04-18_Acalog.pdf

- CS103 - RPG

  **Related Documents:**

  CS103_1980-10-27.pdf
  CS103_1SR_2010-04-21.pdf
  CS103_2NSR_2008-10-29map.pdf
  CS103_CourseGuide_1980-10-27

- CS104 - Visual Basic Programming

  **Related Documents:**

  CS104_1SR_2003-04-22.pdf
  CS104_2NSR_1992-11-27.pdf
  CS104_2NSR_2008-10-29map.pdf
  CS104_1SR_2012-01-24.pdf

- CS110 - Introduction to Internet

  **Related Documents:**

  CS110_1SR_2006-06-28.pdf
  CS110_0_Pilot_1997-05-14_1.pdf
  CS110_1SR_2010-04-21.pdf
  CS110_2NSR_2008-10-29map.pdf

- CS151 (formerly CS150) - Windows Applications

  **Related Documents:**

  CS151_1SR_2003-11-20.pdf
  CS151_2NSR_2006-05-16.pdf
  CS151_0_Pilot_1996-04-29.pdf
  CS151_2NSR_2006-05-04.pdf
  CS151_2NSR_2008-10-29map.pdf
  CS151_1SR_2012-01-24.pdf

- CS203 - Systems Analysis & Design

  **Related Documents:**

  CS203_1980-10-27.pdf
  CS203_1981-10-05.pdf
  CS203_1986-11-12.pdf
  CS203_2NSR_2009-03-02.pdf
  CS203_1SR_2009-12-24.pdf
  CS203_2NSR_2008-10-29map.pdf
  CS203_1SR_1986-11
  CS203_CourseGuide_1980-10-27
  CS203_CourseGuide_1981-10-05

- CS204 - C++ Programming

  **Related Documents:**

  CS204_1995-01-22.pdf
  CS204_0Adopt_1995-06-22.pdf
  CS204_4DeletCS105_2004-02-09.pdf
  CS204_2NSR_2008-10-29map.pdf
  CS204_1SR_2015-04-01.pdf

- CS205 - Network Communications

  **Related Documents:**

  CS205_0_Pilot_1996-02-22.pdf
  CS205_2NSR_2008-10-02.pdf
  CS205_2NSR_2008-10-29map.pdf
  CS205_1996-02-22
  CS205_1SR_2015-06-22.pdf

- CS252 - Advanced RPG

  **Related Documents:**

  CS252_1980-10-27.pdf
  CS252_2NSR_2008-10-29map.pdf
  CS252_CourseGuide_1980-10-27
  CS252_1SR_2011-11-07.pdf

- CS298 - Co-Op/Work-Learn

  **Related Documents:**

  CS198-298_CourseGuide_1980_10-27.pdf
  CS298_1SR_2010-04-21.pdf
  CS298_2NSR_2008-10-29map.pdf

## Related Tasks

*** Task Name: EVALUATE THE ADVANTAGES AND DISADVANTAGES OF THE SOLUTIONS**

**Task Description:** Course is being offered. Materials are being covered. Artifacts will be collected at the end of Spring 2008.

### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Computer Science AS & Certificate

* Program/Unit Level - To prepare computer science graduates with industry needed knowledge and skills.

## Related Course SLO

* CS103 - RPG: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014::
  Upon successful completion of this course, students will be able to comprehend basic syntax and command structure of RPG.
* CS104 - Visual Basic Programming: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
  Describe basic syntax and command structure of Visual Basic Programming.
* CS112 - Introduction to Linux: 2012-2013 Acalog SLO#1 - SLO#1:
  Upon successful completion of this course, students will be able to identify practical differences between Windows and Linux operating systems.

## Outcome Description: AY06-07 SLO#3 SCREEN DESIGN UTILITY (SDA)/INTERACTIVE DATA DIFINITION UTILITY (IDDU)

Students will be able to use the Screen Design Utility (SDA) to create user interfaces and create files using the Interactive Data Definition Utility (IDDU).

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/09/2006
**End Date:** 03/31/2008
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students in CS252 Advanced RPG II will be able to use the Screen Design Utility (SDA) to design a user interface. Criteria verified by an instructor-defined checklist with a rubric for scoring student performance (see the rubric in Add Document Link below. The document can also be viewed in the Query & Report menu under the following reports: Assessment Impact, Assessment Plan or Observation by Assessment Method).<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects | 70% of CS252 students will be successful in creating file using RPG program | Data will be collected at the end of Spring 2007 and<br>Spring 2008. | Yes |

## Related Courses

- CS103 - RPG

**Related Documents:**
CS103_1980-10-27.pdf
CS103_1SR_2010-04-21.pdf
CS103_2NSR_2008-10-29map.pdf
CS103_CourseGuide_1980-10-27

- CS104 - Visual Basic Programming

  **Related Documents:**

  CS104_1SR_2003-04-22.pdf
  CS104_2NSR_1992-11-27.pdf
  CS104_2NSR_2008-10-29map.pdf
  CS104_1SR_2012-01-24.pdf

- CS203 - Systems Analysis & Design

  **Related Documents:**

  CS203_1980-10-27.pdf
  CS203_1981-10-05.pdf
  CS203_1986-11-12.pdf
  CS203_2NSR_2009-03-02.pdf
  CS203_1SR_2009-12-24.pdf
  CS203_2NSR_2008-10-29map.pdf
  CS203_1SR_1986-11
  CS203_CourseGuide_1980-10-27
  CS203_CourseGuide_1981-10-05

- CS204 - C++ Programming

  **Related Documents:**

  CS204_1995-01-22.pdf
  CS204_0Adopt_1995-06-22.pdf
  CS204_4DeletCS105_2004-02-09.pdf
  CS204_2NSR_2008-10-29map.pdf
  CS204_1SR_2015-04-01.pdf

- CS252 - Advanced RPG

  **Related Documents:**

  CS252_1980-10-27.pdf
  CS252_2NSR_2008-10-29map.pdf
  CS252_CourseGuide_1980-10-27
  CS252_1SR_2011-11-07.pdf

## Related Tasks

* **Task Name: SCREEN DESIGN UTILITY (SDA)/INTERACTIVE DATA DEFINITION UTILITY (IDDU)**

  **Task Description:** Course is being offered. Materials are being covered. Artifacts will be collected at the end of Spring 2008.

## Related Items

### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Computer Science AS & Certificate

* Program/Unit Level - To train the students for employment in a variety of computer-related occupations, such as programmer, network administrator, Web site designer and etc.

## Related Course SLO

* CS103 - RPG: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014::
  Upon successful completion of this course, students will be able to comprehend basic syntax and command structure of RPG.
* CS104 - Visual Basic Programming: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
  Describe basic syntax and command structure of Visual Basic Programming.
* CS112 - Introduction to Linux: 2012-2013 Acalog SLO#1 - SLO#1:
  Upon successful completion of this course, students will be able to identify practical differences between Windows and Linux operating systems.

## Outcome Description: AY 04-05 Interactive Data Definition Utility (IDDU)

Students will be able to create files using the Interactive Data Definition Utility (IDDU).

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 01/18/2004
**End Date:** 03/13/2006
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students in CS252 Advanced RPG II will be able to create files using the Interactive Data Definition Utility (IDDU). Criteria verified by an instructor-defined checklist with a rubric for scoring student performance (see the rubric in Add Document Link below) | 70% of CS252 students will be successful in creating file using RPG program | Data will be collected at the end of Spring 2004 and Spring 2005. | Yes |

### Related Courses

- CS252 - Advanced RPG

**Related Documents:**
CS252_1980-10-27.pdf
CS252_2NSR_2008-10-29map.pdf
CS252_CourseGuide_1980-10-27
CS252_1SR_2011-11-07.pdf

### Related Items

#### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Related Course SLO

* CS103 - RPG: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014::
  Upon successful completion of this course, students will be able to comprehend basic syntax and command structure of RPG.
* CS104 - Visual Basic Programming: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:

Describe basic syntax and command structure of Visual Basic Programming.

* CS112 - Introduction to Linux: 2012-2013 Acalog SLO#1 - SLO#1:
Upon successful completion of this course, students will be able to identify practical differences between Windows and Linux operating systems.

### Outcome Description: AY 04-05 Screen Design Utility (SDA)

Students will be able to use the Screen Design Utility (SDA) to create user interfaces.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 01/18/2004
**End Date:** 03/13/2006
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students in CS252 Advanced RPG II will be able to use the Screen Design Utility (SDA) to design a user interface. Criteria verified by an instructor-defined checklist with a rubric for scoring student performance (see the rubric in Add Document Link below. The document can also be viewed in the Query & Report menu under the following reports: Assessment Impact, Assessment Plan or Observation by Assessment Method). | 70% of CS252 students will be successful in creating file using RPG program | Data will be collected at the end of Spring 2004 and<br>Spring 2005. | Yes |

### Related Courses

- CS252 - Advanced RPG

**Related Documents:**
CS252_1980-10-27.pdf
CS252_2NSR_2008-10-29map.pdf
CS252_CourseGuide_1980-10-27
CS252_1SR_2011-11-07.pdf

### Related Items

#### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Related Course SLO

* CS103 - RPG: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014::
Upon successful completion of this course, students will be able to comprehend basic syntax and command structure of RPG.
* CS104 - Visual Basic Programming: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
Describe basic syntax and command structure of Visual Basic Programming.

* CS112 - Introduction to Linux: 2012-2013 Acalog SLO#1 - SLO#1:
Upon successful completion of this course, students will be able to identify practical differences between Windows and Linux operating systems.

### Outcome Description: AY 04-05 Computer-based solution

Students will be able to design and implement a computer-based solution of a problem by using SDA, creating files using IDDU and writing code using the RPG programming language.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 01/18/2004
**End Date:** 03/13/2006
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Historical Assessment Perspective:** .
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| 70% of students in CS252 Advanced RPG II will be able to analyze a given problem and design a software solution using SDA, IDDU and the RPG programming language. Criteria verified by an instructor-defined checklist with a rubric for scoring students performance (see the rubric in Add Document Link below). | 70% of CS252 students will be successful in creating file using RPG program | Data will be collected at the end of Spring 2004 and Spring 2005. | Yes |

### Related Courses

- CS252 - Advanced RPG

**Related Documents:**
CS252_1980-10-27.pdf
CS252_2NSR_2008-10-29map.pdf
CS252_CourseGuide_1980-10-27
CS252_1SR_2011-11-07.pdf

### Related Items

#### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Related Course SLO

* CS103 - RPG: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014::
Upon successful completion of this course, students will be able to comprehend basic syntax and command structure of RPG.
* CS104 - Visual Basic Programming: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
Describe basic syntax and command structure of Visual Basic Programming.
* CS112 - Introduction to Linux: 2012-2013 Acalog SLO#1 - SLO#1:
Upon successful completion of this course, students will be able to identify practical differences between Windows and Linux operating systems.

### Outcome Description: AY08-09 SLO#1 Computer Science Core

Upon completion of this program, students will be able to demonstrate a solid foundation in the core areas of computer science, and knowledge of advanced topics studied in appropriate elective courses.

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

#### Related Course SLO

* CS103 - RPG: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014::
  Upon successful completion of this course, students will be able to comprehend basic syntax and command structure of RPG.
* CS104 - Visual Basic Programming: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
  Describe basic syntax and command structure of Visual Basic Programming.
* CS112 - Introduction to Linux: 2012-2013 Acalog SLO#1 - SLO#1:
  Upon successful completion of this course, students will be able to identify practical differences between Windows and Linux operating systems.
* CS298 - Co-Op/Work-Learn: Work Experience - SLO#1 AY08-09:
  Upon successful completion of this course, students will be able to obtain supervised work experience to develop skills necessary to succeed in information technology positions.

### Outcome Description: AY08-09 SLO#2 Needs Evaluation

Upon completion of this program, students will be able to apply knowledge and skills to make an evaluation of which possible options best meets the needs of a problem.

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

#### Related Course SLO

* CS103 - RPG: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014::
  Upon successful completion of this course, students will be able to comprehend basic syntax and command structure of RPG.
* CS104 - Visual Basic Programming: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
  Describe basic syntax and command structure of Visual Basic Programming.
* CS110 - Introduction to Internet: Internet Navigation & Research - SLO#1 AY08-09:
  Upon successful completion of this course, students will be able to use the Internet to communicate, collaborate and retrieve information.
* CS112 - Introduction to Linux: 2012-2013 Acalog SLO#1 - SLO#1:
  Upon successful completion of this course, students will be able to identify practical differences between Windows and Linux operating systems.
* CS151 (formerly CS150) - Windows Applications: Document Creation in MS Word - SLO#1 AY08-09:
  Upon successful completion of this course, students will be able to create, edit, format and print documents using Microsoft Word.

### Outcome Description: AY08-09 SLO#3 Computer-Based Solution

Upon completion of this program, students will be able to design and implement a computer-based solution of a problem by writing code using an appropriate programming language.

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

#### Related Course SLO

* CS103 - RPG: Syntax & Command Structure - SLO#1 AY08-09:
  Upon successful completion of this course, students will be able to identify basic syntax and command structure.
* CS103 - RPG: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014::
  Upon successful completion of this course, students will be able to comprehend basic syntax and command structure of RPG.
* CS104 - Visual Basic Programming: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
  Describe basic syntax and command structure of Visual Basic Programming.
* CS112 - Introduction to Linux: 2012-2013 Acalog SLO#1 - SLO#1:
  Upon successful completion of this course, students will be able to identify practical differences between Windows and Linux operating systems.
* CS151 (formerly CS150) - Windows Applications: 2012-2013 Acalog SLO#3 - SLO#3 FA2012 - SP2014:
  Create databases to store, retrieve, analyze and print information using Microsoft Access.
* CS202 - COBOL: Syntax & Command Structure - SLO#1 AY08-09:
  Upon successful completion of this course, students will be able to identify basic syntax and command structure.
* CS204 - C++ Programming: Syntax & Command Structure - SLO#1 FA10-SP12:
  Upon successful completion of this course, students will be able to identify basic syntax and command structure.

### Outcome Description: 2011-2012 Catalog SLO#2

SLO#2 FA-SP:
Upon successful completion of the Certificate and AS in Computer Science program, students will be able to apply skillful evaluation to computer-based glitches and draw possible options that best meets the needs of a problem.

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Related Course SLO

* CS103 - RPG: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014::
  Upon successful completion of this course, students will be able to comprehend basic syntax and command structure of RPG.
* CS104 - Visual Basic Programming: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
  Describe basic syntax and command structure of Visual Basic Programming.
* CS112 - Introduction to Linux: 2012-2013 Acalog SLO#1 - SLO#1:
  Upon successful completion of this course, students will be able to identify practical differences between Windows and Linux operating systems.
* CS151 (formerly CS150) - Windows Applications: 2012-2013 Acalog SLO#3 - SLO#3 FA2012 - SP2014:
  Create databases to store, retrieve, analyze and print information using Microsoft Access.

### Outcome Description: 2011-2012 Catalog SLO#1

SLO#1 FA-SP:
Upon successful completion of the Certificate and AS in Computer Science program, students will be able to demonstrate a solid foundation in the core areas of computer science, as well as knowledge of advanced topics in the field.

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Related Course SLO

* CS101 - Introduction to Computer Systems & Information Technology: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to demonstrate knowledge of computer hardware and software concepts.
* CS101 - Introduction to Computer Systems & Information Technology: 2012-2013 Acalog SLO#2 - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to apply computer skills to navigate around a computer, choose the proper application software to produce a desired result and access

information on the World Wide Web.

- CS101 - Introduction to Computer Systems & Information Technology: 2012-2013 Acalog SLO#3 - SLO#3 FA-SP:
  Upon successful completion of this course, students will be able to state the social and ethical implications of computers in business and society.
- CS103 - RPG: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014::
  Upon successful completion of this course, students will be able to comprehend basic syntax and command structure of RPG.
- CS104 - Visual Basic Programming: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
  Describe basic syntax and command structure of Visual Basic Programming.
- CS112 - Introduction to Linux: 2012-2013 Acalog SLO#1 - SLO#1:
  Upon successful completion of this course, students will be able to identify practical differences between Windows and Linux operating systems.
- CS151 (formerly CS150) - Windows Applications: 2012-2013 Acalog SLO#3 - SLO#3 FA2012 - SP2014:
  Create databases to store, retrieve, analyze and print information using Microsoft Access.
- CS152 - Macintosh Applications: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to create, edit, format, and print documents using Microsoft Word.
- CS152 - Macintosh Applications: 2012-2013 Acalog SLO#2 - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to create and edit basic worksheet and workbook formulas and charts using Microsoft Excel.
- CS152 - Macintosh Applications: 2012-2013 Acalog SLO#3 - SLO#3 FA-SP:
  Upon successful completion of this course, students will be able to create, modify, and design basic database tables, queries and forms using FileMaker Pro.
- CS152 - Macintosh Applications: 2012-2013 Acalog SLO#4 - SLO#4 FA-SP:
  Upon successful completion of this course, students will be able to create, edit, and format electronic presentations using Microsoft PowerPoint.

### Outcome Description: 2011-2012 Catalog SLO#3

SLO#3 FA-SP:
Upon successful completion of the Certificate and AS in Computer Science program, students will be able to design and implement a computer-based solution of a problem by writing codes using an appropriate programming language.

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Related Course SLO

- CS103 - RPG: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014::
  Upon successful completion of this course, students will be able to comprehend basic syntax and command structure of RPG.
- CS104 - Visual Basic Programming: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
  Describe basic syntax and command structure of Visual Basic Programming.
- CS112 - Introduction to Linux: 2012-2013 Acalog SLO#1 - SLO#1:
  Upon successful completion of this course, students will be able to identify practical differences between Windows and Linux operating systems.
- CS151 (formerly CS150) - Windows Applications: 2012-2013 Acalog SLO#3 - SLO#3 FA2012 - SP2014:
  Create databases to store, retrieve, analyze and print information using Microsoft Access.

### Outcome Description: SLO#1 FA2012-SP2014 Computer Science Core

SLO#1 FA2012-SP2014:
Upon completion of this program, students will be able to demonstrate a solid foundation in the core areas of computer science, as well as knowledge of advanced topics in the field.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle

**Historical Assessment Perspective:** Implementation of Result from last assessment cycle will be used to continue assess Computer Science courses. We will try our best to address those issues not resolved to enhance the assessment effort in this cycle.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will be able to complete course projects.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects<br>**Related Documents:**<br>Computer Science Program Level Rubric.pdf | 90% of students will score at least an 80% on a Skills Checklist. | Instructor-selected chapters. | Yes |

## Related Courses

- CS102 - Computer Operations

  **Related Documents:**
  CS102_1980-10-27.pdf
  CS102_PS Program.pdf
  CS102_2NSR_2008-10-29map.pdf
  CS102_CourseGuide_1980-10-27
  CS102_SR_AY1415-FINAL_2014-04-18_Acalog.pdf

- CS103 - RPG

  **Related Documents:**
  CS103_1980-10-27.pdf
  CS103_1SR_2010-04-21.pdf
  CS103_2NSR_2008-10-29map.pdf
  CS103_CourseGuide_1980-10-27

- CS104 - Visual Basic Programming

  **Related Documents:**
  CS104_1SR_2003-04-22.pdf
  CS104_2NSR_1992-11-27.pdf
  CS104_2NSR_2008-10-29map.pdf
  CS104_1SR_2012-01-24.pdf

- CS204 - C++ Programming

  **Related Documents:**
  CS204_1995-01-22.pdf
  CS204_0Adopt_1995-06-22.pdf
  CS204_4DeletCS105_2004-02-09.pdf
  CS204_2NSR_2008-10-29map.pdf
  CS204_1SR_2015-04-01.pdf

## Related Tasks

* **Task Name: Artifacts Collection Task Assigned**
  **Task Description:** Course is being taught every Spring semester. Artifacts will be collected by instructor assigned to teach the course.
* **Task Name: Computer Science Core Course**
  **Task Description:** Artifacts will be collected to assess Computer Science courses

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2

Educational Excellence:
This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide appropriate administrative and technological support for student services and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide support for institutional learning outcomes.

### Computer Science AS & Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To increase student retention in the computer science program.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To increase student completion in the computer science program.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To meet needs of the community.

## Related Course SLO

* CS103 - RPG: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014::
  Upon successful completion of this course, students will be able to comprehend basic syntax and command structure of RPG.
* CS104 - Visual Basic Programming: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
  Describe basic syntax and command structure of Visual Basic Programming.
* CS104 - Visual Basic Programming: 2012-2013 Acalog SLO#2 - SLO#2 FA2012-SP2014:
  Properly use commands to create programs to solve problems.
* CS110 - Introduction to Internet: 2014-2016 Acalog SLO#1_1 - SLO#1 FA14-SP16:
  Upon successful completion of this course, students will be able to use the Internet to communicate, collaborate and retrieve information.
* CS112 - Introduction to Linux: 2014-2016 Acalog SLO#1 - SLO#1: FA14-SP16:
  Upon successful completion of this course, students will be able to identify practical differences between Windows and Linux operating systems.

* CS112 - Introduction to Linux: 2012-2013 Acalog SLO#1 - SLO#1:
  Upon successful completion of this course, students will be able to identify practical differences between Windows and Linux operating systems.
* CS151 (formerly CS150) - Windows Applications: 2012-2013 Acalog SLO#3 - SLO#3 FA2012 - SP2014:
  Create databases to store, retrieve, analyze and print information using Microsoft Access.
* CS206 - Java I: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
  Identify basic syntax and command structure in Java.

### Outcome Description: SLO#2 FA2012-SP2014 Needs Evaluation

SLO#2 FA2012-SP2014:
Upon completion of this program, students will be able to apply skillful evaluation to computer-based glitches and draw possible options that best meets the needs of a problem.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

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

**Historical Assessment Perspective:** Implementation of Result from last assessment cycle will be used to continue assess Computer Science courses. We will try our best to address those issues not resolved to enhance the assessment effort in this cycle.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete course projects.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects | 90% of students who completes CS203 System Analysis & Design will be able to analyze a given problem and make an evaluation of a possible software solution. Students should score at least an 80% on a Skills Checklist. | Instructor-selected chapters. | Yes |
| Students will complete course projects.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects<br>**Related Documents:**<br>Computer Science Program Level Rubric.pdf | 90% of students who completes CS203 System Analysis & Design will be able to analyze a given problem and make an evaluation of a possible software solution. Students should score at least an 80% on a Skills Checklist. | Instructor-selected chapters. | Yes |

### Related Courses

- CS102 - Computer Operations
  **Related Documents:**
  CS102_1980-10-27.pdf
  CS102_PS Program.pdf
  CS102_2NSR_2008-10-29map.pdf
  CS102_CourseGuide_1980-10-27
  CS102_SR_AY1415-FINAL_2014-04-18_Acalog.pdf
- CS103 - RPG
  **Related Documents:**
  CS103_1980-10-27.pdf

CS103_1SR_2010-04-21.pdf
CS103_2NSR_2008-10-29map.pdf
CS103_CourseGuide_1980-10-27

- CS104 - Visual Basic Programming

**Related Documents:**

CS104_1SR_2003-04-22.pdf
CS104_2NSR_1992-11-27.pdf
CS104_2NSR_2008-10-29map.pdf
CS104_1SR_2012-01-24.pdf

- CS112 - Introduction to Linux

**Related Documents:**

CS112_0Adopt_2011-11-07.pdf
CS112_1SR_2017.05.22-1.pdf

- CS203 - Systems Analysis & Design

**Related Documents:**

CS203_1980-10-27.pdf
CS203_1981-10-05.pdf
CS203_1986-11-12.pdf
CS203_2NSR_2009-03-02.pdf
CS203_1SR_2009-12-24.pdf
CS203_2NSR_2008-10-29map.pdf
CS203_1SR_1986-11
CS203_CourseGuide_1980-10-27
CS203_CourseGuide_1981-10-05

- CS204 - C++ Programming

**Related Documents:**

CS204_1995-01-22.pdf
CS204_0Adopt_1995-06-22.pdf
CS204_4DeletCS105_2004-02-09.pdf
CS204_2NSR_2008-10-29map.pdf
CS204_1SR_2015-04-01.pdf

- CS205 - Network Communications

**Related Documents:**

CS205_0_Pilot_1996-02-22.pdf
CS205_2NSR_2008-10-02.pdf
CS205_2NSR_2008-10-29map.pdf
CS205_1996-02-22
CS205_1SR_2015-06-22.pdf

- CS206 - Java I

**Related Documents:**

CS206_0Adopt_2009-12-24.pdf
CS206_1SR_2015-06-22.pdf

- CS240 - Microsoft Office Access 2010

**Related Documents:**

CS240_0Adopt_2010-05-11.pdf
CS240_2NSR_2010-05-24.pdf
CS240_1SR_2011-12-06.pdf

- CS252 - Advanced RPG

**Related Documents:**

CS252_1980-10-27.pdf
CS252_2NSR_2008-10-29map.pdf
CS252_CourseGuide_1980-10-27
CS252_1SR_2011-11-07.pdf

## Related Tasks

* **Task Name: Faculty who teaches the course**
* **Task Name: Needs Evaluation**

**Task Description:** Course is being taught every Fall semester. Artifacts will be collected by instructor assigned to teach the course.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Provided support for institutional learning outcomes.

### Computer Science AS & Certificate

* Program/Unit Level - To train the students for employment in a variety of computer-related occupations, such as programmer, network administrator, Web site designer and etc.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To increase student completion in the computer science program.

## Related Course SLO

* CS103 - RPG: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014::
  Upon successful completion of this course, students will be able to comprehend basic syntax and command structure of RPG.
* CS104 - Visual Basic Programming: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
  Describe basic syntax and command structure of Visual Basic Programming.
* CS104 - Visual Basic Programming: 2012-2013 Acalog SLO#2 - SLO#2 FA2012-SP2014:
  Properly use commands to create programs to solve problems.
* CS112 - Introduction to Linux: 2012-2013 Acalog SLO#1 - SLO#1:
  Upon successful completion of this course, students will be able to identify practical differences between Windows and Linux operating systems.

* CS151 (formerly CS150) - Windows Applications: 2012-2013 Acalog SLO#3 - SLO#3 FA2012 - SP2014:
  Create databases to store, retrieve, analyze and print information using Microsoft Access.
* CS206 - Java I: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
  Identify basic syntax and command structure in Java.

## Outcome Description: SLO#3 FA2012-SP2014 Computer-Based Solution

SLO#3 FA2012-SP2014:
Upon completion of this program, students will be able to design and implement a computer-based solution of a problem by writing codes using an appropriate programming language.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** Implementation of Result from last assessment cycle will be used to continue assess Computer Science courses. We will try our best to address those issues not resolved to enhance the assessment effort in this cycle.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will be able to complete a comprehensive course project using the RPG programming language and utilities.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects<br>**Related Documents:**<br>CS252 Computer Project | 100% of the students who complete the comprehensive course project in CS252 Advanced RPG will be able to analyze a given problem and make an evaluation of a possible software solution. Students should score at least an 100% on a Programming Assignment Rubric. | At the end of the course. | Yes |
| Students will be able to complete a comprehensive course project using the RPG programming language and utilities.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects<br>**Related Documents:**<br>Computer Science Program Level Rubric.pdf | 100% of the students who complete the comprehensive course project in CS252 Advanced RPG will be able to analyze a given problem and make an evaluation of a possible software solution. Students should score at least an 100% on a Programming Assignment Rubric. | At the end of the course. | Yes |

## Related Courses

- CS103 - RPG
  **Related Documents:**
  CS103_1980-10-27.pdf
  CS103_1SR_2010-04-21.pdf
  CS103_2NSR_2008-10-29map.pdf
  CS103_CourseGuide_1980-10-27
- CS104 - Visual Basic Programming
  **Related Documents:**
  CS104_1SR_2003-04-22.pdf
  CS104_2NSR_1992-11-27.pdf

CS104_2NSR_2008-10-29map.pdf
CS104_1SR_2012-01-24.pdf

- CS112 - Introduction to Linux

**Related Documents:**
CS112_0Adopt_2011-11-07.pdf
CS112_1SR_2017.05.22-1.pdf

- CS203 - Systems Analysis & Design

**Related Documents:**
CS203_1980-10-27.pdf
CS203_1981-10-05.pdf
CS203_1986-11-12.pdf
CS203_2NSR_2009-03-02.pdf
CS203_1SR_2009-12-24.pdf
CS203_2NSR_2008-10-29map.pdf
CS203_1SR_1986-11
CS203_CourseGuide_1980-10-27
CS203_CourseGuide_1981-10-05

- CS205 - Network Communications

**Related Documents:**
CS205_0_Pilot_1996-02-22.pdf
CS205_2NSR_2008-10-02.pdf
CS205_2NSR_2008-10-29map.pdf
CS205_1996-02-22
CS205_1SR_2015-06-22.pdf

- CS206 - Java I

**Related Documents:**
CS206_0Adopt_2009-12-24.pdf
CS206_1SR_2015-06-22.pdf

- CS252 - Advanced RPG

**Related Documents:**
CS252_1980-10-27.pdf
CS252_2NSR_2008-10-29map.pdf
CS252_CourseGuide_1980-10-27
CS252_1SR_2011-11-07.pdf

## Related Tasks

* **Task Name: Computer-Based Solution**

  **Task Description:** Course is being taught every Spring semester. Artifacts will be collected by instructor assigned to teach the course.

* **Task Name: Faculty who teaches the course**

  **Task Description:** Course is being taught every Spring semester. Artifacts will be collected by instructor assigned to teach the course.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1
  To provide appropriate administrative and technological support for student services and programs.

### Computer Science AS & Certificate

* Program/Unit Level - To train the students for employment in a variety of computer-related occupations, such as programmer, network administrator, Web site designer and etc.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To meet needs of the community.

## Related Course SLO

* CS103 - RPG: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014::
  Upon successful completion of this course, students will be able to comprehend basic syntax and command structure of RPG.
* CS103 - RPG: 2014-2016 Acalog SLO#1_1 - SLO#1 FA14-SP16::
  Upon successful completion of this course, students will be able to comprehend basic syntax and command structure of RPG.
* CS104 - Visual Basic Programming: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
  Describe basic syntax and command structure of Visual Basic Programming.
* CS104 - Visual Basic Programming: 2012-2013 Acalog SLO#2 - SLO#2 FA2012-SP2014:
  Properly use commands to create programs to solve problems.
* CS112 - Introduction to Linux: 2012-2013 Acalog SLO#1 - SLO#1:
  Upon successful completion of this course, students will be able to identify practical differences between Windows and Linux operating systems.
* CS151 (formerly CS150) - Windows Applications: 2012-2013 Acalog SLO#3 - SLO#3 FA2012 - SP2014:
  Create databases to store, retrieve, analyze and print information using Microsoft Access.
* CS206 - Java I: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
  Identify basic syntax and command structure in Java.

## Outcome Description: SLO#1 FA2014-SP2016 Computer Science Core_1

SLO#1 FA2014-SP2016:
Upon completion of this program, students will be able to demonstrate a solid foundation in the core areas of computer science, as well as knowledge of advanced topics in the field.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/13/2014
**End Date:** 03/14/2016
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** .
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will be able to complete course projects.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects | 90% of students will score at least an 80% on a Skills Checklist. | Instructor-selected chapters. | Yes |
| Students will be able to complete course projects.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects | 90% of students will score at least an 80% on a Skills Checklist. | Instructor-selected chapters. | Yes |

## Related Courses

- CS102 - Computer Operations
  **Related Documents:**
  CS102_1980-10-27.pdf
  CS102_PS Program.pdf
  CS102_2NSR_2008-10-29map.pdf
  CS102_CourseGuide_1980-10-27
  CS102_SR_AY1415-FINAL_2014-04-18_Acalog.pdf
- CS103 - RPG
  **Related Documents:**
  CS103_1980-10-27.pdf
  CS103_1SR_2010-04-21.pdf
  CS103_2NSR_2008-10-29map.pdf
  CS103_CourseGuide_1980-10-27
- CS104 - Visual Basic Programming
  **Related Documents:**
  CS104_1SR_2003-04-22.pdf
  CS104_2NSR_1992-11-27.pdf
  CS104_2NSR_2008-10-29map.pdf
  CS104_1SR_2012-01-24.pdf
- CS204 - C++ Programming
  **Related Documents:**
  CS204_1995-01-22.pdf
  CS204_0Adopt_1995-06-22.pdf
  CS204_4DeletCS105_2004-02-09.pdf
  CS204_2NSR_2008-10-29map.pdf
  CS204_1SR_2015-04-01.pdf
- CS206 - Java I
  **Related Documents:**
  CS206_0Adopt_2009-12-24.pdf
  CS206_1SR_2015-06-22.pdf
- CS252 - Advanced RPG
  **Related Documents:**
  CS252_1980-10-27.pdf
  CS252_2NSR_2008-10-29map.pdf
  CS252_CourseGuide_1980-10-27

CS252_1SR_2011-11-07.pdf

## Related Tasks

* **Task Name: Artifacts Collection Task Assigned**

  **Task Description:** Course is being taught every Spring semester. Artifacts will be collected by instructor assigned to teach the course.

* **Task Name: Computer Science Core Course**

  **Task Description:** Artifacts will be collected to assess Computer Science courses

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide appropriate administrative and technological support for student services and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide support for institutional learning outcomes.

### Computer Science AS & Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To increase student retention in the computer science program.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To increase student completion in the computer science program.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3

To meet needs of the community.

## Related Course SLO

* CS102 - Computer Operations: 2015-2017 Acalog SLO#1 - SLO#1
  Upon successful completion of this course, students will be able to operate single user and multi-user operating systems.
* CS102 - Computer Operations: 2014-2016 Acalog SLO#1_1 - SLO#1 FA14-SP16:
  Upon successful completion of this course, students will be able to contract single user and multi-user operating systems.
* CS103 - RPG: 2015-2017 Acalog SLO#1 - SLO#1
  Upon successful completion of this course, students will be able to comprehend basic syntax and command structure of RPG.
* CS110 - Introduction to Internet: 2015-2017 Acalog SLO#1 - SLO#1 AY:
  Upon successful completion of this course, students will be able to use the Internet to communicate, collaborate and retrieve information.
* CS112 - Introduction to Linux: 2015-2017 Acalog SLO#1 - SLO#1:
  Upon successful completion of this course, students will be able to identify practical differences between Windows and Linux operating systems.
* CS203 - Systems Analysis & Design: 2015-2017 Acalog SLO#1 - SLO#1
  Upon successful completion of this course, students will be able to investigate the initial system request.
* CS203 - Systems Analysis & Design: 2014-2016 Acalog SLO#1 - SLO#1 FA14-SP16:
  Upon successful completion of this course, students will be able to investigate the initial system request.
* CS204 - C++ Programming: 2015-2017 Acalog SLO#1 - SLO#1:
  Upon successful completion of this course, students will be able to comprehend basic syntax and command structure of C++ Language.
* CS252 - Advanced RPG: 2015-2017 Acalog SLO#1 - SLO#1
  Upon successful completion of this course, students will be able to describe basic syntax and command structure.
* CS252 - Advanced RPG: 2014-2016 Acalog SLO#1 - SLO#1 FA14-SP16:
  Upon successful completion of this course, students will be able to describe basic syntax and command structure.

## Outcome Description: SLO#1 FA15-SP17 Demonstrate a solid foundation in the core areas

FA15-SP17 -Demonstrate a solid foundation in the core areas of computer science, as well as knowledge of advanced topics in the field

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** None
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** Goal #1 Retention and Completion
Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.
**Budget Goals:** To increase student retention in the Computer Science Program.
To increase student completion in the Computer Science Program.
To meet the needs of the Community.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will be assessed on their knowledge of programming language by taking tests, completing programming projects and lab assignments .<br>This course offered only in spring.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects<br>**Related Documents:**<br>Sample Project.pdf | 90% of the students will score at least an 80% on a Skills Checklist | Course projects will be collected in Spring 2016, Spring 2017. | Yes |

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will create a text file version of the complete project file. Then convert it to and odt format document, and do some things to make it more readable then the text file, and then also save it as a pdf file.<br><br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects<br><br>**Related Documents:**<br>5761SS1 V7R1M0 100423 Control Language<br>STULIB.odt | 90% of the students will score at least an 80% on a Skills Checklist | Spring Only | Yes |

## Related Courses

- CS102 - Computer Operations

  **Related Documents:**
  CS102_1980-10-27.pdf
  CS102_PS Program.pdf
  CS102_2NSR_2008-10-29map.pdf
  CS102_CourseGuide_1980-10-27
  CS102_SR_AY1415-FINAL_2014-04-18_Acalog.pdf

- CS103 - RPG

  **Related Documents:**
  CS103_1980-10-27.pdf
  CS103_1SR_2010-04-21.pdf
  CS103_2NSR_2008-10-29map.pdf
  CS103_CourseGuide_1980-10-27

- CS104 - Visual Basic Programming

  **Related Documents:**
  CS104_1SR_2003-04-22.pdf
  CS104_2NSR_1992-11-27.pdf
  CS104_2NSR_2008-10-29map.pdf
  CS104_1SR_2012-01-24.pdf

- CS112 - Introduction to Linux

  **Related Documents:**
  CS112_0Adopt_2011-11-07.pdf
  CS112_1SR_2017.05.22-1.pdf

- CS203 - Systems Analysis & Design

  **Related Documents:**
  CS203_1980-10-27.pdf
  CS203_1981-10-05.pdf
  CS203_1986-11-12.pdf
  CS203_2NSR_2009-03-02.pdf
  CS203_1SR_2009-12-24.pdf
  CS203_2NSR_2008-10-29map.pdf
  CS203_1SR_1986-11
  CS203_CourseGuide_1980-10-27
  CS203_CourseGuide_1981-10-05

- CS205 - Network Communications

  **Related Documents:**

  CS205_0_Pilot_1996-02-22.pdf
  CS205_2NSR_2008-10-02.pdf
  CS205_2NSR_2008-10-29map.pdf
  CS205_1996-02-22
  CS205_1SR_2015-06-22.pdf

- CS206 - Java I

  **Related Documents:**

  CS206_0Adopt_2009-12-24.pdf
  CS206_1SR_2015-06-22.pdf

- CS252 - Advanced RPG

  **Related Documents:**

  CS252_1980-10-27.pdf
  CS252_2NSR_2008-10-29map.pdf
  CS252_CourseGuide_1980-10-27
  CS252_1SR_2011-11-07.pdf

## Related Tasks

* **Task Name: Artifacts Collection Task Assigned**

  **Task Description:** This course is offered only in Spring. Artifacts will be collected by instructor who is assigned to teach this course.

## Related Items

### Guam Community College

* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name 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.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2016 #1
  SUPPLY APPROPRIATE ADMINISTRATIVE AND TECHNOLOGICAL ASSISTANCE TO FACULTY AND PROGRAMS.

### Computer Science AS & Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2016 PRG#2
  To increase student completion in the Computer Science program.

## Related Course SLO

* CS101 - Introduction to Computer Systems & Information Technology: SLO # 2 Computers in Society - SLO#2 FA15-SP17:
  Upon successful completion of this course, students will be able to state the social and ethical implications of computers in business and society.
* CS101 - Introduction to Computer Systems & Information Technology: SLO#1 Demonstrate knowledge of hardware - SLO#1 FA15-SP17:
  Upon successful completion of this course, students will be able to demonstrate knowledge of computer hardware and software concepts.
* CS101 - Introduction to Computer Systems & Information Technology: SLO#3 State social and enthical implications - SLO#3 FA15-SP17:
  Upon successful completion of this course, students will be able to state the social and ethical implications of computers in business and society.
* CS104 - Visual Basic Programming: SLO#1 FA2016-SP2018 Syntax and Command - SLO#1 FA2016-SP2018:
  Describe basic syntax and command structure of Visual Basic Programming.
* CS104 - Visual Basic Programming: SLO#2 FA2017 - SP2019 Create Programs - Properly use commands to create programs to solve problems.
* CS151 (formerly CS150) - Windows Applications: SLO#1 FA2015-FA2017 Create and Format Documents - SLO#1 AY:
  Upon successful completion of this course, students will be able to create, edit, format and print documents using Microsoft Word.
* CS203 - Systems Analysis & Design: SLO#2: Fall 2017- Spring 2019 Analyzing Systems - Analyze various aspects of the system request, and produce system requirement documents.
* CS204 - C++ Programming: SLO#2 FA2017 - SP2019 Create Programs - Properly use commands to create programs to solve problems.
* CS205 - Network Communications: SLO#1: Fall 2017-Spring 2019 Internet Progresses - Demonstrate an understanding of how the Internet progresses from how we know it today, and how it will continue to evolve
* CS206 - Java I: SLO#2 FA2017 - SP2019 Create Programs - Properly use commands to create programs to solve problems.
* CS206 - Java I: SLO#1 FA2015-SP2017 Syntax and Command - SLO#1 FA2015-SP2017
  Identify basic syntax and command structure in Java.

## Outcome Description: SLO#2 FA15-SP17 Apply skillful evaluation to computer

FA15-SP17 Apply skillful evaluation to computer-based glitches and draw possible options that best meets the needs of a problem.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** None
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** Goal #1 Retention and Completion
Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.
**Budget Goals:** To increase student retention in the Computer Science Program.
To increase student completion in the Computer Science Program.
To meet the needs of the Community.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will be assessed on their knowledge of programming language by taking tests, completing programming projects and lab assignments.<br>This course offered only in spring.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects<br>**Related Documents:**<br>Sample Project.pdf | 90% of the students will score at least an 80% on a Skills Checklist | Course projects will be collected in Spring 2016, Spring 2017 | Yes |

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will be assessed on their knowledge of programming language by taking tests, completing programming projects and lab assignments.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects<br>**Related Documents:**<br>sri08--Smith.pdf | 90% of the students will score at least an 80% on a Skills Checklist | Spring Only | Yes |

## Related Courses

- CS102 - Computer Operations
  **Related Documents:**
  CS102_1980-10-27.pdf
  CS102_PS Program.pdf
  CS102_2NSR_2008-10-29map.pdf
  CS102_CourseGuide_1980-10-27
  CS102_SR_AY1415-FINAL_2014-04-18_Acalog.pdf
- CS103 - RPG
  **Related Documents:**
  CS103_1980-10-27.pdf
  CS103_1SR_2010-04-21.pdf
  CS103_2NSR_2008-10-29map.pdf
  CS103_CourseGuide_1980-10-27
- CS104 - Visual Basic Programming
  **Related Documents:**
  CS104_1SR_2003-04-22.pdf
  CS104_2NSR_1992-11-27.pdf
  CS104_2NSR_2008-10-29map.pdf
  CS104_1SR_2012-01-24.pdf
- CS112 - Introduction to Linux
  **Related Documents:**
  CS112_0Adopt_2011-11-07.pdf
  CS112_1SR_2017.05.22-1.pdf
- CS203 - Systems Analysis & Design
  **Related Documents:**
  CS203_1980-10-27.pdf
  CS203_1981-10-05.pdf
  CS203_1986-11-12.pdf
  CS203_2NSR_2009-03-02.pdf
  CS203_1SR_2009-12-24.pdf
  CS203_2NSR_2008-10-29map.pdf
  CS203_1SR_1986-11
  CS203_CourseGuide_1980-10-27
  CS203_CourseGuide_1981-10-05
- CS204 - C++ Programming
  **Related Documents:**

CS204_1995-01-22.pdf
CS204_0Adopt_1995-06-22.pdf
CS204_4DeletCS105_2004-02-09.pdf
CS204_2NSR_2008-10-29map.pdf
CS204_1SR_2015-04-01.pdf

- CS205 - Network Communications

**Related Documents:**
CS205_0_Pilot_1996-02-22.pdf
CS205_2NSR_2008-10-02.pdf
CS205_2NSR_2008-10-29map.pdf
CS205_1996-02-22
CS205_1SR_2015-06-22.pdf

- CS206 - Java I

**Related Documents:**
CS206_0Adopt_2009-12-24.pdf
CS206_1SR_2015-06-22.pdf

- CS252 - Advanced RPG

**Related Documents:**
CS252_1980-10-27.pdf
CS252_2NSR_2008-10-29map.pdf
CS252_CourseGuide_1980-10-27
CS252_1SR_2011-11-07.pdf

## Related Tasks

* **Task Name: Artifacts Collection Task Assigned**

**Task Description:** This course is offered only in Spring. Artifacts will be collected by instructor who is assigned to teach this course.

## Related Items

### Guam Community College

* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name 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.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2016 #1

SUPPLY APPROPRIATE ADMINISTRATIVE AND TECHNOLOGICAL ASSISTANCE TO FACULTY AND PROGRAMS.

### Computer Science AS & Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2016 PRG#1
  Increase student retention in the Computer Science program.

## Related Course SLO

* CS104 - Visual Basic Programming: SLO#1 FA2016-SP2018 Syntax and Command - SLO#1 FA2016-SP2018:
  Describe basic syntax and command structure of Visual Basic Programming.
* CS151 (formerly CS150) - Windows Applications: SLO#1 FA2015-FA2017 Create and Format Documents - SLO#1 AY:
  Upon successful completion of this course, students will be able to create, edit, format and print documents using Microsoft Word.
* CS203 - Systems Analysis & Design: SLO#2: Fall 2017- Spring 2019 Analyzing Systems - Analyze various aspects of the system request, and produce system requirement documents.
* CS204 - C++ Programming: SLO#2 FA2017 - SP2019 Create Programs - Properly use commands to create programs to solve problems.
* CS205 - Network Communications: SLO#1: Fall 2017-Spring 2019 Internet Progresses - Demonstrate an understanding of how the Internet progresses from how we know it today, and how it will continue to evolve
* CS206 - Java I: SLO#2 FA2017 - SP2019 Create Programs - Properly use commands to create programs to solve problems.
* CS206 - Java I: SLO#1 FA2015-SP2017 Syntax and Command - SLO#1 FA2015-SP2017
  Identify basic syntax and command structure in Java.

## Outcome Description: SLO#3 FA15-SP17 Design and implement a computer-based solution

FA15-SP17 Design and implement a computer-based solution of a problem by writing codes using an appropriate programming language.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** Implementation of Result from last assessment cycle will be used to continue assess Computer Science courses. We will try our best to address those issues not resolved to enhance the assessment effort in this cycle.

**Budget Goals:** To increase student retention in the Computer Science Program.
To increase student completion in the Computer Science Program.
To meet the needs of the Community.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will be assessed on their knowledge of programming language by taking tests, completing programming projects and lab assignments .<br>This course offered only in spring. | 90% of the students will score at least an 80% on a Skills Checklist | Course projects will be collected in Spring 2016, Spring 2017 | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Course Projects

**Related Documents:**
Sample Project.pdf

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will be assessed on their knowledge of programming language by taking tests, completing programming projects and lab assignments . | 90% of the students will score at least an 80% on a Skills Checklist | Spring Only | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Course Projects

**Related Documents:**
sri08-Smith.txt

## Related Courses

- CS203 - Systems Analysis & Design

  **Related Documents:**
  CS203_1980-10-27.pdf
  CS203_1981-10-05.pdf
  CS203_1986-11-12.pdf
  CS203_2NSR_2009-03-02.pdf
  CS203_1SR_2009-12-24.pdf
  CS203_2NSR_2008-10-29map.pdf
  CS203_1SR_1986-11
  CS203_CourseGuide_1980-10-27
  CS203_CourseGuide_1981-10-05

- CS205 - Network Communications

  **Related Documents:**
  CS205_0_Pilot_1996-02-22.pdf
  CS205_2NSR_2008-10-02.pdf
  CS205_2NSR_2008-10-29map.pdf
  CS205_1996-02-22
  CS205_1SR_2015-06-22.pdf

- CS252 - Advanced RPG

  **Related Documents:**
  CS252_1980-10-27.pdf
  CS252_2NSR_2008-10-29map.pdf
  CS252_CourseGuide_1980-10-27
  CS252_1SR_2011-11-07.pdf

## Related Tasks

* **Task Name: Artifacts Collection Tasks Assigned**

  **Task Description:** This course is offered only in Spring. Artifacts will be collected by instructor who is assigned to teach this course

## Related Items

### Guam Community College

* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

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

Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

**ACCJC/WASC**

* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name 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.

**School of Technology & Student Services (TSS)**

* Program Review Goal (Budget Related Goals & Objectives) - FY2016 #2
  SUPPLY ADEQUATE ASSISTANCE TO PROGRAM GROWTH VIA THE CURRICULUM PROCESS FOR BOTH THE COURSE AND PROGRAM LEVEL.

**Computer Science AS & Certificate**

* Program Review Goal (Budget Related Goals & Objectives) - FY2016 PRG#2
  To increase student completion in the Computer Science program.

**Related Course SLO**

* CS104 - Visual Basic Programming: SLO#1 FA2016-SP2018 Syntax and Command - SLO#1 FA2016-SP2018:
  Describe basic syntax and command structure of Visual Basic Programming.
* CS151 (formerly CS150) - Windows Applications: SLO#1 FA2015-FA2017 Create and Format Documents - SLO#1 AY:
  Upon successful completion of this course, students will be able to create, edit, format and print documents using Microsoft Word.
* CS203 - Systems Analysis & Design: SLO#2: Fall 2017- Spring 2019 Analyzing Systems - Analyze various aspects of the system request, and produce system requirement documents.
* CS204 - C++ Programming: SLO#2 FA2017 - SP2019 Create Programs - Properly use commands to create programs to solve problems.
* CS205 - Network Communications: SLO#1: Fall 2017-Spring 2019 Internet Progresses - Demonstrate an understanding of how the Internet progresses from how we know it today, and how it will continue to evolve
* CS206 - Java I: SLO#2 FA2017 - SP2019 Create Programs - Properly use commands to create programs to solve problems.
* CS206 - Java I: SLO#1 FA2015-SP2017 Syntax and Command - SLO#1 FA2015-SP2017
  Identify basic syntax and command structure in Java.

## Computer Science Certificate (Archive)

**Mission Statement:** The mission of the Computer Science Program is to provide the students with foundational knowledge and skills to enter the workforce and to advance as technology changes.

**Vision Statement:** The program envisions to produce computer science graduates who are knowledgeable and skillful in the workforce in Guam community and the region.

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

## Construction Technology Certificate

**Mission Statement:** The Construction Trades Department of the Guam Community College is committed to providing quality learning opportunities in occupational, career technical, and continuing education reflective of our community and industry needs in the areas of Construction and related Careers.

**Vision Statement:** The Construction Trades Department of the Guam Community College will continue meeting the educational, career and technical training needs of the Construction Industry. Its excellence will continue to be recognized because of its service to students, employers, employees and the community at large.

**Outcome Description: 2012-2013 Catalog SLO#1**

SLO#1 SP2012-FA2013:
Upon successful completion of the Certificate in Construction Technology program, students will be able to demonstrate basic skills needed to function as an entry-level worker in at least one construction trades concentration area in accordance with industry safety standards: carpentry; electricity; heating, ventilation, and air-conditioning (HVAC); masonry; plumbing, reinforcing metal worker; or welding.

**Outcome Type:** SLO-Cognitive outcomes

**Start Date:** 03/12/2012
**End Date:** 10/14/2013
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** Contren Construction Curricula Certificate of completion
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** Utilizing National standards, program will standardize and update training techniques
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| All students enrolled in Construction related courses for certification or degree must pass CT100 as this course covers foundational knowledge.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test<br>**Related Documents:**<br>Plumbing Installation.pdf | All Students enrolled in this course must pass CT100 with an 80% or better | FA2012 | Yes |

## Related Courses

- CT152 - Fundamentals of Plumbing
  **Related Documents:**
  CT152_0Adopt_2007-10-19.pdf
  CT152_CourseGuide.pdf
  CT152_CourseGuide_1992-06.pdf
  CT152_2007-10-19
  CT152_CourseGuide_1992-06
- CT152A - Plumbing Level I
  **Related Documents:**
  CT152A_0Adopt_2007-10-19.pdf
  CT152A_0Adopt_2001-06-01.pdf
  CT152A_1SR_2007-10-19.pdf
  CT152A_4Delete_2003-02-10.pdf
- CT153 (formerly CT053) - Introduction to Carpentry
  **Related Documents:**
  CT153 Intro to Carpentry 1990-06.pdf
  CT153_CourseGuide.pdf
  CT153 1990
  CT153_CourseGuide_1990-06
- CT154A - Masonry Level I
  **Related Documents:**
  CT154A_0Adopt_2007-10-19.pdf
  CT154A_0Adopt_2001-04-05.pdf
  CT154A_1SR_2007-10-19.pdf
  CT154A_4Delete_2003-02-10.pdf
- CT154B - Masonry Level II

**Related Documents:**
CT154B_0Adopt_2007-10-19.pdf
CT154B_0Adopt_2001-04-05.pdf
CT154B_1SR_2007-10-19.pdf
CT154B_4Delete_2003-02-10.pdf

- CT165A - Electricity Level I

**Related Documents:**
CT165A_1SR_2007-04-25.pdf
CT165A_0_Pilot_1997-12-04.pdf
CT165A_0Adopt_2001-05-31.pdf
CT165A_4Delete_2003-02-10.pdf
CT165A_XMemo_1983-11-23.pdf
CT165A_XMemo_1999-08-19.pdf

- CT165B - Electricity Level II

**Related Documents:**
CT165B_1SR_2007-04-25.pdf
CT165B_0Adopt_2001-06-01.pdf
CT165B_4Delete_2003-02-10.pdf

- CT165C - Electricity Level III

**Related Documents:**
CT165C_0Adopt_2001-06-01.pdf
CT165C_4Delete_2003-02-10.pdf
CT165C_1SR_2007-04-25.pdf
CT165C_2007-04-25

- CT165D - Electricity Level IV

**Related Documents:**
CT165D_0Adopt_2001-06-01.pdf
CT165D_1SR_2007-04-25.pdf
CT165D_2007-04-25

- CT173 - Rough Framing and Exterior Finishing

**Related Documents:**
CT173.pdf
CT173_CourseGuide

- CT182 (reinstituted Jan 2009) - Uniform Plumbing Code

**Related Documents:**
CT182_2008-07-14.pdf
CT182_1SR_2009_01_26.pdf
CT182_5Reinstitute2009_01_05.pdf
CT182_Course Guide.pdf

- CT183 - Finishing

**Related Documents:**
CT183.pdf
CT183_2NSR_2010-03-11.pdf
CT183_Course Guide

- CT185A - Refrigeration and Air Conditioning Level I

**Related Documents:**
CT185A_0Adopt_2007-10-19.pdf

CT185A_1SR_2007-10-19.pdf
CT185A_0Adopt_2001-06-01.pdf
CT185A_4Delete_2003-02-10.pdf

- CT185B - Refrigeration and Air Conditioning Level II

**Related Documents:**

CT185B_0Adopt_2007-10-19.pdf
CT185B_0Adopt_2001-06-01.pdf
CT185B_1SR_2007-10-19.pdf
CT185B_4Delete_2003-02-10.pdf

- CT185C - Refrigeration and Air Conditioning Level III

**Related Documents:**

CT185C_0Adopt_2007-10-19.pdf
CT185C_0Adopt_2001-06-01.pdf
CT185C_1SR_2007-10-19.pdf
CT185C_4Delete_2003-02-10.pdf

- CT196A - Fundamentals of Oxyacetylene Welding I

**Related Documents:**

CT196A_0Adopt_2007-10-19.pdf
CT196A_0Adopt_2001-06-01.pdf
CT196A_1SR_2007-10-19.pdf
CT196A_4Delete_2003-02-10.pdf

- CT196B - Fundamentals of Oxyacetylene Welding II

**Related Documents:**

CT196B_OAdopt_2007-10-19.pdf
CT196B_0Adopt_2001-06-01.pdf
CT196B_1SR_2007-10-19.pdf
CT196B_4Delete_2003-02-10.pdf

- CT197A - Shielded Metal Arc Welding I

**Related Documents:**

CT197A_2NSR_2007-08-17.pdf
CT197A_0Adopt_2002-04-11.pdf
CT197A_1SR_2007-04-26.pdf
CT197A_2NSR_2003-02-10.pdf

- CT197B - Shielded Metal Arc Welding II

**Related Documents:**

CT197B_1SR-2007-05-21.pdf
CT197B_2NSR_2007-08-17.pdf

## Related Tasks

* **Task Name: Collection of artifacts and student performance indicators**

**Task Description:** administration, cataloguing and archiving of test and Student Performance artifacts

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* 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.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Supply assistance for institutional learning outcomes.

### Construction Technology Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide students with a nationally recognized certification.

## Related Course SLO

* CT100 - Introduction to Construction Trades: 2012-2013 Acalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to describe basic knowledge and skills needed in various construction trades areas.
* CT100 - Introduction to Construction Trades: 2012-2013 SLO#2 - SLO#2 SP2012-FA2013:
  Upon successful completion of this course, students will be able to identify the proper names of tools and equipment used in the construction technology field.
* CT100 - Introduction to Construction Trades: 2012-2013 Catalog SLO#3 - SLO#3 SP2012-FA2013:
  Upon successful completion of this course, students will be able to develop an appropriate work ethic and attitude necessary to succeed in the construction field.
* CT140 (formerly SP153) - Industrial Safety: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to identify accident prevention practices within the construction trades industry.
* CT140 (formerly SP153) - Industrial Safety: 2012-2013 Catalog SLO#2 - SLO#2 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate proficiency in recognizing safety hazards and corrective measures on a job site.
* CT140 (formerly SP153) - Industrial Safety: 2012-2013 Catalog SLO#3 - SLO#3 SP2012-FA2013:
  Upon successful completion of this course, students will be able to list national (international) and local agencies that provide safety standards and be familiar with available resources.
* CT152 - Fundamentals of Plumbing: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate understanding of the basic science concepts and core principles related to plumbing and piping.
* CT152 - Fundamentals of Plumbing: 2012-2013 Catalog SLO#2 - SLO#2 FA2012-SP2013:
  Upon successful completion of this course, students will be able to explain the correct use of tools, supplies, and equipment needed in the plumbing industry.
* CT152 - Fundamentals of Plumbing: 2012-2013 Catalog SLO#3 - SLO#3 FA2012-SP2013:
  Upon successful completion of this course, students will be able to discuss the various local and global career opportunities for professional plumber/pipe-fitters.
* CT152 - Fundamentals of Plumbing: 2012-2013 Catalog SLO#4 - SLO#4 FA2012-SP2013:
  Upon successful completion of this course, students will be able to demonstrate basic knowledge of cold water supply and drainage system concepts.
* CT152 - Fundamentals of Plumbing: 2012-2013 Catalog SLO#5 - SLO#5 FA2012-SP2013:
  Upon successful completion of this course, students will be able to identify and explain the correct use of tools, supplies, and equipment needed in the plumbing field.
* CT152 - Fundamentals of Plumbing: 2012-2013 Catalog SLO#6 - SLO#6 FA2012-SP2013:
  Upon successful completion of this course, students will be able to discuss industry related safety standards.
* CT152A - Plumbing Level I: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2013:
  Upon successful completion of this course, students will be able to demonstrate the correct use of tools, supplies, and equipment needed in the plumbing field adhering to all industry safety standards.
* CT153 (formerly CT053) - Introduction to Carpentry: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to identify commonly used tools, supplies, and equipment in the carpentry profession.
* CT153 (formerly CT053) - Introduction to Carpentry: 2012-2013 Catalog SLO#2 - SLO#2 SP2012-FA2013:
  Upon successful completion of this course, students will be able to explain the safe use and care of various carpentry tools, supplies and equipment.
* CT153 (formerly CT053) - Introduction to Carpentry: 2012-2013 Catalog SLO#3 - SLO#3 SP2012-FA2013:

Upon successful completion of this course, students will be able to identify common terminology in the carpentry field.

* CT153 (formerly CT053) - Introduction to Carpentry: 2012-2013 Catalog SLO#4 - SLO#4 SP2012-FA2013:
Upon successful completion of this course, students will be able to discuss the various local and global career opportunities for professional carpenters.
* CT154A - Masonry Level I: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
Upon successful completion of this course, students will be able to demonstrate the knowledge and skills needed to properly construct a concrete structure.
* CT154A - Masonry Level I: 2012-2013 Catalog SLO#2 - SLO#2 SP2012-FA2013:
Upon successful completion of this course, students will be able to properly complete the laying of blocks for walls and columns.
* CT154A - Masonry Level I: 2012-2013 Catalog SLO#3 - SLO#3 SP2012-FA2013:
Upon successful completion of this course, students will be able to demonstrate the correct use of tools, supplies, and equipment needed in the construction of a masonry project.
* CT154B - Masonry Level II: 2012-2013 Catalog SLO#1 - SLO#1 FA2012-SP2013:
Upon successful completion of this course, students will be able to design the layout of a masonry project.
* CT165A - Electricity Level I: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
Upon successful completion of this course, students will be able to explain skills needed by a licensed electrician.
* CT165B - Electricity Level II: 2012-201 Catalog SLO#1 - SLO#1 SP2012-FA2013:
Upon successful completion of this course, students will be able to demonstrate appropriate use and care of various hand and power tools used by professional electricians.
* CT165C - Electricity Level III : 2012-2013 Catalog SLO#1 - SLO#1 FA2012-SP2013:
Upon successful completion of this course, students will be able to acquire entry-level skills that are essential for success in the initial pursuit of a career as an electrician.
* CT165D - Electricity Level IV: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
Upon successful completion of this course, students will be able to demonstrate use and care of various hand and power tools used by professional electricians adhering to all industry safety standards.
* CT165D - Electricity Level IV: 2012-2013 Catalog SLO#2 - SLO#2 FA2012-SP2013:
Upon successful completion of this course, students will be able to demonstrate the knowledge and skills related to conductor installations, cable trays, conductor terminations and splices, installation of electrical services, circuit breakers and fuses, contractors and relays, and electric lighting.
* CT165D - Electricity Level IV: 2012-2013 Catalog SLO#3 - SLO#3 FA2012-SP2013:
Upon successful completion of this course, students will be able to demonstrate professionalism and an appropriate work ethic needed to succeed as an entry-level electrician.
* CT172 - Plumbing Installation and Design: 2011-2012 Catalog SLO#1 - SLO#1 SP2012-FA2013:
Upon successful completion of this course, students will be able to determine correct elevations required in setting up wastewater lines.
* CT172 - Plumbing Installation and Design: 2011-2012 Catalog SLO#2 - SLO#2 FA11: SP12:
Upon successful completion of this course, students will be able to properly install water pipes as detailed by given blueprints.
* CT172 - Plumbing Installation and Design: 2011-2012 Catalog SLO#3 - SLO#3 FA11: SP12:
Upon successful completion of this course, students will be able to test all plumbing systems using a pressurized method.
* CT173 - Rough Framing and Exterior Finishing: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
Upon successful completion of this course, students will be able to demonstrate the knowledge and skills needed to properly construct a structure.
* CT173 - Rough Framing and Exterior Finishing: 2012-2013 Cataloag SLO#2 - SLO#2 FA2012-SP2013:
Upon successful completion of this course, students will be able to demonstrate basic skills needed to complete the framing of a given project.
* CT173 - Rough Framing and Exterior Finishing: 2012-2013 Catalog SLO#3 - SLO#3 FA2012-SP2013:
Upon successful completion of this course, students will be able to demonstrate the correct use of tools, supplies, and equipment needed in the framing and finishing of a project.
* CT182 (reinstituted Jan 2009) - Uniform Plumbing Code: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
Upon successful completion of this course, students will be able to demonstrate knowledge of laws and ordinances governing plumbing systems.
* CT182 (reinstituted Jan 2009) - Uniform Plumbing Code: 2012-2013 Catalog SLO#2 - SLO#2 FA2012-SP2013;
Upon successful completion of this course, students will be able to explain the dynamics of the installation of residential and commercial plumbing systems.
* CT182 (reinstituted Jan 2009) - Uniform Plumbing Code: 2012-2013 Cataloag SLO#3 - SLO#3 FA2012-SP2013:
Upon successful completion of this course, students will be able to efficiently use the Uniform Plumbing Code manual.
* CT183 - Finishing: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
Upon successful completion of this course, students will be able to dial in angles and make accurate cuts with a slide compound saw.
* CT183 - Finishing: 2012-2013 Catalog SLO#2 - SLO#2 FA2012: SP2013:
Upon successful completion of this course, students will be able to demonstrate skills needed to center windows, cabinets, and doors using wedges and levels.
* CT183 - Finishing: 2012-2013 Catalog SLO#3 - SLO#3 FA2012: SP2013:
Upon successful completion of this course, students will be able to install a variety of trims as specified in given blueprints.
* CT185A - Refrigeration and Air Conditioning Level I: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
Upon successful completion of this course, students will be able to demonstrate understanding of the core principles and terminology related to air conditioning and refrigeration.
* CT185B - Refrigeration and Air Conditioning Level II: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
Upon successful completion of this course, students will be able to explain the basic knowledge and skills necessary for more advanced study in the heating, ventilation, and airconditioning (HVAC) industry.
* CT185C - Refrigeration and Air Conditioning Level III: 2012-2013 Catalog SLO#2 - SLO#2 FA2012-SP2013:

Upon successful completion of this course, students will be able to exhibit professionalism and work ethic deemed necessary to succeed as an entry-level refrigeration and airconditioning technician.

* CT193 (archived Mar 2010) - Cabinet Making and Millwork: 2012-2013 Catalog SLO#1 - SLO#1 FA2012-SP2013:
  Upon successful completion of this course, students will be able to correctly assemble cabinetry following a given set of plans.
* CT196A - Fundamentals of Oxyacetylene Welding I: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to Demonstrate the foundational knowledge necessary for a professional welding career.
* CT196B - Fundamentals of Oxyacetylene Welding II: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate the knowledge and skills required for basic oxyacetylene welding.
* CT197A - Shielded Metal Arc Welding I: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate the knowledge and skills required for basic shielded metal arc welding including selection of metals and electrodes, the making of beads, fillet welds, and groove welds.
* CT197A - Shielded Metal Arc Welding I: 2011-2012 Catalog SLO#2 - SLO#2 FA11-SP12:
  Upon successful completion of this course, students will be able to demonstrate the professionalism and an appropriate attitude necessary in the welding field.
* CT197A - Shielded Metal Arc Welding I: 2012-2013 Catalog SLO#3 - SLO#3 FA2012-SP2013:
  Upon successful completion of this course, students will be able to acquire skills needed for an entry-level position in the welding field.
* CT197B - Shielded Metal Arc Welding II: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate skills needed in intermediate level shielded metal arc welding.
* CT197B - Shielded Metal Arc Welding II: 2011-2012 Catalog SLO#2 - SLO#2 FA11-SP12:
  Upon successful completion of this course, students will be able to perform shielded metal arc welding (SMAW) open V-butt welds in all positions.
* CT197B - Shielded Metal Arc Welding II: 2011-2012 Catalog SLO#3 - SLO#3 FA11-SP12:
  Upon successful completion of this course, students will be able to demonstrate the use, care, and proper maintenance of welding tools, equipment, and supplies following industry safety standards.
* CT292 - Construction Practicum: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate proficiency in the operations of equipment and instruments needed for concentration area.
* CT292 - Construction Practicum: 2011-2012 Catalog SLO#2 - SLO#2 FA11-SP12:
  Upon successful completion of this course, students will be able to demonstrate professional and ethical conduct as required by specific trade.
* CT292 - Construction Practicum: 2011-2012 Catalog SLO#3 - SLO#3 SP11-FA12:
  Upon successful completion of this course, students will be able to apply employment skills in resume writing, job portfolio preparation, networking, and interviewing.
* CT292 - Construction Practicum: 2011-2012 Catalog SLO#4 - SLO#4 SP11-FA12:
  Upon successful completion of this course, students will be able to troubleshoot problems within discipline area and make appropriate corrections.

### Outcome Description: 2012-2013 Catalog SLO#2

SLO#2 SP2012-FA2013:
Upon successful completion of the Certificate in Construction Technology program, students will be able to exhibit entry-level knowledge in chosen construction trades concentration area.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/12/2012
**End Date:** 10/14/2013
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** Industrial Safety Certificate
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** To develop a well trained workforce for Guam and the region by providing the best Career and technical training
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Instructor developed skills test<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test<br>**Related Documents:**<br>Safety Rules | All students enrolled in this course must pass with an 80% or better | FA2012 | Yes |

## Related Courses

- CT152 - Fundamentals of Plumbing
  **Related Documents:**
  CT152_0Adopt_2007-10-19.pdf
  CT152_CourseGuide.pdf
  CT152_CourseGuide_1992-06.pdf
  CT152_2007-10-19
  CT152_CourseGuide_1992-06
- CT152A - Plumbing Level I
  **Related Documents:**
  CT152A_0Adopt_2007-10-19.pdf
  CT152A_0Adopt_2001-06-01.pdf
  CT152A_1SR_2007-10-19.pdf
  CT152A_4Delete_2003-02-10.pdf
- CT153 (formerly CT053) - Introduction to Carpentry
  **Related Documents:**
  CT153 Intro to Carpentry 1990-06.pdf
  CT153_CourseGuide.pdf
  CT153 1990
  CT153_CourseGuide_1990-06
- CT154A - Masonry Level I
  **Related Documents:**
  CT154A_0Adopt_2007-10-19.pdf
  CT154A_0Adopt_2001-04-05.pdf
  CT154A_1SR_2007-10-19.pdf
  CT154A_4Delete_2003-02-10.pdf
- CT154B - Masonry Level II
  **Related Documents:**
  CT154B_0Adopt_2007-10-19.pdf
  CT154B_0Adopt_2001-04-05.pdf
  CT154B_1SR_2007-10-19.pdf
  CT154B_4Delete_2003-02-10.pdf
- CT165A - Electricity Level I
  **Related Documents:**
  CT165A_1SR_2007-04-25.pdf
  CT165A_0_Pilot_1997-12-04.pdf
  CT165A_0Adopt_2001-05-31.pdf
  CT165A_4Delete_2003-02-10.pdf

CT165A_XMemo_1983-11-23.pdf
CT165A_XMemo_1999-08-19.pdf

- CT165B - Electricity Level II

**Related Documents:**
CT165B_1SR_2007-04-25.pdf
CT165B_0Adopt_2001-06-01.pdf
CT165B_4Delete_2003-02-10.pdf

- CT165C - Electricity Level III

**Related Documents:**
CT165C_0Adopt_2001-06-01.pdf
CT165C_4Delete_2003-02-10.pdf
CT165C_1SR_2007-04-25.pdf
CT165C_2007-04-25

- CT165D - Electricity Level IV

**Related Documents:**
CT165D_0Adopt_2001-06-01.pdf
CT165D_1SR_2007-04-25.pdf
CT165D_2007-04-25

- CT173 - Rough Framing and Exterior Finishing

**Related Documents:**
CT173.pdf
CT173_CourseGuide

- CT182 (reinstituted Jan 2009) - Uniform Plumbing Code

**Related Documents:**
CT182_2008-07-14.pdf
CT182_1SR_2009_01_26.pdf
CT182_5Reinstitute2009_01_05.pdf
CT182_Course Guide.pdf

- CT183 - Finishing

**Related Documents:**
CT183.pdf
CT183_2NSR_2010-03-11.pdf
CT183_Course Guide

- CT185A - Refrigeration and Air Conditioning Level I

**Related Documents:**
CT185A_0Adopt_2007-10-19.pdf
CT185A_1SR_2007-10-19.pdf
CT185A_0Adopt_2001-06-01.pdf
CT185A_4Delete_2003-02-10.pdf

- CT185B - Refrigeration and Air Conditioning Level II

**Related Documents:**
CT185B_0Adopt_2007-10-19.pdf
CT185B_0Adopt_2001-06-01.pdf
CT185B_1SR_2007-10-19.pdf
CT185B_4Delete_2003-02-10.pdf

- CT185C - Refrigeration and Air Conditioning Level III

**Related Documents:**
CT185C_0Adopt_2007-10-19.pdf
CT185C_0Adopt_2001-06-01.pdf
CT185C_1SR_2007-10-19.pdf
CT185C_4Delete_2003-02-10.pdf

- CT196A - Fundamentals of Oxyacetylene Welding I

**Related Documents:**
CT196A_0Adopt_2007-10-19.pdf
CT196A_0Adopt_2001-06-01.pdf
CT196A_1SR_2007-10-19.pdf
CT196A_4Delete_2003-02-10.pdf

- CT196B - Fundamentals of Oxyacetylene Welding II

**Related Documents:**
CT196B_OAdopt_2007-10-19.pdf
CT196B_0Adopt_2001-06-01.pdf
CT196B_1SR_2007-10-19.pdf
CT196B_4Delete_2003-02-10.pdf

- CT197A - Shielded Metal Arc Welding I

**Related Documents:**
CT197A_2NSR_2007-08-17.pdf
CT197A_0Adopt_2002-04-11.pdf
CT197A_1SR_2007-04-26.pdf
CT197A_2NSR_2003-02-10.pdf

- CT197B - Shielded Metal Arc Welding II

**Related Documents:**
CT197B_1SR-2007-05-21.pdf
CT197B_2NSR_2007-08-17.pdf

## Related Tasks

* **Task Name: Interest and skills inventory checklist**
  **Task Description:** Student will be able to express interest and perform a skills checklist to assess their level of commitment and knowledge of their chosen field or discipline
* **Task Name: student basic skills test and exams**
  **Task Description:** Students will take competency based skills test and exams to show comprehension and knowledge

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* 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.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Supply appropriate administrative and technological assistance to faculty and programs.

### Construction Technology Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1 (MDF)
  Prepare students to work in the construction industry as semi-skilled to skilled crafts people.

## Related Course SLO

* CT100 - Introduction to Construction Trades: 2012-2013 Acalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to describe basic knowledge and skills needed in various construction trades areas.
* CT100 - Introduction to Construction Trades: 2012-2013 SLO#2 - SLO#2 SP2012-FA2013:
  Upon successful completion of this course, students will be able to identify the proper names of tools and equipment used in the construction technology field.
* CT100 - Introduction to Construction Trades: 2012-2013 Catalog SLO#3 - SLO#3 SP2012-FA2013:
  Upon successful completion of this course, students will be able to develop an appropriate work ethic and attitude necessary to succeed in the construction field.
* CT140 (formerly SP153) - Industrial Safety: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to identify accident prevention practices within the construction trades industry.
* CT140 (formerly SP153) - Industrial Safety: 2012-2013 Catalog SLO#2 - SLO#2 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate proficiency in recognizing safety hazards and corrective measures on a job site.
* CT140 (formerly SP153) - Industrial Safety: 2012-2013 Catalog SLO#3 - SLO#3 SP2012-FA2013:
  Upon successful completion of this course, students will be able to list national (international) and local agencies that provide safety standards and be familiar with available resources.
* CT152 - Fundamentals of Plumbing: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate understanding of the basic science concepts and core principles related to plumbing and piping.
* CT152 - Fundamentals of Plumbing: 2012-2013 Catalog SLO#2 - SLO#2 FA2012-SP2013:
  Upon successful completion of this course, students will be able to explain the correct use of tools, supplies, and equipment needed in the plumbing industry.
* CT152 - Fundamentals of Plumbing: 2012-2013 Catalog SLO#3 - SLO#3 FA2012-SP2013:
  Upon successful completion of this course, students will be able to discuss the various local and global career opportunities for professional plumber/pipe-fitters.
* CT152 - Fundamentals of Plumbing: 2012-2013 Catalog SLO#4 - SLO#4 FA2012-SP2013:
  Upon successful completion of this course, students will be able to demonstrate basic knowledge of cold water supply and drainage system concepts.
* CT152 - Fundamentals of Plumbing: 2012-2013 Catalog SLO#5 - SLO#5 FA2012-SP2013:
  Upon successful completion of this course, students will be able to identify and explain the correct use of tools, supplies, and equipment needed in the plumbing field.
* CT152 - Fundamentals of Plumbing: 2012-2013 Catalog SLO#6 - SLO#6 FA2012-SP2013:
  Upon successful completion of this course, students will be able to discuss industry related safety standards.
* CT152A - Plumbing Level I: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2013:
  Upon successful completion of this course, students will be able to demonstrate the correct use of tools, supplies, and equipment needed in the plumbing field adhering to all industry safety standards.
* CT153 (formerly CT053) - Introduction to Carpentry: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to identify commonly used tools, supplies, and equipment in the carpentry profession.
* CT153 (formerly CT053) - Introduction to Carpentry: 2012-2013 Catalog SLO#2 - SLO#2 SP2012-FA2013:
  Upon successful completion of this course, students will be able to explain the safe use and care of various carpentry tools, supplies and equipment.
* CT153 (formerly CT053) - Introduction to Carpentry: 2012-2013 Catalog SLO#3 - SLO#3 SP2012-FA2013:
  Upon successful completion of this course, students will be able to identify common terminology in the carpentry field.
* CT153 (formerly CT053) - Introduction to Carpentry: 2012-2013 Catalog SLO#4 - SLO#4 SP2012-FA2013:
  Upon successful completion of this course, students will be able to discuss the various local and global career opportunities for professional carpenters.
* CT154A - Masonry Level I: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate the knowledge and skills needed to properly construct a concrete structure.
* CT154A - Masonry Level I: 2012-2013 Catalog SLO#2 - SLO#2 SP2012-FA2013:
  Upon successful completion of this course, students will be able to properly complete the laying of blocks for walls and columns.
* CT154A - Masonry Level I: 2012-2013 Catalog SLO#3 - SLO#3 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate the correct use of tools, supplies, and equipment needed in the construction of a masonry project.

* CT154B - Masonry Level II: 2012-2013 Catalog SLO#1 - SLO#1 FA2012-SP2013:
  Upon successful completion of this course, students will be able to design the layout of a masonry project.
* CT165A - Electricity Level I: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to explain skills needed by a licensed electrician.
* CT165B - Electricity Level II: 2012-201 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate appropriate use and care of various hand and power tools used by professional electricians.
* CT165C - Electricity Level III : 2012-2013 Catalog SLO#1 - SLO#1 FA2012-SP2013:
  Upon successful completion of this course, students will be able to acquire entry-level skills that are essential for success in the initial pursuit of a career as an electrician.
* CT165D - Electricity Level IV: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate use and care of various hand and power tools used by professional electricians adhering to all industry safety standards.
* CT165D - Electricity Level IV: 2012-2013 Catalog SLO#2 - SLO#2 FA2012-SP2013:
  Upon successful completion of this course, students will be able to demonstrate the knowledge and skills related to conductor installations, cable trays, conductor terminations and splices, installation of electrical services, circuit breakers and fuses, contractors and relays, and electric lighting.
* CT165D - Electricity Level IV: 2012-2013 Catalog SLO#3 - SLO#3 FA2012-SP2013:
  Upon successful completion of this course, students will be able to demonstrate professionalism and an appropriate work ethic needed to succeed as an entry-level electrician.
* CT172 - Plumbing Installation and Design: 2011-2012 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to determine correct elevations required in setting up wastewater lines.
* CT172 - Plumbing Installation and Design: 2011-2012 Catalog SLO#2 - SLO#2 FA11: SP12:
  Upon successful completion of this course, students will be able to properly install water pipes as detailed by given blueprints.
* CT172 - Plumbing Installation and Design: 2011-2012 Catalog SLO#3 - SLO#3 FA11: SP12:
  Upon successful completion of this course, students will be able to test all plumbing systems using a pressurized method.
* CT173 - Rough Framing and Exterior Finishing: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate the knowledge and skills needed to properly construct a structure.
* CT173 - Rough Framing and Exterior Finishing: 2012-2013 Cataloag SLO#2 - SLO#2 FA2012-SP2013:
  Upon successful completion of this course, students will be able to demonstrate basic skills needed to complete the framing of a given project.
* CT173 - Rough Framing and Exterior Finishing: 2012-2013 Catalog SLO#3 - SLO#3 FA2012-SP2013:
  Upon successful completion of this course, students will be able to demonstrate the correct use of tools, supplies, and equipment needed in the framing and finishing of a project.
* CT182 (reinstituted Jan 2009) - Uniform Plumbing Code: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate knowledge of laws and ordinances governing plumbing systems.
* CT182 (reinstituted Jan 2009) - Uniform Plumbing Code: 2012-2013 Catalog SLO#2 - SLO#2 FA2012-SP2013;
  Upon successful completion of this course, students will be able to explain the dynamics of the installation of residential and commercial plumbing systems.
* CT182 (reinstituted Jan 2009) - Uniform Plumbing Code: 2012-2013 Cataloag SLO#3 - SLO#3 FA2012-SP2013:
  Upon successful completion of this course, students will be able to efficiently use the Uniform Plumbing Code manual.
* CT183 - Finishing: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to dial in angles and make accurate cuts with a slide compound saw.
* CT183 - Finishing: 2012-2013 Catalog SLO#2 - SLO#2 FA2012: SP2013:
  Upon successful completion of this course, students will be able to demonstrate skills needed to center windows, cabinets, and doors using wedges and levels.
* CT183 - Finishing: 2012-2013 Catalog SLO#3 - SLO#3 FA2012: SP2013:
  Upon successful completion of this course, students will be able to install a variety of trims as specified in given blueprints.
* CT185A - Refrigeration and Air Conditioning Level I: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate understanding of the core principles and terminology related to air conditioning and refrigeration.
* CT185B - Refrigeration and Air Conditioning Level II: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to explain the basic knowledge and skills necessary for more advanced study in the heating, ventilation, and airconditioning (HVAC) industry.
* CT185C - Refrigeration and Air Conditioning Level III: 2012-2013 Catalog SLO#2 - SLO#2 FA2012-SP2013:
  Upon successful completion of this course, students will be able to exhibit professionalism and work ethic deemed necessary to succeed as an entry-level refrigeration and airconditioning technician.
* CT193 (archived Mar 2010) - Cabinet Making and Millwork: 2012-2013 Catalog SLO#1 - SLO#1 FA2012-SP2013:
  Upon successful completion of this course, students will be able to correctly assemble cabinetry following a given set of plans.
* CT196A - Fundamentals of Oxyacetylene Welding I: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to Demonstrate the foundational knowledge necessary for a professional welding career.
* CT196B - Fundamentals of Oxyacetylene Welding II: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate the knowledge and skills required for basic oxyacetylene welding.
* CT197A - Shielded Metal Arc Welding I: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate the knowledge and skills required for basic shielded metal arc welding including selection of metals and electrodes,

the making of beads, fillet welds, and groove welds.

* CT197A - Shielded Metal Arc Welding I: 2011-2012 Catalog SLO#2 - SLO#2 FA11-SP12:
  Upon successful completion of this course, students will be able to demonstrate the professionalism and an appropriate attitude necessary in the welding field.
* CT197A - Shielded Metal Arc Welding I: 2012-2013 Catalog SLO#3 - SLO#3 FA2012-SP2013:
  Upon successful completion of this course, students will be able to acquire skills needed for an entry-level position in the welding field.
* CT197B - Shielded Metal Arc Welding II: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate skills needed in intermediate level shielded metal arc welding.
* CT197B - Shielded Metal Arc Welding II: 2011-2012 Catalog SLO#2 - SLO#2 FA11-SP12:
  Upon successful completion of this course, students will be able to perform shielded metal arc welding (SMAW) open V-butt welds in all positions.
* CT197B - Shielded Metal Arc Welding II: 2011-2012 Catalog SLO#3 - SLO#3 FA11-SP12:
  Upon successful completion of this course, students will be able to demonstrate the use, care, and proper maintenance of welding tools, equipment, and supplies following industry safety standards.
* CT292 - Construction Practicum: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate proficiency in the operations of equipment and instruments needed for concentration area.
* CT292 - Construction Practicum: 2011-2012 Catalog SLO#2 - SLO#2 FA11-SP12:
  Upon successful completion of this course, students will be able to demonstrate professional and ethical conduct as required by specific trade.
* CT292 - Construction Practicum: 2011-2012 Catalog SLO#3 - SLO#3 SP11-FA12:
  Upon successful completion of this course, students will be able to apply employment skills in resume writing, job portfolio preparation, networking, and interviewing.
* CT292 - Construction Practicum: 2011-2012 Catalog SLO#4 - SLO#4 SP11-FA12:
  Upon successful completion of this course, students will be able to troubleshoot problems within discipline area and make appropriate corrections.

## Outcome Description: 2012-2013 Catalog SLO#3

SLO#3 SP2012-FA2013:
Upon successful completion of the Certificate in Construction Technology program, students will be able to demonstrate professionalism as related to the construction trades industry.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/12/2012
**End Date:** 10/14/2013
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** Construction Technology Certificate
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** This will help Department institute changes and modifications to strengthen and support program
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will participate in character building activities developed by Instructor<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Employment Preparedness Checklist<br>**Related Documents:**<br>employment checklist.pdf | All students enrolled in this course must pass with an 80% or better | FA2012 | Yes |

## Related Courses

- CT152 - Fundamentals of Plumbing

**Related Documents:**
CT152_0Adopt_2007-10-19.pdf
CT152_CourseGuide.pdf
CT152_CourseGuide_1992-06.pdf

CT152_2007-10-19
CT152_CourseGuide_1992-06

- CT152A - Plumbing Level I

**Related Documents:**
CT152A_0Adopt_2007-10-19.pdf
CT152A_0Adopt_2001-06-01.pdf
CT152A_1SR_2007-10-19.pdf
CT152A_4Delete_2003-02-10.pdf

- CT153 (formerly CT053) - Introduction to Carpentry

**Related Documents:**
CT153 Intro to Carpentry 1990-06.pdf
CT153_CourseGuide.pdf
CT153 1990
CT153_CourseGuide_1990-06

- CT154A - Masonry Level I

**Related Documents:**
CT154A_0Adopt_2007-10-19.pdf
CT154A_0Adopt_2001-04-05.pdf
CT154A_1SR_2007-10-19.pdf
CT154A_4Delete_2003-02-10.pdf

- CT154B - Masonry Level II

**Related Documents:**
CT154B_0Adopt_2007-10-19.pdf
CT154B_0Adopt_2001-04-05.pdf
CT154B_1SR_2007-10-19.pdf
CT154B_4Delete_2003-02-10.pdf

- CT165A - Electricity Level I

**Related Documents:**
CT165A_1SR_2007-04-25.pdf
CT165A_0_Pilot_1997-12-04.pdf
CT165A_0Adopt_2001-05-31.pdf
CT165A_4Delete_2003-02-10.pdf
CT165A_XMemo_1983-11-23.pdf
CT165A_XMemo_1999-08-19.pdf

- CT165B - Electricity Level II

**Related Documents:**
CT165B_1SR_2007-04-25.pdf
CT165B_0Adopt_2001-06-01.pdf
CT165B_4Delete_2003-02-10.pdf

- CT165C - Electricity Level III

**Related Documents:**
CT165C_0Adopt_2001-06-01.pdf
CT165C_4Delete_2003-02-10.pdf
CT165C_1SR_2007-04-25.pdf
CT165C_2007-04-25

- CT165D - Electricity Level IV

**Related Documents:**

CT165D_0Adopt_2001-06-01.pdf
CT165D_1SR_2007-04-25.pdf
CT165D_2007-04-25

- CT173 - Rough Framing and Exterior Finishing

**Related Documents:**
CT173.pdf
CT173_CourseGuide

- CT182 (reinstituted Jan 2009) - Uniform Plumbing Code

**Related Documents:**
CT182_2008-07-14.pdf
CT182_1SR_2009_01_26.pdf
CT182_5Reinstitute2009_01_05.pdf
CT182_Course Guide.pdf

- CT183 - Finishing

**Related Documents:**
CT183.pdf
CT183_2NSR_2010-03-11.pdf
CT183_Course Guide

- CT185A - Refrigeration and Air Conditioning Level I

**Related Documents:**
CT185A_0Adopt_2007-10-19.pdf
CT185A_1SR_2007-10-19.pdf
CT185A_0Adopt_2001-06-01.pdf
CT185A_4Delete_2003-02-10.pdf

- CT185B - Refrigeration and Air Conditioning Level II

**Related Documents:**
CT185B_0Adopt_2007-10-19.pdf
CT185B_0Adopt_2001-06-01.pdf
CT185B_1SR_2007-10-19.pdf
CT185B_4Delete_2003-02-10.pdf

- CT185C - Refrigeration and Air Conditioning Level III

**Related Documents:**
CT185C_0Adopt_2007-10-19.pdf
CT185C_0Adopt_2001-06-01.pdf
CT185C_1SR_2007-10-19.pdf
CT185C_4Delete_2003-02-10.pdf

- CT196A - Fundamentals of Oxyacetylene Welding I

**Related Documents:**
CT196A_0Adopt_2007-10-19.pdf
CT196A_0Adopt_2001-06-01.pdf
CT196A_1SR_2007-10-19.pdf
CT196A_4Delete_2003-02-10.pdf

- CT196B - Fundamentals of Oxyacetylene Welding II

**Related Documents:**
CT196B_OAdopt_2007-10-19.pdf
CT196B_0Adopt_2001-06-01.pdf
CT196B_1SR_2007-10-19.pdf

CT196B_4Delete_2003-02-10.pdf

- CT197A - Shielded Metal Arc Welding I

**Related Documents:**

CT197A_2NSR_2007-08-17.pdf
CT197A_0Adopt_2002-04-11.pdf
CT197A_1SR_2007-04-26.pdf
CT197A_2NSR_2003-02-10.pdf

- CT197B - Shielded Metal Arc Welding II

**Related Documents:**

CT197B_1SR-2007-05-21.pdf
CT197B_2NSR_2007-08-17.pdf

## Related Tasks

* **Task Name: Worker Character Audit**

**Task Description:** Student will develop character audit over the course of a semester by taking part in test and character building activities which will help stress professionalism in the work place

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* 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.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Supply assistance for institutional learning outcomes.

### Construction Technology Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide students with a nationally recognized certification.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide students with nationally recognized certifications.

## Related Course SLO

* CT100 - Introduction to Construction Trades: 2012-2013 Acalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to describe basic knowledge and skills needed in various construction trades areas.

* CT100 - Introduction to Construction Trades: 2012-2013 SLO#2 - SLO#2 SP2012-FA2013:
  Upon successful completion of this course, students will be able to identify the proper names of tools and equipment used in the construction technology field.
* CT100 - Introduction to Construction Trades: 2012-2013 Catalog SLO#3 - SLO#3 SP2012-FA2013:
  Upon successful completion of this course, students will be able to develop an appropriate work ethic and attitude necessary to succeed in the construction field.
* CT140 (formerly SP153) - Industrial Safety: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to identify accident prevention practices within the construction trades industry.
* CT140 (formerly SP153) - Industrial Safety: 2012-2013 Catalog SLO#2 - SLO#2 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate proficiency in recognizing safety hazards and corrective measures on a job site.
* CT140 (formerly SP153) - Industrial Safety: 2012-2013 Catalog SLO#3 - SLO#3 SP2012-FA2013:
  Upon successful completion of this course, students will be able to list national (international) and local agencies that provide safety standards and be familiar with available resources.
* CT152 - Fundamentals of Plumbing: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate understanding of the basic science concepts and core principles related to plumbing and piping.
* CT152 - Fundamentals of Plumbing: 2012-2013 Catalog SLO#2 - SLO#2 FA2012-SP2013:
  Upon successful completion of this course, students will be able to explain the correct use of tools, supplies, and equipment needed in the plumbing industry.
* CT152 - Fundamentals of Plumbing: 2012-2013 Catalog SLO#3 - SLO#3 FA2012-SP2013:
  Upon successful completion of this course, students will be able to discuss the various local and global career opportunities for professional plumber/pipe-fitters.
* CT152 - Fundamentals of Plumbing: 2012-2013 Catalog SLO#4 - SLO#4 FA2012-SP2013:
  Upon successful completion of this course, students will be able to demonstrate basic knowledge of cold water supply and drainage system concepts.
* CT152 - Fundamentals of Plumbing: 2012-2013 Catalog SLO#5 - SLO#5 FA2012-SP2013:
  Upon successful completion of this course, students will be able to identify and explain the correct use of tools, supplies, and equipment needed in the plumbing field.
* CT152 - Fundamentals of Plumbing: 2012-2013 Catalog SLO#6 - SLO#6 FA2012-SP2013:
  Upon successful completion of this course, students will be able to discuss industry related safety standards.
* CT152A - Plumbing Level I: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2013:
  Upon successful completion of this course, students will be able to demonstrate the correct use of tools, supplies, and equipment needed in the plumbing field adhering to all industry safety standards.
* CT153 (formerly CT053) - Introduction to Carpentry: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to identify commonly used tools, supplies, and equipment in the carpentry profession.
* CT153 (formerly CT053) - Introduction to Carpentry: 2012-2013 Catalog SLO#2 - SLO#2 SP2012-FA2013:
  Upon successful completion of this course, students will be able to explain the safe use and care of various carpentry tools, supplies and equipment.
* CT153 (formerly CT053) - Introduction to Carpentry: 2012-2013 Catalog SLO#3 - SLO#3 SP2012-FA2013:
  Upon successful completion of this course, students will be able to identify common terminology in the carpentry field.
* CT153 (formerly CT053) - Introduction to Carpentry: 2012-2013 Catalog SLO#4 - SLO#4 SP2012-FA2013:
  Upon successful completion of this course, students will be able to discuss the various local and global career opportunities for professional carpenters.
* CT154A - Masonry Level I: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate the knowledge and skills needed to properly construct a concrete structure.
* CT154A - Masonry Level I: 2012-2013 Catalog SLO#2 - SLO#2 SP2012-FA2013:
  Upon successful completion of this course, students will be able to properly complete the laying of blocks for walls and columns.
* CT154A - Masonry Level I: 2012-2013 Catalog SLO#3 - SLO#3 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate the correct use of tools, supplies, and equipment needed in the construction of a masonry project.
* CT154B - Masonry Level II: 2012-2013 Catalog SLO#1 - SLO#1 FA2012-SP2013:
  Upon successful completion of this course, students will be able to design the layout of a masonry project.
* CT165A - Electricity Level I: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to explain skills needed by a licensed electrician.
* CT165B - Electricity Level II: 2012-201 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate appropriate use and care of various hand and power tools used by professional electricians.
* CT165C - Electricity Level III : 2012-2013 Catalog SLO#1 - SLO#1 FA2012-SP2013:
  Upon successful completion of this course, students will be able to acquire entry-level skills that are essential for success in the initial pursuit of a career as an electrician.
* CT165D - Electricity Level IV: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate use and care of various hand and power tools used by professional electricians adhering to all industry safety standards.
* CT165D - Electricity Level IV: 2012-2013 Catalog SLO#2 - SLO#2 FA2012-SP2013:
  Upon successful completion of this course, students will be able to demonstrate the knowledge and skills related to conductor installations, cable trays, conductor terminations and splices, installation of electrical services, circuit breakers and fuses, contractors and relays, and electric lighting.
* CT165D - Electricity Level IV: 2012-2013 Catalog SLO#3 - SLO#3 FA2012-SP2013:
  Upon successful completion of this course, students will be able to demonstrate professionalism and an appropriate work ethic needed to succeed as an entry-level electrician.
* CT172 - Plumbing Installation and Design: 2011-2012 Catalog SLO#1 - SLO#1 SP2012-FA2013:

Upon successful completion of this course, students will be able to determine correct elevations required in setting up wastewater lines.

* CT172 - Plumbing Installation and Design: 2011-2012 Catalog SLO#2 - SLO#2 FA11: SP12:
  Upon successful completion of this course, students will be able to properly install water pipes as detailed by given blueprints.
* CT172 - Plumbing Installation and Design: 2011-2012 Catalog SLO#3 - SLO#3 FA11: SP12:
  Upon successful completion of this course, students will be able to test all plumbing systems using a pressurized method.
* CT173 - Rough Framing and Exterior Finishing: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate the knowledge and skills needed to properly construct a structure.
* CT173 - Rough Framing and Exterior Finishing: 2012-2013 Cataloag SLO#2 - SLO#2 FA2012-SP2013:
  Upon successful completion of this course, students will be able to demonstrate basic skills needed to complete the framing of a given project.
* CT173 - Rough Framing and Exterior Finishing: 2012-2013 Catalog SLO#3 - SLO#3 FA2012-SP2013:
  Upon successful completion of this course, students will be able to demonstrate the correct use of tools, supplies, and equipment needed in the framing and finishing of a project.
* CT182 (reinstituted Jan 2009) - Uniform Plumbing Code: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate knowledge of laws and ordinances governing plumbing systems.
* CT182 (reinstituted Jan 2009) - Uniform Plumbing Code: 2012-2013 Catalog SLO#2 - SLO#2 FA2012-SP2013;
  Upon successful completion of this course, students will be able to explain the dynamics of the installation of residential and commercial plumbing systems.
* CT182 (reinstituted Jan 2009) - Uniform Plumbing Code: 2012-2013 Cataloag SLO#3 - SLO#3 FA2012-SP2013:
  Upon successful completion of this course, students will be able to efficiently use the Uniform Plumbing Code manual.
* CT183 - Finishing: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to dial in angles and make accurate cuts with a slide compound saw.
* CT183 - Finishing: 2012-2013 Catalog SLO#2 - SLO#2 FA2012: SP2013:
  Upon successful completion of this course, students will be able to demonstrate skills needed to center windows, cabinets, and doors using wedges and levels.
* CT183 - Finishing: 2012-2013 Catalog SLO#3 - SLO#3 FA2012: SP2013:
  Upon successful completion of this course, students will be able to install a variety of trims as specified in given blueprints.
* CT185A - Refrigeration and Air Conditioning Level I: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate understanding of the core principles and terminology related to air conditioning and refrigeration.
* CT185B - Refrigeration and Air Conditioning Level II: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to explain the basic knowledge and skills necessary for more advanced study in the heating, ventilation, and airconditioning (HVAC) industry.
* CT185C - Refrigeration and Air Conditioning Level III: 2012-2013 Catalog SLO#2 - SLO#2 FA2012-SP2013:
  Upon successful completion of this course, students will be able to exhibit professionalism and work ethic deemed necessary to succeed as an entry-level refrigeration and airconditioning technician.
* CT193 (archived Mar 2010) - Cabinet Making and Millwork: 2012-2013 Catalog SLO#1 - SLO#1 FA2012-SP2013:
  Upon successful completion of this course, students will be able to correctly assemble cabinetry following a given set of plans.
* CT196A - Fundamentals of Oxyacetylene Welding I: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to Demonstrate the foundational knowledge necessary for a professional welding career.
* CT196B - Fundamentals of Oxyacetylene Welding II: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate the knowledge and skills required for basic oxyacetylene welding.
* CT197A - Shielded Metal Arc Welding I: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate the knowledge and skills required for basic shielded metal arc welding including selection of metals and electrodes, the making of beads, fillet welds, and groove welds.
* CT197A - Shielded Metal Arc Welding I: 2011-2012 Catalog SLO#2 - SLO#2 FA11-SP12:
  Upon successful completion of this course, students will be able to demonstrate the professionalism and an appropriate attitude necessary in the welding field.
* CT197A - Shielded Metal Arc Welding I: 2012-2013 Catalog SLO#3 - SLO#3 FA2012-SP2013:
  Upon successful completion of this course, students will be able to acquire skills needed for an entry-level position in the welding field.
* CT197B - Shielded Metal Arc Welding II: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate skills needed in intermediate level shielded metal arc welding.
* CT197B - Shielded Metal Arc Welding II: 2011-2012 Catalog SLO#2 - SLO#2 FA11-SP12:
  Upon successful completion of this course, students will be able to perform shielded metal arc welding (SMAW) open V-butt welds in all positions.
* CT197B - Shielded Metal Arc Welding II: 2011-2012 Catalog SLO#3 - SLO#3 FA11-SP12:
  Upon successful completion of this course, students will be able to demonstrate the use, care, and proper maintenance of welding tools, equipment, and supplies following industry safety standards.
* CT292 - Construction Practicum: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate proficiency in the operations of equipment and instruments needed for concentration area.
* CT292 - Construction Practicum: 2011-2012 Catalog SLO#2 - SLO#2 FA11-SP12:
  Upon successful completion of this course, students will be able to demonstrate professional and ethical conduct as required by specific trade.
* CT292 - Construction Practicum: 2011-2012 Catalog SLO#3 - SLO#3 SP11-FA12:
  Upon successful completion of this course, students will be able to apply employment skills in resume writing, job portfolio preparation, networking, and interviewing.

* CT292 - Construction Practicum: 2011-2012 Catalog SLO#4 - SLO#4 SP11-FA12:
Upon successful completion of this course, students will be able to troubleshoot problems within discipline area and make appropriate corrections.

## Construction Trades (Carpentry & AutoCAD) Secondary

**Mission Statement:** GCC Secondary Construction Trades programs are designed to prepare participants for roles in the workforce, and for postsecondary study in relevant areas.
**Vision Statement:** The Program seeks to equip the workforce of Guam with Construction Trades skills. Upon successful completion of the program, students will have acquired experience equal to two years of construction-related apprenticeship training. They will also be prepared to participate in more advanced Contren-based training programs at the postsecondary level. Through participation in the Program, students will offer more marketable skills so that they can fully address the Construction Trades related needs of Guam.

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

## Construction Trades AS (Archive)

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

## Construction Trades Department Courses

**Mission Statement:** The Construction Trades Department of the Guam Community College is committed to providing quality learning opportunities in occupational, career technical, and continuing education reflective of our community and industry needs in the areas of Construction and related Careers.
**Vision Statement:** The Construction Trades Department of the Guam Community College will continue meeting the educational, career and technical training needs of the Construction Industry. Its excellence will continue to be recognized because of its service to students, employers, employees and the community at large.

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

## Continuing Education & Workforce Development

**Mission Statement:** The Office of Continuing Education provides opportunities for learning that enrich the lives of individuals and improve the quality of living in our community.
**Vision Statement:** We are the premiere institution in the region which provides educational and technological "cutting edge" approaches in support of a trained workforce.

### Outcome Description: SSUO #2: FA2012-SP2013 Specialized Training Courses (Non-credit) or CEUs

Students will demonstrate a better understanding of the fundamentals and principles of the Guam government procurement.

**Start Date:** 10/08/2012
**End Date:** 03/11/2013
**Outcome Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** Based on the accreditation evaluation report recommendation to assess non-credit courses.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Procurement Training Survey will be used as the measuring tool for the criterion. The survey tool will be uploaded into TracDat.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey<br>**Related Documents:**<br>Procurement Training Syllabus<br>Procurement Training Survey. | 70% of the Spring 2012 students of the Procurement Training will agree they gained a better understanding of the Guam government procurement. | The frequency of the assessment for the Specialized Training Course(s) category is to be conducted on a quarterly basis to demonstrate the students are gaining a better understanding of the subject matter offered. | Yes |

## Related Tasks

* **Task Name: Student Satisfaction Survey**

  **Task Description:** A Student Satisfaction Survey will be designed to assess the students satisfaction with the learning outcomes.

* **Task Name: Student Satisfaction Survey Administration**

  **Task Description:** The student satisfaction survey will be administered on the last day of the specialized training course offering.

* **Task Name: Student Satisfaction Survey Data Analyis**

  **Task Description:** Student data will be collected for the specialized training course offering using the Student Satisfaction Survey.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### Continuing Education & Workforce Development

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To provide the community, business industry, and regional entities the educational opportunities to upgrade their job skills and knowledge in the workforce.

## Outcome Description: SSUO #1: FA2012-SP 2013 Certificate or Online Training/Testing

Upon successful completion of the health certificate workshop students will receive a health certificate.

**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** ISMP - Based on the comp evaluation report recommended to assess non-credit courses is now being implemented.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Health Certificate Test results will be used as the measuring tool to determine success rate of completion. The last week of March locally developed test results and a pie chart showing the successful passing rate of participants will be uploaded into TracDat.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Locally Developed Tests<br>**Related Documents:**<br>HCW March 2012<br>Health Certificate Workshop Syllabus | 70% of the students who participate in the Health Certificate class during the last week of March will pass the Health Certificate Test. | The frequency of the assessment for the Certificate or Online Training/Testing category is to be conducted on a bi-annual basis to track the continued success of the certificate or online training/testing. | Yes |

## Related Tasks

* **Task Name: Health Certificate Registration and Student Handout**

  **Task Description:** Each student is required to register for the scheduled Health Certificate Workshop and is provided a copy of the Health Certificate Student Handout.

* **Task Name: Health Certificate Student Test Score Roster**

**Task Description:** A health certificate student test score roster is prepared and submitted to the Department of Public Health and Social Services (DPHSS) to grant a "permanent-annual" Health Certificate to successful completers.

* **Task Name: Health Certificate Workshop Instruction/Testing**

**Task Description:** Adjunct Instructor will conduct powerpoint presentation of Health Certificate information, administer the test, and tally the test scores.

* **Task Name: Health Certificate Workshop/Test**

**Task Description:** CEWD conducts health certificate workshops and testing for the Department of Public Health & Social Services. Adjunct Instructor(s) teach the workshop, administers the test, and tallies the test scores.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### Continuing Education & Workforce Development

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To provide the community, business industry, and regional entities the educational opportunities to upgrade their job skills and knowledge in the workforce.

## Outcome Description: SSUO #3: FA2012-SP2013 Special Event: Work Readiness Training for Summer Employment Opportunity Program (SEOP)

Participants will report satisfaction with the knowledge learned on work readiness for immediate application for gainful employment or for continued high school education after the SEOP.

**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** ISMP - Based on the comp evaluation report recommended to assess non-credit courses is now being implemented.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The Work Readiness Training (WRT) survey will be used as the measuring tool for the criterion. The survey will be uploaded into TracDat.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey<br>**Related Documents:**<br>Workforce Readiness Training for SEOP Syllabus<br>2012 SEOP Employer Survey.pdf | 70% of the participants of the Summer Employment Opportunity Program (SEOP) will be satisfied with the work readiness knowledge learned to apply at their SEOP Employer work-placement. | Design and administration of WRT survey tool, secure employer group participation in SEOP and assign SEOP student trainee to employer group for employment experience. | Yes |

## Related Tasks

* **Task Name: Work Readiness Instruction**

**Task Description:** Adjunct Instructor(s) will conduct powerpoint presentations of work readiness knowledge information for participants to apply to SEOP Employer work placement.

* **Task Name: Work Readiness Training (WRT) Survey**

**Task Description:** Design and administration of the WRT survey to the participants of the Summer Employment Opportunity Program (SEOP).

* **Task Name: Work Readiness Training (WRT) Survey Administration/Data Analysis**

**Task Description:** Work Readiness Training (WRT) Survey will be administered to the SEOP student trainees who complete the work readiness training at the end of the event.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### Continuing Education & Workforce Development

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To provide the community, business industry, and regional entities the educational opportunities to upgrade their job skills and knowledge in the workforce.

## Outcome Description: SSUO #1: SP2014-FA 2015 Certificate or Online Training/Testing_1

Upon successful completion of the health certificate workshop students will be able to receive a health certificate.

**Outcome Type:** SLO
**Start Date:** 03/10/2014
**End Date:** 10/12/2015
**Outcome Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** The assessment of the Health Certificate Workshop began in Spring 2013 and further assessment of the same workshop will provide further data to support the updated Health Certificate Workshop curriculum and test instruments launched in FA2013.
**Budget Goals:** Over $5,000

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Health Certificate Test Results will be used as the measuring tool to determine the success rate of completion. The last week of March test results and a pie chart showing the successful passing rate of participants will be uploaded into TracDat.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Locally Developed Tests<br>**Related Documents:**<br>Health Certificate Workshop Syllabus | 70% of the students who participate in the Health Certificate class during the last week of March will pass the Health Certificate Test. | The frequency of the assessment for the Certificate or Online Training/Testing category is to be conducted on a bi-annual basis to track the continued success of the certificate or online training/testing. | Yes |

## Related Tasks

* **Task Name: Health Certificate Registration and Student Handout**

**Task Description:** Each student is required to register for the scheduled Health Certificate Workshop and is provided a copy of the Health Certificate Student Handout.

* **Task Name: Health Certificate Student Test Score Roster**

**Task Description:** A health certificate student test score roster is prepared and submitted to the Department of Public Health and Social Services (DPHSS) to grant a "permanent-

annual" Health Certificate to successful completers.

* **Task Name: Health Certificate Workshop Instruction/Testing**

**Task Description:** Adjunct Instructor will conduct powerpoint presentation of Health Certificate information, administer the test, and tally the test scores.

* **Task Name: Health Certificate Workshop/Test**

**Task Description:** CEWD conducts health certificate workshops and testing for the Department of Public Health & Social Services. Adjunct Instructor(s) teach the workshop, administers the test, and tallies the test scores.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply assistance for institutional learning outcomes.

### Continuing Education & Workforce Development

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To provide the community, business industry, and regional entities the educational opportunities to upgrade their job skills and knowledge in the workforce.

## Outcome Description: SSUO #2: SP2014-FA2015 Specialized Training Courses (Non-credit) or CEUs_1

Upon successful completion of the specialized training, more than 50% of students will be at able to demonstrate a better understanding of the fundamentals and principles of the Guam government procurement.

**Outcome Type:** SLO

**Start Date:** 03/10/2014
**End Date:** 10/12/2015
**Outcome Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** The assessment of the procurement specialized training began in Spring 2013 and further assessment of the same specialized training will provide further data to support the eventual development of the procurement certificate program.

**Budget Goals:** Over $5,000 will be used to support CEWD operations in administering WorkKeys.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Procurement Training Survey will be used as the measuring tool for the criterion. The survey tool will be uploaded into TracDat.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey<br>**Related Documents:**<br>CEWD Course Survey Template_January_2014.docx | 70% of the Spring 2014 students of the Procurement Training will agree they gained a better understanding of the Guam government procurement. | The frequency of the assessment for the Specialized Training Course(s) category is to be conducted per selected course offering to demonstrate the students are gaining a better understanding of the subject matter offered. | Yes |

## Related Tasks

* **Task Name: Student Satisfaction Survey**
  **Task Description:** A Student Satisfaction Survey will be designed to assess the students satisfaction with the learning outcomes.
* **Task Name: Student Satisfaction Survey Administration**
  **Task Description:** The student satisfaction survey will be administered on the last day of the specialized training course offering.
* **Task Name: Student Satisfaction Survey Data Analyis**
  **Task Description:** Student data will be collected for the specialized training course offering using the Student Satisfaction Survey.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2

Establish and implement systematic assessment processes.

* 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
Supply adequate assistance to program growth.

### Continuing Education & Workforce Development

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#1:
To provide the community, business industry, and regional entities the educational opportunities to upgrade their job skills and knowledge in the workforce.

## Outcome Description: SSUO #3: SP2014-FA2015 Curriculum and Assessment

Upon successful completion of a CEWD course, over 50% of trainees/students will indicate they are able to apply the knowledge learned. The SLOs will be identified on course evaluations and agendas. CEWD will continue to improve the collection of course evaluations prior to paying adjunct for cycle FA2015-SP2017.

**Outcome Type:** SLO
**Start Date:** 03/10/2014
**End Date:** 10/12/2015
**Outcome Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** In support of the Institutional Assessment Initiative, CEWD incorporated the requirements of including assessment instruments with Course Permission Forms (CPF). CEWD will continue to improve the collection of course evaluation analysis prior to paying adjunct for cycle FA2015-SP2017.

**Budget Goals:** Over $5,000 will be used to support CEWD operations in relation to curriculum and operations assessment to make improvements or changes where needed.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| An analysis of Coures/Event permission Forms (C/EPFs) and a review of assessment instruments and assessment plans attached will determine compliance with the new course offering requirement.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Needs Assessment Review/Plan<br>**Related Documents:**<br>CEWD Memo on Assessment_Reporting_Final (2).pdf<br>CE CPF EPF Form 2012 DEPARTMENT 10222013.doc | 1) At least 25% of the CPFs/EPFs submitted through CEWD shall have the summary of assessment instrument attached; with 50% of trainees/students indicate they are able to apply the knowledge learned from course/training SLOs. | The frequency of the assessment for the Certificate or Online Training/Testing category is to be conducted on a bi-annual basis to track the continued success of the certificate or online training/testing. | Yes |

## Related Tasks

* **Task Name: CEWD Course Assessment, Summary, and Use of the Results**
**Task Description:** Department inputs relative assessment information of course offering into TracDat in accordance with their Group D department courses assessment unit activity.

* **Task Name: Course Assessment Administration**
**Task Description:** Department must administer assessment instrument to students and submit completed assessment tools/data analysis/report to CEWD up to 15 working days of course completion.

* **Task Name: Course Permission Form (CPF) Review for Processing**
**Task Description:** CEWD will review CPFs to determine if department attached assessment plan and instrument in compliance with new course offering requirement.

* **Task Name: Course Permission Form Packet Approval**
**Task Description:** Department to provide the assessment instrument in order to forward CPF packet for signature approval.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2

Educational Excellence:
This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply appropriate administrative and technological assistance to faculty and programs.

### Continuing Education & Workforce Development

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To provide the community, business industry, and regional entities the educational opportunities to upgrade their job skills and knowledge in the workforce.

## Continuing Education & Workforce Development (Archive)

**Mission Statement:** The Office of Continuing Education provides opportunities for learning that enrich the lives of individuals and improve the quality of living in our community.
**Vision Statement:** We are the premiere institution in the region which provides educational and technological "cutting edge" approaches in support of a trained workforce.

### Outcome Description: FA09-SP11 AUO#2 MARKETING AND ADVERTISEMENT

AUO#2
To aggresively market, promote and advertise the department's goals, objectives, courses and training in the local and regional community to address the community training needs.

**Outcome Type:** AUO
**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 |
|---|---|---|---|

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A course interest log will record the number of visits and calls made to CE in response to media advertisement or other contact. This log form is being created this month.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>CEWD Log Individual Interview Sheet.pdf | To establish the most effective and least effective means of advertising. | The Log & Individual Interview Tool is utilized year-round. | Yes |

## Related Tasks

* **Task Name: Marketing plan**

  **Task Description:** The plan which utilizes several tools to promote and advertise the CE course offerings

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.

### Academic Affairs Division (AAD)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

### Continuing Education & Workforce Development (Archive)

* Program/Unit Level - To provide the Community, business industry and regional entities the educational opportunities to upgrade their job skills and knowledge in the workforce.

## Outcome Description: FA09-SP11 AUO#1 PROFESSIONAL & PERSONAL ENRICHMENT

AUO#1:
To provide professional and personal enrichment courses to the public, government agencies, private businesses and regional entities throughout the year based on the interests and needs as indicated.

**Outcome Type:** AUO
**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 |
|---|---|---|---|

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| (1) Electronic survey distributed to community via Survey Monkey. This survey will be used to assess community needs and interests for course offerings.<br>(2) Log & Individual Interview Tool to record course interests of individual walk-ins and phone call inquiries coming into the department.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Individual interviews | 100% of the courses that are in demand as indicated by the surveys will be developed. | Year-round schedule including Spring, Summer and Fall Semesters. | Yes |

### Related Tasks

* **Task Name: Tania, Tara, and Libby**

  **Task Description:** Data collection of the number of CE courses offered per entity, the number of MOAs processed, the number of proposals sent and the facilities rental usage activity.

### Related Items

#### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### 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.

#### Continuing Education & Workforce Development (Archive)

* Program/Unit Level - To provide the Community, business industry and regional entities the educational opportunities to upgrade their job skills and knowledge in the workforce.

## Outcome Description: FA09-SP11 AUO#3 STUDENT SATISFACTION

To increase student satisfaction through the use of student surveys specific to CE trainings.

**Outcome Type:** AUO
**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 |
|---|---|---|---|

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |
| Student survey allows students to rate the performance of the instructor, the learning environment, and provide suggestions for improvements or comments.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Exit Interviews/Survey<br>**Related Documents:**<br>1st Page Student Questionnaire.pdf<br>2nd Page - Student Questionnaire.pdf | 70% or more of the students will agree or strongly agree to be satisfied with their training, the environment, and their instructor. | All surveys distributed at the end of each course, year-round. | Yes |

## Related Tasks

* **Task Name: satisfaction surveys**

  **Task Description:** surveys used to measure the individuals CE class experience

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

### President/CEO

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

### Continuing Education & Workforce Development (Archive)

* Program/Unit Level - To provide the Community, business industry and regional entities the educational opportunities to upgrade their job skills and knowledge in the workforce.

## Outcome Description: FA09-SP11 AUO#4 WORKFORCE DEVELOPMENT

AUO#4:
To increase the strength of the island's workforce by creating programs to identify and remediate individuals who are below GCC entrance standards and who do not fall within Adult Education's criteria for program admittance.

**Outcome Type:** AUO
**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** |

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| (1) 2010 WorkKeys and NCRC Electronic Survey for Participants of the WorkKeys & National Career Readiness Certificate (NCRC) Informational Workshops<br>(2) Work Keys is an electronic software assessment tool which measures levels in reading, math and locating information. Work Keys also has a remediation phase which allows individuals to close any gaps detected during their assessment. Link to the software will be uploaded in the "Relate Document" upon installation of the software to be provided Guam Department of Labor (GDOL).<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Activity audit | 60% or more of the survey participants will either agree or strongly agree to implement the WorkKeys program. | Monthly | Yes |

### Related Activities

- Workforce Development

### Related Tasks

* **Task Name: Work Keys Assessment**

**Task Description:** Work Keys is an assessment tool created by ACT to measure skill levels in individuals seeking employment. Those skill levels are then matched to existing occupational profiles, and where gaps exist, remediation is available to close those gaps.

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.

#### Academic Affairs Division (AAD)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.

#### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

#### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

#### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

#### Continuing Education & Workforce Development (Archive)

* Program/Unit Level - To provide the Community, business industry and regional entities the educational opportunities to upgrade their job skills and knowledge in the workforce.

## Cosmetology Certificate (Archived)

**Mission Statement:** The mission of the Cosmetology Certificate Program is to prepare individuals with the theoretical knowledge and psychomoter skills necessary to pass the two part Guam Board of Cosmetology.

**Vision Statement:** The vision of the Cosmetology Certificate Program is to foster the development of competent, responsible, motivated individuals who receive a certificate in cosmetology while in pursuit of a beauty related career.

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

## Criminal Justice Academy Certificate (Cycle dependent)

**Mission Statement:** Our mission as a unique community college is to be Guam's lead education agency in training, education, and support services in all ways related to Guam's workforce development needs and the career and employment goals of the people and to work in partnership with industry to advance economic development in Guam as a regional focal point for Micronesia within the Asia-Pacific Rim. Our mission is human resource development in support of Guam's major social and economic development goals.

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

## Criminal Justice AS & Certificate

**Mission Statement:** Criminal Justice Graduates will be lifelong learners who will possess current technical knowledge of the criminal justice system, communication skills to effectively communicate within the criminal justice system, and an understanding of the interrelations of the criminal justice professional and society.

**Vision Statement:** The Criminal Justice Program will prepare, educate, and train students for the Criminal Justice profession.

### Outcome Description: 2012-2013 Acalog #1 Legal Proceedures

SLO#1 AY 2012-2014:
Upon successful completion of the Certificate and AS in Criminal Justice program, students will be able to identify the legal procedures for gathering information about crimes, criminal procedure, and defendants' rights.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** None
**Program SLO/AUO Plan reflects/incorporates:** ACCJC Standards
**Historical Assessment Perspective:** The program is committed to student completion and success.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete faculty developed tests which may include multiple choice, fill in the blanks, true or false, and/or essay questions.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Faculty-developed tests | Seventy percent of students will identify the legal procedures for gathering information about crimes, criminal procedure, and defendants' rights with 70% accuracy. | During final examination week. | Yes |

**Related Documents:**
Student Learning Outcome Survey

### Related Courses

- CJ150 - Criminal Procedure

**Related Documents:**
CJ150_2NSR2005-03-29.pdf
CJ150_1SR_2007-04-25.pdf
CJ150 NSR 1999-04-07.pdf
CJ150_2NSR_2008-08-02.pdf
CJ150_CourseGuide.pdf
CJ150_2NSR_2009-12-10.pdf
CJ150_2NSR_2010-03-10.pdf
CJ150_1SR_2009-11-23.pdf

CJ150_2NSR_2008-12-16map.pdf
CJ150_1SR_2009-11-19.pdf
CJ 150 _AY1617-FINAL.pdf

## Related Items

### Guam Community College

* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To supply assistance for institutional learning outcomes.

### Criminal Justice AS & Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To support students to complete certificate or associate programs within 3 years.

## Related Course SLO

* CJ102 - First Responder: 2012-2013 Acalog #1 Provide Emergency Treatment - SLO#1 AY 2012-2014
  Upon successful completion of this course, students will be able to diagnose emergency situations and provide appropriate emergency treatment.
* CJ104 - Dynamics of Substance Abuse: 2014 - 2015 Acalog #3 Identify and Apply Violations - SLO#3 AY 2014-2015
  Upon successful completion of this course, students will be able to identify and apply the detection, suppression, apprehension and prosecution procedures of substance abuse violations.
* CJ150 - Criminal Procedure: 2012-2014 Acalog #3Court Interpretation of Cases - SLO#3: AY 2012-2014
  Upon successful completion of this course, students will be able to define how the courts interpret cases and the concept of stare decisis.
* CJ200 - Criminal Law: 2012-2013 Acalog #1 Define Elements of a Crime - SLO#3 AY 2012-2014
  Upon successful completion of this course, students will be able to define the elements of a crime and probable cause.

## Outcome Description: AY 03-05 SLO#1 IDENTIFY THE LEGAL PROCEDURES

AY 03-05 Identify the legal procedures for gathering information about crimes, criminal procedure, and a Defendant's right.

**Start Date:** 11/19/2003
**End Date:** 05/10/2005
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

## Means of Assessment

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| 70% of the students taking the Exit Examination will be able to identify the legal procedures for gathering information about crimes, criminal procedure and a Defendant's rights as measured by the results of the CJ150 and CJ200 questions. | 70% will pass | Exit exam will be given Spring 2005 | Yes |

## Related Courses

- CJ100 - Introduction to Criminal Justice

  **Related Documents:**

  CJ100_1993-01-20.pdf
  CJ100_2NSR_2005-03-29.pdf
  CJ100_2NSR_2006-03-24.pdf
  CJ100_1SR_1991-06.pdf
  CJ100_CourseGuide_1981-09-02.pdf
  CJ100_2NSR_2009-12-10.pdf
  CJ100_2NSR_2010-03-10.pdf
  CJ100_1SR_2009-11-16.pdf
  CJ100_2NSR_2008-12-16map.pdf

- CJ101 - Juvenile Justice Process

  **Related Documents:**

  CJ101_1SR_2003-12-15.pdf
  CJ101_2NSR_2005-03-29.pdf
  CJ101_1SR_1997-04-18.pdf
  CJ101_2NSR_2008-08-02.pdf
  CJ101_CourseGuide_1981-09-02.pdf
  CJ101_XTextbook_1990-05-30.pdf
  CJ101_2NSR_2009-12-10.pdf
  CJ101_2NSR_2008-12-16map.pdf
  CJ101_XMemo_2003-03-03.pdf
  CJ101_XMemo_2003-03-05.pdf
  CJ101_2NSR_2013-04-15.pdf

- CJ107 - Introduction to Corrections

  **Related Documents:**

  CJ107_1981-09-04.pdf
  CJ107_1SR_2008-04-21.pdf
  CJ107_2NSR_2008-08-02.pdf
  CJ107_2NSR_2009-12-10.pdf
  CJ107_2NSR_2008-12-16map.pdf
  CJ107_CourseGuide_1981-09-04
  CJ107_XMemo_2003-03-03.pdf
  CJ107_XMemo_2003-03-05.pdf

- CJ150 - Criminal Procedure

  **Related Documents:**

  CJ150_2NSR2005-03-29.pdf
  CJ150_1SR_2007-04-25.pdf
  CJ150 NSR 1999-04-07.pdf

CJ150_2NSR_2008-08-02.pdf
CJ150_CourseGuide.pdf
CJ150_2NSR_2009-12-10.pdf
CJ150_2NSR_2010-03-10.pdf
CJ150_1SR_2009-11-23.pdf
CJ150_2NSR_2008-12-16map.pdf
CJ150_1SR_2009-11-19.pdf
CJ 150 _AY1617-FINAL.pdf

- CJ200 - Criminal Law

**Related Documents:**

CJ200_1SR_2003-04-28.pdf
CJ200_2NSR)2005-03-29.pdf
CJ200_1SR_1997-04-18.pdf
CJ200_2NSR_2008-08-02.pdf
CJ200_CourseGuide_1981-09-02.pdf
CJ200_XMemo_1994-10-07.pdf
CJ200_2NSR_2009-12-10.pdf
CJ200_2NSR_2010-03-10.pdf
CJ200_2NSR_2008-12-16map.pdf
CJ200_2SR_2013-04-15.pdf

- CJ204 - Introduction to Criminology

**Related Documents:**

CJ204_2SR_1996-06-13.pdf
CJ204_2NSR_2005-03-29.pdf
CJ204_2NSR_2008-08-02.pdf
CJ204_2NSR_2009-12-10.pdf
CJ204_2NSR_2008-12-16map.pdf
CJ204_XMemo_2003-03-03.pdf
CJ204_XMemo_2003-03-05.pdf
CJ204_1SR_2013-02-22.pdf
CJ204_1SR_2017.05.22.pdf

- CJ205 - Police Report Writing

**Related Documents:**

CJ205_2NSR_1999-06-14.pdf
CJ205_2NSR_2005-03-29.pdf
CJ205_2NSR_2008-08-02.pdf
CJ205_CourseGuide_1981-11-18.pdf
CJ205_2NSR_2009-12-10.pdf
CJ205_2NSR_2010-03-10.pdf
CJ205_2NSR_2008-12-16map.pdf
CJ205_XMemo_2003-03-03.pdf
CJ205_XMemo_2003-03-05.pdf
CJ205_1SR_2012-04-26.pdf

- CJ206 - Social Values & the Criminal Justice Process

**Related Documents:**

CJ206_1SR_2003-03-26.pdf
CJ206_2NSR_2008-08-02.pdf
CJ206_CourseGuide_1981-11-18.pdf

CJ206_2NSR_2009-12-10.pdf
CJ206_2NSR_2008-12-16map.pdf
CJ206_XMemo_2003-03-03.pdf
CJ206_XMemo_2003-03-05.pdf
CJ206_1SR_2013-02-

- CJ209 - Concept of Police Operations

**Related Documents:**

CJ209_1SR_2003-12-15.pdf
CJ209_2NSR_2005-03-29.pdf
CJ209_2NSR_2003-10-27.pdf
CJ209_2NSR_2008-08-02.pdf
CJ209_CourseGuide_1981-11-17.pdf
CJ209_2NSR_2009-12-10.pdf
CJ209_2NSR_2008-12-16map.pdf
CJ209_XMemo_2003-03-03.pdf
CJ209_XMemo_2003-03-05.pdf
CJ209_1SR_2013-04-15.pdf

- CJ225 - Criminal Investigations

**Related Documents:**

CJ225_1SR_2003-11-20.pdf
CJ225_2NSR_2005-03-29.pdf
CJ225_2NSR_2008-08-02.pdf
CJ225_CourseGuide1981-09-09.pdf
CJ225_2NSR_2009-12-10.pdf
CJ225_2NSR_2008-12-16map.pdf
CJ225_XMemo_2003-03-03.pdf
CJ225_XMemo_2003-03-035.pdf

- CJ250 - Police Organizational Theory

**Related Documents:**

CJ250_1981-09-08.pdf
CJ250_2NSR_2005-03-29.pdf
CJ250_2NSR_2008-08-02.pdf
CJ250_2NSR_2009-12-10.pdf
CJ250_CourseGuide_1981-09-08.pdf
CJ250_2NSR_2008-12-16map.pdf
CJ250_XMemo_2003-03-03.pdf
CJ250_XMemo_2003-03-05.pdf
CJ250_1SR_2012-04-26.pdf

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.
* 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)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### School of Trades & Professional Services (TPS)

* School Level - Keep all curriculum updated and current.
* School Level - Look for new and innovative ways to deliver the curriculum.
* School Level - Provide the necessary support for all courses in terms of equipment and supplies.

### Criminal Justice AS & Certificate

* Program/Unit Level - The Criminal Justice Program is designed to prepare, educate and train students for the criminal justice system regardless of the particular area of concentration. Graduates of the program will possess: the technical knowledge of the criminal justice system, the communication skills to effectively communicate within the criminal justice system, and an understanding of the interrelations of the criminal justice professional and society.
* Program Review Goal (Budget Related Goals & Objectives) - FY2018 PRG#2:
  Graduates will evaluate their satisfaction with the program after completing and obtaining an Associates Degree in Criminal Justice.

## Related Course SLO

* CJ150 - Criminal Procedure: Identify Criminal Procedure Process - SLO#2
  Upon successful completing of this course, students will be able to identify the procedural Criminal Law process.

## Outcome Description: AY 03-05 SLO#2 SATISFACTION WITH THE PROGRAM

AY 03-05 Students will evaluate their satisfaction with the program after completing and obtaining an Associates Degree in Criminal Justice.

**Start Date:** 11/19/2003
**End Date:** 05/10/2005
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| 70% of the graduating students will be satisfied with the program after completing and obtaining an Associates Degree in Criminal Justice. | 70% will be satisfied. | Student Satisfaction Survey will be given Spring 2005 | Yes |

## Related Courses

- CJ206 - Social Values & the Criminal Justice Process

**Related Documents:**
CJ206_1SR_2003-03-26.pdf
CJ206_2NSR_2008-08-02.pdf
CJ206_CourseGuide_1981-11-18.pdf

CJ206_2NSR_2009-12-10.pdf
CJ206_2NSR_2008-12-16map.pdf
CJ206_XMemo_2003-03-03.pdf
CJ206_XMemo_2003-03-05.pdf
CJ206_1SR_2013-02-

- CJ290 - Criminal Justice Internship

**Related Documents:**

CJ290_1SR_2005-05-25.pdf
CJ290_2NSR_1994-04-07.pdf
CJ290_2NSR_2008-08-02.pdf
CJ290_CourseGuide_1981-09-pdf
CJ290_2NSR_2009-12-10.pdf
CJ290_2NSR_2010-03-11.pdf
CJ290_2NSR_2008-12-16map.pdf

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Criminal Justice AS & Certificate

* Program/Unit Level - The Criminal Justice Program is designed to prepare, educate and train students for the criminal justice system regardless of the particular area of concentration. Graduates of the program will possess: the technical knowledge of the criminal justice system, the communication skills to effectively communicate within the criminal justice system, and an understanding of the interrelations of the criminal justice professional and society.

## Outcome Description: AY 03-05 SLO#4 UNDERSTAND THE INTERRELATIONS, ETHICS AND ROLE EXPECTATIONS

AY 03-05 Demonstrate the ability to understand the interrelations, ethics and role expectations of the criminal justice professional in society.

**Start Date:** 11/19/2003
**End Date:** 05/10/2005
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| 70% of the students taking the Exit Examination will demonstrate the ability to understand the interrelations, ethics and role expectations of the criminal justice professional and society as demonstrated by the results of the CJ206 questions. | 70% will pass | Exit exam will be given Spring 2005. | Yes |

## Related Courses

- CJ100 - Introduction to Criminal Justice

  **Related Documents:**

  CJ100_1993-01-20.pdf
  CJ100_2NSR_2005-03-29.pdf
  CJ100_2NSR_2006-03-24.pdf
  CJ100_1SR_1991-06.pdf
  CJ100_CourseGuide_1981-09-02.pdf
  CJ100_2NSR_2009-12-10.pdf
  CJ100_2NSR_2010-03-10.pdf
  CJ100_1SR_2009-11-16.pdf
  CJ100_2NSR_2008-12-16map.pdf

- CJ101 - Juvenile Justice Process

  **Related Documents:**

  CJ101_1SR_2003-12-15.pdf
  CJ101_2NSR_2005-03-29.pdf
  CJ101_1SR_1997-04-18.pdf
  CJ101_2NSR_2008-08-02.pdf
  CJ101_CourseGuide_1981-09-02.pdf
  CJ101_XTextbook_1990-05-30.pdf
  CJ101_2NSR_2009-12-10.pdf
  CJ101_2NSR_2008-12-16map.pdf
  CJ101_XMemo_2003-03-03.pdf
  CJ101_XMemo_2003-03-05.pdf
  CJ101_2NSR_2013-04-15.pdf

- CJ107 - Introduction to Corrections

  **Related Documents:**

  CJ107_1981-09-04.pdf
  CJ107_1SR_2008-04-21.pdf
  CJ107_2NSR_2008-08-02.pdf
  CJ107_2NSR_2009-12-10.pdf
  CJ107_2NSR_2008-12-16map.pdf
  CJ107_CourseGuide_1981-09-04
  CJ107_XMemo_2003-03-03.pdf
  CJ107_XMemo_2003-03-05.pdf

- CJ150 - Criminal Procedure

  **Related Documents:**

  CJ150_2NSR2005-03-29.pdf
  CJ150_1SR_2007-04-25.pdf
  CJ150 NSR 1999-04-07.pdf
  CJ150_2NSR_2008-08-02.pdf
  CJ150_CourseGuide.pdf
  CJ150_2NSR_2009-12-10.pdf
  CJ150_2NSR_2010-03-10.pdf
  CJ150_1SR_2009-11-23.pdf
  CJ150_2NSR_2008-12-16map.pdf
  CJ150_1SR_2009-11-19.pdf

CJ 150 _AY1617-FINAL.pdf

- CJ200 - Criminal Law

**Related Documents:**

CJ200_1SR_2003-04-28.pdf
CJ200_2NSR)2005-03-29.pdf
CJ200_1SR_1997-04-18.pdf
CJ200_2NSR_2008-08-02.pdf
CJ200_CourseGuide_1981-09-02.pdf
CJ200_XMemo_1994-10-07.pdf
CJ200_2NSR_2009-12-10.pdf
CJ200_2NSR_2010-03-10.pdf
CJ200_2NSR_2008-12-16map.pdf
CJ200_2SR_2013-04-15.pdf

- CJ204 - Introduction to Criminology

**Related Documents:**

CJ204_2SR_1996-06-13.pdf
CJ204_2NSR_2005-03-29.pdf
CJ204_2NSR_2008-08-02.pdf
CJ204_2NSR_2009-12-10.pdf
CJ204_2NSR_2008-12-16map.pdf
CJ204_XMemo_2003-03-03.pdf
CJ204_XMemo_2003-03-05.pdf
CJ204_1SR_2013-02-22.pdf
CJ204_1SR_2017.05.22.pdf

- CJ205 - Police Report Writing

**Related Documents:**

CJ205_2NSR_1999-06-14.pdf
CJ205_2NSR_2005-03-29.pdf
CJ205_2NSR_2008-08-02.pdf
CJ205_CourseGuide_1981-11-18.pdf
CJ205_2NSR_2009-12-10.pdf
CJ205_2NSR_2010-03-10.pdf
CJ205_2NSR_2008-12-16map.pdf
CJ205_XMemo_2003-03-03.pdf
CJ205_XMemo_2003-03-05.pdf
CJ205_1SR_2012-04-26.pdf

- CJ206 - Social Values & the Criminal Justice Process

**Related Documents:**

CJ206_1SR_2003-03-26.pdf
CJ206_2NSR_2008-08-02.pdf
CJ206_CourseGuide_1981-11-18.pdf
CJ206_2NSR_2009-12-10.pdf
CJ206_2NSR_2008-12-16map.pdf
CJ206_XMemo_2003-03-03.pdf
CJ206_XMemo_2003-03-05.pdf
CJ206_1SR_2013-02-

- CJ209 - Concept of Police Operations

**Related Documents:**

CJ209_1SR_2003-12-15.pdf
CJ209_2NSR_2005-03-29.pdf
CJ209_2NSR_2003-10-27.pdf
CJ209_2NSR_2008-08-02.pdf
CJ209_CourseGuide_1981-11-17.pdf
CJ209_2NSR_2009-12-10.pdf
CJ209_2NSR_2008-12-16map.pdf
CJ209_XMemo_2003-03-03.pdf
CJ209_XMemo_2003-03-05.pdf
CJ209_1SR_2013-04-15.pdf

- CJ225 - Criminal Investigations

**Related Documents:**

CJ225_1SR_2003-11-20.pdf
CJ225_2NSR_2005-03-29.pdf
CJ225_2NSR_2008-08-02.pdf
CJ225_CourseGuide1981-09-09.pdf
CJ225_2NSR_2009-12-10.pdf
CJ225_2NSR_2008-12-16map.pdf
CJ225_XMemo_2003-03-03.pdf
CJ225_XMemo_2003-03-035.pdf

- CJ250 - Police Organizational Theory

**Related Documents:**

CJ250_1981-09-08.pdf
CJ250_2NSR_2005-03-29.pdf
CJ250_2NSR_2008-08-02.pdf
CJ250_2NSR_2009-12-10.pdf
CJ250_CourseGuide_1981-09-08.pdf
CJ250_2NSR_2008-12-16map.pdf
CJ250_XMemo_2003-03-03.pdf
CJ250_XMemo_2003-03-05.pdf
CJ250_1SR_2012-04-26.pdf

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Criminal Justice AS & Certificate

* Program/Unit Level - The Criminal Justice Program is designed to prepare, educate and train students for the criminal justice system regardless of the particular area of concentration. Graduates of the program will possess: the technical knowledge of the criminal justice system, the communication skills to effectively communicate within the criminal justice system, and an understanding of the interrelations of the criminal justice professional and society.

## Outcome Description: AY 03-05 SLO#3 DESCRIBE THE PROCESS OF THE CRIMINAL JUSTICE SYSTEM

AY 03-05 Students should be able to describe the process of the criminal justice system and the duties and responsibilities of the criminal justice professional.

**Start Date:** 11/19/2003
**End Date:** 05/10/2005
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| 70% of the students taking the Exit Examination will be able to describe the process of the criminal justice system and the responsibilities of the criminal justice professional as measured by the results of the CJ100 questions. | 70% will pass | Exit exam will be given Spring 2005 | Yes |

### Related Courses

- CJ100 - Introduction to Criminal Justice

  **Related Documents:**
  CJ100_1993-01-20.pdf
  CJ100_2NSR_2005-03-29.pdf
  CJ100_2NSR_2006-03-24.pdf
  CJ100_1SR_1991-06.pdf
  CJ100_CourseGuide_1981-09-02.pdf
  CJ100_2NSR_2009-12-10.pdf
  CJ100_2NSR_2010-03-10.pdf
  CJ100_1SR_2009-11-16.pdf
  CJ100_2NSR_2008-12-16map.pdf

- CJ101 - Juvenile Justice Process

  **Related Documents:**
  CJ101_1SR_2003-12-15.pdf
  CJ101_2NSR_2005-03-29.pdf
  CJ101_1SR_1997-04-18.pdf
  CJ101_2NSR_2008-08-02.pdf
  CJ101_CourseGuide_1981-09-02.pdf
  CJ101_XTextbook_1990-05-30.pdf
  CJ101_2NSR_2009-12-10.pdf
  CJ101_2NSR_2008-12-16map.pdf
  CJ101_XMemo_2003-03-03.pdf
  CJ101_XMemo_2003-03-05.pdf
  CJ101_2NSR_2013-04-15.pdf

- CJ107 - Introduction to Corrections

  **Related Documents:**
  CJ107_1981-09-04.pdf
  CJ107_1SR_2008-04-21.pdf

CJ107_2NSR_2008-08-02.pdf
CJ107_2NSR_2009-12-10.pdf
CJ107_2NSR_2008-12-16map.pdf
CJ107_CourseGuide_1981-09-04
CJ107_XMemo_2003-03-03.pdf
CJ107_XMemo_2003-03-05.pdf

- CJ150 - Criminal Procedure

**Related Documents:**

CJ150_2NSR2005-03-29.pdf
CJ150_1SR_2007-04-25.pdf
CJ150 NSR 1999-04-07.pdf
CJ150_2NSR_2008-08-02.pdf
CJ150_CourseGuide.pdf
CJ150_2NSR_2009-12-10.pdf
CJ150_2NSR_2010-03-10.pdf
CJ150_1SR_2009-11-23.pdf
CJ150_2NSR_2008-12-16map.pdf
CJ150_1SR_2009-11-19.pdf
CJ 150 _AY1617-FINAL.pdf

- CJ200 - Criminal Law

**Related Documents:**

CJ200_1SR_2003-04-28.pdf
CJ200_2NSR)2005-03-29.pdf
CJ200_1SR_1997-04-18.pdf
CJ200_2NSR_2008-08-02.pdf
CJ200_CourseGuide_1981-09-02.pdf
CJ200_XMemo_1994-10-07.pdf
CJ200_2NSR_2009-12-10.pdf
CJ200_2NSR_2010-03-10.pdf
CJ200_2NSR_2008-12-16map.pdf
CJ200_2SR_2013-04-15.pdf

- CJ204 - Introduction to Criminology

**Related Documents:**

CJ204_2SR_1996-06-13.pdf
CJ204_2NSR_2005-03-29.pdf
CJ204_2NSR_2008-08-02.pdf
CJ204_2NSR_2009-12-10.pdf
CJ204_2NSR_2008-12-16map.pdf
CJ204_XMemo_2003-03-03.pdf
CJ204_XMemo_2003-03-05.pdf
CJ204_1SR_2013-02-22.pdf
CJ204_1SR_2017.05.22.pdf

- CJ205 - Police Report Writing

**Related Documents:**

CJ205_2NSR_1999-06-14.pdf
CJ205_2NSR_2005-03-29.pdf
CJ205_2NSR_2008-08-02.pdf
CJ205_CourseGuide_1981-11-18.pdf

CJ205_2NSR_2009-12-10.pdf
CJ205_2NSR_2010-03-10.pdf
CJ205_2NSR_2008-12-16map.pdf
CJ205_XMemo_2003-03-03.pdf
CJ205_XMemo_2003-03-05.pdf
CJ205_1SR_2012-04-26.pdf

- CJ206 - Social Values & the Criminal Justice Process

**Related Documents:**

CJ206_1SR_2003-03-26.pdf
CJ206_2NSR_2008-08-02.pdf
CJ206_CourseGuide_1981-11-18.pdf
CJ206_2NSR_2009-12-10.pdf
CJ206_2NSR_2008-12-16map.pdf
CJ206_XMemo_2003-03-03.pdf
CJ206_XMemo_2003-03-05.pdf
CJ206_1SR_2013-02-

- CJ209 - Concept of Police Operations

**Related Documents:**

CJ209_1SR_2003-12-15.pdf
CJ209_2NSR_2005-03-29.pdf
CJ209_2NSR_2003-10-27.pdf
CJ209_2NSR_2008-08-02.pdf
CJ209_CourseGuide_1981-11-17.pdf
CJ209_2NSR_2009-12-10.pdf
CJ209_2NSR_2008-12-16map.pdf
CJ209_XMemo_2003-03-03.pdf
CJ209_XMemo_2003-03-05.pdf
CJ209_1SR_2013-04-15.pdf

- CJ225 - Criminal Investigations

**Related Documents:**

CJ225_1SR_2003-11-20.pdf
CJ225_2NSR_2005-03-29.pdf
CJ225_2NSR_2008-08-02.pdf
CJ225_CourseGuide1981-09-09.pdf
CJ225_2NSR_2009-12-10.pdf
CJ225_2NSR_2008-12-16map.pdf
CJ225_XMemo_2003-03-03.pdf
CJ225_XMemo_2003-03-035.pdf

- CJ250 - Police Organizational Theory

**Related Documents:**

CJ250_1981-09-08.pdf
CJ250_2NSR_2005-03-29.pdf
CJ250_2NSR_2008-08-02.pdf
CJ250_2NSR_2009-12-10.pdf
CJ250_CourseGuide_1981-09-08.pdf
CJ250_2NSR_2008-12-16map.pdf
CJ250_XMemo_2003-03-03.pdf

CJ250_XMemo_2003-03-05.pdf
CJ250_1SR_2012-04-26.pdf

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Criminal Justice AS & Certificate

* Program/Unit Level - The Criminal Justice Program is designed to prepare, educate and train students for the criminal justice system regardless of the particular area of concentration. Graduates of the program will possess: the technical knowledge of the criminal justice system, the communication skills to effectively communicate within the criminal justice system, and an understanding of the interrelations of the criminal justice professional and society.

## Related Course SLO

* CJ100 - Introduction to Criminal Justice: History of Criminal Justice System - SLO#1: AY08-09Upon successful completion of this course, students will be able to describe the history and development of the Criminal Justice System.

## Outcome Description: AY 04-05 ETHICS AND ROLE EXPECTATIONS OF THE CRIMINAL JUSTICE PROFESSIONAL

AY 04-05 Demonstrate the ability to understand the interrelations, ethics and role expectations of the criminal justice professional in society.

**Start Date:** 11/19/2003
**End Date:** 05/10/2005
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students taking the Exit Examination will demonstrate e the ability to understand the interrelations, ethics, and role expectations of the criminal justice professional and society as demonstrated by the results of the CJ206 questions. | 70% of students taking the Exit Examination will demonstrate e the ability to understand the interrelations, ethics, and role expectations of the criminal justice professional and society as demonstrated by the results of the CJ206 questions. | Exit Exam will be given Spring 2005. | Yes |

## Related Courses

- CJ206 - Social Values & the Criminal Justice Process

**Related Documents:**
CJ206_1SR_2003-03-26.pdf
CJ206_2NSR_2008-08-02.pdf
CJ206_CourseGuide_1981-11-18.pdf
CJ206_2NSR_2009-12-10.pdf

CJ206_2NSR_2008-12-16map.pdf
CJ206_XMemo_2003-03-03.pdf
CJ206_XMemo_2003-03-05.pdf
CJ206_1SR_2013-02-

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Outcome Description: AY 06 -07 Describe the process of the Criminal Justice System

AY 06-07 Students will be able to describe the process of the criminal justice system and the duties and responsibilities of the criminal justice professional.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/13/2010
**End Date:** 05/31/2011
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will be given an Exit Examination and will describe the process of the criminal justice system and the responsibilities of the criminal justice professional as measured by the results of the CJ100 questions. | 70% of students will score 90% or higher on the exam. | Exit exam will be given in Spring 2007. | Yes |

## Related Courses

- CJ100 - Introduction to Criminal Justice

**Related Documents:**
CJ100_1993-01-20.pdf
CJ100_2NSR_2005-03-29.pdf
CJ100_2NSR_2006-03-24.pdf
CJ100_1SR_1991-06.pdf
CJ100_CourseGuide_1981-09-02.pdf
CJ100_2NSR_2009-12-10.pdf
CJ100_2NSR_2010-03-10.pdf
CJ100_1SR_2009-11-16.pdf
CJ100_2NSR_2008-12-16map.pdf

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division remains an integral part of Guam's economic development through the offering of quality educational programs.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Outcome Description: AY 06-07 Identify the Legal Procedures

AY 06-08 Students will be able to identify the legal procedures for gathering information about crimes, criminal procedure, and a Defendant's right.

**Start Date:** 10/09/2006
**End Date:** 03/10/2008
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Graduates taking the Exit Examination will be able to identify the legal procedures for gathering information about crimes, criminal procedure and a Defendant's rights as measured by the results of the CJ150 and CJ200 questions. | 100% of the graduates will achieve either a perfect score or a passing score in CJ150 and CJ200. | Exit exam will be given Spring 2007. | Yes |

## Related Courses

- CJ150 - Criminal Procedure

  **Related Documents:**
  CJ150_2NSR2005-03-29.pdf
  CJ150_1SR_2007-04-25.pdf
  CJ150 NSR 1999-04-07.pdf
  CJ150_2NSR_2008-08-02.pdf
  CJ150_CourseGuide.pdf
  CJ150_2NSR_2009-12-10.pdf
  CJ150_2NSR_2010-03-10.pdf
  CJ150_1SR_2009-11-23.pdf
  CJ150_2NSR_2008-12-16map.pdf
  CJ150_1SR_2009-11-19.pdf
  CJ 150 _AY1617-FINAL.pdf

- CJ200 - Criminal Law

  **Related Documents:**
  CJ200_1SR_2003-04-28.pdf
  CJ200_2NSR)2005-03-29.pdf
  CJ200_1SR_1997-04-18.pdf
  CJ200_2NSR_2008-08-02.pdf

CJ200_CourseGuide_1981-09-02.pdf
CJ200_XMemo_1994-10-07.pdf
CJ200_2NSR_2009-12-10.pdf
CJ200_2NSR_2010-03-10.pdf
CJ200_2NSR_2008-12-16map.pdf
CJ200_2SR_2013-04-15.pdf

### Related Items

#### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division remains an integral part of Guam's economic development through the offering of quality educational programs.

### Related Course SLO

* CJ200 - Criminal Law: Apply Guam Code - SLO#4 AY08-09:
Upon successful completion of this course, students will be able to apply Title 9 Guam Code Annotated (Crimes and Correction Code) and Title 16 Guam Code Annotated (Vehicle Code), to hypothetical situations.

## Outcome Description: AY 06-07 Internship

AY 06-08 Students will be able to score satisfactory or higher on an evaluation rating upon completion of CJ290 Internship.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/09/2006
**End Date:** 03/10/2008
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A checklist will be given to student's internship mentors to rate students upon completion of CJ290 Internship. | 70% of students will score "satisfactory" on the checklist. | These artifacts will be collected by the end of Spring 2007. | Yes |

### Related Courses

- CJ290 - Criminal Justice Internship

**Related Documents:**
CJ290_1SR_2005-05-25.pdf
CJ290_2NSR_1994-04-07.pdf
CJ290_2NSR_2008-08-02.pdf
CJ290_CourseGuide_1981-09-pdf
CJ290_2NSR_2009-12-10.pdf
CJ290_2NSR_2010-03-11.pdf
CJ290_2NSR_2008-12-16map.pdf

### Related Items

#### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division remains an integral part of Guam's economic development through the offering of quality educational programs.

## Outcome Description: AY 06-07 Internship Self-Evaluation

AY 06-08 Students will be able to evaluate his or her experience in CJ290 Internship.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/09/2006
**End Date:** 03/10/2008
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Historical Assessment Perspective:** .
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Upon completion of CJ290 Internship, Spring 2007, students will complete a self-reflection summary of his or her experiences with internship. | 70% of students will score a 3 or higher on a 5 point rubric when evaluating the summary. | Artifacts will be collected by the end of Spring 2007. | Yes |

### Related Courses

- CJ290 - Criminal Justice Internship

**Related Documents:**

CJ290_1SR_2005-05-25.pdf
CJ290_2NSR_1994-04-07.pdf
CJ290_2NSR_2008-08-02.pdf
CJ290_CourseGuide_1981-09-pdf
CJ290_2NSR_2009-12-10.pdf
CJ290_2NSR_2010-03-11.pdf
CJ290_2NSR_2008-12-16map.pdf

### Related Items

#### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division remains an integral part of Guam's economic development through the offering of quality educational programs.

## Outcome Description: AY 06-07 Satisfaction with the Program

AY 06-08 Graduates will evaluate their satisfaction with the program after completing and obtaining an Associates Degree in Criminal Justice.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/13/2010
**End Date:** 05/31/2011
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Graduates will be given a satisfaction survey to rate his or her satisfaction with the program after completing and obtaining an Associates Degree in Criminal Justice. | 70% of students will indicate "satisfied" with the program. | Artifacts will be collected at the end of Spring 2007. | Yes |

## Related Courses

- CJ100 - Introduction to Criminal Justice

  **Related Documents:**
  CJ100_1993-01-20.pdf
  CJ100_2NSR_2005-03-29.pdf
  CJ100_2NSR_2006-03-24.pdf
  CJ100_1SR_1991-06.pdf
  CJ100_CourseGuide_1981-09-02.pdf
  CJ100_2NSR_2009-12-10.pdf
  CJ100_2NSR_2010-03-10.pdf
  CJ100_1SR_2009-11-16.pdf
  CJ100_2NSR_2008-12-16map.pdf

- CJ150 - Criminal Procedure

  **Related Documents:**
  CJ150_2NSR2005-03-29.pdf
  CJ150_1SR_2007-04-25.pdf
  CJ150 NSR 1999-04-07.pdf
  CJ150_2NSR_2008-08-02.pdf
  CJ150_CourseGuide.pdf
  CJ150_2NSR_2009-12-10.pdf
  CJ150_2NSR_2010-03-10.pdf
  CJ150_1SR_2009-11-23.pdf
  CJ150_2NSR_2008-12-16map.pdf
  CJ150_1SR_2009-11-19.pdf
  CJ 150 _AY1617-FINAL.pdf

- CJ200 - Criminal Law

  **Related Documents:**
  CJ200_1SR_2003-04-28.pdf
  CJ200_2NSR)2005-03-29.pdf
  CJ200_1SR_1997-04-18.pdf
  CJ200_2NSR_2008-08-02.pdf
  CJ200_CourseGuide_1981-09-02.pdf
  CJ200_XMemo_1994-10-07.pdf
  CJ200_2NSR_2009-12-10.pdf
  CJ200_2NSR_2010-03-10.pdf
  CJ200_2NSR_2008-12-16map.pdf
  CJ200_2SR_2013-04-15.pdf

- CJ206 - Social Values & the Criminal Justice Process

**Related Documents:**
CJ206_1SR_2003-03-26.pdf
CJ206_2NSR_2008-08-02.pdf
CJ206_CourseGuide_1981-11-18.pdf
CJ206_2NSR_2009-12-10.pdf
CJ206_2NSR_2008-12-16map.pdf
CJ206_XMemo_2003-03-03.pdf
CJ206_XMemo_2003-03-05.pdf
CJ206_1SR_2013-02-

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

## Outcome Description: Legal Procedures

SLO#1 FA2010-SP2012:
Identify the legal procedures for gathering information about crimes, criminal procedure, and defendants rights.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/13/2010
**End Date:** 03/16/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Instructor designed Test.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Faculty-developed tests | Students will score a 70% or better on the Test. | Students will take test upon completion of Course. | Yes |

## Related Courses

- CJ100 - Introduction to Criminal Justice

**Related Documents:**
CJ100_1993-01-20.pdf
CJ100_2NSR_2005-03-29.pdf
CJ100_2NSR_2006-03-24.pdf
CJ100_1SR_1991-06.pdf
CJ100_CourseGuide_1981-09-02.pdf
CJ100_2NSR_2009-12-10.pdf
CJ100_2NSR_2010-03-10.pdf
CJ100_1SR_2009-11-16.pdf
CJ100_2NSR_2008-12-16map.pdf

- CJ101 - Juvenile Justice Process

  **Related Documents:**

  CJ101_1SR_2003-12-15.pdf
  CJ101_2NSR_2005-03-29.pdf
  CJ101_1SR_1997-04-18.pdf
  CJ101_2NSR_2008-08-02.pdf
  CJ101_CourseGuide_1981-09-02.pdf
  CJ101_XTextbook_1990-05-30.pdf
  CJ101_2NSR_2009-12-10.pdf
  CJ101_2NSR_2008-12-16map.pdf
  CJ101_XMemo_2003-03-03.pdf
  CJ101_XMemo_2003-03-05.pdf
  CJ101_2NSR_2013-04-15.pdf

- CJ107 - Introduction to Corrections

  **Related Documents:**

  CJ107_1981-09-04.pdf
  CJ107_1SR_2008-04-21.pdf
  CJ107_2NSR_2008-08-02.pdf
  CJ107_2NSR_2009-12-10.pdf
  CJ107_2NSR_2008-12-16map.pdf
  CJ107_CourseGuide_1981-09-04
  CJ107_XMemo_2003-03-03.pdf
  CJ107_XMemo_2003-03-05.pdf

- CJ122/SI122 - Introduction to Forensic Science

  **Related Documents:**

  CJ122_0Adopt_2009-11-23.pdf
  SI122_2NSR_2011-01-03.pdf

- CJ150 - Criminal Procedure

  **Related Documents:**

  CJ150_2NSR2005-03-29.pdf
  CJ150_1SR_2007-04-25.pdf
  CJ150 NSR 1999-04-07.pdf
  CJ150_2NSR_2008-08-02.pdf
  CJ150_CourseGuide.pdf
  CJ150_2NSR_2009-12-10.pdf
  CJ150_2NSR_2010-03-10.pdf
  CJ150_1SR_2009-11-23.pdf
  CJ150_2NSR_2008-12-16map.pdf
  CJ150_1SR_2009-11-19.pdf
  CJ 150 _AY1617-FINAL.pdf

- CJ200 - Criminal Law

  **Related Documents:**

  CJ200_1SR_2003-04-28.pdf
  CJ200_2NSR)2005-03-29.pdf
  CJ200_1SR_1997-04-18.pdf
  CJ200_2NSR_2008-08-02.pdf
  CJ200_CourseGuide_1981-09-02.pdf
  CJ200_XMemo_1994-10-07.pdf

CJ200_2NSR_2009-12-10.pdf
CJ200_2NSR_2010-03-10.pdf
CJ200_2NSR_2008-12-16map.pdf
CJ200_2SR_2013-04-15.pdf

- CJ204 - Introduction to Criminology

**Related Documents:**

CJ204_2SR_1996-06-13.pdf
CJ204_2NSR_2005-03-29.pdf
CJ204_2NSR_2008-08-02.pdf
CJ204_2NSR_2009-12-10.pdf
CJ204_2NSR_2008-12-16map.pdf
CJ204_XMemo_2003-03-03.pdf
CJ204_XMemo_2003-03-05.pdf
CJ204_1SR_2013-02-22.pdf
CJ204_1SR_2017.05.22.pdf

- CJ205 - Police Report Writing

**Related Documents:**

CJ205_2NSR_1999-06-14.pdf
CJ205_2NSR_2005-03-29.pdf
CJ205_2NSR_2008-08-02.pdf
CJ205_CourseGuide_1981-11-18.pdf
CJ205_2NSR_2009-12-10.pdf
CJ205_2NSR_2010-03-10.pdf
CJ205_2NSR_2008-12-16map.pdf
CJ205_XMemo_2003-03-03.pdf
CJ205_XMemo_2003-03-05.pdf
CJ205_1SR_2012-04-26.pdf

- CJ206 - Social Values & the Criminal Justice Process

**Related Documents:**

CJ206_1SR_2003-03-26.pdf
CJ206_2NSR_2008-08-02.pdf
CJ206_CourseGuide_1981-11-18.pdf
CJ206_2NSR_2009-12-10.pdf
CJ206_2NSR_2008-12-16map.pdf
CJ206_XMemo_2003-03-03.pdf
CJ206_XMemo_2003-03-05.pdf
CJ206_1SR_2013-02-

- CJ209 - Concept of Police Operations

**Related Documents:**

CJ209_1SR_2003-12-15.pdf
CJ209_2NSR_2005-03-29.pdf
CJ209_2NSR_2003-10-27.pdf
CJ209_2NSR_2008-08-02.pdf
CJ209_CourseGuide_1981-11-17.pdf
CJ209_2NSR_2009-12-10.pdf
CJ209_2NSR_2008-12-16map.pdf
CJ209_XMemo_2003-03-03.pdf
CJ209_XMemo_2003-03-05.pdf

CJ209_1SR_2013-04-15.pdf

- CJ225 - Criminal Investigations

**Related Documents:**

CJ225_1SR_2003-11-20.pdf
CJ225_2NSR_2005-03-29.pdf
CJ225_2NSR_2008-08-02.pdf
CJ225_CourseGuide1981-09-09.pdf
CJ225_2NSR_2009-12-10.pdf
CJ225_2NSR_2008-12-16map.pdf
CJ225_XMemo_2003-03-03.pdf
CJ225_XMemo_2003-03-035.pdf

- CJ250 - Police Organizational Theory

**Related Documents:**

CJ250_1981-09-08.pdf
CJ250_2NSR_2005-03-29.pdf
CJ250_2NSR_2008-08-02.pdf
CJ250_2NSR_2009-12-10.pdf
CJ250_CourseGuide_1981-09-08.pdf
CJ250_2NSR_2008-12-16map.pdf
CJ250_XMemo_2003-03-03.pdf
CJ250_XMemo_2003-03-05.pdf
CJ250_1SR_2012-04-26.pdf

- CJ260 - Forensic Computer Examiners

**Related Documents:**

CJ260_0Adopt_2010-04-30.pdf

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.
* 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.

### School of Trades & Professional Services (TPS)

* School Level - Keep all curriculum updated and current.
* School Level - Look for new and innovative ways to deliver the curriculum.
* School Level - Provide the necessary support for all courses in terms of equipment and supplies.

### Criminal Justice AS & Certificate

* Program/Unit Level - The Criminal Justice Program is designed to prepare, educate and train students for the criminal justice system regardless of the particular area of concentration. Graduates of the program will possess: the technical knowledge of the criminal justice system, the communication skills to effectively communicate within the criminal justice system, and an understanding of the interrelations of the criminal justice professional and society.

* Program Review Goal (Budget Related Goals & Objectives) - FY2018 PRG#1:
  Identify the legal procedures for gathering information about crimes, criminal procedure, and a defendant's right.
* Program Review Goal (Budget Related Goals & Objectives) - FY2018 PRG#2:
  Graduates will evaluate their satisfaction with the program after completing and obtaining an Associates Degree in Criminal Justice.

### Outcome Description: Criminal Justice Process

SLO#2 FA2010-SP2012:
Describe the process of the Criminal Justice System and the duties and responsibilities of the Criminal Justice Professional.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/13/2010
**End Date:** 03/16/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Instructor developed Test.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Faculty-developed tests | 50% of Students will score 70% or better on test. | Upon completion of course(s) test will be administered. | Yes |

### Related Courses

- CJ100 - Introduction to Criminal Justice

  **Related Documents:**
  CJ100_1993-01-20.pdf
  CJ100_2NSR_2005-03-29.pdf
  CJ100_2NSR_2006-03-24.pdf
  CJ100_1SR_1991-06.pdf
  CJ100_CourseGuide_1981-09-02.pdf
  CJ100_2NSR_2009-12-10.pdf
  CJ100_2NSR_2010-03-10.pdf
  CJ100_1SR_2009-11-16.pdf
  CJ100_2NSR_2008-12-16map.pdf

- CJ101 - Juvenile Justice Process

  **Related Documents:**
  CJ101_1SR_2003-12-15.pdf
  CJ101_2NSR_2005-03-29.pdf
  CJ101_1SR_1997-04-18.pdf
  CJ101_2NSR_2008-08-02.pdf
  CJ101_CourseGuide_1981-09-02.pdf
  CJ101_XTextbook_1990-05-30.pdf
  CJ101_2NSR_2009-12-10.pdf
  CJ101_2NSR_2008-12-16map.pdf
  CJ101_XMemo_2003-03-03.pdf
  CJ101_XMemo_2003-03-05.pdf

CJ101_2NSR_2013-04-15.pdf

- CJ107 - Introduction to Corrections

**Related Documents:**

CJ107_1981-09-04.pdf
CJ107_1SR_2008-04-21.pdf
CJ107_2NSR_2008-08-02.pdf
CJ107_2NSR_2009-12-10.pdf
CJ107_2NSR_2008-12-16map.pdf
CJ107_CourseGuide_1981-09-04
CJ107_XMemo_2003-03-03.pdf
CJ107_XMemo_2003-03-05.pdf

- CJ122/SI122 - Introduction to Forensic Science

**Related Documents:**

CJ122_0Adopt_2009-11-23.pdf
SI122_2NSR_2011-01-03.pdf

- CJ150 - Criminal Procedure

**Related Documents:**

CJ150_2NSR2005-03-29.pdf
CJ150_1SR_2007-04-25.pdf
CJ150 NSR 1999-04-07.pdf
CJ150_2NSR_2008-08-02.pdf
CJ150_CourseGuide.pdf
CJ150_2NSR_2009-12-10.pdf
CJ150_2NSR_2010-03-10.pdf
CJ150_1SR_2009-11-23.pdf
CJ150_2NSR_2008-12-16map.pdf
CJ150_1SR_2009-11-19.pdf
CJ 150 _AY1617-FINAL.pdf

- CJ200 - Criminal Law

**Related Documents:**

CJ200_1SR_2003-04-28.pdf
CJ200_2NSR)2005-03-29.pdf
CJ200_1SR_1997-04-18.pdf
CJ200_2NSR_2008-08-02.pdf
CJ200_CourseGuide_1981-09-02.pdf
CJ200_XMemo_1994-10-07.pdf
CJ200_2NSR_2009-12-10.pdf
CJ200_2NSR_2010-03-10.pdf
CJ200_2NSR_2008-12-16map.pdf
CJ200_2SR_2013-04-15.pdf

- CJ204 - Introduction to Criminology

**Related Documents:**

CJ204_2SR_1996-06-13.pdf
CJ204_2NSR_2005-03-29.pdf
CJ204_2NSR_2008-08-02.pdf
CJ204_2NSR_2009-12-10.pdf
CJ204_2NSR_2008-12-16map.pdf

CJ204_XMemo_2003-03-03.pdf
CJ204_XMemo_2003-03-05.pdf
CJ204_1SR_2013-02-22.pdf
CJ204_1SR_2017.05.22.pdf

- CJ205 - Police Report Writing

**Related Documents:**

CJ205_2NSR_1999-06-14.pdf
CJ205_2NSR_2005-03-29.pdf
CJ205_2NSR_2008-08-02.pdf
CJ205_CourseGuide_1981-11-18.pdf
CJ205_2NSR_2009-12-10.pdf
CJ205_2NSR_2010-03-10.pdf
CJ205_2NSR_2008-12-16map.pdf
CJ205_XMemo_2003-03-03.pdf
CJ205_XMemo_2003-03-05.pdf
CJ205_1SR_2012-04-26.pdf

- CJ206 - Social Values & the Criminal Justice Process

**Related Documents:**

CJ206_1SR_2003-03-26.pdf
CJ206_2NSR_2008-08-02.pdf
CJ206_CourseGuide_1981-11-18.pdf
CJ206_2NSR_2009-12-10.pdf
CJ206_2NSR_2008-12-16map.pdf
CJ206_XMemo_2003-03-03.pdf
CJ206_XMemo_2003-03-05.pdf
CJ206_1SR_2013-02-

- CJ209 - Concept of Police Operations

**Related Documents:**

CJ209_1SR_2003-12-15.pdf
CJ209_2NSR_2005-03-29.pdf
CJ209_2NSR_2003-10-27.pdf
CJ209_2NSR_2008-08-02.pdf
CJ209_CourseGuide_1981-11-17.pdf
CJ209_2NSR_2009-12-10.pdf
CJ209_2NSR_2008-12-16map.pdf
CJ209_XMemo_2003-03-03.pdf
CJ209_XMemo_2003-03-05.pdf
CJ209_1SR_2013-04-15.pdf

- CJ225 - Criminal Investigations

**Related Documents:**

CJ225_1SR_2003-11-20.pdf
CJ225_2NSR_2005-03-29.pdf
CJ225_2NSR_2008-08-02.pdf
CJ225_CourseGuide1981-09-09.pdf
CJ225_2NSR_2009-12-10.pdf
CJ225_2NSR_2008-12-16map.pdf
CJ225_XMemo_2003-03-03.pdf
CJ225_XMemo_2003-03-035.pdf

- CJ250 - Police Organizational Theory

**Related Documents:**

CJ250_1981-09-08.pdf
CJ250_2NSR_2005-03-29.pdf
CJ250_2NSR_2008-08-02.pdf
CJ250_2NSR_2009-12-10.pdf
CJ250_CourseGuide_1981-09-08.pdf
CJ250_2NSR_2008-12-16map.pdf
CJ250_XMemo_2003-03-03.pdf
CJ250_XMemo_2003-03-05.pdf
CJ250_1SR_2012-04-26.pdf

- CJ260 - Forensic Computer Examiners

**Related Documents:**

CJ260_0Adopt_2010-04-30.pdf

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
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* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
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  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.
* Institutional Learning Outcome (ILO) - ILO#5 (Institutional Learning Outcome)
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### School of Trades & Professional Services (TPS)

* School Level - Keep all curriculum updated and current.
* School Level - Look for new and innovative ways to deliver the curriculum.
* School Level - Provide the necessary support for all courses in terms of equipment and supplies.

### Criminal Justice AS & Certificate

* Program/Unit Level - The Criminal Justice Program is designed to prepare, educate and train students for the criminal justice system regardless of the particular area of concentration. Graduates of the program will possess: the technical knowledge of the criminal justice system, the communication skills to effectively communicate within the criminal justice system, and an understanding of the interrelations of the criminal justice professional and society.
* Program Review Goal (Budget Related Goals & Objectives) - FY2018 PRG#2:
  Graduates will evaluate their satisfaction with the program after completing and obtaining an Associates Degree in Criminal Justice.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3:
  Students will evaluate their satisfaction with the program after completing and obtaining an Associates Degree in Criminal Justice.

## Outcome Description: Criminal Justice Professional

SLO#3 FA2010-SP2012:
Demonstrate the ability to understand the interrelations, ethics, and role expectations of the Criminal Justice professional in society.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/11/2010
**End Date:** 03/16/2012

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Faculty developed Tests.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Faculty-developed tests | 50% of students will score 70% or better on the Test. | Upon completion of course(s) test will be administered. | Yes |

## Related Courses

- CJ100 - Introduction to Criminal Justice

  **Related Documents:**
  CJ100_1993-01-20.pdf
  CJ100_2NSR_2005-03-29.pdf
  CJ100_2NSR_2006-03-24.pdf
  CJ100_1SR_1991-06.pdf
  CJ100_CourseGuide_1981-09-02.pdf
  CJ100_2NSR_2009-12-10.pdf
  CJ100_2NSR_2010-03-10.pdf
  CJ100_1SR_2009-11-16.pdf
  CJ100_2NSR_2008-12-16map.pdf

- CJ101 - Juvenile Justice Process

  **Related Documents:**
  CJ101_1SR_2003-12-15.pdf
  CJ101_2NSR_2005-03-29.pdf
  CJ101_1SR_1997-04-18.pdf
  CJ101_2NSR_2008-08-02.pdf
  CJ101_CourseGuide_1981-09-02.pdf
  CJ101_XTextbook_1990-05-30.pdf
  CJ101_2NSR_2009-12-10.pdf
  CJ101_2NSR_2008-12-16map.pdf
  CJ101_XMemo_2003-03-03.pdf
  CJ101_XMemo_2003-03-05.pdf
  CJ101_2NSR_2013-04-15.pdf

- CJ107 - Introduction to Corrections

  **Related Documents:**
  CJ107_1981-09-04.pdf
  CJ107_1SR_2008-04-21.pdf
  CJ107_2NSR_2008-08-02.pdf
  CJ107_2NSR_2009-12-10.pdf
  CJ107_2NSR_2008-12-16map.pdf
  CJ107_CourseGuide_1981-09-04
  CJ107_XMemo_2003-03-03.pdf
  CJ107_XMemo_2003-03-05.pdf

- CJ122/SI122 - Introduction to Forensic Science

  **Related Documents:**

  CJ122_0Adopt_2009-11-23.pdf
  SI122_2NSR_2011-01-03.pdf

- CJ150 - Criminal Procedure

  **Related Documents:**

  CJ150_2NSR2005-03-29.pdf
  CJ150_1SR_2007-04-25.pdf
  CJ150 NSR 1999-04-07.pdf
  CJ150_2NSR_2008-08-02.pdf
  CJ150_CourseGuide.pdf
  CJ150_2NSR_2009-12-10.pdf
  CJ150_2NSR_2010-03-10.pdf
  CJ150_1SR_2009-11-23.pdf
  CJ150_2NSR_2008-12-16map.pdf
  CJ150_1SR_2009-11-19.pdf
  CJ 150 _AY1617-FINAL.pdf

- CJ200 - Criminal Law

  **Related Documents:**

  CJ200_1SR_2003-04-28.pdf
  CJ200_2NSR)2005-03-29.pdf
  CJ200_1SR_1997-04-18.pdf
  CJ200_2NSR_2008-08-02.pdf
  CJ200_CourseGuide_1981-09-02.pdf
  CJ200_XMemo_1994-10-07.pdf
  CJ200_2NSR_2009-12-10.pdf
  CJ200_2NSR_2010-03-10.pdf
  CJ200_2NSR_2008-12-16map.pdf
  CJ200_2SR_2013-04-15.pdf

- CJ204 - Introduction to Criminology

  **Related Documents:**

  CJ204_2SR_1996-06-13.pdf
  CJ204_2NSR_2005-03-29.pdf
  CJ204_2NSR_2008-08-02.pdf
  CJ204_2NSR_2009-12-10.pdf
  CJ204_2NSR_2008-12-16map.pdf
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  CJ204_XMemo_2003-03-05.pdf
  CJ204_1SR_2013-02-22.pdf
  CJ204_1SR_2017.05.22.pdf

- CJ205 - Police Report Writing

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  CJ205_2NSR_2008-08-02.pdf
  CJ205_CourseGuide_1981-11-18.pdf
  CJ205_2NSR_2009-12-10.pdf
  CJ205_2NSR_2010-03-10.pdf

CJ205_2NSR_2008-12-16map.pdf
CJ205_XMemo_2003-03-03.pdf
CJ205_XMemo_2003-03-05.pdf
CJ205_1SR_2012-04-26.pdf

- CJ206 - Social Values & the Criminal Justice Process

**Related Documents:**

CJ206_1SR_2003-03-26.pdf
CJ206_2NSR_2008-08-02.pdf
CJ206_CourseGuide_1981-11-18.pdf
CJ206_2NSR_2009-12-10.pdf
CJ206_2NSR_2008-12-16map.pdf
CJ206_XMemo_2003-03-03.pdf
CJ206_XMemo_2003-03-05.pdf
CJ206_1SR_2013-02-

- CJ209 - Concept of Police Operations

**Related Documents:**

CJ209_1SR_2003-12-15.pdf
CJ209_2NSR_2005-03-29.pdf
CJ209_2NSR_2003-10-27.pdf
CJ209_2NSR_2008-08-02.pdf
CJ209_CourseGuide_1981-11-17.pdf
CJ209_2NSR_2009-12-10.pdf
CJ209_2NSR_2008-12-16map.pdf
CJ209_XMemo_2003-03-03.pdf
CJ209_XMemo_2003-03-05.pdf
CJ209_1SR_2013-04-15.pdf

- CJ225 - Criminal Investigations

**Related Documents:**

CJ225_1SR_2003-11-20.pdf
CJ225_2NSR_2005-03-29.pdf
CJ225_2NSR_2008-08-02.pdf
CJ225_CourseGuide1981-09-09.pdf
CJ225_2NSR_2009-12-10.pdf
CJ225_2NSR_2008-12-16map.pdf
CJ225_XMemo_2003-03-03.pdf
CJ225_XMemo_2003-03-035.pdf

- CJ250 - Police Organizational Theory

**Related Documents:**

CJ250_1981-09-08.pdf
CJ250_2NSR_2005-03-29.pdf
CJ250_2NSR_2008-08-02.pdf
CJ250_2NSR_2009-12-10.pdf
CJ250_CourseGuide_1981-09-08.pdf
CJ250_2NSR_2008-12-16map.pdf
CJ250_XMemo_2003-03-03.pdf
CJ250_XMemo_2003-03-05.pdf
CJ250_1SR_2012-04-26.pdf

- CJ260 - Forensic Computer Examiners

**Related Documents:**

CJ260_0Adopt_2010-04-30.pdf

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
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* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.
* 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.

### School of Trades & Professional Services (TPS)

* School Level - Keep all curriculum updated and current.
* School Level - Look for new and innovative ways to deliver the curriculum.
* School Level - Provide the necessary support for all courses in terms of equipment and supplies.

### Criminal Justice AS & Certificate

* Program/Unit Level - The Criminal Justice Program is designed to prepare, educate and train students for the criminal justice system regardless of the particular area of concentration. Graduates of the program will possess: the technical knowledge of the criminal justice system, the communication skills to effectively communicate within the criminal justice system, and an understanding of the interrelations of the criminal justice professional and society.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3:
  Students will evaluate their satisfaction with the program after completing and obtaining an Associates Degree in Criminal Justice.

## Outcome Description: 2011-2012 Catalog SLO#1

SLO#1 FA-SP:
Upon successful completion of the Certificate and AS in Criminal Justice program, students will be able to identify the legal procedures for gathering information about crimes, criminal procedure, and defendants' rights.

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

## Outcome Description: 2011-2012 Catalog SLO#2

SLO#2 FA-SP:
Upon successful completion of the Certificate AS in Criminal Justice program, students will be able to describe the process of the criminal justice system including the duties and responsibilities of the criminal justice professional as it pertains to one of the chosen concentration areas: Administration of CJ, Law Enforcement Administration, Forensic Lab Technician, or Forensic Computer Examiner.

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .

**Perspective:**
**Budget Goals:** .

### Outcome Description: 2012-2013 Acalog #2

SLO#2 AY2012 -2014:
Upon successful completion of the Certificate and AS in Criminal Justice program, students will be able to describe the process of the criminal justice system including the duties and responsibilities of the criminal justice professional as it pertains to one of the chosen concentration areas: Administration of CJ, Law Enforcement Administration, Forensic Lab Technician, or Forensic Computer Examiner.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** ACCJC Standards
**Historical Assessment Perspective:** The program is committed to student completion and success.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete faculty developed tests which may include multiple choices, fill in the blanks, true or false questions, or essay questions.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Faculty-developed tests | Seventy percent of students will successfully describe the process of the criminal justice system including the duties and responsibilities of the criminal justice professional as it pertains to one of the chosen concentration areas: Administration of CJ, Law Enforcement Administration, Forensic Lab Technician, or Forensic Computer Examiner with 70% accuracy. | During final examination week. | Yes |

### Related Courses

- CJ100 - Introduction to Criminal Justice

**Related Documents:**
CJ100_1993-01-20.pdf
CJ100_2NSR_2005-03-29.pdf
CJ100_2NSR_2006-03-24.pdf
CJ100_1SR_1991-06.pdf
CJ100_CourseGuide_1981-09-02.pdf
CJ100_2NSR_2009-12-10.pdf
CJ100_2NSR_2010-03-10.pdf
CJ100_1SR_2009-11-16.pdf
CJ100_2NSR_2008-12-16map.pdf

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To supply assistance for institutional learning outcomes.

### Criminal Justice AS & Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To support students to complete certificate or associate programs within 3 years.

## Related Course SLO

* CJ100 - Introduction to Criminal Justice: 2012-2013 Function of Criminal Justice System Acalog #3 - SLO#3-FA12-SP14
  Upon successful completion of this course, students will be able to describe the functions of law enforcement, courts and corrections
* CJ101 - Juvenile Justice Process: 2012-2013 Acalog #2 Role of Juvenile Justice System - SLO#2 AY 2012-2014
  Upon successful completion of this course, students will be able to identify the role of the Juvenile Justice System in contemporary society.
* CJ107 - Introduction to Corrections: 2012-2013 Acalog #3 Various Correctional Systems - SLO#3 AY 2012-2014
  Upon successful completion of this course, students will be able to identify the various correctional systems.
* CJ122/SI122 - Introduction to Forensic Science: 2012 - 2013 Acalog#2 Forensic Science Role - SLO#2 AY 2012-2014
  Upon successful completion of this course, students will be able to identify the role of forensic science within the criminal justice system.
* CJ132 - Emergency Vehicle Operator Course (EVOC): 2012-2013 Acalog #2 Proper Operations - SLO#2 AY 2012-2014
  Upon successful completion of this course, students will be able to explain the proper operation of emergency vehicles.
* CJ135 - Firearms Use/Safety/Care: 2012-2013 Acalog #2 Firearm Safety - SLO#2 AY 2012-2014
  Upon successful completion of this course, students will be able to apply knowledge of firearm safety.
* CJ148 - Traffic Law Enforcement: 2012-2013 Acalog #1 Traffic Statutes and Offenses - SLO#1 AY 2012-2014
  Upon successful completion of this course, students will be able to explain the various traffic statutes and offenses.
* CJ155 - Self Defense: 2012-2013 Acalog #1 Basic Self Defense Techniques - SLO#1 AY 2012-2014
  Upon successful completion of this course, students will be able to apply the basic self defense techniques through practical hands-on training.
* CJ160 - Motorcycle Training: 2012-2013 Acalog #1 Basic Motorcycle Skills - SLO#1 AY 2012-2014:
  Upon successful completion of this course, students will be able to understand the basic motorcycle operation skills.
* CJ204 - Introduction to Criminology: 2012-2013 Acalog #3 Crime Causation - SLO#3 AY 2012-2014
  Upon successful completion of this course, students will be able to identify the various theories of crime causation.
* CJ205 - Police Report Writing: 2012-2013 Acalog #3 Report Forms - SLO#3 AY 2012-2014
  Upon successful completion of this course, students will be able to demonstrate understanding of the various law enforcement forms and how to apply it to hypothetical situations.
* CJ209 - Concept of Police Operations: Police Organizations 2012-2013 Acalog #1 - SLO#1 AY 2012-2014
  Upon successful completion of this course, students will be able to explain and evaluate the structure, organization, and management of police or other law enforcement agency.
* CJ225 - Criminal Investigations: 2012-2013 Acalog #1Investigative Methods - SLO#1 AY 2012-2014
  Upon successful completion of this course, students will be able to apply various methods used in investigating criminal cases to hypothetical situations.
* CJ250 - Police Organizational Theory: 2012-2013 Acalog #2 Structure and Organization - SLO#2 AY 2012-2014
  Upon successful completion of this course, students will be able to explain and evaluate the structure and organization of police and other law enforcement agencies.
* CJ290 - Criminal Justice Internship: 2012-2013 Acalog #2 Develop Work Skills - SLO#2 AY 2012-2014
  Upon successful completion of this course, students will be able to develop practical work related skills.

## Outcome Description: 2011-2012 Catalog SLO#3

SLO#3 FA-SP:
Upon successful completion of the Certificate and AS in Criminal Justice program, students will be able to demonstrate the ability to understand the interrelations, ethics, and role expectations of the criminal justice professional in society.

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

## Outcome Description: 2012-2013 Acalog SLO#3

SLO#3 AY2012-2014:
Upon successful completion of the Certificate and AS in Criminal Justice program, students will be able to demonstrate the ability to understand the interrelations, ethics, and role expectations of the criminal justice professional in society.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Type of Industry National** None
**Certification:**
**Program SLO/AUO Plan** ACCJC Standards
**reflects/incorporates:**
**Historical Assessment** The program is committed to student completion and success.
**Perspective:**

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete a faculty developed test which includes multiple choices, fill in the blanks, essay questions, etc.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Faculty-developed tests | Seventy percent of students will demonstrate understanding about the interrelations, ethics, and role expectations of the criminal justice professional in society with 70% accuracy. | | Yes |

## Related Courses

- CJ206 - Social Values & the Criminal Justice Process

**Related Documents:**
CJ206_1SR_2003-03-26.pdf
CJ206_2NSR_2008-08-02.pdf
CJ206_CourseGuide_1981-11-18.pdf
CJ206_2NSR_2009-12-10.pdf
CJ206_2NSR_2008-12-16map.pdf
CJ206_XMemo_2003-03-03.pdf
CJ206_XMemo_2003-03-05.pdf
CJ206_1SR_2013-02-

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

**Academic Affairs Division (AAD)**

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

**ACCJC/WASC**

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

**Board of Trustees (BOT)**

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

**School of Trades & Professional Services (TPS)**

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To supply assistance for institutional learning outcomes.

**Criminal Justice AS & Certificate**

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To support students to complete certificate or associate programs within 3 years.

**Related Course SLO**

* CJ126 - Officer Survival: Safety Techniques Acalog 2012-2013 SLO#1 - SLO#1 FA12-SP14
  Upon successful completion of this course, students will be able to identify the safety techniques to use when approaching a potentially dangerous or life threatening situation.
* CJ206 - Social Values & the Criminal Justice Process: 2012-2013 Acalog #3 Police Ethics - SLO#3 AY 2012-2014
  Upon successful completion of this course, students will be able to identify the various ethical issues of policing.

## Culinary & Restaurant Department Courses

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

## Culinary Arts AA

**Mission Statement:** The Culinary Arts AA program will provide students with the knowledge and skills needed to become successful Culinary professionals.
**Vision Statement:** The Culinary Arts AA program is to introduce students to careers in the field of Culinary Arts and provide skills and knowledge they will need to achieve success. Students will experience all aspects of the Culinary Arts.

**Outcome Description: AY 06 07 Culinary Skills**

SLO#1
Students are able to perform skills and tasks associated with the culinary arts.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 08/14/2006
**End Date:** 05/07/2007
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Practicum Portfolio for HS-293 Culinary Practicum.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Internship/Co-op/Practicum Evaluation | Students will complete portfolio with a score of 70% competency or better. | 400 hours of practicum undertaken at various restaurant and hotel kitchen. | No |

## Related Courses

- HS237 - Principles of European Cuisine

  **Related Documents:**

  HS237_0Adopt_2004-02-02.pdf
  HS237_2NSR_2009-10-08map.pdf
  HS237_1SR_2011-12-12.pdf
  HS237_1SR_2013-04-19.pdf
  HS237_6Arch_2017.03.03.pdf

- HS238 - Garde Manger/Cold Food Pantry

  **Related Documents:**

  HS238_0Adopt_2004-03-24.pdf
  HS238_2NSR_2009-10-08map.pdf
  HS238_1SR_2011-12-12.pdf

- HS244 - Baking and Breads

  **Related Documents:**

  HS244_0Adopt_2007-04-05.pdf
  HS244_2NSR_2009-10-08map.pdf
  HS244_1SR_2012-04-03.pdf
  HS244_1SR_2013-04-19.pdf
  HS244_6Arch_2017.03.31.pdf

- HS246 - Buffet Service / Catering

  **Related Documents:**

  HS246_0Adopt_2004-04-27.pdf
  HS246_2NSR_2009-10-08map.pdf
  HS246_1SR_2012-04-03.pdf
  HS246_6Arch_2017.02.23.pdf

- HS247 - International Cuisine

  **Related Documents:**

  HS247_0Adopt_2005-05-11.pdf
  HS247_2NSR_2009-10-08map.pdf
  HS247_1SR_2012-04-03.pdf
  HS247_1SR_2013-04-19.pdf
  HS247_6Arch_2017.03.03.pdf

- HS248 - Patisserie - Fundamentals of Patisserie

  **Related Documents:**

  HS248_1SR_2007-04-03.pdf
  HS248_0Adopt_2004-04-27.pdf
  HS248_2NSR_2009-10-08map.pdf
  HS248_1SR_2011-12-12.pdf
  HS248_1SR_2013-04-29.pdf

HS248_6Arch_2017.03.03.pdf

- HS249 - Advanced Food Preparation

**Related Documents:**

HS249_0Adopt_2005-04-07.pdf
HS249_2NSR_2009-10-08map.pdf
HS249_1SR_2011-12-12.pdf
HS249_6Arch_2017.03.03.pdf

- HS293 - Culinary Practicum

**Related Documents:**

HS293_0Adopt_2004-05-10.pdf
HS293_1SR_2007-04-03.pdf
HS293_2NSR_2009-10-08map.pdf

## Related Tasks

* **Task Name: Culinary Skills**

  **Task Description:** Students will perform the tasks associated with Culinary Arts.

* **Task Name: Culinary Skills**

  **Task Description:** Student will demonstrat knowledge of culinary skills

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To implement and oversee Acalog training to campus community and establish technical support networks between Deans, Department Chairs, Administrative Officer, Learning Outcomes Committee and Admissions & Registration Office.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  To supply adequate assistance to program growth.

### Culinary Arts AA

* Program/Unit Level - Students are able to apply principles of culinary skills
* Program/Unit Level - Students are able to demonstrate competency in the area of Culinary Arts
* Program/Unit Level - To prepare students to work in the Culinary Industry.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide learning experiences for students that leads to their employment or their continued education.

* Program Review Goal (Budget Related Goals & Objectives) - FY2013-2014 Goal #2:
To review, rewrite, and align course numbers and course SLO's with the American Culinary Federation (ACF) before the end of summer 2013.

## Outcome Description: AY 06 07 Students Knowledge of Culinary Arts

SLO#2
Students will demonstrate knowledge in culinary terms, methods and applications.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 08/14/2006
**End Date:** 05/07/2007
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Chef's Table food presentation, guest and instructor evaluation. | Students will create a menu, create the recipes and price the menu. Students will present to guests the menu and serve the menu items in a chef's table environment. | Upon the completion of HS-245 Food Production Principles students will present a chef's table. | No |
| Buffet food presentation, guest & instructor evaluation. | Students will create a menu, create the recipes and price the menu. Students will present to guests the menu and serve the menu items in a buffet style environment. | Upon the completion of HS-238 Garde Manger & HS-246 Buffet & Catering classes students will present a buffet style food presentation. | No |
| International Cuisine Buffet food presentation guest & instructor evaluation. | Students will create a menu, create the recipes and price the menu. Students will present to guests the menu and serve the menu items in a buffet style environment. | During the course of HS-247 International Cuisine class students will present a buffet style food presentation over an eight week period. Each weeks presentation will be a representation of one particular cuisine. | No |
| Fine Dining food presentation guest and instructors evaluation. | Students will create a menu, create the recipes and price the menu. Students will present to guests the menu and serve the menu items in a fine dining environment. | Upon the completion of HS-249 Advanced Food Preparation class students will present a Fine Dining Experience. | No |

## Related Courses

- HS237 - Principles of European Cuisine
  **Related Documents:**
  HS237_0Adopt_2004-02-02.pdf
  HS237_2NSR_2009-10-08map.pdf
  HS237_1SR_2011-12-12.pdf
  HS237_1SR_2013-04-19.pdf
  HS237_6Arch_2017.03.03.pdf
- HS238 - Garde Manger/Cold Food Pantry
  **Related Documents:**
  HS238_0Adopt_2004-03-24.pdf
  HS238_2NSR_2009-10-08map.pdf

HS238_1SR_2011-12-12.pdf

- HS246 - Buffet Service / Catering

**Related Documents:**

HS246_0Adopt_2004-04-27.pdf
HS246_2NSR_2009-10-08map.pdf
HS246_1SR_2012-04-03.pdf
HS246_6Arch_2017.02.23.pdf

- HS247 - International Cuisine

**Related Documents:**

HS247_0Adopt_2005-05-11.pdf
HS247_2NSR_2009-10-08map.pdf
HS247_1SR_2012-04-03.pdf
HS247_1SR_2013-04-19.pdf
HS247_6Arch_2017.03.03.pdf

- HS248 - Patisserie - Fundamentals of Patisserie

**Related Documents:**

HS248_1SR_2007-04-03.pdf
HS248_0Adopt_2004-04-27.pdf
HS248_2NSR_2009-10-08map.pdf
HS248_1SR_2011-12-12.pdf
HS248_1SR_2013-04-29.pdf
HS248_6Arch_2017.03.03.pdf

- HS249 - Advanced Food Preparation

**Related Documents:**

HS249_0Adopt_2005-04-07.pdf
HS249_2NSR_2009-10-08map.pdf
HS249_1SR_2011-12-12.pdf
HS249_6Arch_2017.03.03.pdf

## Related Tasks

* **Task Name: Knowledge of culinary terms and methods**

**Task Description:** Knowledge of culinary Terms and methods

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Culinary Arts AA

* Program/Unit Level - Students are able to demonstrate competency in the area of Culinary Arts
* Program/Unit Level - To prepare students to work in the Culinary Industry.

## Outcome Description: AY 06 07 Students Knowledge of Food Service

SLO#3
To interpret the fundamentals of food service as it applies to the work of a Culinarian.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 08/14/2006
**End Date:** 05/07/2007
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| American Hotel & Lodging Association Education Institute Exam for HS-203 Food Safety & Sanitation. | Students who have completed the AH&LA EI exam will score a minimum of 70%. | At the end of the Fall Semester of each year students will take the exam. | No |
| American Culinary Federation HS -140 Menu Planning Final Exam. | Students who have completed the exam will score a minimum of 70%. | At the end of the Fall Semester of each year students will take the exam. | No |
| American Hotel & Lodging Association Education Institute Exam for HS-222 Food & Beverage Cost Control. | Students who have completed the AH&LA EI exam will score a minimum of 70%. | At the end of the Spring Semester of each year students will take the exam. | No |
| American Hotel & Lodging Association Education Institute Exam for HS- 208 Food & Beverage Service. | Students who have completed the AH&LA EI exam will score a minimum of 70%. | At the end of the Spring Semester of each year students will take the exam. | No |

### Related Tasks

* **Task Name: Knowledge of Food Service**
  **Task Description:** Students will exhibit ability to interpret and use food service fundamentals.

### Related Items

#### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### Culinary Arts AA

* Program/Unit Level - Students are able to apply principles of culinary skills
* Program/Unit Level - Students are able to demonstrate competency in the area of Culinary Arts

## Outcome Description: AY 06 07 Students Work Ethics and Attitudes

SLO#4
Students will demonstrate positive work ethics required of them in the field of Culinary Arts.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 08/14/2006
**End Date:** 05/07/2007

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| American Hotel & Lodging Association Education Institute Exam for HS-160 Hospitality Supervision. | 70% of students who have completed the AH&LA EI exam will score a minimum of 70%. | At the end of each Fall and Spring Semester of each year students will take the exam. | No |
| Performance Evaluation for HS-293 Culinary Practicum. | Student will acheive a score of 75% or better on the performance evaluation checklist. | During the Culinary Practicum in the Fall semester of each year, evaluation will be completed by mentor. | No |

## Related Courses

- HS293 - Culinary Practicum

**Related Documents:**
HS293_0Adopt_2004-05-10.pdf
HS293_1SR_2007-04-03.pdf
HS293_2NSR_2009-10-08map.pdf

## Related Tasks

* **Task Name: Work Ethics and Attitudes**

**Task Description:** Students will be evaluated during their participation in the Culinary practicum

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Culinary Arts AA

* Program/Unit Level - Students are able to apply principles of culinary skills
* Program/Unit Level - To prepare students to work in the Culinary Industry.

## Outcome Description: AY 07 08 Culinary Skills

Students are able to perform skills and tasks associated with the culinary arts.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 08/13/2007
**End Date:** 05/13/2008
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

**Means of Assessment**

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Practicum Portfolio for HS-293 Culinary Practicum.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Portfolio Evaluation | 70% of Students will complete portfolio with a score of 70% competency or better. | 600 hours of practicum undertaken at various restaurant and hotel kitchen. | Yes |
| HS245 SCANS Competency checklists<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Skills proficiency checklist | 70% of student will acheive a score 0f 3 or better for each competency | Throughout the course students will be evaluated on competencies using the SCANS format | Yes |
| HS237 SCANS Competecncy checklists<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Skills proficiency checklist | 70% of students will achieve a score of 3 or higher for each competency. | Throughout the course students will be evaluated using the SCANS competency scheklist | Yes |

## Related Courses

- HS237 - Principles of European Cuisine

  **Related Documents:**
  HS237_0Adopt_2004-02-02.pdf
  HS237_2NSR_2009-10-08map.pdf
  HS237_1SR_2011-12-12.pdf
  HS237_1SR_2013-04-19.pdf
  HS237_6Arch_2017.03.03.pdf

- HS238 - Garde Manger/Cold Food Pantry

  **Related Documents:**
  HS238_0Adopt_2004-03-24.pdf
  HS238_2NSR_2009-10-08map.pdf
  HS238_1SR_2011-12-12.pdf

- HS244 - Baking and Breads

  **Related Documents:**
  HS244_0Adopt_2007-04-05.pdf
  HS244_2NSR_2009-10-08map.pdf
  HS244_1SR_2012-04-03.pdf
  HS244_1SR_2013-04-19.pdf
  HS244_6Arch_2017.03.31.pdf

- HS246 - Buffet Service / Catering

  **Related Documents:**
  HS246_0Adopt_2004-04-27.pdf
  HS246_2NSR_2009-10-08map.pdf
  HS246_1SR_2012-04-03.pdf
  HS246_6Arch_2017.02.23.pdf

- HS247 - International Cuisine

  **Related Documents:**
  HS247_0Adopt_2005-05-11.pdf
  HS247_2NSR_2009-10-08map.pdf
  HS247_1SR_2012-04-03.pdf
  HS247_1SR_2013-04-19.pdf

HS247_6Arch_2017.03.03.pdf

- HS248 - Patisserie - Fundamentals of Patisserie

**Related Documents:**

HS248_1SR_2007-04-03.pdf
HS248_0Adopt_2004-04-27.pdf
HS248_2NSR_2009-10-08map.pdf
HS248_1SR_2011-12-12.pdf
HS248_1SR_2013-04-29.pdf
HS248_6Arch_2017.03.03.pdf

- HS249 - Advanced Food Preparation

**Related Documents:**

HS249_0Adopt_2005-04-07.pdf
HS249_2NSR_2009-10-08map.pdf
HS249_1SR_2011-12-12.pdf
HS249_6Arch_2017.03.03.pdf

- HS293 - Culinary Practicum

**Related Documents:**

HS293_0Adopt_2004-05-10.pdf
HS293_1SR_2007-04-03.pdf
HS293_2NSR_2009-10-08map.pdf

## Related Tasks

* **Task Name: Portfolio Presentation**

  **Task Description:** Portfolio

* **Task Name: Practicum**

  **Task Description:** Students will participate in a 600 hour practicum onsite hands on experience

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Culinary Arts AA

* Program/Unit Level - Students are able to apply principles of culinary skills
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide learning experiences for students that leads to their employment or their continued education.

## Outcome Description: AY 07 08 Students Work Ethics and Attitudes

Students will demonstrate positive work ethics required of them in the field of Culinary Arts.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 08/13/2007
**End Date:** 05/13/2008
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| American Hotel & Lodging Association Education Institute Exam for HS-160 Hospitality Supervision.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Industry/National Standardized Exams | Students who have completed the AH&LA EI exam will score a minimum of 70%. | At the end of each Fall and Spring Semester of each year students will take the exam. | Yes |
| Performance Evaluation for HS-293 Culinary Practicum.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects | Student will acheive a score of 75% or better on the performance evaluation checklist. | During the Culinary Practicum in the Fall semester of each year, evaluation will be completed by mentor. | Yes |

### Related Tasks

* **Task Name: HS-160 Exam**
  **Task Description:** Test
* **Task Name: Practicum**
  **Task Description:** Performance of onsite work experience

### Related Items

#### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### Culinary Arts AA

* Program/Unit Level - Students are able to demonstrate competency in the area of Culinary Arts
* Program/Unit Level - To prepare students to work in the Culinary Industry.

## Outcome Description: AY 07 08 Students Knowledge of Culinary Arts

Students will demonstrate knowledge in culinary terms, methods and applications.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 08/13/2007
**End Date:** 05/13/2008
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

### Means of Assessment

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Buffet food presentation, guest & instructor evaluation.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects | Students will create a menu, create the recipes and price the menu. Students will present to guests the menu and serve the menu items in a buffet style environment. | Upon the completion of HS-238 Garde Manger & HS-246 Buffet & Catering classes students will present a buffet style food presentation. | Yes |
| International Cuisine food presentation guest & instructor evaluation.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey | Students will create a menu, create the recipes and price the menu. Students will present to guests the menu and serve the menu items in a buffet style environment. | During the course of HS-247 International Cuisine class students will present a buffet style food presentation over an eight week period. Each weeks presentation will be a representation of one particular cuisine. | Yes |
| Fine Dining food presentation guest and instructors evaluation.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey | Students will create a menu, create the recipes and price the menu. Students will present to guests the menu and serve the menu items in a fine dining environment. | Upon the completion of HS-249 Advanced Food Preparation class students will present a Fine Dining Experience. | Yes |

## Related Tasks

* **Task Name: Buffet Food Presentation**
  **Task Description:** Buffet food presentation at an established Food service Operation.
* **Task Name: Fine Dining Food Presentation**
  **Task Description:** Fine Dining food presentation conducted at various venues
* **Task Name: International Cuisine Food Presentation**
  **Task Description:** International Cuisine Food Presentation

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Culinary Arts AA

* Program/Unit Level - Students are able to apply principles of culinary skills
* Program/Unit Level - Students are able to demonstrate competency in the area of Culinary Arts
* Program/Unit Level - To prepare students to work in the Culinary Industry.

## Outcome Description: AY 07 08 Students Knowledge of Food Service

To interpret the fundamentals of food service as it applies to the work of a Culinarian.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 08/13/2007
**End Date:** 05/13/2008
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| NRAEF ServSafe Food Production Managers Exam.<br>American Hotel & Lodging Association Education Institute Exam for HS-203 Food Safety & Sanitation.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Industry/National Standardized Exams | 70% of Students who have completed the NRAEF exam will score a minimum of 70%.<br>70% of Students who have completed the AH&LA EI exam will score a minimum of 70%. | At the end of the Semester the classes are offered students will be given the exams. | Yes |
| American Culinary Federation HS -140 Menu Planning Final Exam.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects | 70% of students who have completed the exam will score a minimum of 70%. | At the end of each Semester students will take the exam. | Yes |
| American Hotel & Lodging Association Education Institute Exam for HS-222 Food & Beverage Cost Control.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Industry/National Standardized Exams | 70% Students who have completed the AH&LA EI exam will score a minimum of 70%. | At the end of each Semester students will take the exam. | Yes |
| American Hotel & Lodging Association Education Institute Exam for HS- 208 Food & Beverage Service.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Industry/National Standardized Exams | 70% Students who have completed the AH&LA EI exam will score a minimum of 70%. | At the end of the Spring Semester of each year students will take the exam. | Yes |

## Related Tasks

* **Task Name: HS140**
  **Task Description:** Menu Planning Class
* **Task Name: HS203a Servsafe**
  **Task Description:** ServSafe Food Protection Managers Certification
* **Task Name: HS203b HACCP**
  **Task Description:** HACCP, Hazard Analysis Critical Control Point is a Sanitation Risk Management process that students must have knowledge of.
* **Task Name: HS208**
  **Task Description:** Food & Beverage Service Class
* **Task Name: HS222**
  **Task Description:** Food & Beverage Cost Control Class

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Culinary Arts AA

* Program/Unit Level - Students are able to demonstrate competency in the area of Culinary Arts
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
Provide learning experiences for students that leads to their employment or their continued education.

## Related Course SLO

* HS244 - Baking and Breads: Baker's Percentage - SLO#3 FA2010 - SP2012:
Upon successful completion of this course, the students will be able to understand why the baker's percentage is so useful and be able to convert recipes using the percentage alone.

## Outcome Description: SLO#1 Demonstration of Knowledge

SLO#1 FA 2010 - SP 2012:
Upon successful completion of this program, students will be able to demonstrate knowledge in Culinary terms, methods and applications.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Final Exam for HS 293 is comprehensive and will be a good gauge of the students retention of the materials presented thrughout the program<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Faculty-developed tests | 70% of students will pass the final writen exam with a 70% or better | HS 293 final exam | Yes |

## Related Courses

- HS237 - Principles of European Cuisine
  **Related Documents:**
  HS237_0Adopt_2004-02-02.pdf
  HS237_2NSR_2009-10-08map.pdf
  HS237_1SR_2011-12-12.pdf
  HS237_1SR_2013-04-19.pdf
  HS237_6Arch_2017.03.03.pdf
- HS238 - Garde Manger/Cold Food Pantry
  **Related Documents:**
  HS238_0Adopt_2004-03-24.pdf
  HS238_2NSR_2009-10-08map.pdf
  HS238_1SR_2011-12-12.pdf
- HS244 - Baking and Breads
  **Related Documents:**
  HS244_0Adopt_2007-04-05.pdf
  HS244_2NSR_2009-10-08map.pdf
  HS244_1SR_2012-04-03.pdf
  HS244_1SR_2013-04-19.pdf
  HS244_6Arch_2017.03.31.pdf
- HS246 - Buffet Service / Catering

**Related Documents:**
HS246_0Adopt_2004-04-27.pdf
HS246_2NSR_2009-10-08map.pdf
HS246_1SR_2012-04-03.pdf
HS246_6Arch_2017.02.23.pdf

- HS247 - International Cuisine

**Related Documents:**
HS247_0Adopt_2005-05-11.pdf
HS247_2NSR_2009-10-08map.pdf
HS247_1SR_2012-04-03.pdf
HS247_1SR_2013-04-19.pdf
HS247_6Arch_2017.03.03.pdf

- HS248 - Patisserie - Fundamentals of Patisserie

**Related Documents:**
HS248_1SR_2007-04-03.pdf
HS248_0Adopt_2004-04-27.pdf
HS248_2NSR_2009-10-08map.pdf
HS248_1SR_2011-12-12.pdf
HS248_1SR_2013-04-29.pdf
HS248_6Arch_2017.03.03.pdf

- HS249 - Advanced Food Preparation

**Related Documents:**
HS249_0Adopt_2005-04-07.pdf
HS249_2NSR_2009-10-08map.pdf
HS249_1SR_2011-12-12.pdf
HS249_6Arch_2017.03.03.pdf

- HS293 - Culinary Practicum

**Related Documents:**
HS293_0Adopt_2004-05-10.pdf
HS293_1SR_2007-04-03.pdf
HS293_2NSR_2009-10-08map.pdf

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.

## Culinary Arts AA

* Program/Unit Level - Students are able to apply principles of culinary skills
* Program/Unit Level - Students are able to demonstrate competency in the area of Culinary Arts
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide learning experiences for students that leads to their employment or their continued education.

## Related Course SLO

* HS237 - Principles of European Cuisine: Work Ethics - SLO#1 FA2010 - SP2012:
  Upon successful completion of this course, the student will be able to demonstrate positive work ethics required of them using practical recipes in the preparation of European Cuisine in the traditional ways. The emphasis is on French or Classical Cuisine, terminology and sauces, and Mediterranean cuisine is also introduced.

* HS237 - Principles of European Cuisine: Classical Food Preperation - SLO#3 FA2010 - SP2012:
  Upon successful completion of this course, the student will be able to interpret the fundamentals of Escoffier to prepare and adapt new ideas of food service, as Emphasis will be placed on classical cuisine, and presentation of the different varieties foods from the regions of Europe and the Mediterranean.
* HS238 - Garde Manger/Cold Food Pantry: Culinary Knowledge - SLO#3 FA - SP:
  Upon successful completion of this course, the student will be able to interpret the fundamentals of garde manger, as Emphasis will be placed on the preparation and presentation of the different varieties of cold food preparations, salads, dressings, appetizers and hors d?oeuvres, and application of the importance of Mise en place and culinary terms used in Garde Manger.
* HS238 - Garde Manger/Cold Food Pantry: Work Ethics - SLO#1 FA2010 - SP2012:
  Upon successful completion of this course, the student will be able to demonstrate positive work ethics required of them using practical recipes in garde manger for the productioncold food preparations, salads, dressings, appetizers and hors d'ouevers. for impressive plate presentations and incorporates techniques that utilize the tools that are needed in garde manger.

* HS238 - Garde Manger/Cold Food Pantry: SLO#1 AY08-09 - Demonstrate positive work ethics required of them using practical recipes in garde manger for the production of cold food preparations, salads, dressings, appetizers and hors d'ouevers. for impressive plate presentations and incorporates techniques that utilize the tools that are needed in garde manger.
* HS244 - Baking and Breads: The Baking Proccess - SLO#1 FA2010 - SP2012:
  Upon successful completion of this course, the students will be able to demonstrate the 12 steps in the baking process from scaling, mixing, bulk fermentation, folding, dividing, pre-shaping, bench resting, shaping, final fermentation, scoring, baking and cooling.
* HS244 - Baking and Breads: Measurment Accuracy - SLO#2 FA2010 - SP2012:
  Upon successful completion of this course, students will be able to demonstrate the different methods of measurement, conversions of measurement between metric and imperial, and the tools to use for measurements in different recipes.
* HS244 - Baking and Breads: Baker's Percentage - SLO#3 FA2010 - SP2012:
  Upon successful completion of this course, the students will be able to understand why the baker's percentage is so useful and be able to convert recipes using the percentage alone.
* HS245 - Food Production Principles: Use of Equipment - SLO#1 FA2010 - SP2012:
  Upon successful completion of this course students will be able to demonstrate the proper use of various kitchen equipment, and cooking techniques in a professional and safe manor.
* HS245 - Food Production Principles: Cleaning & Chemical Use - SLO#2 SP2010 - FA2012:
  Upon successful completion of this course students will be able to show knowledge of and be able to demonstrate the keeping of a clean kitchen and proper chemical use.
* HS245 - Food Production Principles: Measurement & Tools - SLO#3 SP2010 - FA2012:
  Upon sucessful completion of this course, students will demonstrate the different methods of measurement, conversions of measurement between metric and imperial, and the tools to use for measurements in different recipes.
* HS246 - Buffet Service / Catering: Banquet Event Order - SLO#1 FA2010 - SP2012:
  Upon sucessful completion of this course, the students will be able to write a Banquet Event Order, plan an event and execute the event given a set of criteria on a budget specified by the group project criteria.
* HS246 - Buffet Service / Catering: Catering Knowledge - SLO#3 FA2010 - SP2012:
  Upon successful completion of this course, the student will be able to understand and describe the 7 Catering Functions.
* HS247 - International Cuisine: Culinary Knowledge - SLO#1 FA2010 - SP2012:
  Upon successful completion of this course, students will be able to discuss the cultural importance of ingredients used in the countries studied.
* HS247 - International Cuisine: Culinary Production - SLO#3 FA2010 - SP2012:
  Upon successful completin ofthis course, students will be able to identify ingredients found in International kitchens, describe what country it is used in the most, and create dishes "inspired" by the counties studied.
* HS248 - Patisserie - Fundamentals of Patisserie: Culinary Skills - SLO#2 FA2010 - SP2012:
  Upon successful completion of this course, the student will be able to perform skills and tasks associated with the culinary field of patisserie through skill development and application of techniques under pressures associated with the demands in a professional pastry production kitchen.
* HS248 - Patisserie - Fundamentals of Patisserie: Culinary Knowledge - SLO#3 FA2010 - SP2012:
  Upon successful completion of this course, the student will be able to interpret the fundamentals of Patisserie food service as emphasis will be placed on the preparation and presentation of the

different varieties of pastries.

* HS248 - Patisserie - Fundamentals of Patisserie: Work Ethics - SLO#1 FA2010 - SP2012:
  Upon successful completion of this course, the student will be able to demonstrate positive work ethics required of them using practical recipes in the pastry kitchen Patisserie for the production of cakes, puff pastries, creams, and soufflés, for impressive plate presentations and incorporates techniques that utilize the tools that are needed to produce pastries.
* HS249 - Advanced Food Preparation: Work Ethics - SLO#1 FA2010 - SP2012:
  Upon successful completion of this course, the student will be able to demonstrate positive work ethics required of them using practical recipes in a professional kitchen in Advanced Food Preparation for the production of soups, salads, cold foods, fish and sea food, poultry, and meats, for impressive plate presentations and incorporates techniques that utilize the tools that are needed to advance their careers in the culinary arts.
* HS293 - Culinary Practicum: Culinary Skills - SLO#2 FA 2010 - SP 2012:
  Upon successful completion of this course, the student will be able to perform skills and tasks without continuous supervision and establish with all persons he/she comes in contact with in the culinary field through skill development and application of techniques under pressures associated with the demands in a professional kitchen.
* HS293 - Culinary Practicum: Culinary Knowledge - SLO#3 FA 2010 - SP 2012:
  Upon successful completion of this course, the student will be able to interpret the duties as assigned by the supervisor in charge relevant to the competency requirements. Learn and observe all safety regulations. Emphasis will be placed on the preparation , and maintaining the work area in a clean and neat manner at the end of the work schedule in a professional kitchen.

## Outcome Description: SLO#2 Skills and Tasks

SLO#2 FA 2010 - SP 2012:
Upon successful completion of this program, students will be able to perform skills and tasks associated with the culinary arts.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Final Exam Food Preparation Scoresheets from all classes<br>Three Practicum Competency Checklists<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test | 80% of all students will achieve a score of 80% or better on all Food Preparation Judges Scoresheets.<br><br>80% of all students will complete practicum competency checklists. | Students will be judged on a final food preparation for each related culinary class.<br><br>Students practicum is in three sections consisting of 2 @ 150 hours and 1 @ 300 hours. Upon completion of each section students competency completion will be evaluated. | Yes |

## Related Courses

- HS237 - Principles of European Cuisine

  **Related Documents:**
  HS237_0Adopt_2004-02-02.pdf
  HS237_2NSR_2009-10-08map.pdf
  HS237_1SR_2011-12-12.pdf
  HS237_1SR_2013-04-19.pdf
  HS237_6Arch_2017.03.03.pdf

- HS238 - Garde Manger/Cold Food Pantry

  **Related Documents:**
  HS238_0Adopt_2004-03-24.pdf
  HS238_2NSR_2009-10-08map.pdf

HS238_1SR_2011-12-12.pdf

- HS244 - Baking and Breads

**Related Documents:**

HS244_0Adopt_2007-04-05.pdf
HS244_2NSR_2009-10-08map.pdf
HS244_1SR_2012-04-03.pdf
HS244_1SR_2013-04-19.pdf
HS244_6Arch_2017.03.31.pdf

- HS246 - Buffet Service / Catering

**Related Documents:**

HS246_0Adopt_2004-04-27.pdf
HS246_2NSR_2009-10-08map.pdf
HS246_1SR_2012-04-03.pdf
HS246_6Arch_2017.02.23.pdf

- HS247 - International Cuisine

**Related Documents:**

HS247_0Adopt_2005-05-11.pdf
HS247_2NSR_2009-10-08map.pdf
HS247_1SR_2012-04-03.pdf
HS247_1SR_2013-04-19.pdf
HS247_6Arch_2017.03.03.pdf

- HS248 - Patisserie - Fundamentals of Patisserie

**Related Documents:**

HS248_1SR_2007-04-03.pdf
HS248_0Adopt_2004-04-27.pdf
HS248_2NSR_2009-10-08map.pdf
HS248_1SR_2011-12-12.pdf
HS248_1SR_2013-04-29.pdf
HS248_6Arch_2017.03.03.pdf

- HS249 - Advanced Food Preparation

**Related Documents:**

HS249_0Adopt_2005-04-07.pdf
HS249_2NSR_2009-10-08map.pdf
HS249_1SR_2011-12-12.pdf
HS249_6Arch_2017.03.03.pdf

- HS293 - Culinary Practicum

**Related Documents:**

HS293_0Adopt_2004-05-10.pdf
HS293_1SR_2007-04-03.pdf
HS293_2NSR_2009-10-08map.pdf

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.

### Culinary Arts AA

* Program/Unit Level - Students are able to apply principles of culinary skills
* Program/Unit Level - Students are able to demonstrate competency in the area of Culinary Arts
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide learning experiences for students that leads to their employment or their continued education.

## Related Course SLO

* HS237 - Principles of European Cuisine: Skills - SLO#2 FA2010 - SP2012:
  Upon successful completion of this course, the student will be able to perform skills and tasks associated with the culinary field of European cuisine through skill development and the details of preparation associated with the demands that Escoffier has established in a professional kitchen.
* HS238 - Garde Manger/Cold Food Pantry: Culinary Skills - SLO#2 FA2010 - SP2012:
  Upon successful completion of this course, the student will be able to perform skills and tasks associated in garde manger through skill development and application of techniques under pressures associated with the demands in a professional garde manger kitchen after completion of this course.
* HS238 - Garde Manger/Cold Food Pantry: SLO#1 AY08-09 - Demonstrate positive work ethics required of them using practical recipes in garde manger for the production of cold food preparations, salads, dressings, appetizers and hors d'ouevers. for impressive plate presentations and incorporates techniques that utilize the tools that are needed in garde manger.
* HS238 - Garde Manger/Cold Food Pantry: SLO#2 AY08-09 - Perform skills and tasks associated in garde manger through skill development and application of techniques under pressures associated with the demands in a professional garde manger kitchen after completion of this course.
* HS244 - Baking and Breads: The Baking Proccess - SLO#1 FA2010 - SP2012:
  Upon successful completion of this course, the students will be able to demonstrate the 12 steps in the baking process from scaling, mixing, bulk fermentation, folding, dividing, pre-shaping, bench resting, shaping, final fermentation, scoring, baking and cooling.
* HS245 - Food Production Principles: Food Production - SLO#4 SP2010 - FA2012:
  Upon successful completion of this course students will be able to demonstrate skills and knowledge of basic food preparation to include stocks and sauces.
* HS246 - Buffet Service / Catering: Banquet Event Order - SLO#1 FA2010 - SP2012:
  Upon sucessful completion of this course, the students will be able to write a Banquet Event Order, plan an event and execute the event given a set of criteria on a budget specified by the group project criteria.
* HS247 - International Cuisine: Technique & Tools - SLO#2 FA2010 - SP2012:
  Upon successful completion of this course, students will be able to demonstrate the proper use of cooking equipment and proper techniques used in the countries studied.
* HS247 - International Cuisine: Culinary Production - SLO#3 FA2010 - SP2012:
  Upon successful completin ofthis course, students will be able to identify ingredients found in International kitchens, describe what country it is used in the most, and create dishes "inspired" by the counties studied.
* HS248 - Patisserie - Fundamentals of Patisserie: Culinary Skills - SLO#2 FA2010 - SP2012:
  Upon successful completion of this course, the student will be able to perform skills and tasks associated with the culinary field of patisserie through skill development and application of techniques under pressures associated with the demands in a professional pastry production kitchen.
* HS249 - Advanced Food Preparation: Culinary Skill - SLO#2 FA2010 - SP2012:
  Upon successful completion of this course, the student will be able to perform skills and tasks associated with the culinary field of Advanced Food Preparation through skill development and application of techniques under pressures associated with the demands in a professional kitchen after completion of this course.
* HS293 - Culinary Practicum: Culinary Knowledge - SLO#3 FA 2010 - SP 2012:
  Upon successful completion of this course, the student will be able to interpret the duties as assigned by the supervisor in charge relevant to the competency requirements. Learn and observe all safety regulations. Emphasis will be placed on the preparation , and maintaining the work area in a clean and neat manner at the end of the work schedule in a professional kitchen.

## Outcome Description: SLO#3 Work Ethics

SLO#3 FA 2010 - SP 2012:
Upon successful completion of this program, students will be able to demonstrate positive work ethic as required of them in the Culinary Arts field.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A combination of the students HS 293 Practicum Worksite Evaluation, Competancy Checklist, and Journal will be used.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Internship/Co-op/Practicum Evaluation | 70% of all students will achieve a 70% or better on their final worksite evaluation and their competancy checklist. Their journal will be reviewed as well. | | Yes |

### Related Courses

- HS237 - Principles of European Cuisine
  **Related Documents:**
  HS237_0Adopt_2004-02-02.pdf
  HS237_2NSR_2009-10-08map.pdf
  HS237_1SR_2011-12-12.pdf
  HS237_1SR_2013-04-19.pdf
  HS237_6Arch_2017.03.03.pdf
- HS238 - Garde Manger/Cold Food Pantry
  **Related Documents:**
  HS238_0Adopt_2004-03-24.pdf
  HS238_2NSR_2009-10-08map.pdf
  HS238_1SR_2011-12-12.pdf
- HS244 - Baking and Breads
  **Related Documents:**
  HS244_0Adopt_2007-04-05.pdf
  HS244_2NSR_2009-10-08map.pdf
  HS244_1SR_2012-04-03.pdf
  HS244_1SR_2013-04-19.pdf
  HS244_6Arch_2017.03.31.pdf
- HS246 - Buffet Service / Catering
  **Related Documents:**
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  HS246_2NSR_2009-10-08map.pdf
  HS246_1SR_2012-04-03.pdf
  HS246_6Arch_2017.02.23.pdf
- HS247 - International Cuisine
  **Related Documents:**
  HS247_0Adopt_2005-05-11.pdf

HS247_2NSR_2009-10-08map.pdf
HS247_1SR_2012-04-03.pdf
HS247_1SR_2013-04-19.pdf
HS247_6Arch_2017.03.03.pdf

- HS248 - Patisserie - Fundamentals of Patisserie

**Related Documents:**

HS248_1SR_2007-04-03.pdf
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HS248_2NSR_2009-10-08map.pdf
HS248_1SR_2011-12-12.pdf
HS248_1SR_2013-04-29.pdf
HS248_6Arch_2017.03.03.pdf

- HS249 - Advanced Food Preparation

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HS249_2NSR_2009-10-08map.pdf
HS249_1SR_2011-12-12.pdf
HS249_6Arch_2017.03.03.pdf

- HS293 - Culinary Practicum

**Related Documents:**

HS293_0Adopt_2004-05-10.pdf
HS293_1SR_2007-04-03.pdf
HS293_2NSR_2009-10-08map.pdf

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes

### Culinary Arts AA

* Program/Unit Level - Students are able to demonstrate competency in the area of Culinary Arts

* Program/Unit Level - To prepare students to work in the Culinary Industry.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
Provide learning experiences for students that leads to their employment or their continued education.

### Related Course SLO

* HS237 - Principles of European Cuisine: Classical Food Preperation - SLO#3 FA2010 - SP2012:
Upon successful completion of this course, the student will be able to interpret the fundamentals of Escoffier to prepare and adapt new ideas of food service, as Emphasis will be placed on classical cuisine, and presentation of the different varieties foods from the regions of Europe and the Mediterranean.
* HS238 - Garde Manger/Cold Food Pantry: Work Ethics - SLO#1 FA2010 - SP2012:
Upon successful completion of this course, the student will be able to demonstrate positive work ethics required of them using practical recipes in garde manger for the productioncold food preparations, salads, dressings, appetizers and hors d'ouevers. for impressive plate presentations and incorporates techniques that utilize the tools that are needed in garde manger.

* HS246 - Buffet Service / Catering: Client Interaction - SLO#2 FA2010 - SP2012:
Upon successful completion of this course, students will be able to meet with clients for the initial interview, research the event, hold a second meeting with clients to discuss details and evaluate whether or not to accept the event.
* HS247 - International Cuisine: Culinary Production - SLO#3 FA2010 - SP2012:
Upon successful completin ofthis course, students will be able to identify ingredients found in International kitchens, describe what country it is used in the most, and create dishes "inspired" by the counties studied.
* HS248 - Patisserie - Fundamentals of Patisserie: Work Ethics - SLO#1 FA2010 - SP2012:
Upon successful completion of this course, the student will be able to demonstrate positive work ethics required of them using practical recipes in the pastry kitchen Patisserie for the production of cakes, puff pastries, creams, and soufflés, for impressive plate presentations and incorporates techniques that utilize the tools that are needed to produce pastries.
* HS248 - Patisserie - Fundamentals of Patisserie: Culinary Knowledge - SLO#3 FA2010 - SP2012:
Upon successful completion of this course, the student will be able to interpret the fundamentals of Patisserie food service as emphasis will be placed on the preparation and presentation of the different varieties of pastries.
* HS249 - Advanced Food Preparation: Culinary Knowledge - SLO#3 FA2010 - SP2012:
Upon successful completion of this course, the student will be able to interpret the fundamentals of Advanced Food preparation, as Emphasis will be placed on the preparation and presentation through mise en place, fabrication, grilling, broiling, roasting, baking, sauté, pan frying, deep frying, steaming, submersion cooking, braising, and stewing, remaining true to the principles that govern classical and contemporary cooking concepts in the world of culinary arts.
* HS293 - Culinary Practicum: Work Ethics - SLO#1 FA 2010 - SP 2012:
Upon successful completion of this course, the student will be able to demonstrate positive work ethics required of them in a enthusiastic manner towards learning and team work in a professional kitchen, and to work at constant speed at tasks as time permits. To anticipate the needs of the work station and incorporates techniques that utilize the tools that are needed to advance their careers in the culinary arts.
* HS293 - Culinary Practicum: Culinary Knowledge - SLO#3 FA 2010 - SP 2012:
Upon successful completion of this course, the student will be able to interpret the duties as assigned by the supervisor in charge relevant to the competency requirements. Learn and observe all safety regulations. Emphasis will be placed on the preparation , and maintaining the work area in a clean and neat manner at the end of the work schedule in a professional kitchen.

### Outcome Description: 2011-2012 Catalog SLO#1

SLO#1 FA-SP:
Upon successful completion of the AA in Culinary Arts program, students will be able to demonstrate knowledge in culinary terms, methods and applications.

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

### Related Course SLO

* HS248 - Patisserie - Fundamentals of Patisserie: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
Upon successful completion of this course, students will be able to demonstrate positive work ethics using practical recipes in the pastry kitchen patisserie for the production of cakes, puff pastries, creams, and soufflés, for impressive plate presentations that incorporate techniques that utilize tools needed.
* HS248 - Patisserie - Fundamentals of Patisserie: 2012-2013 Acalog SLO#2 - SLO#2 FA-SP:
Upon successful completion of this course, students will be able to perform skills and tasks associated with the culinary field of patisserie through skill development and application of techniques associated with the demands in a professional pastry production kitchen.

### Outcome Description: 2011-2012 Catalog SLO#2

SLO#2 FA-SP:
Upon successful completion of the AA in Culinary Arts program, students will be able to interpret the fundamentals of food service as they apply to the work of a culinary practitioner.

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

#### Related Course SLO

* HS248 - Patisserie - Fundamentals of Patisserie: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to demonstrate positive work ethics using practical recipes in the pastry kitchen patisserie for the production of cakes, puff pastries, creams, and soufflés, for impressive plate presentations that incorporate techniques that utilize tools needed.
* HS248 - Patisserie - Fundamentals of Patisserie: 2012-2013 Acalog SLO#2 - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to perform skills and tasks associated with the culinary field of patisserie through skill development and application of techniques associated with the demands in a professional pastry production kitchen.

### Outcome Description: 2011-2012 Catalog SLO#3

SLO#3 FA-SP:
Upon successful completion of the AA in Culinary Arts program, students will be able to demonstrate positive work ethic as required of them in the culinary arts field.

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

#### Related Course SLO

* HS248 - Patisserie - Fundamentals of Patisserie: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to demonstrate positive work ethics using practical recipes in the pastry kitchen patisserie for the production of cakes, puff pastries, creams, and soufflés, for impressive plate presentations that incorporate techniques that utilize tools needed.
* HS248 - Patisserie - Fundamentals of Patisserie: 2012-2013 Acalog SLO#2 - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to perform skills and tasks associated with the culinary field of patisserie through skill development and application of techniques associated with the demands in a professional pastry production kitchen.

### Outcome Description: 2012 - 2013 Catalog SLO#1

Upon successful completion of the AA in Culinary Arts program, students will be able to demonstrate positive work ethics and culinary knowledge, methods, and applications.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2013
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** Yes
**National Certification:**
**Type of Industry National Certification:** Student with a grade of 75% of above will receive a National Certificated from NRAEF for ServSafe.
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** The department has submitted curriculum revision documents based on prior assessment results.
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Instructor will use a rubric to determine performance of student in lab activities.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Faculty-developed tests<br>**Related Documents:**<br>HS245-01 | Students enrolled in HS245 will score 75% or better in the final test. | Spring 12 and Fall 2013 | Yes |

## Related Courses

- HS249 - Advanced Food Preparation

**Related Documents:**
HS249_0Adopt_2005-04-07.pdf
HS249_2NSR_2009-10-08map.pdf
HS249_1SR_2011-12-12.pdf
HS249_6Arch_2017.03.03.pdf

## Related Tasks

* **Task Name: Collect student grades for HS203a**

**Task Description:** Instructor (Chef Kevin) will report ServSafe test grades for HS203a.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Ensure that the accreditation website is fully operational for visiting team's use.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  To supply adequate assistance to program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply adequate assistance to program growth.

### Culinary Arts AA

* Program/Unit Level - FY 2013-2014 Goals #3 - To provide adequate classroom and storage facilities to facilitate attainment of accreditation with the American Culinary Federation.

## Related Course SLO

* HS237 - Principles of European Cuisine: 2012-2013 Acalog SLO#1 - SLO#1 FA12-SP13:
  Upon successful completion of this course, students will be able to demonstrate positive work ethics required of them using practical recipes in the preparation of European Cuisine in the traditional methods. The emphasis is on French or Classical Cuisine, terminology and sauces, and Mediterranean cuisine is also introduced.
* HS238 - Garde Manger/Cold Food Pantry: 2012-2013 Acalog SLO#1 - SLO #1 Fall 12-Spring13:
  Upon successful completion of this course, students will be able to demonstrate positive work ethics required of them using practical recipes in garde manger for the production of cold food preparations, salads, dressings, appetizers and hors d?ouevers for impressive plate presentations that incorporate techniques that utilize the tools that are needed in garde manger.
* HS244 - Baking and Breads: 2012-2013 Acalog SLO#1 - SLO#1 FA12-SP13:
  Upon successful completion of this course, students will be able to demonstrate knowledge of the 12 step baking process from scaling, mixing, bulk fermentation, folding, dividing, pre-shaping, bench resting, shaping, final fermentation, scoring, baking and cooling.
* HS245 - Food Production Principles: 2013-2015 SLO#1 - SLO#1 FA13-SP15
  Upon successful completion of this course, students will be able to discuss the different types of jobs related to the culinary industry.
* HS245 - Food Production Principles: 2012-2013 Acalog SLO#2 - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to demonstrate the proper use of various kitchen equipment, chemicals and cooking techniques in a professional and safe manner.
* HS246 - Buffet Service / Catering: 2012-2013 Acalog SLO#3 - SLO#3 FA12-SP14:
  Upon successful completion of this course, students will be able to lead a team of cooks through production and service professionally and in a timely manner.
* HS247 - International Cuisine: 2012-2013 Acalog SLO#2 - SLO#2 FA12-SP14:
  Upon successful completion of this course, students will be able to demonstrate the proper use of cooking equipment and proper techniques used in the countries studied.
* HS249 - Advanced Food Preparation: 2012-2013 Acaloig SLO#1 - SLO#1 FA12-SP14:
  Upon successful completion of this course, students will be able to demonstrate positive work ethic using practical recipes in Advanced Food Preparation for the production of soups, salads, cold foods, fish and sea food, poultry, and meats, for impressive plate presentations.
* HS293 - Culinary Practicum: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP13:
  Upon successful completion of this course, students will be able to demonstrate positive work ethic in a enthusiastic manner through team work in a professional kitchen, and to work at constant speed on tasks as time permits.

## Outcome Description: 2012-2013 Catalog SLO #2

Upon successful completion of the AA in Culinary Arts program, students will be able to acquire the fundamentals of food service skills and techniques of a culinarian.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2013
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** M/A
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** The department has submitted curriculum revision documents based on prior assessment results.
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will be assessed on their Kitchen Labs and Cooking Exercises<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test<br>**Related Documents:**<br>HS249 Evidence<br>HS249 Adv Food Prep | Students enrolled in the HS249 will complete the course with a minimum grade of 75% or better. | Spring 12 and Fall 2013 | Yes |

## Related Courses

- HS249 - Advanced Food Preparation

**Related Documents:**

HS249_0Adopt_2005-04-07.pdf
HS249_2NSR_2009-10-08map.pdf
HS249_1SR_2011-12-12.pdf
HS249_6Arch_2017.03.03.pdf

## Related Tasks

* **Task Name: Collect student grades for HS293**

**Task Description:** Collect Practicum grades from Chef Paul Kerner for HS293

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Ensure that the accreditation website is fully operational for visiting team's use.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Supply appropriate administrative and technological assistance to faculty and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply adequate assistance to program growth.

### Culinary Arts AA

* Program Review Goal (Budget Related Goals & Objectives) - FY2013-2014 Goal #1:
  Utilize grants to enhance the culinary lab to provide students with the best opportunity to successfully attain student learning outcomes .
* Program Review Goal (Budget Related Goals & Objectives) - FY2013-2014 Goal #2:
  To review, rewrite, and align course numbers and course SLO's with the American Culinary Federation (ACF) before the end of summer 2013.
* Program/Unit Level - FY 2013-2014 Goals #3 - To provide adequate classroom and storage facilities to facilitate attainment of accreditation with the American Culinary Federation.

## Related Course SLO

* HS237 - Principles of European Cuisine: 2012-2013 Acalog SLO#3 - SLO#3 FA-SP:
  Upon successful completion of this course, students will be able to interpret the fundamentals of Escoffier to prepare and adapt new ideas of food service, as emphasis will be placed on classical cuisine, and presentation of the different varieties foods from the regions of Europe and the Mediterranean.
* HS238 - Garde Manger/Cold Food Pantry: 2012-2013 Acalog SLO#1 - SLO #1 Fall 12-Spring13:

Upon successful completion of this course, students will be able to demonstrate positive work ethics required of them using practical recipes in garde manger for the production of cold food preparations, salads, dressings, appetizers and hors d?ouevers for impressive plate presentations that incorporate techniques that utilize the tools that are needed in garde manger.

* HS244 - Baking and Breads: 2012-2013 Acalog SLO#1 - SLO#1 FA12-SP13:
Upon successful completion of this course, students will be able to demonstrate knowledge of the 12 step baking process from scaling, mixing, bulk fermentation, folding, dividing, pre-shaping, bench resting, shaping, final fermentation, scoring, baking and cooling.
* HS246 - Buffet Service / Catering: 2012-2013 Acalog SLO#3 - SLO#3 FA12-SP14:
Upon successful completion of this course, students will be able to lead a team of cooks through production and service professionally and in a timely manner.
* HS247 - International Cuisine: 2012-2013 Acalog SLO#2 - SLO#2 FA12-SP14:
Upon successful completion of this course, students will be able to demonstrate the proper use of cooking equipment and proper techniques used in the countries studied.
* HS249 - Advanced Food Preparation: 2012-2013 Acaloig SLO#1 - SLO#1 FA12-SP14:
Upon successful completion of this course, students will be able to demonstrate positive work ethic using practical recipes in Advanced Food Preparation for the production of soups, salads, cold foods, fish and sea food, poultry, and meats, for impressive plate presentations.
* HS293 - Culinary Practicum: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP13:
Upon successful completion of this course, students will be able to demonstrate positive work ethic in a enthusiastic manner through team work in a professional kitchen, and to work at constant speed on tasks as time permits.

### Outcome Description: 2012-2013 Catalog SLO #3

Upon completion of the AA in Culinary Arts program students will be able to demonstrate preparedness to qualify as a Certified Culinarian by the American Culinary Federation (ACF).

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2013
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** American Culinary Federation (ACF) - Certified Culinarian
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** In the process of applying for accreditation with ACF in order to affectuate certification of students in the program by end of spring 2014.The department has submitted curriculum revision documents based on prior assessment results.
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students are administered a daily checklist identifying kitchen procedures, dress code, conduct.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Skills proficiency checklist | Student enrolled in HS293 Practicum will pass with a grade of 75% or better. | Spring and Fall 2013 | Yes |

### Related Courses

- HS293 - Culinary Practicum

**Related Documents:**
HS293_0Adopt_2004-05-10.pdf
HS293_1SR_2007-04-03.pdf
HS293_2NSR_2009-10-08map.pdf

### Related Tasks

* **Task Name: Collect student grades for HS245**
**Task Description:** Collect HS245 grades from Chef Kevin and Chef Laguana

### Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Ensure that all necessary accreditation data and evidence are completed for the scheduled accreditation visit in spring 2012.

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  To supply adequate assistance to program growth.

### Culinary Arts AA

* Program Review Goal (Budget Related Goals & Objectives) - FY2013-2014 Goal #1:
  Utilize grants to enhance the culinary lab to provide students with the best opportunity to successfully attain student learning outcomes .
* Program Review Goal (Budget Related Goals & Objectives) - FY2013-2014 Goal #2:
  To review, rewrite, and align course numbers and course SLO's with the American Culinary Federation (ACF) before the end of summer 2013.
* Program/Unit Level - FY 2013-2014 Goals #3 - To provide adequate classroom and storage facilities to facilitate attainment of accreditation with the American Culinary Federation.

## Outcome Description: Institute ACF Aligned Program

SLO#1 FA2014 -Sp2016: • Demonstrate preparedness to qualify as a Certified Culinarian by the American Culinary Federation (ACF)

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/13/2014
**End Date:** 03/14/2016
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** National Restaurant Association - Educational Institute
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** Self-study report from the American Culinary Federation Accreditation (ACF)Board.
**Budget Goals:** Satisfy and comply with the accreditation team's recommendations from their October 2013 visit.

## Related Courses

- HS237 - Principles of European Cuisine

**Related Documents:**

HS237_0Adopt_2004-02-02.pdf
HS237_2NSR_2009-10-08map.pdf
HS237_1SR_2011-12-12.pdf
HS237_1SR_2013-04-19.pdf
HS237_6Arch_2017.03.03.pdf

- HS238 - Garde Manger/Cold Food Pantry

**Related Documents:**

HS238_0Adopt_2004-03-24.pdf
HS238_2NSR_2009-10-08map.pdf
HS238_1SR_2011-12-12.pdf

- HS244 - Baking and Breads

**Related Documents:**

HS244_0Adopt_2007-04-05.pdf
HS244_2NSR_2009-10-08map.pdf
HS244_1SR_2012-04-03.pdf
HS244_1SR_2013-04-19.pdf
HS244_6Arch_2017.03.31.pdf

- HS246 - Buffet Service / Catering

**Related Documents:**

HS246_0Adopt_2004-04-27.pdf
HS246_2NSR_2009-10-08map.pdf
HS246_1SR_2012-04-03.pdf
HS246_6Arch_2017.02.23.pdf

- HS247 - International Cuisine

**Related Documents:**

HS247_0Adopt_2005-05-11.pdf
HS247_2NSR_2009-10-08map.pdf
HS247_1SR_2012-04-03.pdf
HS247_1SR_2013-04-19.pdf
HS247_6Arch_2017.03.03.pdf

- HS248 - Patisserie - Fundamentals of Patisserie

**Related Documents:**

HS248_1SR_2007-04-03.pdf
HS248_0Adopt_2004-04-27.pdf
HS248_2NSR_2009-10-08map.pdf
HS248_1SR_2011-12-12.pdf
HS248_1SR_2013-04-29.pdf
HS248_6Arch_2017.03.03.pdf

- HS249 - Advanced Food Preparation

**Related Documents:**

HS249_0Adopt_2005-04-07.pdf
HS249_2NSR_2009-10-08map.pdf
HS249_1SR_2011-12-12.pdf
HS249_6Arch_2017.03.03.pdf

- HS293 - Culinary Practicum

**Related Documents:**

HS293_0Adopt_2004-05-10.pdf

HS293_1SR_2007-04-03.pdf
HS293_2NSR_2009-10-08map.pdf

### Related Items

#### Guam Community College

* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #4 Visibility and Engagement
  Promote the Guam Community College brand to achieve regional, national, and international recognition.

#### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

#### Board of Trustees (BOT)

* 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.

#### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply adequate assistance to program growth.

#### Culinary Arts AA

* Program/Unit Level - FY 2013-2014 Goals #3 - To provide adequate classroom and storage facilities to facilitate attainment of accreditation with the American Culinary Federation.

## Development & Alumni Relations Office

**Mission Statement:** The mission of the Development & Alumni Relations Office is to provide support in contributing to the College's overall economic development through programs and services as well as establish relationships with alumni. We dedicate ourselves to the development and growth of our community through our connections with students, faculty, administrators, staff and alumni.

**Vision Statement:** The vision of the Development & Alumni Relations Office is poised to position the College as the premiere institution for strategic growth and expansion on Guam and the region.

### Outcome Description: AUO#1 Fundraising/Special Events

FA11-SP13 AUO#1:
To meet 100% of fundraising goals for special events and fundraising projects through the " Grow Programs, Go Green, Give Now" campaign .

**Outcome Type:** AUO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** Standard III: Resources- The Office of Development & Alumni Relations sets goals to increase funding for College programs and capital improvement projects. All funds raised benefit the GCC Foundation in providing physical,technological and financial resources to support institutional effectiveness.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| FY 2011-2012 Development & Alumni Relations Budget<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Financial/Budget Review and/or Audit Report<br>**Related Documents:**<br>GCC DAR 2012 Calendar of Annual Events.pdf<br>2012 NAF Budget DAR.pdf | The fundraising activities-special events and projects will meet revenue goals by 100%. | | Yes |
| BRANDING MARKETING CAMPAIGN (METHOD/TOOL)- Grow Programs, Go Green, Give Now (3G's) that helps enhance GCC's brand identity. The goal of the branding campaign is to encourage and build relationships with the community, students, alumni, faculty, administrators and staff. By working together, the College's goals and initiatives can be accomplished.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box) | increase of revenue by 20-50%, increase in the number of GCC employees contributing to WPG by 20%, increase in participation/contributions from alumni and students by 20% through iPledge program, | Annually | Yes |
| Annual Workplace Giving Brochure provides information on the Workplace Giving Campaign, fundraising goal and participants of the program.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Fundraising Activities<br>**Related Documents:**<br>Workplace Giving 2009-2010.pdf<br>WPG II.pdf | To reach the fundraising goal of 100% or more in FY 2012. | Annual | Yes |

## Related Activities

- Budget
- Case Statement
- Fundraising Plan
- Marketing
- Networking
- Professional Organizations
- Special Events
- Volunteerism

## Related Tasks

* **Task Name: 35th Anniversary Gala Dinner**
  **Task Description:** The 35th Anniversary Gala Dinner is a key fundraising event during this campaign. Businesses, Industry Partners, Alumni, GCC BOT and BOG, Private and Public Sector parnters and GCC Community will celebrate 35 Years that GCC has been the leader in Career and Technical Education on Guam.
* **Task Name: Annual Workplace Giving Program**
  **Task Description:** The Workplace Giving Program is an annual program that allows GCC employees pledge to make a contribution of to the GCC Foundation through automatic payroll deductions over the course of year to fulfill their pledge donation commitment.
* **Task Name: Christmas Tree Sales**
  **Task Description:** An annual GCC fundraiser through the sales of Christmas trees and wreaths in support of student scholarships and capital improvement projects on campus.
* **Task Name: iGive Mobile Giving Campaign**
  **Task Description:** DAR will launch a mobile giving program that will allow each donor to commit to a donation by sending a text (assigned alphanumeric code)to a mobile service carrier.

* **Task Name: Par Excellence Golf Tournament**

**Task Description:** The annual Par Excellence Golf Tournament is a fundraiser for student scholarships. Each year an average of 150 golfers participate in this fundraiser.

* **Task Name: President's Parade of Shoes**

**Task Description:** The President's Parade of Shoes event is a social fundraiser that will raise money for the College through a Shoe Contest. Participants will pay an entry fee to participate and will be judged and scored for best in category. A raffle and silent auction is planned in addition to the entry fee charge.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Develop a comprehensive professional development plan that would provide for continuous education for board members.
* 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.

### President/CEO

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  To provide leadership and direction for the activities of the institution to ensure that the college carries out its mission.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide leadership and direction for the activities of the institution to ensure that the college carries out its mission while maintaining accreditation.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To ensure the college acquires the necessary resources to support its mission.

### Development & Alumni Relations Office

* Program/Unit Level - Support the education of students and alumni for leadership and knowledge.
* Program/Unit Level - Enhance Guam Community College's stature among its peers and promote philanthropy.
* Program/Unit Level - Encourage and nurture students, alumni, employees, Board members and community to actively engage in volunteerism for the College's fundraising and civic activities.
* Program/Unit Level - Create an environment of awareness among the College's administration, Faculty, Board of Governors, and Board of Trustees.
* Program/Unit Level - Create effective communication strategies for the Development & Alumni Relations Office for Employees, Students, Alumni, Board Members and Community.
* Program/Unit Level - Engage in professional development activities to effectively promote the advancement of the College.

## Outcome Description: AUO#2 Providing Institutional support through Major and Capital Giving Campaign

FA11-SP13 AUO#2:
To identify College needs, have clear financial goals for capital campaign and to increase funding through Major and Capital Giving Campaigns by 50% in FY 2012.

**Outcome Type:** AUO

**Start Date:** 10/10/2011

**End Date:** 03/11/2013

**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** ACCJC Standards

**Historical Assessment** 3B2a. Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment.
**Perspective:** DAR , the Foundation BOG , the BOT and the President work together to discuss and plan long-range institutional improvement goals. DAR is charged with securing donors, accepting, recording and acknowledging all gifts and donations for the College.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| CONSOLIDATED CASE STATEMENT ( Tool )- A booklet that outlines the various programs and revenue streams for the Office of Development & Alumni Relations.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>2011 Consolidated Case Statement.pdf | To update to (100%) current the Consolidated Case Statement that outlines the various needs on campus, the Naming Opportunities program, and the revenue sources for the annual and Major giving campaigns for the College. | | Yes |
| Identify potential "new" donors, renew commitments from previous donors and to develop more strategies that engage donors to participate in a naming opportunity, to establish an endowment fund or scholarship program.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box) | To increase major and capital giving by 50% | Annually | Yes |
| Regional and Local Board Training on Fundraising Leadership conducted by Asst. Director who presents to Pacific region boards and GCC's Joint Board related to fundraising excellence and awareness.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Training Plan | Feedback survey results in 95-100% satisfactory/excellent rating. | Annually | Yes |

## Related Activities

- Banner Advancement
- Budget
- Case Statement
- Fundraising Plan
- Management Meetings
- Marketing
- Networking
- Special Events
- Volunteerism

## Related Tasks

* **Task Name: Endowment Fund**

**Task Description:** An investment fund set up by the College in which regular withdrawals from the invested capital are used for ongoing operations or other specified purposes.They are funded by donations, which are tax deductible for donors.

* **Task Name: Naming Opportunity Program**

**Task Description:** A program established by DAR that seeks to provide major funding to programs, buildings such as the AALG Allied Health Building, the Learning Resource Center, the Student Center and the Foundation Center. By purchasing a naming opportunity donors can pay a fixed price to name a building, classroom space, faculty office or lab.

## Related Items

**Guam Community College**

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Update board policies on general, finance, curriculum, faculty/employees, students, foundation and apprenticeship through a systematic review process that reflect changing institutional and community needs and demands.

### President/CEO

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  To ensure college maintains or exceeds its resources in support of its mission.

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To ensure the college acquires the necessary resources to support its mission.

### Development & Alumni Relations Office

* Program/Unit Level - Enhance Guam Community College's stature among its peers and promote philanthropy.
* Program/Unit Level - Encourage and nurture students, alumni, employees, Board members and community to actively engage in volunteerism for the College's fundraising and civic activities.
* Program/Unit Level - Create effective communication strategies for the Development & Alumni Relations Office for Employees, Students, Alumni, Board Members and Community.
* Program/Unit Level - Engage in professional development activities to effectively promote the advancement of the College.

## Outcome Description: AUO # 3 Grant Funding, Scholarship Opportunities and Addressing the Region's Economic, Educational and Workforce Development Needs.

FA11-SP13 AUO#3:
To pursue more grant funding for growing programs needs at the College and to increase the amount of grant funding for the institution by 20-50% in FY 2012.

**Outcome Type:** AUO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** ACCJC Standards

**Historical Assessment Perspective:** 3D2 d. The institution practices effective oversight of finances, including management of financial aid, grants, externally funded programs, contractual relationships, auxiliary organizations or foundations, and institutional investment and assets.

DAR works with donors to establish endowment funds, scholarship programs, manages grant funded projects that support programs and departments, works with foundations and private donors to support the College's mission and initiatives.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| DAR GRANT TRACKING CALENDAR ( TOOL) - a log that tracks all grants that are submitted, status of funding, and deadlines.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>DAR GrantApplication Calendar.pdf | To increase the number of grants applied for and approved for funding by 20-50% | Annually | Yes |

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| GCC Grant Proposal Summary Form- ( Tool ) is a form in which faculty or College administrators may use in seeking grant funding for proposed projects relevant to their department or field of study.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>Grant Proposal Approval Form DAR_2011.pdf | All forms must be 100% completed prior to submission for review and/or approval to proceed with the grant application and submission process. | Annually | Yes |
| Grants Survey and Results- (instrument and method/artifact) GCC Faculty and staff were given a survey instrument in February 2011 to gauge their perceptions on the grants process. The results were discussed in a report.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Exit Interviews/Survey<br>**Related Documents:**<br>grant survey report.pdf | 46% of respondents stated they have participated in the grant process. The remaining 54% have not participated in the grants process. | Annually | Yes |

## Related Activities

- Budget
- Case Statement
- Fundraising Plan
- Partnerships supporting SLOs.
- Professional Organizations

## Related Tasks

* **Task Name: Grant opportunities**
  **Task Description:** The President will identify grant funding and Asst. Director will assign to grant writer for submission of a grant proposal and application to funding source.
* **Task Name: Scholarship Opportunities**
  **Task Description:** Established scholarships or new scholarship programs are offered each year to students who need assistance in funding their education.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3

Update board policies on general, finance, curriculum, faculty/employees, students, foundation and apprenticeship through a systematic review process that reflect changing institutional and community needs and demands.

### President/CEO

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  To provide leadership and direction for the activities of the institution to ensure that the college carries out its mission.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  To ensure college maintains or exceeds its resources in support of its mission.

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide leadership and direction for the activities of the institution to ensure that the college carries out its mission while maintaining accreditation.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To ensure the college acquires the necessary resources to support its mission.

### Development & Alumni Relations Office

* Program/Unit Level - Enhance Guam Community College's stature among its peers and promote philanthropy.
* Program/Unit Level - Encourage and nurture students, alumni, employees, Board members and community to actively engage in volunteerism for the College's fundraising and civic activities.
* Program/Unit Level - Create an environment of awareness among the College's administration, Faculty, Board of Governors, and Board of Trustees.
* Program/Unit Level - Create effective communication strategies for the Development & Alumni Relations Office for Employees, Students, Alumni, Board Members and Community.
* Program/Unit Level - Engage in professional development activities to effectively promote the advancement of the College.

## Outcome Description: AUO# 4 Banner Advancement Module

FA11-SP13 AUO#4:
To increase the use of Banner Advancement and to increase the amount of data inputted into banner by 20-50% in FY 2012.

**Outcome Type:** AUO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Self Study Report

**Historical Assessment Perspective:** 3C1.b The institution provides quality training in the effective application of its information technology to students and personnel.
Action Improvement Plan #2 - Increase the availability of training in technology to the College so that administrators, faculty and staff are versed in the latest technologies.
The College has purchased the use of Digital Academy training online for administrators and staff to use. In addition, frequent Banner trainings are provided throughout the fiscal year which include Banner Advancement modules and updates.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| BANNER INPUT/ACTIVITY LOG (TOOL) will be developed to track all input of data into Banner Advancement. Asst. Director, Program Specialists and Data entry clerk will work on the development of this tool to track data input/information. | To increase the amount of information inputted into Banner Advancement by 50%. | Annually | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Activity audit

**Related Documents:**
Donor Information Form.pdf
Donor Information Form NC.pdf
In-Kind Contribution Form.pdf

## Related Activities

- Banner Advancement

## Related Tasks

* **Task Name: Digital Academy Training**

  **Task Description:** Digital Academy - an online training aid that allows the user to complete several online lessons on Banner modules.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide leadership and direction for the activities of the institution to ensure that the college carries out its mission while maintaining accreditation.

### Development & Alumni Relations Office

* Program/Unit Level - Support the education of students and alumni for leadership and knowledge.
* Program/Unit Level - Enhance Guam Community College's stature among its peers and promote philanthropy.
* Program/Unit Level - Create an environment of awareness among the College's administration, Faculty, Board of Governors, and Board of Trustees.
* Program/Unit Level - Create effective communication strategies for the Development & Alumni Relations Office for Employees, Students, Alumni, Board Members and Community.
* Program/Unit Level - Engage in professional development activities to effectively promote the advancement of the College.

## Outcome Description: AUO#5 Alumni

FY11-SP13 AUO#5:
To increase the number of alumni classes that give on behalf of their class, to increase the amount/number of iPledge donations received, and to increase the number of alumni volunteers that help support our fundraising goals by 50%.

**Outcome Type:** AUO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** The Office of Development & Alumni Relations role is to engage alumni and to encourage and cultivate donors from this group of stakeholders.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Alumni iPledge giving<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Fundraising Activities<br>**Related Documents:**<br>ipledge card_DA Class of 1981.pdf | To increase alumni pledge giving by 50% | Annually | Yes |
| DISTINGUISHED ALUMNI PROGRAM (Method/Tool)- a program that recognizes the accomplishments of a GCC alum who makes a significant contribution to the community. The recipient must be nominated by a fellow alum, GCC employee, friend or family member to be considered.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>Distinguished Alumni 2011 PDF.pdf | Distinguished Alumni Committee members (100%) must select a recipient of this award based on the results of the DA rubric tool used in the selection process. | Annually | Yes |

## Related Activities

- Banner Advancement
- Budget
- Fundraising Plan
- Marketing
- Networking
- Special Events
- Volunteerism

## Related Tasks

* **Task Name: Alumni Fundraising**
  **Task Description:** GCC Yearbook Sales- GCC Yearbooks are scanned from the Library Collection onto disks as a pdf file.
* **Task Name: Engage Alumni**
  **Task Description:** To attend alumni class reunion activities, meetings and fundraisers to promote iPledge class giving. To increase alumni awareness on the needs of the College.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Update board policies on general, finance, curriculum, faculty/employees, students, foundation and apprenticeship through a systematic review process that reflect changing institutional and community needs and demands.

### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide leadership and direction for the activities of the institution to ensure that the college carries out its mission while maintaining accreditation.

### Development & Alumni Relations Office

* Program/Unit Level - Support the education of students and alumni for leadership and knowledge.
* Program/Unit Level - Enhance Guam Community College's stature among its peers and promote philanthropy.
* Program/Unit Level - Encourage and nurture students, alumni, employees, Board members and community to actively engage in volunteerism for the College's fundraising and civic activities.
* Program/Unit Level - Create effective communication strategies for the Development & Alumni Relations Office for Employees, Students, Alumni, Board Members and Community.

## Outcome Description: FA09-SP11 AUO#3 Banner Advancement Module

Complete and Implement use of the Banner Advancement Module.

**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 |
|---|---|---|---|
| Banner Advancement System<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box) | Banner Advancement was 100% implemented by end of March 2010. | Banner Advancement training will take place in late October and November of 2009 and additional consulting training for Go Live in January 2010. | Yes |

### Related Activities

- Banner Advancement

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

#### Board of Trustees (BOT)

* 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.

#### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

#### Development & Alumni Relations Office

* Program/Unit Level - Create effective communication strategies for the Development & Alumni Relations Office for Employees, Students, Alumni, Board Members and Community.

## Outcome Description: FA09-SP11 AUO#1 Fundraising

To provide leadership in fundraising for ongoing projects.

**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 |
|---|---|---|---|
| Use to capture budget, revenue and expense in Special Events and Major Gift Giving Opportunities relating to our Capital Campaigns.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Fundraising Activities<br>**Related Documents:**<br>Revenue Tracking 2010<br>snapshot 2010 budget | All fundraising projects will net a profit margin of at least 75% of the projected revenue plan of $100,000. | Activities are dependent upon the concurrence from the Board of Governors and President which may vary from month to month. | Yes |
| Track all solicitations through established guidelines and procedures.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Fundraising Activities<br>**Related Documents:**<br>Solicitation guidelines<br>Solicitation directive | 100% of all solicitations will be channeled through the Development & Alumni Relations Office as indicated in the Solicitation Directive 2008-01, Outside Solicitation. | Activity schedules depend on the department and program. | Yes |
| Revenue tracking 2009-2010<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Fundraising Activities | All fundraising projects will net a profit margin at least 75% of the projected revenue plan of $100,000. | | Yes |
| Year in Review 2009 video presentation<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Presentations<br>**Related Documents:**<br>Year in Review 2009 video presentation script | 100% participants were satisfied with the video presentation. | | Yes |

## Related Activities

- Banner Advancement
- Budget
- Case Statement
- Fundraising Plan
- Management Meetings
- Marketing
- Networking
- Professional Organizations
- Special Events
- Volunteerism

## Related Items

### Guam Community College

* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.

### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

### Development & Alumni Relations Office

* Program/Unit Level - Enhance Guam Community College's stature among its peers and promote philanthropy.

## Outcome Description: FA09-SP11 AUO #2 Alumni Involvement

Increase alumni involvement and foster relationships that promote life-long learning, program improvement, mentoring of current students and provide support to advance College initiatives.

**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 |
|---|---|---|---|
| Develop and cultivate relationships with alumni to establish alumni By-Laws for the establishment of an alumni association.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box) | By-Laws will be in place by the end of Fall 2010. | Schedule and meet with various class representatives on a quarterly basis to establish buy-in into the alumni association concept. | Yes |
| Distinguished alumni nomination criteria<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Rubric<br>**Related Documents:**<br>Criteria rubric | | | Yes |
| Distinguished Alumni "Walk of Fame" nomination form<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>Distinguished Alumni nomination form | | | Yes |

### Related Activities

- Fundraising Plan
- Marketing
- Networking
- Special Events
- Survey
- Volunteerism

## Related Tasks

* **Task Name: Alumni Association**

**Task Description:** Alumni Association by-laws and procedures.

## Related Items

### Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.

### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

### Development & Alumni Relations Office

* Program/Unit Level - Support the education of students and alumni for leadership and knowledge.

## Outcome Description: AY08-09 AUO#1 Fundraising

To provide leadership in fundraising for ongoing projects.

**Outcome Type:** AUO
**Start Date:** 10/01/2008
**End Date:** 09/30/2009
**Outcome Status:** Completed the Assessment Cycle

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Special Events and Major Gift Giving Opportunities relating to our Capital Campaigns.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Fundraising Activities<br>**Related Documents:**<br>Allied Health Center Naming Opportunities..pdf<br>Microsoft Word - Solicitation Guidelines.pdf<br>Microsoft Word - Scholarship guidelines.pdf | All fundraising projects will net a profit margin of at least 75% of the projected revenue plan of $100,000. | Activities are dependent upon the concurrence from the Board of Governors and President which may vary from month to month. | Yes |
| Track all solicitations through established guidelines and procedures.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Fundraising Activities | 100% of all solicitations will be channeled through the Development & Alumni Relations Office as indicated in the Solicitation Directive 2008-01, Outside Solicitation. | Fundraising activities are indicated in the 2009 Fundraising Plan. | Yes |

## Related Activities

- Banner Advancement
- Fundraising Plan
- Marketing
- Networking
- Special Events
- Volunteerism

## Related Items

### Guam Community College

* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.

### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

### Development & Alumni Relations Office

* Program/Unit Level - Enhance Guam Community College's stature among its peers and promote philanthropy.

## Outcome Description: AY 08-09 AUO #6 Alumni Involvement

Increase alumni involvement and foster relationships that promote life-long learning, program improvement, mentoring of current students and provide support to advance College initiatives.

**Start Date:** 10/01/2008
**End Date:** 12/31/2009
**Outcome Status:** Completed the Assessment Cycle

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Develop and utilize an alumni survey instrument to determine demographics, strengths and gift giving power.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Alumni Survey<br>**Related Documents:**<br>Microsoft Word - Gift Giving Survey_Alumni1.pdf | 100% of all graduating students will participate in the survey. | Suveys will be conducted in May during commencement practice. | Yes |

## Related Activities

- Fundraising Plan
- Marketing
- Networking
- Special Events

- Survey
- Volunteerism

## Related Items

### Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.

### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

### Development & Alumni Relations Office

* Program/Unit Level - Support the education of students and alumni for leadership and knowledge.

## Outcome Description: AY 08-09 AUO#2 Scholarships

To annually solicit funds for post secondary scholarships.

**Start Date:** 10/01/2008
**End Date:** 12/31/2009
**Outcome Status:** Completed the Assessment Cycle

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| To determine the number of student scholarships awarded and amount solicited from donors based on the submission of scholarship guidelines.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>Microsoft Word - Scholarship guidelines.pdf | There will be at least 80% of student applicants awarded for scholarships opportunities. | There will be a quarterly campaign for student scholarships based on the number of donors during the course of a year. | Yes |
| Create advertisements, editorials, scholarship brochures that reach out to potential donors to fund scholarship opportunities for our post secondary students.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>Microsoft Word - PROPOSAL_Ad Ventures.pdf<br>Simon Sanchez Proposal.pdf<br>LRC Grant Proposal..pdf<br>Allied Health Proposal.pdf | As a result of the call for scholarship campaign, we will add two new scholarship donors to the scholarship program within the course of a year. | Call for scholarship opportunities will occur on a quarterly basis or as needed. | Yes |

## Related Activities

- Fundraising Plan
- Marketing

- Networking
- Partnerships supporting SLOs.

### Related Items

#### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

#### Board of Trustees (BOT)

* 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.

#### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

#### Development & Alumni Relations Office

* Program/Unit Level - Support the education of students and alumni for leadership and knowledge.

## Outcome Description: AY 08-09 AUO #4 Website

To develop a link on the GCC Portal that that will provide access and shared information both in Joomla and Luminus. Development policies and procedures, shared documents and "Fundraising Plan" will be provided to the campus and Measurement of hits and downloads will be tracked.

**Start Date:** 10/01/2008
**End Date:** 03/31/2010
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Established website that includes policies and procedures, alumni information, updates on special events and fundraising schedule.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | 100% completion by end of the calendar year. | There will be weekly updates on all information provided through the Development & Alumni Relations Office. | Yes |

### Related Activities

- Fundraising Plan
- Marketing
- Networking
- Special Events

### Related Items

#### Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

#### Board of Trustees (BOT)

* 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.

### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

### Development & Alumni Relations Office

* Program/Unit Level - Create effective communication strategies for the Development & Alumni Relations Office for Employees, Students, Alumni, Board Members and Community.

## Outcome Description: AY 08-09 AUO #3 Compliance Standards

To develop standards in compliance with the IRS, expectations and best practices in conjunction with Administration, BOT, and BOG.

**Start Date:** 10/01/2008
**End Date:** 12/31/2009
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Gift Acceptance Policy will be used as a guide to determine solicitations of outright gifts to the institution.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>form 8282_donated property.pdf<br>form 8283_Noncash Charitable Contri.pdf | 100% of all donations to the College will be recorded and tracked in compliance with the IRS standards. | All fundraising efforts will be tracked on a monthly basis. | Yes |

### Related Activities

- Marketing

### Related Items

#### Guam Community College

* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

#### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

#### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

#### Development & Alumni Relations Office

* Program/Unit Level - Create an environment of awareness among the College's administration, Faculty, Board of Governors, and Board of Trustees.

## Outcome Description: AY 08-09 AUO #5 Current Trends in Philanthropy

Stay current on latest advancement initiatives in the field of philanthropy.

**Start Date:** 10/01/2008
**End Date:** 12/31/2009
**Outcome Status:** Completed the Assessment Cycle

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |
| Participate in professional development conferences to keep abreast of latest trends in the field.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Workshop/Conference/Training | Will attend 100% of all identified professional development training as indicated in the 2009 Development & Alumni Relations budget. | Will attend annual conferences as indicated in the 2009 budget. | Yes |

### Related Activities

- Fundraising Plan
- Marketing
- Professional Organizations

### Related Items

#### Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

#### Board of Trustees (BOT)

* 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.

#### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

#### Development & Alumni Relations Office

* Program/Unit Level - Engage in professional development activities to effectively promote the advancement of the College.

## Outcome Description: AUO 1- GCC Foundation Fundraising and Special Events

To meet 100% of fundraising (revenue/profit) goals for special events and projects in Fiscal Year 2013-2014.

**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**Outcome Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** The Office of Development and Alumni Relations Office will align fundraising goals with the updated Institutional Master Plan in FY 2013-2014.
**Budget Goals:** .

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |
| Fiscal Year 2013-2014 Approved NAF Budget<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>2014 DAR NAF Budget TD.pdf | To meet 100% of each revenue goal for each special event and fundraising project in FY 2013-2014. | Fiscal Year 2013-2014 | Yes |

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| DAR Calendar of Events ( pending President's review and Board Review and approval). Will be uploaded as soon as available.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | 100% of events will be scheduled and completed as stated in the Calendar of Events. | Fiscal Year 2013-2014<br>Calendar of events is pending, will upload by Spring 2014. | Yes |

## Related Activities

- Budget
- Case Statement
- Fundraising Plan
- Marketing
- Networking
- Special Events
- Volunteerism

## Related Tasks

* **Task Name: Fundraising and Event budget**

  **Task Description:** To ensure that all expenses are equal or below target and that revenue projected is equal or above estimated profit.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.
* 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 #1
  Conduct thorough acalog training with various constituents such as: ADMIN, DCS, ADO, LOC members, and AO, in efforts to implement electronic submission of curriculum documents in keeping with sustainability activities throughout the campus.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.

### President/CEO

* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To ensure the college acquires the necessary resources to support its mission.

### Development & Alumni Relations Office

* Program/Unit Level - Support the education of students and alumni for leadership and knowledge.

* Program/Unit Level - Enhance Guam Community College's stature among its peers and promote philanthropy.
* Program/Unit Level - Encourage and nurture students, alumni, employees, Board members and community to actively engage in volunteerism for the College's fundraising and civic activities.
* Program/Unit Level - Create an environment of awareness among the College's administration, Faculty, Board of Governors, and Board of Trustees.
* Program/Unit Level - Create effective communication strategies for the Development & Alumni Relations Office for Employees, Students, Alumni, Board Members and Community.
* Program/Unit Level - Engage in professional development activities to effectively promote the advancement of the College.

### Outcome Description: AUO 2- Annual , Major and Capital Giving Campaign

To increase revenue by 20%-50%for annual, major and capital giving campaign through Workplace Giving, Naming Opportunities , the establishment of scholarships/endowments and engagement of prospective donors.

**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**Outcome Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** .
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Naming Opportunities Brochure, Scholarship /Endowment Establishment Forms, Donor Prospect/Information forms<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | Increase revenue by 10-20% in FY 2013-2014 for workplace giving, naming opportunities program, establishment of scholarships and/or endowments, and to increase donor giving by 10%. | Fiscal Year 2013-2014 | Yes |

### Related Activities

- Case Statement
- Fundraising Plan
- Marketing
- Networking

### Related Tasks

* **Task Name: Naming Opportunities Program**
  **Task Description:** Prepare naming opportunities proposals for prospective donors.
* **Task Name: Solicitation of new participants and renewal of current donors for WorkPlace Giving Campaign**
  **Task Description:** Employee WorkPlace Giving Campaign

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.
* 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 #1
  Conduct thorough acalog training with various constituents such as: ADMIN, DCS, ADO, LOC members, and AO, in efforts to implement electronic submission of curriculum documents in keeping with sustainability activities throughout the campus.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### President/CEO

* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To ensure the college acquires the necessary resources to support its mission.

### Development & Alumni Relations Office

* Program/Unit Level - Support the education of students and alumni for leadership and knowledge.
* Program/Unit Level - Enhance Guam Community College's stature among its peers and promote philanthropy.
* Program/Unit Level - Encourage and nurture students, alumni, employees, Board members and community to actively engage in volunteerism for the College's fundraising and civic activities.
* Program/Unit Level - Create an environment of awareness among the College's administration, Faculty, Board of Governors, and Board of Trustees.
* Program/Unit Level - Create effective communication strategies for the Development & Alumni Relations Office for Employees, Students, Alumni, Board Members and Community.
* Program/Unit Level - Engage in professional development activities to effectively promote the advancement of the College.

## Outcome Description: AUO 3- Grant Funding - Federal, Local, and Private sources

To research and increase the number of grant funding submissions by 20%-50% to further enhance the College's resources.

**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** .
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| DAR Grant Tracking Tool- A document that will outline and catalog all grant opportunities that have been researched, written and submitted to Federal, Local and Private funding sources.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>Grant Tracking FY 2011-2012 to Current.pdf | To increase the number of grants pursued and the amount of grant funding received by 20%-50%. | Fiscal Year 2013-2014 | Yes |

### Related Activities

- Case Statement
- Networking

### Related Tasks

* **Task Name: Grant Tracking Tool**
  **Task Description:** all grants submitted are logged into the grant tracking tool. all grants that are approved or funded are recorded in this tool.

### Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.
* 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 #1
  Conduct thorough acalog training with various constituents such as: ADMIN, DCS, ADO, LOC members, and AO, in efforts to implement electronic submission of curriculum documents in keeping with sustainability activities throughout the campus.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### President/CEO

* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To ensure the college acquires the necessary resources to support its mission.

### Development & Alumni Relations Office

* Program/Unit Level - Create an environment of awareness among the College's administration, Faculty, Board of Governors, and Board of Trustees.
* Program/Unit Level - Create effective communication strategies for the Development & Alumni Relations Office for Employees, Students, Alumni, Board Members and Community.
* Program/Unit Level - Engage in professional development activities to effectively promote the advancement of the College.

## Outcome Description: AUO 4- Alumni Engagement and Giving

To engage alumni as supporters and advocates who contribute to the College and further support its mission to provide the best career and technical education in Micronesia. To increase alumni participation in fundraising and special events by 20%-50% and to increase the number of alumni contributions by 20%-50%.

**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**Outcome Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** .
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Alumni Information Form and iPledge giving card<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | To increase the number of alumni in our database/record and Alumni giving by 10% in Fiscal Year 2013-2014. | FY 2013-2014 | Yes |

### Related Activities

- Budget
- Case Statement

- Fundraising Plan
- Marketing
- Networking
- Professional Organizations
- Special Events

### Related Tasks

* **Task Name: 2014 Distinguished Alumni Award**

  **Task Description:** 2014 Distinguished Alumni Award recipient is nominated by a committee comprised of Awardees from previous years.

* **Task Name: GCC Alumni Class Contributions**

  **Task Description:** GCC Alumni Classes who are planning reunions typically provide a class donation in honor of the year they graduated.

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.
* 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 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 #1
  Conduct thorough acalog training with various constituents such as: ADMIN, DCS, ADO, LOC members, and AO, in efforts to implement electronic submission of curriculum documents in keeping with sustainability activities throughout the campus.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

#### President/CEO

* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To ensure the college acquires the necessary resources to support its mission.

#### Development & Alumni Relations Office

* Program/Unit Level - Support the education of students and alumni for leadership and knowledge.
* Program/Unit Level - Enhance Guam Community College's stature among its peers and promote philanthropy.
* Program/Unit Level - Encourage and nurture students, alumni, employees, Board members and community to actively engage in volunteerism for the College's fundraising and civic activities.
* Program/Unit Level - Create an environment of awareness among the College's administration, Faculty, Board of Governors, and Board of Trustees.
* Program/Unit Level - Create effective communication strategies for the Development & Alumni Relations Office for Employees, Students, Alumni, Board Members and Community.

## Outcome Description: FA2015-SP2017 AUO 1- GCC Foundation Fundraising/Special Events, and Workplace Giving Campaign

FA2015-SP2017 AUO 1- GCC Foundation Fundraising/Special Events, and Workplace Giving Campaign:
Upon successful completion of the GCC fundraising/special event activities, and workplace giving campaign GCC students will have the option to apply for ten (10) fully funded student scholarships in 2016.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** The Office of Development and Alumni Relations Office will align fundraising goals with the Institutional Master Plan in FY 2015-2016.

**Budget Goals:** The Office of Development & Alumni Relations sets goals to increase funding for College programs and capital improvement projects. All funds raised will benefit GCC students in providing physical, technological and financial resources to support institutional effectiveness.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| 2016 Approved NAF Budget<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>DAR FY16 Fund 13 Revenue Detail Codes and Expenditure FOA.pdf | To increase revenue goal by 10%. | Fiscal Year 2015-2016. | Yes |
| Financial/Budget Review and/or Audit Report.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>Workplace Giving.pdf<br>DAR SCHEDULE OF ACTIVITIES.pdf | 100% of events will be scheduled and completed as stated in the Calendar of Events. | Fiscal Year 2015-2016 | Yes |
| FY 2015-2016 Development and Alumni Relations Budget. | The fundraising activities/special events and workplace giving will meet revenue goals by 100%. | | Yes |

## Related Activities

- Banner Advancement

## Related Tasks

* **Task Name: Fundraising and Event Budget**

**Task Description:**

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.
* 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 #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #1
  Conduct thorough acalog training with various constituents such as: ADMIN, DCS, ADO, LOC members, and AO, in efforts to implement electronic submission of curriculum documents in keeping with sustainability activities throughout the campus.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016

Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

### Board of Trustees (BOT)

* 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) - 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.

### President/CEO

* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To ensure the college acquires the necessary resources to support its mission.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #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.

### Development & Alumni Relations Office

* Program/Unit Level - Support the education of students and alumni for leadership and knowledge.
* Program/Unit Level - Enhance Guam Community College's stature among its peers and promote philanthropy.

## Outcome Description: FA2015-SP2017 AUO 2- Annual , Major and Capital Giving Campaign

FA2015-SP2017 AUO 2- Annual , Major and Capital Giving Campaign:
Upon successful completion of the annual, major, and capital campaign period for capital improvements GCC students will attend classes and study an environment conducive for learning at the GCC campus.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** The Office of Development and Alumni Relations Office will align fundraising goals with the Institutional Master Plan in FY 2015-2016.

**Budget Goals:** The Office of Development & Alumni Relations sets goals to increase funding for College programs and capital improvement projects. All funds raised will benefit GCC students in providing physical, technological and financial resources to support institutional effectiveness.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Naming Opportunities Brochure, Scholarship /Endowment Establishment Forms, Donor Prospect/Information forms | Increase revenue by 10%. | Fiscal Year 2015-2016. | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Document Review

**Related Documents:**
Naming_Opportunities.pdf

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Document review.<br><br>**Related Documents:**<br>2016 Capital Campaign Tracking.pdf | To transform the campus to 100% facility conducive for learning and teaching fostering a sense of family oriented employees committed to 100% student success through the college well developed facilities master plan link with the naming opportunities program. | | Yes |

## Related Activities

- Networking

## Related Tasks

* **Task Name: Naming Opportunities Program**
  **Task Description:** Prepare naming opportunities proposals for prospective donors.
* **Task Name: Solicitation of new participants and renewal of current donors for WorkPlace Giving Campaign**
  **Task Description:** Employee WorkPlace Giving Campaign

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.
* 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 #2 Conducive Learning Environment
  Transform the campus into a facility conducive for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #1
  Conduct thorough acalog training with various constituents such as: ADMIN, DCS, ADO, LOC members, and AO, in efforts to implement electronic submission of curriculum documents in keeping with sustainability activities throughout the campus.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name 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.

### President/CEO

* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To ensure the college acquires the necessary resources to support its mission.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #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.

### Development & Alumni Relations Office

* Program/Unit Level - Support the education of students and alumni for leadership and knowledge.
* Program/Unit Level - Enhance Guam Community College's stature among its peers and promote philanthropy.

## Outcome Description: FA2015-SP2017 AUO 3- Grant Funding - Federal, Local, and Private sources

FA2015-SP2017 AUO 3- Grant Funding - Federal, Local, and Private sources:
Upon successful receipt of grant funding for student centered projects, students will benefit directly from the program objectives.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** The Office of Development and Alumni Relations Office will align fundraising goals with the Institutional Master Plan in FY 2015-2016.

**Budget Goals:** The Office of Development & Alumni Relations sets goals to increase funding for College programs and capital improvement projects. All funds raised will benefit GCC students in providing physical, technological and financial resources to support institutional effectiveness.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| DAR Grant Tracking Tool- A document that will outline and catalog all grant opportunities that have been researched, written and submitted to Federal, Local and Private funding sources.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>2015-2016 Grant Tracking Tool.pdf | To increase the number of grants pursued and the amount of grant funding received by 10%. | Fiscal Year 2015-2016. | Yes |

### Related Activities

- Partnerships supporting SLOs.

### Related Tasks

* **Task Name: Grant Tracking Tool**
  **Task Description:** All grants submitted are logged into the grant tracking tool. All grants that are approved or funded are recorded in this tool.

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.
* 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 #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in

a global workforce.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #1
  Conduct thorough acalog training with various constituents such as: ADMIN, DCS, ADO, LOC members, and AO, in efforts to implement electronic submission of curriculum documents in keeping with sustainability activities throughout the campus.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Conduct IBB-Based negotiations with the Faculty Union in order to ensure that quality teaching and learning occurs in the GCC classrooms where the student is the central focus and beneficiary, as articulated in the college's mission statement.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
* 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.

### 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.

### President/CEO

* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To ensure the college acquires the necessary resources to support its mission.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #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.

### Development & Alumni Relations Office

* Program/Unit Level - Support the education of students and alumni for leadership and knowledge.

## Developmental Education

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

## Early Childhood Education (Secondary)

**Mission Statement:** The Early Childhood Education Program's mission is to prepare individuals to be professional educators for young children, show a positive attitude toward all children and their families, and obtain the knowledge and skills to plan and implement a program that is safe, educational, and healthy.

**Vision Statement:** The vision of the early childhood education program is to prepare students to successfully enter the field as early childhood educators.

### Outcome Description: 2011-2012 Catalog (Completion) SLO#3

SP12-FA13: SLO#3
Upon successful completion of this program, students will be able to demonstrate basic knowledge of early childhood education and development.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/12/2012
**End Date:** 10/21/2013
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** None

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Exam<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Faculty-developed tests<br>**Related Documents:**<br>RatingSheet.pdf | At least 70% of students will score a minimum of 70% on the exam. | Collect data each semester. | Yes |

## Related Courses

- CTEC050 (formerly VEEC050) - Early Childhood Education Orientation
  **Related Documents:**
  VEEC050_0Adopt_2009-12-09.pdf
  VEEC050_1SR_2010-04-21.pdf
  CTEC050 Early Childhood Education Orientation I.pdf
- CTEC051 (formerly VEEC051) - Early Childhood Education Orientation 2
  **Related Documents:**
  VEEC051_0Adopt_2010-04-30.pdf
  CTEC051 ECE Orientation 2.pdf
- CTEC060 (formerly VEEC060) - Language Arts in Early Childhood 1
  **Related Documents:**
  VEEC060_0Adopt_2009-12-17.pdf
  VEEC060_1SR_2010-04-20.pdf
  CTEC060 Language Arts on Early Childhood I.pdf
- CTEC061 (formerly VEEC061) - Language Arts in Early Childhood 2
  **Related Documents:**
  VEEC061_0Adopt_2009-11-24.pdf
  VEEC061_1SR_2010-04-20.pdf
  CTEC061 Language Arts in Early Childhood 2.pdf

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Supply appropriate administrative and technological assistance to faculty and programs.

### Early Childhood Education (Secondary)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Recruit students.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide quality instruction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Provide exploratory experiences for those interested in early childhood as a career choice.

## Related Course SLO

* CTEC050 (formerly VEEC050) - Early Childhood Education Orientation: AY 13-14 - SP12-FA13: SLO#1
  Upon successful completion of this course, students will be able to demonstrate basic knowledge of all developmental domains related to childhood.
* CTEC050 (formerly VEEC050) - Early Childhood Education Orientation: Ay 2013-2014 - SP12-FA13: SLO#3
  Upon successful completion of this course, students will be able to list entry-level requirements and employment skills for various careers within the early childhood education field.
* CTEC051 (formerly VEEC051) - Early Childhood Education Orientation 2: AY 2013-2014 - SP12-FA13: SLO#1
  Upon successful completion of this course, students will be able to demonstrate basic knowledge of all developmental domains related to childhood.
* CTEC051 (formerly VEEC051) - Early Childhood Education Orientation 2: SP14-FA15: SLO#2 - SP14-FA15: SLO#2
  Upon successful completion of this course, students will be able to demonstrate basic knowledge and skills needed to create a developmentally appropriate learning environment for young children.
* CTEC051 (formerly VEEC051) - Early Childhood Education Orientation 2: SY 2013 - 2014 - SP12-FA13: SLO#3
  Upon successful completion of this course, students will be able to list entry-level requirements and employment skills for various careers within the early childhood education field.
* CTEC060 (formerly VEEC060) - Language Arts in Early Childhood 1: AY 2013 to 2014 - SP12-FA13: SLO#1
  Upon successful completion of this course, students will be able to demonstrate understanding of language development and skills at the early childhood level.
* CTEC060 (formerly VEEC060) - Language Arts in Early Childhood 1: SP14-FA15: SLO#2 - SP14-FA15: SLO#2
  Upon successful completion of this course, students will be able to plan, develop, and implement language activities, including literacy activities, for early childhood settings.
* CTEC061 (formerly VEEC061) - Language Arts in Early Childhood 2: AY 2013-2014 - SP12-FA13: SLO#1
  Upon successful completion of this course, students will be able to demonstrate knowledge in the language development domains as it relates to young children.
* CTEC061 (formerly VEEC061) - Language Arts in Early Childhood 2: SP14-FA15: SLO#2 - SP14-FA15: SLO#2
  Upon successful completion of this course, students will be able to plan and implement activities for young children which develop and enhance language skills, and promote literacy

## Outcome Description: 2011-2012 Catalog (Completion) SLO#2

SP12-FA13: SLO#2
Upon successful completion of this program, students will be able to develop and implement an integrated lesson and learning center that incorporates early childhood literacy and physical skills.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/12/2012
**End Date:** 10/14/2013
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** None

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Lesson Plan<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects<br>**Related Documents:**<br>RatingSheet.pdf | At least 70% of students will score a minimum of 70% on the lesson plan project and presentation. | Collect data each semester. | Yes |

## Related Courses

- CTEC050 (formerly VEEC050) - Early Childhood Education Orientation
  **Related Documents:**
  VEEC050_0Adopt_2009-12-09.pdf
  VEEC050_1SR_2010-04-21.pdf
  CTEC050 Early Childhood Education Orientation I.pdf
- CTEC051 (formerly VEEC051) - Early Childhood Education Orientation 2
  **Related Documents:**
  VEEC051_0Adopt_2010-04-30.pdf
  CTEC051 ECE Orientation 2.pdf
- CTEC060 (formerly VEEC060) - Language Arts in Early Childhood 1
  **Related Documents:**
  VEEC060_0Adopt_2009-12-17.pdf
  VEEC060_1SR_2010-04-20.pdf
  CTEC060 Language Arts on Early Childhood I.pdf
- CTEC061 (formerly VEEC061) - Language Arts in Early Childhood 2
  **Related Documents:**
  VEEC061_0Adopt_2009-11-24.pdf
  VEEC061_1SR_2010-04-20.pdf
  CTEC061 Language Arts in Early Childhood 2.pdf

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Supply appropriate administrative and technological assistance to faculty and programs.

### Early Childhood Education (Secondary)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Recruit students.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide quality instruction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Provide exploratory experiences for those interested in early childhood as a career choice.

## Related Course SLO

* CTEC050 (formerly VEEC050) - Early Childhood Education Orientation: AY 13-14 - SP12-FA13: SLO#1
  Upon successful completion of this course, students will be able to demonstrate basic knowledge of all developmental domains related to childhood.
* CTEC050 (formerly VEEC050) - Early Childhood Education Orientation: Ay 2013-2014 - SP12-FA13: SLO#3
  Upon successful completion of this course, students will be able to list entry-level requirements and employment skills for various careers within the early childhood education field.
* CTEC051 (formerly VEEC051) - Early Childhood Education Orientation 2: AY 2013-2014 - SP12-FA13: SLO#1
  Upon successful completion of this course, students will be able to demonstrate basic knowledge of all developmental domains related to childhood.
* CTEC051 (formerly VEEC051) - Early Childhood Education Orientation 2: SP14-FA15: SLO#2 - SP14-FA15: SLO#2
  Upon successful completion of this course, students will be able to demonstrate basic knowledge and skills needed to create a developmentally appropriate learning environment for young children.
* CTEC051 (formerly VEEC051) - Early Childhood Education Orientation 2: SY 2013 - 2014 - SP12-FA13: SLO#3
  Upon successful completion of this course, students will be able to list entry-level requirements and employment skills for various careers within the early childhood education field.
* CTEC060 (formerly VEEC060) - Language Arts in Early Childhood 1: AY 2013 to 2014 - SP12-FA13: SLO#1
  Upon successful completion of this course, students will be able to demonstrate understanding of language development and skills at the early childhood level.
* CTEC060 (formerly VEEC060) - Language Arts in Early Childhood 1: SP14-FA15: SLO#2 - SP14-FA15: SLO#2
  Upon successful completion of this course, students will be able to plan, develop, and implement language activities, including literacy activities, for early childhood settings.
* CTEC061 (formerly VEEC061) - Language Arts in Early Childhood 2: AY 2013-2014 - SP12-FA13: SLO#1
  Upon successful completion of this course, students will be able to demonstrate knowledge in the language development domains as it relates to young children.
* CTEC061 (formerly VEEC061) - Language Arts in Early Childhood 2: SP14-FA15: SLO#2 - SP14-FA15: SLO#2
  Upon successful completion of this course, students will be able to plan and implement activities for young children which develop and enhance language skills, and promote literacy

## Outcome Description: 2011-2012 Catalog (Mastery) SLO#1

SP12-FA13: SLO#1
Upon successful completion of this program, students will be able to demonstrate appropriate worksite behavior.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/12/2012
**End Date:** 10/14/2013
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** None

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Job Rating Sheet<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Internship/Co-op/Practicum Evaluation<br>**Related Documents:**<br>JobRatingSheet.pdf | At least 80% of students who complete this course will earn an average total score of 3.0 or better (out of 4.0) on the Job Rating Sheet. | Co-op instructor will collect data each semester. | Yes |

## Related Courses

- CTEC089 (formerly VEEC089) - Early Childhood Education CO-OP-Curriculum Archival (approved November 12, 2014)

  **Related Documents:**
  VEEC089_0Adopt_2010-05-06.pdf

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Supply appropriate administrative and technological assistance to faculty and programs.

### Early Childhood Education (Secondary)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Recruit students.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide quality instruction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Provide exploratory experiences for those interested in early childhood as a career choice.

## Related Course SLO

* CTEC050 (formerly VEEC050) - Early Childhood Education Orientation: AY 13-14 - SP12-FA13: SLO#1
  Upon successful completion of this course, students will be able to demonstrate basic knowledge of all developmental domains related to childhood.

* CTEC050 (formerly VEEC050) - Early Childhood Education Orientation: Ay 2013-2014 - SP12-FA13: SLO#3
  Upon successful completion of this course, students will be able to list entry-level requirements and employment skills for various careers within the early childhood education field.
* CTEC051 (formerly VEEC051) - Early Childhood Education Orientation 2: AY 2013-2014 - SP12-FA13: SLO#1
  Upon successful completion of this course, students will be able to demonstrate basic knowledge of all developmental domains related to childhood.
* CTEC051 (formerly VEEC051) - Early Childhood Education Orientation 2: SP14-FA15: SLO#2 - SP14-FA15: SLO#2
  Upon successful completion of this course, students will be able to demonstrate basic knowledge and skills needed to create a developmentally appropriate learning environment for young children.
* CTEC051 (formerly VEEC051) - Early Childhood Education Orientation 2: SY 2013 - 2014 - SP12-FA13: SLO#3
  Upon successful completion of this course, students will be able to list entry-level requirements and employment skills for various careers within the early childhood education field.
* CTEC089 (formerly VEEC089) - Early Childhood Education CO-OP-Curriculum Archival (approved November 12, 2014): AY 2013-2014 - SP12-FA13: SLO#1
  Upon successful completion of this course, students will be able to demonstrate appropriate worksite behavior.

### Outcome Description: 2011-2012 Catalog (Completion) SLO#1

SP12-FA13: SLO#1
Upon successful completion of this program, students will be able to demonstrate ways to maintain a safe and healthy environment for young children.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/12/2012
**End Date:** 10/14/2013
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** None

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Exam<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Faculty-developed tests<br>**Related Documents:**<br>RatingSheet.pdf | At least 70% of students will score a minimum of 70% on the exam. | Collect data each semester. | Yes |

### Related Courses

- CTEC050 (formerly VEEC050) - Early Childhood Education Orientation
  **Related Documents:**
  VEEC050_0Adopt_2009-12-09.pdf
  VEEC050_1SR_2010-04-21.pdf
  CTEC050 Early Childhood Education Orientation I.pdf
- CTEC051 (formerly VEEC051) - Early Childhood Education Orientation 2
  **Related Documents:**
  VEEC051_0Adopt_2010-04-30.pdf
  CTEC051 ECE Orientation 2.pdf

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)

Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Supply appropriate administrative and technological assistance to faculty and programs.

### Early Childhood Education (Secondary)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Recruit students.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide quality instruction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Provide exploratory experiences for those interested in early childhood as a career choice.

## Related Course SLO

* CTEC050 (formerly VEEC050) - Early Childhood Education Orientation: AY 13-14 - SP12-FA13: SLO#1
  Upon successful completion of this course, students will be able to demonstrate basic knowledge of all developmental domains related to childhood.
* CTEC051 (formerly VEEC051) - Early Childhood Education Orientation 2: AY 2013-2014 - SP12-FA13: SLO#1
  Upon successful completion of this course, students will be able to demonstrate basic knowledge of all developmental domains related to childhood.
* CTEC051 (formerly VEEC051) - Early Childhood Education Orientation 2: SP14-FA15: SLO#2 - SP14-FA15: SLO#2
  Upon successful completion of this course, students will be able to demonstrate basic knowledge and skills needed to create a developmentally appropriate learning environment for young children.

## Outcome Description: 2011-2012 Catalog (Mastery) SLO#2

SP12-FA13: SLO#2
Upon successful completion of this program, students will be able to maintain a safe and healthy environment.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/12/2012
**End Date:** 10/14/2013
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** None

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Practicum Rating Sheet<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Internship/Co-op/Practicum Evaluation<br>**Related Documents:**<br>PracticumRatingSheet.pdf | At least 80% of students who complete this course will earn an average total score of 3.0 or better (out of 4.0) on the Practicum Rating Sheet Competency #1. | Co-op instructor will collect data each semester. | Yes |

## Related Courses

- CTEC050 (formerly VEEC050) - Early Childhood Education Orientation
  **Related Documents:**
  VEEC050_0Adopt_2009-12-09.pdf
  VEEC050_1SR_2010-04-21.pdf
  CTEC050 Early Childhood Education Orientation I.pdf
- CTEC051 (formerly VEEC051) - Early Childhood Education Orientation 2
  **Related Documents:**
  VEEC051_0Adopt_2010-04-30.pdf
  CTEC051 ECE Orientation 2.pdf
- CTEC089 (formerly VEEC089) - Early Childhood Education CO-OP-Curriculum Archival (approved November 12, 2014)
  **Related Documents:**
  VEEC089_0Adopt_2010-05-06.pdf

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Supply appropriate administrative and technological assistance to faculty and programs.

### Early Childhood Education (Secondary)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Recruit students.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide quality instruction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Provide exploratory experiences for those interested in early childhood as a career choice.

## Related Course SLO

* CTEC050 (formerly VEEC050) - Early Childhood Education Orientation: AY 13-14 - SP12-FA13: SLO#1
  Upon successful completion of this course, students will be able to demonstrate basic knowledge of all developmental domains related to childhood.
* CTEC051 (formerly VEEC051) - Early Childhood Education Orientation 2: AY 2013-2014 - SP12-FA13: SLO#1
  Upon successful completion of this course, students will be able to demonstrate basic knowledge of all developmental domains related to childhood.
* CTEC051 (formerly VEEC051) - Early Childhood Education Orientation 2: SP14-FA15: SLO#2 - SP14-FA15: SLO#2
  Upon successful completion of this course, students will be able to demonstrate basic knowledge and skills needed to create a developmentally appropriate learning environment for young children.
* CTEC089 (formerly VEEC089) - Early Childhood Education CO-OP-Curriculum Archival (approved November 12, 2014): AY 13-14 - SP12-FA13: SLO#2
  Upon successful completion of this course, students will be able to establish and maintain a safe and healthy environment for young children.

## Outcome Description: 2011-2012 Catalog (Mastery) SLO#3

SP12-FA13: SLO#3
Upon successful completion of this program, students will be able to develop and implement an integrated lesson and/or learning centers that incorporate two developmental areas of early childhood.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/12/2012
**End Date:** 10/14/2013
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** None

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Practicum Rating Sheet<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Internship/Co-op/Practicum Evaluation<br>**Related Documents:**<br>PracticumRatingSheet.pdf | At least 80% of students who complete this course will earn an average total score of 3.0 or better (out of 4.0) on the Practicum Rating Sheet Competency #2. | Co-op instructor will collect data each semester. | Yes |

## Related Courses

- CTEC050 (formerly VEEC050) - Early Childhood Education Orientation
  **Related Documents:**
  VEEC050_0Adopt_2009-12-09.pdf
  VEEC050_1SR_2010-04-21.pdf
  CTEC050 Early Childhood Education Orientation I.pdf
- CTEC051 (formerly VEEC051) - Early Childhood Education Orientation 2
  **Related Documents:**
  VEEC051_0Adopt_2010-04-30.pdf
  CTEC051 ECE Orientation 2.pdf
- CTEC060 (formerly VEEC060) - Language Arts in Early Childhood 1
  **Related Documents:**
  VEEC060_0Adopt_2009-12-17.pdf

VEEC060_1SR_2010-04-20.pdf
CTEC060 Language Arts on Early Childhood I.pdf

- CTEC061 (formerly VEEC061) - Language Arts in Early Childhood 2

**Related Documents:**
VEEC061_0Adopt_2009-11-24.pdf
VEEC061_1SR_2010-04-20.pdf
CTEC061 Language Arts in Early Childhood 2.pdf

- CTEC089 (formerly VEEC089) - Early Childhood Education CO-OP-Curriculum Archival (approved November 12, 2014)

**Related Documents:**
VEEC089_0Adopt_2010-05-06.pdf

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Supply appropriate administrative and technological assistance to faculty and programs.

### Early Childhood Education (Secondary)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Recruit students.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide quality instruction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Provide exploratory experiences for those interested in early childhood as a career choice.

## Related Course SLO

* CTEC050 (formerly VEEC050) - Early Childhood Education Orientation: AY 13-14 - SP12-FA13: SLO#1
  Upon successful completion of this course, students will be able to demonstrate basic knowledge of all developmental domains related to childhood.
* CTEC050 (formerly VEEC050) - Early Childhood Education Orientation: Ay 2013-2014 - SP12-FA13: SLO#3
  Upon successful completion of this course, students will be able to list entry-level requirements and employment skills for various careers within the early childhood education field.
* CTEC051 (formerly VEEC051) - Early Childhood Education Orientation 2: AY 2013-2014 - SP12-FA13: SLO#1
  Upon successful completion of this course, students will be able to demonstrate basic knowledge of all developmental domains related to childhood.

* CTEC051 (formerly VEEC051) - Early Childhood Education Orientation 2: SP14-FA15: SLO#2 - SP14-FA15: SLO#2
  Upon successful completion of this course, students will be able to demonstrate basic knowledge and skills needed to create a developmentally appropriate learning environment for young children.
* CTEC051 (formerly VEEC051) - Early Childhood Education Orientation 2: SY 2013 - 2014 - SP12-FA13: SLO#3
  Upon successful completion of this course, students will be able to list entry-level requirements and employment skills for various careers within the early childhood education field.
* CTEC060 (formerly VEEC060) - Language Arts in Early Childhood 1: AY 2013 to 2014 - SP12-FA13: SLO#1
  Upon successful completion of this course, students will be able to demonstrate understanding of language development and skills at the early childhood level.
* CTEC060 (formerly VEEC060) - Language Arts in Early Childhood 1: SP14-FA15: SLO#2 - SP14-FA15: SLO#2
  Upon successful completion of this course, students will be able to plan, develop, and implement language activities, including literacy activities, for early childhood settings.
* CTEC061 (formerly VEEC061) - Language Arts in Early Childhood 2: AY 2013-2014 - SP12-FA13: SLO#1
  Upon successful completion of this course, students will be able to demonstrate knowledge in the language development domains as it relates to young children.
* CTEC061 (formerly VEEC061) - Language Arts in Early Childhood 2: SP14-FA15: SLO#2 - SP14-FA15: SLO#2
  Upon successful completion of this course, students will be able to plan and implement activities for young children which develop and enhance language skills, and promote literacy
* CTEC089 (formerly VEEC089) - Early Childhood Education CO-OP-Curriculum Archival (approved November 12, 2014): AY 2013 - 2014 - SP12-FA13: SLO#3
  Upon successful completion of this course, students will be able to develop and implement an integrated lesson and/or learning centers that incorporate two developmental areas of early childhood.

## Outcome Description: 2011-2012 Catalog (Mastery) SLO#4

SP12-FA13: SLO#4
Upon successful completion of this program, students will be able to demonstrate basic knowledge or early childhood development and put into practice at the worksite.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/12/2012
**End Date:** 10/14/2013
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** None

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Practicum Rating Sheet<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Internship/Co-op/Practicum Evaluation<br>**Related Documents:**<br>PracticumRatingSheet.pdf | At least 80% of students who complete this course will earn an average total score of 3.0 or better (out of 4.0) on the Practicum Rating Sheet Competency #3. | Co-op instructor will collect data each semester. | Yes |

## Related Courses

- CTEC050 (formerly VEEC050) - Early Childhood Education Orientation
  **Related Documents:**
  VEEC050_0Adopt_2009-12-09.pdf
  VEEC050_1SR_2010-04-21.pdf
  CTEC050 Early Childhood Education Orientation I.pdf
- CTEC051 (formerly VEEC051) - Early Childhood Education Orientation 2
  **Related Documents:**
  VEEC051_0Adopt_2010-04-30.pdf
  CTEC051 ECE Orientation 2.pdf
- CTEC060 (formerly VEEC060) - Language Arts in Early Childhood 1
  **Related Documents:**
  VEEC060_0Adopt_2009-12-17.pdf

VEEC060_1SR_2010-04-20.pdf
CTEC060 Language Arts on Early Childhood I.pdf

- CTEC061 (formerly VEEC061) - Language Arts in Early Childhood 2

**Related Documents:**
VEEC061_0Adopt_2009-11-24.pdf
VEEC061_1SR_2010-04-20.pdf
CTEC061 Language Arts in Early Childhood 2.pdf

- CTEC089 (formerly VEEC089) - Early Childhood Education CO-OP-Curriculum Archival (approved November 12, 2014)

**Related Documents:**
VEEC089_0Adopt_2010-05-06.pdf

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Supply appropriate administrative and technological assistance to faculty and programs.

### Early Childhood Education (Secondary)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Recruit students.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide quality instruction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Provide exploratory experiences for those interested in early childhood as a career choice.

## Related Course SLO

* CTEC050 (formerly VEEC050) - Early Childhood Education Orientation: AY 13-14 - SP12-FA13: SLO#1
  Upon successful completion of this course, students will be able to demonstrate basic knowledge of all developmental domains related to childhood.
* CTEC050 (formerly VEEC050) - Early Childhood Education Orientation: Ay 2013-2014 - SP12-FA13: SLO#3
  Upon successful completion of this course, students will be able to list entry-level requirements and employment skills for various careers within the early childhood education field.
* CTEC051 (formerly VEEC051) - Early Childhood Education Orientation 2: AY 2013-2014 - SP12-FA13: SLO#1
  Upon successful completion of this course, students will be able to demonstrate basic knowledge of all developmental domains related to childhood.

* CTEC051 (formerly VEEC051) - Early Childhood Education Orientation 2: SP14-FA15: SLO#2 - SP14-FA15: SLO#2
  Upon successful completion of this course, students will be able to demonstrate basic knowledge and skills needed to create a developmentally appropriate learning environment for young children.
* CTEC051 (formerly VEEC051) - Early Childhood Education Orientation 2: SY 2013 - 2014 - SP12-FA13: SLO#3
  Upon successful completion of this course, students will be able to list entry-level requirements and employment skills for various careers within the early childhood education field.
* CTEC060 (formerly VEEC060) - Language Arts in Early Childhood 1: AY 2013 to 2014 - SP12-FA13: SLO#1
  Upon successful completion of this course, students will be able to demonstrate understanding of language development and skills at the early childhood level.
* CTEC060 (formerly VEEC060) - Language Arts in Early Childhood 1: SP14-FA15: SLO#2 - SP14-FA15: SLO#2
  Upon successful completion of this course, students will be able to plan, develop, and implement language activities, including literacy activities, for early childhood settings.
* CTEC061 (formerly VEEC061) - Language Arts in Early Childhood 2: AY 2013-2014 - SP12-FA13: SLO#1
  Upon successful completion of this course, students will be able to demonstrate knowledge in the language development domains as it relates to young children.
* CTEC061 (formerly VEEC061) - Language Arts in Early Childhood 2: SP14-FA15: SLO#2 - SP14-FA15: SLO#2
  Upon successful completion of this course, students will be able to plan and implement activities for young children which develop and enhance language skills, and promote literacy
* CTEC089 (formerly VEEC089) - Early Childhood Education CO-OP-Curriculum Archival (approved November 12, 2014): AY2013-2014 - SP12-FA13: SLO#4
  Upon successful completion of this course, students will be able to demonstrate basic knowledge of early childhood development and put into practice at the worksite.

## Early Childhood Education AS & Certificate

**Mission Statement:** The Early Childhood Education Program's mission is to prepare individuals to be professional educators for young children, show a positive attitude toward all children and their families, and obtain the knowledge and skills to plan and implement a program that is safe, educational, and healthy.
**Vision Statement:** The vision of the early childhood education program is to prepare students to successfully enter the field as early childhood educators.

### Outcome Description: AY 04-05 PLANNING LESSONS & ACTIVITIES

Students will be able to plan and implement appropriate lesson plans and activities.

**Start Date:** 04/01/2004
**End Date:** 10/04/2005
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Submission of Integrated Lesson Plan | At least 70% of the students will develop a lesson plan that includes all areas of development: physical, language, cognitive, creative, social and emotional; uses correct grammar and organizes paper well so that lesson can be duplicated, contains objectives/skills, materials, instructions, assessment and follow-up; and is developmentally and age appropriate. At least 70% of the students will earn an average total score of 2.5 or better on the rating scale for an integrated lesson plan. | During Spring and Fall semesters in CD292-Practicum | Yes |

### Related Courses

- CD110 - Early Childhood Education (ECE) Orientation

**Related Documents:**
CD110_1SR_1990-06.pdf
CD110_2NSR_1994-07-12.pdf
CD110_XMemo_1995-05-08.pdf

CD110_1SR_2000-05-01.pdf
CD110_1SR_2004-12-16.pdf
CD110_2NSR_2006-09-05.pdf
CD110_1SR_2009-04-02.pdf
CD110_2NSR_2009-03-02map.pdf
CD110_1SR_2011-03-07.pdf
CD110_1SR_2012-04-26.pdf
CD110_1SR_2013-04-19.pdf

- CD180 - Language Arts in Early Childhood

**Related Documents:**

CD180_1SR_1997-12-09.pdf
CD180_1SR_2002-05-01.pdf
CD180_2NSR_2006-09-05.pdf
CD180_1SR_2008-05-22.pdf
CD180_2NSR_2010-04-23.pdf
CD180_2NSR_2009-03-02map.pdf
CD180_1SR_2012-12-12.pdf
CD180_2NSR_2013_12_12.pdf
CD180_2NSR_2013-12-16.pdf
CD180_2NSR_AIH_2014-04-30 2-11-2015.pdf
CD180_2NSR_2014-04-30 2-11-2015.pdf

- CD240 - Cognitive & Creative Development in Early Childhood

**Related Documents:**

CD240_2NSR_1994-07-12.pdf
CD240_1SR_2001-10-29.pdf
CD240_1SR_2003-06-09.pdf
CD240_2NSR_2006-09-05.pdf
CD240_1SR_2008-10-28.pdf
CD240_2NSR_2009-03-02map.pdf
CD240_1SR_2011-03-18.pdf
CD240_2NSR_2011-12-05.pdf
CD240_SR_AY1617-FINAL_2016-04-05.pdf

- CD292 - ECE Practicum

**Related Documents:**

CD292_1SR_2001-04-05.pdf
CD292_1SR_2003-06-09.pdf
CD292_1SR_2009_01_26.pdf
CD292_2NSR_2009-03-02map.pdf
CD292_2NSR_2010-10-25.pdf
CD292_1SR_2011-11-08.pdf
CD292_1SR_2016.12.02.pdf

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

**Early Childhood Education AS & Certificate**

* Program/Unit Level - Prepare students to work with infants to young school-age children and their families as caregivers, family childcare providers, directors of centers, teachers, and early childhood education aides.
* Program/Unit Level - Develop in students the necessary skills to enter the early childhood field as successful practitioners in order to provide high quality early childhood learning environments.

## Outcome Description: AY 04-05 POSITIVE DISPOSITION FOR WORKING WITH YOUNG CHILDREN

Students will demonstrate a positive disposition toward working with young children and their families from different nationalities, cultures, ethnic groups, and abilities.

**Start Date:** 03/07/2005
**End Date:** 03/07/2006
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Student survey | At least 70% of the students will earn an average total score of 4.0 or better on the student survey. | Surveys will be given to students after they have completed the total of 120 practicum hours while enrolled in CD292 in fall and spring semesters. | Yes |
| Practicum Rating Sheet | 70% of students will score a 4 out of 4 on the Practicum Rating Sheet for Competency #5 | The rating sheet will be completed by Practicum mentors after students completed 120 practicum hours while enrolled in CD292 in fall and spring semesters. | Yes |

## Related Courses

- CD260 - Social & Emotional Development

**Related Documents:**

CD260_2NSR_1994-07-12.pdf
CD260_1SR_2001-05-04.pdf
CD260_1SR_2005-04-01.pdf
CD260_2NSR_2006-09-05.pdf
CD260_1SR_2010-03-02.pdf
CD260_2NSR_2009-03-02map.pdf
CD260_2NSR_2011-12-05.pdf
CD260_AY2015-2016_Approved_04132015acalog.pdf

- CD292 - ECE Practicum

**Related Documents:**

CD292_1SR_2001-04-05.pdf
CD292_1SR_2003-06-09.pdf
CD292_1SR_2009_01_26.pdf
CD292_2NSR_2009-03-02map.pdf
CD292_2NSR_2010-10-25.pdf
CD292_1SR_2011-11-08.pdf
CD292_1SR_2016.12.02.pdf

## Related Items

**Guam Community College**

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### Early Childhood Education AS & Certificate

* Program/Unit Level - Develop in students a professional and ethical disposition towards the early childhood education field adhering to Developmentally Appropriate Practices and the National Association for the Education of Young Children's (NAEYC) Code of Ethics.
* Program/Unit Level - Prepare students to work with infants to young school-age children and their families as caregivers, family childcare providers, directors of centers, teachers, and early childhood education aides.
* Program/Unit Level - Develop in students the necessary skills to enter the early childhood field as successful practitioners in order to provide high quality early childhood learning environments.

## Outcome Description: AY 04-05 PROFESSIONAL RELATIONSHIP

Students will establish and maintain positive professional relationships with families of young children they serve.

**Start Date:** 04/01/2004
**End Date:** 10/04/2005
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Observation of practicum students by mentors and practicum supervisor using rating scale designed using criteria based on the National Association of the Education of Young Children. | 70% of the students will earn an average total score of 2.5 or better using the rating scale criteria that determines the extent students established a safe and healthy environment. | At the end of CD292-Practicum. | Yes |

## Related Courses

- CD110 - Early Childhood Education (ECE) Orientation

**Related Documents:**
CD110_1SR_1990-06.pdf
CD110_2NSR_1994-07-12.pdf
CD110_XMemo_1995-05-08.pdf
CD110_1SR_2000-05-01.pdf
CD110_1SR_2004-12-16.pdf
CD110_2NSR_2006-09-05.pdf
CD110_1SR_2009-04-02.pdf
CD110_2NSR_2009-03-02map.pdf
CD110_1SR_2011-03-07.pdf
CD110_1SR_2012-04-26.pdf
CD110_1SR_2013-04-19.pdf

- CD292 - ECE Practicum

**Related Documents:**
CD292_1SR_2001-04-05.pdf
CD292_1SR_2003-06-09.pdf
CD292_1SR_2009_01_26.pdf
CD292_2NSR_2009-03-02map.pdf

CD292_2NSR_2010-10-25.pdf
CD292_1SR_2011-11-08.pdf
CD292_1SR_2016.12.02.pdf

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Early Childhood Education AS & Certificate

* Program/Unit Level - Develop in students a professional and ethical disposition towards the early childhood education field adhering to Developmentally Appropriate Practices and the National Association for the Education of Young Children's (NAEYC) Code of Ethics.
* Program/Unit Level - Prepare students to work with infants to young school-age children and their families as caregivers, family childcare providers, directors of centers, teachers, and early childhood education aides.
* Program/Unit Level - Develop in students the necessary skills to enter the early childhood field as successful practitioners in order to provide high quality early childhood learning environments.

## Outcome Description: AY 04-05 SAFE & HEALTHY ENVIRONMENT

Students will establish and maintain a safe and healthy setting for infants to early school-age children.

**Start Date:** 04/01/2004
**End Date:** 10/05/2005
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Observation by practicum mentors and supervisors using rating sheet. | At least 70% of the students will earn an average total score of 2.5 or better on the rating scale for establishing and maintaining a safe and healthy environment. | During CD292-Practicum (offered fall and spring semesters). | Yes |

## Related Courses

- CD110 - Early Childhood Education (ECE) Orientation

**Related Documents:**

CD110_1SR_1990-06.pdf
CD110_2NSR_1994-07-12.pdf
CD110_XMemo_1995-05-08.pdf
CD110_1SR_2000-05-01.pdf
CD110_1SR_2004-12-16.pdf
CD110_2NSR_2006-09-05.pdf
CD110_1SR_2009-04-02.pdf
CD110_2NSR_2009-03-02map.pdf
CD110_1SR_2011-03-07.pdf

CD110_1SR_2012-04-26.pdf
CD110_1SR_2013-04-19.pdf

- CD140 - Nutrition and Physical Health

**Related Documents:**

CD140_2NSR_1994-07-12.pdf
CD140_1SR_1998-11-26.pdf
CD140_1SR_2003-02-1.7.pdf
CD140_1SR_2005-05-10.pdf
CD140_2NSR_2009-04-26.pdf
CD140_1SR_2010-04-21.pdf
CD140_2NSR_2009-03-02map.pdf
CD140_1SR_2016.12.01-1.pdf

- CD260 - Social & Emotional Development

**Related Documents:**

CD260_2NSR_1994-07-12.pdf
CD260_1SR_2001-05-04.pdf
CD260_1SR_2005-04-01.pdf
CD260_2NSR_2006-09-05.pdf
CD260_1SR_2010-03-02.pdf
CD260_2NSR_2009-03-02map.pdf
CD260_2NSR_2011-12-05.pdf
CD260_AY2015-2016_Approved_04132015acalog.pdf

- CD292 - ECE Practicum

**Related Documents:**

CD292_1SR_2001-04-05.pdf
CD292_1SR_2003-06-09.pdf
CD292_1SR_2009_01_26.pdf
CD292_2NSR_2009-03-02map.pdf
CD292_2NSR_2010-10-25.pdf
CD292_1SR_2011-11-08.pdf
CD292_1SR_2016.12.02.pdf

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Early Childhood Education AS & Certificate

* Program/Unit Level - Prepare students to work with infants to young school-age children and their families as caregivers, family childcare providers, directors of centers, teachers, and early childhood education aides.
* Program/Unit Level - Develop in students the necessary skills to enter the early childhood field as successful practitioners in order to provide high quality early childhood learning environments.

## Outcome Description: AY 05-06 Curriculum Design and Implementation

Students will be able to plan and implement appropriate lesson plans and activities.

**Start Date:** 10/03/2005
**End Date:** 10/01/2006
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Submission of Integrated Week-Long Lesson Plan | At least 70% of the students will develop a lesson plan that includes all areas of development: physical, language, cognitive, creative, social and emotional; uses correct grammar and organizes paper well so that lesson can be duplicated, contains objectives/skills, materials, instructions, assessment and follow-up; and is developmentally and age appropriate. At least 70% of the students will earn an average total score of 2.5 or better on the rating scale for an integrated lesson plan. | Practicum Supervisor will collect, anaylze, and observe during the middle to end of CD292 (Fall and Spring semesters). | Yes |

### Related Courses

- CD110 - Early Childhood Education (ECE) Orientation

  **Related Documents:**
  CD110_1SR_1990-06.pdf
  CD110_2NSR_1994-07-12.pdf
  CD110_XMemo_1995-05-08.pdf
  CD110_1SR_2000-05-01.pdf
  CD110_1SR_2004-12-16.pdf
  CD110_2NSR_2006-09-05.pdf
  CD110_1SR_2009-04-02.pdf
  CD110_2NSR_2009-03-02map.pdf
  CD110_1SR_2011-03-07.pdf
  CD110_1SR_2012-04-26.pdf
  CD110_1SR_2013-04-19.pdf

- CD240 - Cognitive & Creative Development in Early Childhood

  **Related Documents:**
  CD240_2NSR_1994-07-12.pdf
  CD240_1SR_2001-10-29.pdf
  CD240_1SR_2003-06-09.pdf
  CD240_2NSR_2006-09-05.pdf
  CD240_1SR_2008-10-28.pdf
  CD240_2NSR_2009-03-02map.pdf
  CD240_1SR_2011-03-18.pdf
  CD240_2NSR_2011-12-05.pdf

CD240_SR_AY1617-FINAL_2016-04-05.pdf

- CD260 - Social & Emotional Development

**Related Documents:**

CD260_2NSR_1994-07-12.pdf
CD260_1SR_2001-05-04.pdf
CD260_1SR_2005-04-01.pdf
CD260_2NSR_2006-09-05.pdf
CD260_1SR_2010-03-02.pdf
CD260_2NSR_2009-03-02map.pdf
CD260_2NSR_2011-12-05.pdf
CD260_AY2015-2016_Approved_04132015acalog.pdf

- CD292 - ECE Practicum

**Related Documents:**

CD292_1SR_2001-04-05.pdf
CD292_1SR_2003-06-09.pdf
CD292_1SR_2009_01_26.pdf
CD292_2NSR_2009-03-02map.pdf
CD292_2NSR_2010-10-25.pdf
CD292_1SR_2011-11-08.pdf
CD292_1SR_2016.12.02.pdf

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Outcome Description: AY 05-06 Positive Disposition Towards Teaching

Students will demonstrate a positive disposition toward working with young children and their families from different nationalities, cultures, ethnic groups, and abilities.

**Start Date:** 11/01/2005
**End Date:** 06/01/2006
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |
| Practicum Rating Sheet | 70% of students will score a 4 out of 4 on the Practicum Rating Sheet for Competency #5 | The rating sheet will be completed by Practicum mentors after students completed 120 practicum hours while enrolled in CD292 in fall and spring semesters. The Practicum Supervisor will review and meet with mentors to properly complete rating sheet. | Yes |
| ECE student exit survey | At least 70% of the students will earn an average total score of 4.0 or better on the student survey. | Surveys will be given to students after they have completed the total of 120 practicum hours while enrolled in CD292 in fall and spring semesters. | Yes |

## Related Courses

- CD260 - Social & Emotional Development

  **Related Documents:**
  CD260_2NSR_1994-07-12.pdf
  CD260_1SR_2001-05-04.pdf
  CD260_1SR_2005-04-01.pdf
  CD260_2NSR_2006-09-05.pdf
  CD260_1SR_2010-03-02.pdf
  CD260_2NSR_2009-03-02map.pdf
  CD260_2NSR_2011-12-05.pdf
  CD260_AY2015-2016_Approved_04132015acalog.pdf

- CD292 - ECE Practicum

  **Related Documents:**
  CD292_1SR_2001-04-05.pdf
  CD292_1SR_2003-06-09.pdf
  CD292_1SR_2009_01_26.pdf
  CD292_2NSR_2009-03-02map.pdf
  CD292_2NSR_2010-10-25.pdf
  CD292_1SR_2011-11-08.pdf
  CD292_1SR_2016.12.02.pdf

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Outcome Description: AY 05-06 Professional Relationships

Students will establish and maintain positive professional relationships with families of young children they serve.

**Start Date:** 10/03/2005
**End Date:** 12/01/2006
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Observation of practicum students by mentors and practicum supervisor using rating scale designed using criteria based on the National Association of the Education of Young Children. | 70% of the students will earn an average total score of 2.5 or better using the rating scale criteria that determines the extent students established professional relationships. | At the end of every fall and spring semester in CD292. | Yes |

### Related Courses

- CD292 - ECE Practicum

**Related Documents:**

CD292_1SR_2001-04-05.pdf
CD292_1SR_2003-06-09.pdf
CD292_1SR_2009_01_26.pdf
CD292_2NSR_2009-03-02map.pdf
CD292_2NSR_2010-10-25.pdf
CD292_1SR_2011-11-08.pdf
CD292_1SR_2016.12.02.pdf

### Related Items

#### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Outcome Description: AY 05-06 Safe and Healthy Environments

Students will establish and maintain a safe and healthy setting for infants to early school-age children.

**Start Date:** 10/03/2005
**End Date:** 12/01/2006
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

### Means of Assessment

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| ECE Practicum Rating Sheet | At least 70% of the students will earn an average total score of 2.5 or better on the rating scale for establishing and maintaining a safe and healthy environment. | The Practicum Supervisor in collaboration with the Practicum Mentor will complete rating sheet at the end of CD292-Practicum (offered fall and spring semesters) or at the end of 120 completed internship hours (whichever comes first). | Yes |

## Related Courses

- CD140 - Nutrition and Physical Health

**Related Documents:**

CD140_2NSR_1994-07-12.pdf
CD140_1SR_1998-11-26.pdf
CD140_1SR_2003-02-1.7.pdf
CD140_1SR_2005-05-10.pdf
CD140_2NSR_2009-04-26.pdf
CD140_1SR_2010-04-21.pdf
CD140_2NSR_2009-03-02map.pdf
CD140_1SR_2016.12.01-1.pdf

- CD292 - ECE Practicum

**Related Documents:**

CD292_1SR_2001-04-05.pdf
CD292_1SR_2003-06-09.pdf
CD292_1SR_2009_01_26.pdf
CD292_2NSR_2009-03-02map.pdf
CD292_2NSR_2010-10-25.pdf
CD292_1SR_2011-11-08.pdf
CD292_1SR_2016.12.02.pdf

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Related Course SLO

* CD140 - Nutrition and Physical Health: SLO#1 Safety - SLO#1 FA2012-SP2014
Upon successful completion of this course, students will be able to demonstrate skills needed to successfully design a safe environment for young children.

### Outcome Description: AY06-07 SLO#1 Curriculum Design and Implementation

Students will develop and implement a comprehensive lesson plan appropriate for young children.

**Start Date:** 10/09/2006

**End Date:** 10/08/2007
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Rating scale for integrated lesson plans<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Internship/Co-op/Practicum Evaluation | 100% of students who enroll in CD292 will earn an average total score of 2.5 or better (out of 4.0) on the rating scale for an integrated lesson plan. The lesson plan will include all areas of development: physical, language, cognitive, creative, social and emotional; uses correct grammar and organizes paper well so that lesson can be duplicated, contains objectives/skills, materials, instructions, assessment and follow-up; and is developmentally and age appropriate. | Rating sheets will be collected during Fall 06 and Spring 2007 semester. The Practicum Supervisor will collect lesson plans, anaylze, and observe students during the middle to end of CD292 (Fall 06 and Sp 07 semester). | Yes |

## Related Courses

- CD292 - ECE Practicum

**Related Documents:**
CD292_1SR_2001-04-05.pdf
CD292_1SR_2003-06-09.pdf
CD292_1SR_2009_01_26.pdf
CD292_2NSR_2009-03-02map.pdf
CD292_2NSR_2010-10-25.pdf
CD292_1SR_2011-11-08.pdf
CD292_1SR_2016.12.02.pdf

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Early Childhood Education AS & Certificate

* Program/Unit Level - Develop in students the necessary skills to enter the early childhood field as successful practitioners in order to provide high quality early childhood learning environments.

## Outcome Description: AY06-07 SLO#2 Prevent Attrition

Students will complete an intervention survey and meet with an advisor at least once during the semester.

**Outcome Type:** SLO-Affective outcomes
SLO-Behavioral outcomes
SLO-Cognitive outcomes
**Start Date:** 10/01/2006
**End Date:** 10/01/2007
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

**Means of Assessment**

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Intervention Survey and meeting notes.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey | At least 50% of the students who expressed a problem on the survey will meet with an advisor to plan an intervention strategy for student success. | Instructors of CD110 and CD292 will administer intervention survey to students at risk of withdrawing or failing midway through the fall 06 and spring 07 semesters. | Yes |

## Related Courses

- CD110 - Early Childhood Education (ECE) Orientation

  **Related Documents:**
  CD110_1SR_1990-06.pdf
  CD110_2NSR_1994-07-12.pdf
  CD110_XMemo_1995-05-08.pdf
  CD110_1SR_2000-05-01.pdf
  CD110_1SR_2004-12-16.pdf
  CD110_2NSR_2006-09-05.pdf
  CD110_1SR_2009-04-02.pdf
  CD110_2NSR_2009-03-02map.pdf
  CD110_1SR_2011-03-07.pdf
  CD110_1SR_2012-04-26.pdf
  CD110_1SR_2013-04-19.pdf

- CD292 - ECE Practicum

  **Related Documents:**
  CD292_1SR_2001-04-05.pdf
  CD292_1SR_2003-06-09.pdf
  CD292_1SR_2009_01_26.pdf
  CD292_2NSR_2009-03-02map.pdf
  CD292_2NSR_2010-10-25.pdf
  CD292_1SR_2011-11-08.pdf
  CD292_1SR_2016.12.02.pdf

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### Early Childhood Education AS & Certificate

* Program/Unit Level - Develop in students the necessary skills to enter the early childhood field as successful practitioners in order to provide high quality early childhood learning environments.

## Outcome Description: AY06-07 SLO#3 Professionalism

Students will demonstrate professionalism in the field by preparing a professional development portfolio.

**Start Date:** 10/01/2006
**End Date:** 10/01/2007
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Professional Development Portfolio and Portfolio Rating Sheet (see document link)<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Internship/Co-op/Practicum Evaluation | 70% of the students who completed 120 practicum hours in CD292 will score 100% on the Professional Portfolio checklist. | At the end of CD292 during the Fall 06 and Spring 07 semesters | Yes |

### Related Courses

- CD292 - ECE Practicum

**Related Documents:**
CD292_1SR_2001-04-05.pdf
CD292_1SR_2003-06-09.pdf
CD292_1SR_2009_01_26.pdf
CD292_2NSR_2009-03-02map.pdf
CD292_2NSR_2010-10-25.pdf
CD292_1SR_2011-11-08.pdf
CD292_1SR_2016.12.02.pdf

### Related Items

#### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

#### Early Childhood Education AS & Certificate

* Program/Unit Level - Develop in students the necessary skills to enter the early childhood field as successful practitioners in order to provide high quality early childhood learning environments.

## Outcome Description: AY 08-09 SLO#1 Learning Environment

Upon completion of this program, students will be able to demonstrate the knowledge and skills needed to design an environment that is conducive to learning for infants, toddlers, and young children.

**Outcome Type:** SLO-Behavioral outcomes
SLO-Cognitive outcomes
**Start Date:** 08/30/2008
**End Date:** 12/30/2009
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Rating Scale<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Internship/Co-op/Practicum Evaluation<br>**Related Documents:**<br>ECE Rating Sheet | At least 70% of the students who complete 120 hours of practicum in CD292 will earn an average total score of 4.0 out of 4.0 on the rating scale for establishing and maintaining a safe and healthy environment (see Competency #1 on ECE Rating Sheet). | Data will be collected at the end of CD292 (Spring 2009 semester) by the Practicum Supervisor (CD292 instructor). Rating Scale will be completed by Practicum Mentor who is usually the head teacher of the classroom or childcare center director. | Yes |

### Related Courses

- CD110 - Early Childhood Education (ECE) Orientation

**Related Documents:**
CD110_1SR_1990-06.pdf

CD110_2NSR_1994-07-12.pdf
CD110_XMemo_1995-05-08.pdf
CD110_1SR_2000-05-01.pdf
CD110_1SR_2004-12-16.pdf
CD110_2NSR_2006-09-05.pdf
CD110_1SR_2009-04-02.pdf
CD110_2NSR_2009-03-02map.pdf
CD110_1SR_2011-03-07.pdf
CD110_1SR_2012-04-26.pdf
CD110_1SR_2013-04-19.pdf

- CD140 - Nutrition and Physical Health

**Related Documents:**

CD140_2NSR_1994-07-12.pdf
CD140_1SR_1998-11-26.pdf
CD140_1SR_2003-02-1.7.pdf
CD140_1SR_2005-05-10.pdf
CD140_2NSR_2009-04-26.pdf
CD140_1SR_2010-04-21.pdf
CD140_2NSR_2009-03-02map.pdf
CD140_1SR_2016.12.01-1.pdf

- CD180 - Language Arts in Early Childhood

**Related Documents:**

CD180_1SR_1997-12-09.pdf
CD180_1SR_2002-05-01.pdf
CD180_2NSR_2006-09-05.pdf
CD180_1SR_2008-05-22.pdf
CD180_2NSR_2010-04-23.pdf
CD180_2NSR_2009-03-02map.pdf
CD180_1SR_2012-12-12.pdf
CD180_2NSR_2013_12_12.pdf
CD180_2NSR_2013-12-16.pdf
CD180_2NSR_AIH_2014-04-30 2-11-2015.pdf
CD180_2NSR_2014-04-30 2-11-2015.pdf

- CD221 - Child Growth & Development

**Related Documents:**

CD221_1SR_1997-12-09.pdf
CD221_1SR_2002-05-01.pdf
CD221_1SR_2005-05-10.pdf
CD221_2NSR_2006-11-03.pdf
CD221_1SR_2009-12-24.pdf
CD221_2NSR_2010-04-23.pdf
CD221_2NSR_2009-03-02map.pdf
CD221_SR_2014-12-11_acalog.pdf
CD221_1SR_2017.01.10.pdf

- CD240 - Cognitive & Creative Development in Early Childhood

**Related Documents:**

CD240_2NSR_1994-07-12.pdf
CD240_1SR_2001-10-29.pdf

CD240_1SR_2003-06-09.pdf
CD240_2NSR_2006-09-05.pdf
CD240_1SR_2008-10-28.pdf
CD240_2NSR_2009-03-02map.pdf
CD240_1SR_2011-03-18.pdf
CD240_2NSR_2011-12-05.pdf
CD240_SR_AY1617-FINAL_2016-04-05.pdf

- CD260 - Social & Emotional Development

**Related Documents:**

CD260_2NSR_1994-07-12.pdf
CD260_1SR_2001-05-04.pdf
CD260_1SR_2005-04-01.pdf
CD260_2NSR_2006-09-05.pdf
CD260_1SR_2010-03-02.pdf
CD260_2NSR_2009-03-02map.pdf
CD260_2NSR_2011-12-05.pdf
CD260_AY2015-2016_Approved_04132015acalog.pdf

- CD292 - ECE Practicum

**Related Documents:**

CD292_1SR_2001-04-05.pdf
CD292_1SR_2003-06-09.pdf
CD292_1SR_2009_01_26.pdf
CD292_2NSR_2009-03-02map.pdf
CD292_2NSR_2010-10-25.pdf
CD292_1SR_2011-11-08.pdf
CD292_1SR_2016.12.02.pdf

- ED231 (formerly CD231) - Introduction to Exceptional Children

**Related Documents:**

ED231_1SR_2006-05-02.pdf
ED231_2NSR_2008-04-04map.pdf
ED231_2NSR_2009-03-02map.pdf
ED231_1SR_2011-02-11.pdf
ED231_1SR_2016.12.02.pdf

- ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education

**Related Documents:**

ED281_1SR_2005-04-01.pdf
ED281_1SR_2010-01-19.pdf
ED281_2NSR_2008-04-04map.pdf
ED281_2NSR_2009-03-02map.pdf
ED281_6ARCH_2013_12_23.pdf

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning

support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Early Childhood Education AS & Certificate

* Program/Unit Level - Prepare students to work with infants to young school-age children and their families as caregivers, family childcare providers, directors of centers, teachers, and early childhood education aides.
* Program/Unit Level - Develop in students the necessary skills to enter the early childhood field as successful practitioners in order to provide high quality early childhood learning environments.

### Related Course SLO

* CD140 - Nutrition and Physical Health: Safe Environment - SLO#1 AY08-09:
  Upon successful completion of this course, students will be able to demonstrate skills needed to successfully design a safe and healthy environment for infants through age eight.
* CD180 - Language Arts in Early Childhood: Language Knowledge - SLO#1 AY08-09:
  Upon successful completion of this course, students will be able to demonstrate knowledge in the language developmental domains as it relates to young children.
* CD221 - Child Growth & Development: Infants/Toddlers - SLO#1 AY08-09:
  Upon successful completion of this course, students will be able to describe the social, physical and cognitive development of infants and toddlers.
* CD221 - Child Growth & Development: Stages-Preschoolers - SLO#2 AY08-09:
  Upon successful completion of this course, students will be able to describe the social, physical and cognitive development of preschoolers.
* CD260 - Social & Emotional Development: Domains - SLO#1 AY08-09:
  Upon successful completion of this course, students will be able to demonstrate knowledge in the domains of social and emotional development in young children.
* CD280 - Program Development & Family Partnerships: Developmentally Appropriate Practices - SLO#1 AY08-09:
  Upon successful completion of this course, students will be able to discuss developmentally appropriate practices for the different age groups from birth to eight years old.
* CD280 - Program Development & Family Partnerships: Programs - SLO#3 AY08-09:
  Upon successful completion of this course, students will be able to demonstrate knowledge of different early childhood programs.
* CD281 (now ED281) - Bilingual/Bicultural: Multicultural Materials & Techniques - demonstrate the ability to use multicultural learning materials and techniques with young children.
* CD292 - ECE Practicum: Work-site Behavior - SLO#1 AY08-09:
  Upon successful completion of this course, students will be able to demonstrate appropriate work-site behavior.
* ED220 (formerly ED170) - Human Growth & Development: Stages - Adolescents & Adult Learners - SLO#1 AY08-09:
  Upon successful completion of this course, students will be able to describe the social, physical and cognitive development of adolescent and adult learners.
* ED220 (formerly ED170) - Human Growth & Development: Impact 1 - SLO #2 AY 08-09:
  Upon successful completion of this course, students will be able to demonstrate an understanding of how society, culture, and family impact individuals at each stage of their development and growth.
* ED231 (formerly CD231) - Introduction to Exceptional Children: Modifications 1 - SLO #1 AY 08-09:
  Upon successful completion of this course, students will be able to describe ways to modify curriculum and provide accommodations for students with disabilities.

### Outcome Description: AY 08-09 SLO#2 Teaching Strategies

Upon completion of this program, students will be able to demonstrate developmentally and age-appropriate teaching strategies needed to effectively work with young children (ages bith through eight years).

**Outcome Type:** SLO-Behavioral outcomes

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| rating scale for integrated lesson plan<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Internship/Co-op/Practicum Evaluation<br>**Related Documents:**<br>ECE Rating Sheet<br>Portfolio Checklist | 100% of students who enroll in CD292 will earn an average total score of 2.5 or better (out of 4.0) on the rating scale for an integrated lesson plan (see Competency #2) and a 2.0 out of 2.0 on the Portfolio Checklist (item #3). The lesson plan will include all areas of development: physical, language, cognitive, creative, social and emotional; uses correct grammar and organizes paper well so that lesson can be duplicated, contains objectives/skills, materials, instructions, assessment and follow-up; and is developmentally and age appropriate. | The Practicum Supervisor (instructor for CD292) will collect ECE rating sheets from students at the end of Spring 2009 semester. The scoring on the ECE rating sheet will be conducted by Practicum Mentor, usually the head teacher or director of a child care center who closely works with practicum students. The scoring of the Portfolio Checklist will be done by the instructor of CD292. | Yes |

## Related Courses

- CD110 - Early Childhood Education (ECE) Orientation

  **Related Documents:**
  CD110_1SR_1990-06.pdf
  CD110_2NSR_1994-07-12.pdf
  CD110_XMemo_1995-05-08.pdf
  CD110_1SR_2000-05-01.pdf
  CD110_1SR_2004-12-16.pdf
  CD110_2NSR_2006-09-05.pdf
  CD110_1SR_2009-04-02.pdf
  CD110_2NSR_2009-03-02map.pdf
  CD110_1SR_2011-03-07.pdf
  CD110_1SR_2012-04-26.pdf
  CD110_1SR_2013-04-19.pdf

- CD140 - Nutrition and Physical Health

  **Related Documents:**
  CD140_2NSR_1994-07-12.pdf
  CD140_1SR_1998-11-26.pdf
  CD140_1SR_2003-02-1.7.pdf
  CD140_1SR_2005-05-10.pdf
  CD140_2NSR_2009-04-26.pdf
  CD140_1SR_2010-04-21.pdf
  CD140_2NSR_2009-03-02map.pdf
  CD140_1SR_2016.12.01-1.pdf

- CD180 - Language Arts in Early Childhood

  **Related Documents:**
  CD180_1SR_1997-12-09.pdf
  CD180_1SR_2002-05-01.pdf
  CD180_2NSR_2006-09-05.pdf
  CD180_1SR_2008-05-22.pdf
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CD180_2NSR_2013-12-16.pdf
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- CD240 - Cognitive & Creative Development in Early Childhood

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CD240_2NSR_1994-07-12.pdf
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CD240_1SR_2003-06-09.pdf
CD240_2NSR_2006-09-05.pdf
CD240_1SR_2008-10-28.pdf
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CD292_2NSR_2009-03-02map.pdf
CD292_2NSR_2010-10-25.pdf
CD292_1SR_2011-11-08.pdf
CD292_1SR_2016.12.02.pdf

- ED231 (formerly CD231) - Introduction to Exceptional Children

**Related Documents:**

ED231_1SR_2006-05-02.pdf
ED231_2NSR_2008-04-04map.pdf
ED231_2NSR_2009-03-02map.pdf
ED231_1SR_2011-02-11.pdf
ED231_1SR_2016.12.02.pdf

- ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education

**Related Documents:**

ED281_1SR_2005-04-01.pdf
ED281_1SR_2010-01-19.pdf
ED281_2NSR_2008-04-04map.pdf
ED281_2NSR_2009-03-02map.pdf
ED281_6ARCH_2013_12_23.pdf

## Related Items

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support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Early Childhood Education AS & Certificate

* Program/Unit Level - Develop in students the necessary skills to enter the early childhood field as successful practitioners in order to provide high quality early childhood learning environments.

### Related Course SLO

* CD110 - Early Childhood Education (ECE) Orientation: Domains - SLO#1 AY08-09:
  Upon successful completion of this course, students will be able to demonstrate basic knowledge of developmental domains related to early childhood.
* CD110 - Early Childhood Education (ECE) Orientation: Learning Environment - SLO#3 AY08-09:
  Upon successful completion of this course, students will be able to demonstrate basic knowledge and skills needed to create a developmentally appropriate learning environment for young children.
* CD140 - Nutrition and Physical Health: Health Practices - SLO#2 AY08-09:
  Upon successful completion of this course, students will be able to demonstrate strategies for the promotion of positive health practices in the early childhood environment.
* CD180 - Language Arts in Early Childhood: Language/Literacy Activities - SLO#2 AY08-09:
  Upon successful completion of this course, students will be able to plan and implement activities for young children which develop and enhance language skills, and promote literacy.
* CD240 - Cognitive & Creative Development in Early Childhood: Creativity - SLO#1 AY08-09:
  Upon successful completion of this course, students will be able to demonstrate the ability to incorporate creativity in all content areas of a developmentally appropriate early childhood learning environment.
* CD240 - Cognitive & Creative Development in Early Childhood: Cognitive - SLO#2 AY08-09:
  Upon successful completion of this course, students will be able to demonstrate the ability to plan and execute activities that stimulate cognitive development in young children.
* CD260 - Social & Emotional Development: Management Techniques - SLO#2 AY08-09:
  Upon successful completion of this course, students will be able to demonstrate skills in child management techniques that foster self-concept, positive self-esteem, and social behaviors.
* CD260 - Social & Emotional Development: Positive Guidance - SLO#3 AY08-09:
  Upon successful completion of this course, students will be able to apply skills in providing positive guidance in an early childhood setting.
* CD281 (now ED281) - Bilingual/Bicultural: Multicultural Materials & Techniques - demonstrate the ability to use multicultural learning materials and techniques with young children.
* CD292 - ECE Practicum: Lesson Implementation - SLO#2 AY08-09:
  Upon successful completion of this course, students will be able to develop and implement an integrated lesson and/or learning centers that incorporate all developmental areas of early childhood.
* ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education: Multicultural Environment 1 - SLO #1 AY 08-09:
  Upon successful completion of this course, students will be able to demonstrate ways of creating a multicultural environment.
* ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education: Learning Strategies 1 - SLO #3 AY 08-09:
  Upon successful completion of this course, students will be able to demonstrate the ability to use multicultural learning materials and techniques with students in the classroom.

### Outcome Description: AY 08-09 SLO#3 ECE Disposition

Upon completion of this program, students will be able to demonstrate appropriate disposition and skills needed to effectively work with young children and families who come from different nationalities, cultures and ethnic groups and/or have special needs including those who speak languages other than English.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 08/30/2008
**End Date:** 12/30/2009
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Portfolio Checklist and Practicum Rating Sheet<br><br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Portfolio Evaluation<br><br>**Related Documents:**<br>Portfolio Checklist<br>ECE Rating Sheet | 70% of the students who completed 120 practicum hours in CD292 will score a 2.0 out of 2.0 on the Diversity item (#8) of the Professional Portfolio checklist and a 4.0 out of 4.0 on the ECE Rating sheet (Competency #5). | The Practicum Supervisor will collect portfolios/rating sheets at the end of CD292 (Spring semester). The Practicum Mentor will rate student on the ECE rating sheet and the Practicum Supervisor (instructor) will rate students on the Portfolio Checklist. | Yes |

## Related Courses

- CD140 - Nutrition and Physical Health

  **Related Documents:**

  CD140_2NSR_1994-07-12.pdf
  CD140_1SR_1998-11-26.pdf
  CD140_1SR_2003-02-1.7.pdf
  CD140_1SR_2005-05-10.pdf
  CD140_2NSR_2009-04-26.pdf
  CD140_1SR_2010-04-21.pdf
  CD140_2NSR_2009-03-02map.pdf
  CD140_1SR_2016.12.01-1.pdf

- CD180 - Language Arts in Early Childhood

  **Related Documents:**

  CD180_1SR_1997-12-09.pdf
  CD180_1SR_2002-05-01.pdf
  CD180_2NSR_2006-09-05.pdf
  CD180_1SR_2008-05-22.pdf
  CD180_2NSR_2010-04-23.pdf
  CD180_2NSR_2009-03-02map.pdf
  CD180_1SR_2012-12-12.pdf
  CD180_2NSR_2013_12_12.pdf
  CD180_2NSR_2013-12-16.pdf
  CD180_2NSR_AIH_2014-04-30 2-11-2015.pdf
  CD180_2NSR_2014-04-30 2-11-2015.pdf

- CD221 - Child Growth & Development

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  CD221_1SR_2005-05-10.pdf
  CD221_2NSR_2006-11-03.pdf
  CD221_1SR_2009-12-24.pdf
  CD221_2NSR_2010-04-23.pdf
  CD221_2NSR_2009-03-02map.pdf
  CD221_SR_2014-12-11_acalog.pdf
  CD221_1SR_2017.01.10.pdf

- CD260 - Social & Emotional Development

  **Related Documents:**

  CD260_2NSR_1994-07-12.pdf
  CD260_1SR_2001-05-04.pdf
  CD260_1SR_2005-04-01.pdf
  CD260_2NSR_2006-09-05.pdf
  CD260_1SR_2010-03-02.pdf
  CD260_2NSR_2009-03-02map.pdf
  CD260_2NSR_2011-12-05.pdf
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CD292_2NSR_2010-10-25.pdf
CD292_1SR_2011-11-08.pdf
CD292_1SR_2016.12.02.pdf

- ED231 (formerly CD231) - Introduction to Exceptional Children

**Related Documents:**

ED231_1SR_2006-05-02.pdf
ED231_2NSR_2008-04-04map.pdf
ED231_2NSR_2009-03-02map.pdf
ED231_1SR_2011-02-11.pdf
ED231_1SR_2016.12.02.pdf

- ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education

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ED281_1SR_2005-04-01.pdf
ED281_1SR_2010-01-19.pdf
ED281_2NSR_2008-04-04map.pdf
ED281_2NSR_2009-03-02map.pdf
ED281_6ARCH_2013_12_23.pdf

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### Early Childhood Education AS & Certificate

* Program/Unit Level - Develop in students a professional and ethical disposition towards the early childhood education field adhering to Developmentally Appropriate Practices and the National Association for the Education of Young Children's (NAEYC) Code of Ethics.

## Related Course SLO

* CD280 - Program Development & Family Partnerships: Working with Families - SLO#2 AY08-09:
  Upon successful completion of this course, students will be able to demonstrate appropriate attitude and skills in working with parents and families.
* CD281 (now ED281) - Bilingual/Bicultural: Diversity Disposition - Upon completion of this course, students will be able to develop an appreciation for human diversity and differences and ways of creating an anti-bias environment.
* CD281 (now ED281) - Bilingual/Bicultural: Multicultural Education - Upon completion of this course, students will be able to demonstrate an understanding of working with parents and families to incorporate multicultural attitudes in the classroom.
* CD281 (now ED281) - Bilingual/Bicultural: Multicultural Materials & Techniques - demonstrate the ability to use multicultural learning materials and techniques with young children.
* ED231 (formerly CD231) - Introduction to Exceptional Children: Working with Families 1 - SLO #2 AY 08-09:
  Upon successful completion of this course, students will be able to demonstrate an understanding and respect for the family with a special needs child as well as develop strategies to empower families.
* ED231 (formerly CD231) - Introduction to Exceptional Children: Referral Process 1 - SLO #3 AY 08-09:
  Upon successful completion of this course, students will be able to demonstrate an understanding of the process of referral, screening, assessment, Individual Family Service Plan and Individual Education Plan development including the major team members.
* ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education: Working with Families 1 - SLO #2 AY 08-09:

Upon successful completion of this course, students will be able to demonstrate an understanding of involving parents and families in creating and maintaining a multicultural classroom.

### Outcome Description: Professionalism & Ethics

SLO#1 FA2010-SP2012
Upon successful completion of this program, students will be able to demonstrate professionalism and ethical conduct within the educational field.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Job Rating Scale<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Internship/Co-op/Practicum Evaluation<br>**Related Documents:**<br>CD292JobRatingScale.pdf | At least 80% of the students who complete CD292 ECE Practicum will receive nothing less than a "3" on all items on the Job Rating Scale. | Job Rating Scale is completed by the Practicum Mentor who is usually the lead teacher of the classroom or childcare center director. The CD292 instructor will collect the data from those who complete CD292 during fall and spring semesters. | Yes |

### Related Courses

- CD110 - Early Childhood Education (ECE) Orientation
  **Related Documents:**
  CD110_1SR_1990-06.pdf
  CD110_2NSR_1994-07-12.pdf
  CD110_XMemo_1995-05-08.pdf
  CD110_1SR_2000-05-01.pdf
  CD110_1SR_2004-12-16.pdf
  CD110_2NSR_2006-09-05.pdf
  CD110_1SR_2009-04-02.pdf
  CD110_2NSR_2009-03-02map.pdf
  CD110_1SR_2011-03-07.pdf
  CD110_1SR_2012-04-26.pdf
  CD110_1SR_2013-04-19.pdf
- CD140 - Nutrition and Physical Health
  **Related Documents:**
  CD140_2NSR_1994-07-12.pdf
  CD140_1SR_1998-11-26.pdf
  CD140_1SR_2003-02-1.7.pdf
  CD140_1SR_2005-05-10.pdf
  CD140_2NSR_2009-04-26.pdf
  CD140_1SR_2010-04-21.pdf
  CD140_2NSR_2009-03-02map.pdf
  CD140_1SR_2016.12.01-1.pdf
- CD180 - Language Arts in Early Childhood

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CD180_1SR_2008-05-22.pdf
CD180_2NSR_2010-04-23.pdf
CD180_2NSR_2009-03-02map.pdf
CD180_1SR_2012-12-12.pdf
CD180_2NSR_2013_12_12.pdf
CD180_2NSR_2013-12-16.pdf
CD180_2NSR_AIH_2014-04-30 2-11-2015.pdf
CD180_2NSR_2014-04-30 2-11-2015.pdf

- CD221 - Child Growth & Development

**Related Documents:**
CD221_1SR_1997-12-09.pdf
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CD221_1SR_2005-05-10.pdf
CD221_2NSR_2006-11-03.pdf
CD221_1SR_2009-12-24.pdf
CD221_2NSR_2010-04-23.pdf
CD221_2NSR_2009-03-02map.pdf
CD221_SR_2014-12-11_acalog.pdf
CD221_1SR_2017.01.10.pdf

- CD240 - Cognitive & Creative Development in Early Childhood

**Related Documents:**
CD240_2NSR_1994-07-12.pdf
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CD240_1SR_2003-06-09.pdf
CD240_2NSR_2006-09-05.pdf
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CD240_2NSR_2009-03-02map.pdf
CD240_1SR_2011-03-18.pdf
CD240_2NSR_2011-12-05.pdf
CD240_SR_AY1617-FINAL_2016-04-05.pdf

- CD260 - Social & Emotional Development

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CD260_2NSR_1994-07-12.pdf
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CD260_1SR_2005-04-01.pdf
CD260_2NSR_2006-09-05.pdf
CD260_1SR_2010-03-02.pdf
CD260_2NSR_2009-03-02map.pdf
CD260_2NSR_2011-12-05.pdf
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CD292_2NSR_2010-10-25.pdf
CD292_1SR_2011-11-08.pdf
CD292_1SR_2016.12.02.pdf

- ED220 (formerly ED170) - Human Growth & Development

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ED220_1SR_2005-04-01.pdf
ED220_2NSR_2005-09-12.pdf
ED220_0Adopt_1999-12-09.pdf
ED220_1SR_2010-01-19.pdf
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**Related Documents:**

ED231_1SR_2006-05-02.pdf
ED231_2NSR_2008-04-04map.pdf
ED231_2NSR_2009-03-02map.pdf
ED231_1SR_2011-02-11.pdf
ED231_1SR_2016.12.02.pdf

- ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education

**Related Documents:**

ED281_1SR_2005-04-01.pdf
ED281_1SR_2010-01-19.pdf
ED281_2NSR_2008-04-04map.pdf
ED281_2NSR_2009-03-02map.pdf
ED281_6ARCH_2013_12_23.pdf

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

### Early Childhood Education AS & Certificate

* Program/Unit Level - Develop in students a professional and ethical disposition towards the early childhood education field adhering to Developmentally Appropriate Practices and the National Association for the Education of Young Children's (NAEYC) Code of Ethics.
* Program/Unit Level - Prepare students to work with infants to young school-age children and their families as caregivers, family childcare providers, directors of centers, teachers, and early childhood education aides.
* Program/Unit Level - Develop in students the necessary skills to enter the early childhood field as successful practitioners in order to provide high quality early childhood learning environments.

* Program/Unit Level - FY2011 PRG#2
  Provide quality instruction.

## Related Course SLO

* CD110 - Early Childhood Education (ECE) Orientation: Career Opportunities - SLO#3 FA2010-SP2012
  Upon successful completion of this course, students will be able to list entry-level requirements and employment skills for various careers within the early childhood education field.
* CD292 - ECE Practicum: Professionalism & Ethics - SLO#1 FA2010-SP2012
  Upon successful completion of this course, students will be able to demonstrate professionalism and ethical conduct within the educational field.

## Outcome Description: Knowledge & Skills

SLO#2 FA2010-SP2012
Upon successful completion of this program, students will be able to demonstrate appropriate knowledge, disposition, and skills needed to effectively work with students, including those from culturally and linguistically diverse backgrounds, and students with special needs.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Practicum Rating Scale<br>Portfolio Checklist<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Internship/Co-op/Practicum Evaluation<br>**Related Documents:**<br>CD292PracticumRatingScale.pdf<br>CD292Portfolio Checklist.PDF | At least 80% of students who complete CD292 ECE Practicum will earn an average total score of 3.0 or better (out of 4.0) on the Practicum Rating Sheet and at least an 80% on the Portfolio Checklist. | Scoring on the Practicum Rating Scale is completed by the Practicum Mentor, who is usually the lead teacher of the classroom or childcare center director. The scoring of the Portfolio Checklist is completed by the CD292 instructor. The CD292 instructor will collect the data from those who complete CD292 during the fall and spring semesters. | Yes |

## Related Courses

- CD110 - Early Childhood Education (ECE) Orientation

  **Related Documents:**
  CD110_1SR_1990-06.pdf
  CD110_2NSR_1994-07-12.pdf
  CD110_XMemo_1995-05-08.pdf
  CD110_1SR_2000-05-01.pdf
  CD110_1SR_2004-12-16.pdf
  CD110_2NSR_2006-09-05.pdf
  CD110_1SR_2009-04-02.pdf
  CD110_2NSR_2009-03-02map.pdf
  CD110_1SR_2011-03-07.pdf
  CD110_1SR_2012-04-26.pdf
  CD110_1SR_2013-04-19.pdf
- CD140 - Nutrition and Physical Health

  **Related Documents:**

CD140_2NSR_1994-07-12.pdf
CD140_1SR_1998-11-26.pdf
CD140_1SR_2003-02-1.7.pdf
CD140_1SR_2005-05-10.pdf
CD140_2NSR_2009-04-26.pdf
CD140_1SR_2010-04-21.pdf
CD140_2NSR_2009-03-02map.pdf
CD140_1SR_2016.12.01-1.pdf

- CD180 - Language Arts in Early Childhood

**Related Documents:**

CD180_1SR_1997-12-09.pdf
CD180_1SR_2002-05-01.pdf
CD180_2NSR_2006-09-05.pdf
CD180_1SR_2008-05-22.pdf
CD180_2NSR_2010-04-23.pdf
CD180_2NSR_2009-03-02map.pdf
CD180_1SR_2012-12-12.pdf
CD180_2NSR_2013_12_12.pdf
CD180_2NSR_2013-12-16.pdf
CD180_2NSR_AIH_2014-04-30 2-11-2015.pdf
CD180_2NSR_2014-04-30 2-11-2015.pdf

- CD221 - Child Growth & Development

**Related Documents:**

CD221_1SR_1997-12-09.pdf
CD221_1SR_2002-05-01.pdf
CD221_1SR_2005-05-10.pdf
CD221_2NSR_2006-11-03.pdf
CD221_1SR_2009-12-24.pdf
CD221_2NSR_2010-04-23.pdf
CD221_2NSR_2009-03-02map.pdf
CD221_SR_2014-12-11_acalog.pdf
CD221_1SR_2017.01.10.pdf

- CD240 - Cognitive & Creative Development in Early Childhood

**Related Documents:**

CD240_2NSR_1994-07-12.pdf
CD240_1SR_2001-10-29.pdf
CD240_1SR_2003-06-09.pdf
CD240_2NSR_2006-09-05.pdf
CD240_1SR_2008-10-28.pdf
CD240_2NSR_2009-03-02map.pdf
CD240_1SR_2011-03-18.pdf
CD240_2NSR_2011-12-05.pdf
CD240_SR_AY1617-FINAL_2016-04-05.pdf

- CD260 - Social & Emotional Development

**Related Documents:**

CD260_2NSR_1994-07-12.pdf
CD260_1SR_2001-05-04.pdf
CD260_1SR_2005-04-01.pdf

CD260_2NSR_2006-09-05.pdf
CD260_1SR_2010-03-02.pdf
CD260_2NSR_2009-03-02map.pdf
CD260_2NSR_2011-12-05.pdf
CD260_AY2015-2016_Approved_04132015acalog.pdf

- CD292 - ECE Practicum

**Related Documents:**
CD292_1SR_2001-04-05.pdf
CD292_1SR_2003-06-09.pdf
CD292_1SR_2009_01_26.pdf
CD292_2NSR_2009-03-02map.pdf
CD292_2NSR_2010-10-25.pdf
CD292_1SR_2011-11-08.pdf
CD292_1SR_2016.12.02.pdf

- ED220 (formerly ED170) - Human Growth & Development

**Related Documents:**
ED220_1SR_2005-04-01.pdf
ED220_2NSR_2005-09-12.pdf
ED220_0Adopt_1999-12-09.pdf
ED220_1SR_2010-01-19.pdf
ED220_2NSR_2008-04-04map.pdf
ED220_SR_2016-02-09_FINAL_acalog.pdf

- ED231 (formerly CD231) - Introduction to Exceptional Children

**Related Documents:**
ED231_1SR_2006-05-02.pdf
ED231_2NSR_2008-04-04map.pdf
ED231_2NSR_2009-03-02map.pdf
ED231_1SR_2011-02-11.pdf
ED231_1SR_2016.12.02.pdf

- ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education

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ED281_1SR_2005-04-01.pdf
ED281_1SR_2010-01-19.pdf
ED281_2NSR_2008-04-04map.pdf
ED281_2NSR_2009-03-02map.pdf
ED281_6ARCH_2013_12_23.pdf

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* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
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* Program/Unit Level - Develop in students a professional and ethical disposition towards the early childhood education field adhering to Developmentally Appropriate Practices and the National Association for the Education of Young Children's (NAEYC) Code of Ethics.
* Program/Unit Level - Prepare students to work with infants to young school-age children and their families as caregivers, family childcare providers, directors of centers, teachers, and early childhood education aides.
* Program/Unit Level - Develop in students the necessary skills to enter the early childhood field as successful practitioners in order to provide high quality early childhood learning environments.
* Program/Unit Level - FY2011 PRG#2
  Provide quality instruction.

## Related Course SLO

* CD110 - Early Childhood Education (ECE) Orientation: Developmental Domains - SLO#1 FA2010-SP2012
  Upon successful completion of this course, students will be able to demonstrate basic knowledge of all developmental domains related to early childhood.
* CD110 - Early Childhood Education (ECE) Orientation: DAP Learning Environment - SLO#2 FA2010-SP2012
  Upon successful completion of this course, students will be able to demonstrate basic knowledge and skills needed to create a developmentally appropriate learning environment for young children.
* CD140 - Nutrition and Physical Health: Safety - SLO#1 FA2010-SP2012
  Upon successful completion of this course, students will be able to demonstrate skills needed to successfully design a safe environment for young children.
* CD140 - Nutrition and Physical Health: Healthy - SLO#2 FA2010-SP2012
  Upon successful completion of this course, students will be able to demonstrate skills needed to successfully design a healthy environment for young children.
* CD140 - Nutrition and Physical Health: Nutrition & Health - SLO#3 FA2010-SP2012
  Upon successful completion of this course, students will be able to demonstrate strategies for the promotion of positive nutritional practices in the early childhood environment.
* CD180 - Language Arts in Early Childhood: Language Development & Skills - SLO#1 FA2010-SP2012
  Upon successful completion of this course, students will be able to demonstrate understanding of language development and skills at the early childhood levels.
* CD180 - Language Arts in Early Childhood: Language Activities - SLO#2 FA2010-SP2012
  Upon successful completion of this course, students will be able to plan, develop and implement language activities, including literacy activities, in early childhood settings.
* CD221 - Child Growth & Development: Infant-Toddler Development - SLO#1 FA2010-SP2012
  Upon successful completion of this course, students will be able to describe the social, physical, and cognitive development of infants and toddlers.
* CD221 - Child Growth & Development: Preschool Development - SLO#2 FA2010-SP2012
  Upon successful completion of this course, students will be able to describe the social, physical, and cognitive development of preschoolers.
* CD260 - Social & Emotional Development: Social & Emotional Knowledge - SLO#1 FA2010-SP2012
  Upon successful completion of this course, students will be able to demonstrate knowledge in the domains of social and emotional development in young children.
* CD260 - Social & Emotional Development: SLO#1 Social & Emotional Knowledge - SLO#1 FA2012-SP2014
  Upon successful completion of this course, students will be able to demonstrate knowledge in the domains of social and emotional development in young children.
* CD280 - Program Development & Family Partnerships: DAP for Young Children - SLO#1 FA2010-SP2012
  Upon successful completion of this course, students will be able to discuss developmentally appropriate practices for the different age groups from birth to eight years of age.
* CD280 - Program Development & Family Partnerships: Family Partnerships - SLO#2 FA2010-SP2012
  Upon successful completion of this course, students will be able to demonstrate appropriate attitude and skills in working with parents and families.
* CD280 - Program Development & Family Partnerships: ECE Programs - SLO#3 FA2015-SP2017
  Upon successful completion of this course, students will be able to demonstrate knowledge of different early childhood programs.
* ED220 (formerly ED170) - Human Growth & Development: Stages: Adolescents-Adult Learners - SLO#1 FA2010-SP2012
  Upon successful completion of this course, students will be able to describe the social, physical and cognitive development of adolescent and adult learners.
* ED220 (formerly ED170) - Human Growth & Development: Impact Development - SLO#2 FA2010-SP2012
  Upon successful completion of this course, students will be able to demonstrate an understanding of how society, culture, and family impact individuals at each stage of their development and growth.
* ED220 (formerly ED170) - Human Growth & Development: Stages: School Age - SLO#3 FA2010-SP2012
  Upon successful completion of this course, students will be able to describe the social, physical and cognitive development of school age learners.
* ED231 (formerly CD231) - Introduction to Exceptional Children: Working Parents & Families - SLO#2 FA2010-SP2012
  Upon successful completion of this course, students will be able to demonstrate an understanding and respect for the family with a special needs child as well as develop strategies to empower families.
* ED231 (formerly CD231) - Introduction to Exceptional Children: Referral - SLO#3 FA2010-SP2012
  Upon successful completion of this course, students will be able to demonstrate an understanding of the process of referral, screening, assessment, Individual Family Service Plan and Individual Education Plan development including the major team members.

* ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education: Multicultural Classroom - SLO#1 FA2010-SP2012
Upon successful completion of this course, students will be able to demonstrate ways of creating and maintaining a multicultural environment.

## Outcome Description: Teaching Strategies

SLO#3 FA2010-SP2012
Upon successful completion of this program, students will be able to plan and demonstrate developmentally and age-appropriate teaching strategies needed to effectively work with students in a classroom setting.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Portfolio Checklist<br>Practicum Rating Scale<br><br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Internship/Co-op/Practicum Evaluation<br>**Related Documents:**<br>CD292PracticumRatingScale.pdf<br>CD292Portfolio Checklist.PDF | At least 80% of students who complete CD292 ECE Practicum will earn an average total score of 3.0 or better (out of 4.0) on the Practicum Rating Sheet and at least an 80% on the Portfolio Checklist. | Scoring on the Practicum Rating Scale is completed by the Practicum Mentor, who is usually the lead teacher of the classroom or childcare center director. The scoring of the Portfolio Checklist is completed by the CD292 instructor. The CD292 instructor will collect the data from those who complete CD292 during the fall and spring semesters. | Yes |

## Related Courses

- CD110 - Early Childhood Education (ECE) Orientation

  **Related Documents:**
  CD110_1SR_1990-06.pdf
  CD110_2NSR_1994-07-12.pdf
  CD110_XMemo_1995-05-08.pdf
  CD110_1SR_2000-05-01.pdf
  CD110_1SR_2004-12-16.pdf
  CD110_2NSR_2006-09-05.pdf
  CD110_1SR_2009-04-02.pdf
  CD110_2NSR_2009-03-02map.pdf
  CD110_1SR_2011-03-07.pdf
  CD110_1SR_2012-04-26.pdf
  CD110_1SR_2013-04-19.pdf

- CD140 - Nutrition and Physical Health

  **Related Documents:**
  CD140_2NSR_1994-07-12.pdf
  CD140_1SR_1998-11-26.pdf
  CD140_1SR_2003-02-1.7.pdf
  CD140_1SR_2005-05-10.pdf
  CD140_2NSR_2009-04-26.pdf

CD140_1SR_2010-04-21.pdf
CD140_2NSR_2009-03-02map.pdf
CD140_1SR_2016.12.01-1.pdf

- CD180 - Language Arts in Early Childhood

**Related Documents:**

CD180_1SR_1997-12-09.pdf
CD180_1SR_2002-05-01.pdf
CD180_2NSR_2006-09-05.pdf
CD180_1SR_2008-05-22.pdf
CD180_2NSR_2010-04-23.pdf
CD180_2NSR_2009-03-02map.pdf
CD180_1SR_2012-12-12.pdf
CD180_2NSR_2013_12_12.pdf
CD180_2NSR_2013-12-16.pdf
CD180_2NSR_AIH_2014-04-30 2-11-2015.pdf
CD180_2NSR_2014-04-30 2-11-2015.pdf

- CD221 - Child Growth & Development

**Related Documents:**

CD221_1SR_1997-12-09.pdf
CD221_1SR_2002-05-01.pdf
CD221_1SR_2005-05-10.pdf
CD221_2NSR_2006-11-03.pdf
CD221_1SR_2009-12-24.pdf
CD221_2NSR_2010-04-23.pdf
CD221_2NSR_2009-03-02map.pdf
CD221_SR_2014-12-11_acalog.pdf
CD221_1SR_2017.01.10.pdf

- CD240 - Cognitive & Creative Development in Early Childhood

**Related Documents:**

CD240_2NSR_1994-07-12.pdf
CD240_1SR_2001-10-29.pdf
CD240_1SR_2003-06-09.pdf
CD240_2NSR_2006-09-05.pdf
CD240_1SR_2008-10-28.pdf
CD240_2NSR_2009-03-02map.pdf
CD240_1SR_2011-03-18.pdf
CD240_2NSR_2011-12-05.pdf
CD240_SR_AY1617-FINAL_2016-04-05.pdf

- CD260 - Social & Emotional Development

**Related Documents:**

CD260_2NSR_1994-07-12.pdf
CD260_1SR_2001-05-04.pdf
CD260_1SR_2005-04-01.pdf
CD260_2NSR_2006-09-05.pdf
CD260_1SR_2010-03-02.pdf
CD260_2NSR_2009-03-02map.pdf
CD260_2NSR_2011-12-05.pdf
CD260_AY2015-2016_Approved_04132015acalog.pdf

- CD292 - ECE Practicum

  **Related Documents:**

  CD292_1SR_2001-04-05.pdf
  CD292_1SR_2003-06-09.pdf
  CD292_1SR_2009_01_26.pdf
  CD292_2NSR_2009-03-02map.pdf
  CD292_2NSR_2010-10-25.pdf
  CD292_1SR_2011-11-08.pdf
  CD292_1SR_2016.12.02.pdf

- ED220 (formerly ED170) - Human Growth & Development

  **Related Documents:**

  ED220_1SR_2005-04-01.pdf
  ED220_2NSR_2005-09-12.pdf
  ED220_0Adopt_1999-12-09.pdf
  ED220_1SR_2010-01-19.pdf
  ED220_2NSR_2008-04-04map.pdf
  ED220_SR_2016-02-09_FINAL_acalog.pdf

- ED231 (formerly CD231) - Introduction to Exceptional Children

  **Related Documents:**

  ED231_1SR_2006-05-02.pdf
  ED231_2NSR_2008-04-04map.pdf
  ED231_2NSR_2009-03-02map.pdf
  ED231_1SR_2011-02-11.pdf
  ED231_1SR_2016.12.02.pdf

- ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education

  **Related Documents:**

  ED281_1SR_2005-04-01.pdf
  ED281_1SR_2010-01-19.pdf
  ED281_2NSR_2008-04-04map.pdf
  ED281_2NSR_2009-03-02map.pdf
  ED281_6ARCH_2013_12_23.pdf

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### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

### Early Childhood Education AS & Certificate

* Program/Unit Level - Develop in students a professional and ethical disposition towards the early childhood education field adhering to Developmentally Appropriate Practices and the National Association for the Education of Young Children's (NAEYC) Code of Ethics.
* Program/Unit Level - Prepare students to work with infants to young school-age children and their families as caregivers, family childcare providers, directors of centers, teachers, and early childhood education aides.
* Program/Unit Level - Develop in students the necessary skills to enter the early childhood field as successful practitioners in order to provide high quality early childhood learning environments.
* Program/Unit Level - FY2011 PRG#2
Provide quality instruction.

### Related Course SLO

* CD240 - Cognitive & Creative Development in Early Childhood: Creativity Domain - SLO#1 FA2010-SP2012
Upon successful completion of this course, students will be able to demonstrate the ability to incorporate creativity in all content areas of a developmentally appropriate early childhood learning environment.
* CD240 - Cognitive & Creative Development in Early Childhood: Cognitive Domain - SLO#2 FA2010-SP2012
Upon successful completion of this course, students will be able to demonstrate the ability to plan and execute activities that stimulate cognitive development in young children.
* CD240 - Cognitive & Creative Development in Early Childhood: SLO#2 Cognitive Domain - SLO#2 FA2012-SP2014
Upon successful completion of this course, students will be able to plan, write, and implement creative lessons and activities for young children that focus on math, science, art, imagination, and pre-literacy.
* CD260 - Social & Emotional Development: Management Techniques & Skills - SLO#2 FA2010-SP2012
Upon successful completion of this course, students will be able to demonstrate skills in child management techniques that foster self-concept, positive self-esteem, and social behaviors.
* CD260 - Social & Emotional Development: Positive Guidance Skills - SLO#3 FA2010-SP2012
Upon successful completion of this course, students will be able to apply skills in providing positive guidance in an early childhood setting.
* CD292 - ECE Practicum: Knowledge and Skills - SLO#2 FA2010-SP2012
Upon successful completion of this course, students will be able to demonstrate appropriate knowledge, disposition, and skills needed to effectively work with students, including those from culturally and linguistically diverse backgrounds, and students with special needs.
* CD292 - ECE Practicum: Teaching Strategies - SLO#3 FA2010-SP2012
Upon successful completion of this course, students will be able to plan and demonstrate developmentally and age-appropriate teaching strategies needed to effectively work with students in a classroom setting.
* ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education: SLO#2 Involving Families - SLO#2 FA2012-SP2014
Upon successful completion of this course, students will be able to demonstrate an understanding of involving parents and families in creating and maintaining a multicultural classroom.

### Outcome Description: 2011-2012 Catalog SLO#1

SLO#1 FA-SP:
Upon successful completion of the Certificate and AS in Early Childhood Education program, students will be able to demonstrate professionalism and ethical conduct within the educational field.

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Outcome Description: 2011-2012 Catalog SLO#2

SLO#2 FA-SP:
Upon successful completion of the Certificate and AS in Early Childhood Education program, students will be able to demonstrate appropriate knowledge, disposition, and skills needed to effectively work with students, including those from culturally and linguistically diverse backgrounds, and students with special needs.

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Related Course SLO

* CD140 - Nutrition and Physical Health: SLO#2 Health - SLO#2 FA2012-SP2014

Upon successful completion of this course, students will be able to successfully design a healthy environment for young children.

* CD180 - Language Arts in Early Childhood: SLO#1 Language Development & Skills - SLO#1 FA2012-SP2014
  Upon successful completion of this course, students will be able to demonstrate understanding of language development as it relates to young children.
* CD221 - Child Growth & Development: SLO#1 Infant-Toddler Development - SLO#1 FA2012-2014
  Upon successful completion of this course, students will be able to describe the social, physical, and cognitive development of infants and toddlers.
* CD240 - Cognitive & Creative Development in Early Childhood: SLO#1 Creativity Domain - SLO#1 FA2012-SP2014
  Upon successful completion of this course, students will be able to demonstrate the ability to incorporate creativity in all content areas of a developmentally appropriate early childhood learning environment.

### Outcome Description: 2011-2012 Catalog SLO#3

SLO#3 FA-SP:
Upon successful completion of the Certificate and AS in Early Childhood Education program, students will be able to plan and demonstrate developmentally and age-appropriate teaching strategies needed to effectively work with students in a classroom setting.

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Related Course SLO

* CD240 - Cognitive & Creative Development in Early Childhood: SLO#3 Cognitive Knowledge - SLO#3 FA2012-SP2014
  Upon successful completion of this course, students will be able to demonstrate knowledge of current practices and methods for teaching mathematics, art, and science.
* CD260 - Social & Emotional Development: SLO#3 Positive Guidance Skills - SLO#3 FA2012-SP2014
  Upon successful completion of this course, students will be able to apply skills in providing positive guidance in an early childhood setting.

### Outcome Description: Professionalism/Ethics

SLO#1 FA2012-SP2014
Upon successful completion of this program, students will be able to demonstrate professionalism and ethical conduct within the educational field.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/08/2012
**End Date:** 03/01/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Practicum Rating Scale<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Internship/Co-op/Practicum Evaluation<br>**Related Documents:**<br>ECEPracticumRatingScale | At least 70% of students who complete CD292 Practicum will score an average of 3.5, with no score being under a 2.0, on the Practicum Rating Scale. | Fall and spring semsters | Yes |

### Related Courses

- CD110 - Early Childhood Education (ECE) Orientation

**Related Documents:**

CD110_1SR_1990-06.pdf
CD110_2NSR_1994-07-12.pdf
CD110_XMemo_1995-05-08.pdf
CD110_1SR_2000-05-01.pdf
CD110_1SR_2004-12-16.pdf
CD110_2NSR_2006-09-05.pdf
CD110_1SR_2009-04-02.pdf
CD110_2NSR_2009-03-02map.pdf
CD110_1SR_2011-03-07.pdf
CD110_1SR_2012-04-26.pdf
CD110_1SR_2013-04-19.pdf

- CD140 - Nutrition and Physical Health

**Related Documents:**

CD140_2NSR_1994-07-12.pdf
CD140_1SR_1998-11-26.pdf
CD140_1SR_2003-02-1.7.pdf
CD140_1SR_2005-05-10.pdf
CD140_2NSR_2009-04-26.pdf
CD140_1SR_2010-04-21.pdf
CD140_2NSR_2009-03-02map.pdf
CD140_1SR_2016.12.01-1.pdf

- CD180 - Language Arts in Early Childhood

**Related Documents:**

CD180_1SR_1997-12-09.pdf
CD180_1SR_2002-05-01.pdf
CD180_2NSR_2006-09-05.pdf
CD180_1SR_2008-05-22.pdf
CD180_2NSR_2010-04-23.pdf
CD180_2NSR_2009-03-02map.pdf
CD180_1SR_2012-12-12.pdf
CD180_2NSR_2013_12_12.pdf
CD180_2NSR_2013-12-16.pdf
CD180_2NSR_AIH_2014-04-30 2-11-2015.pdf
CD180_2NSR_2014-04-30 2-11-2015.pdf

- CD221 - Child Growth & Development

**Related Documents:**

CD221_1SR_1997-12-09.pdf
CD221_1SR_2002-05-01.pdf
CD221_1SR_2005-05-10.pdf
CD221_2NSR_2006-11-03.pdf
CD221_1SR_2009-12-24.pdf
CD221_2NSR_2010-04-23.pdf
CD221_2NSR_2009-03-02map.pdf
CD221_SR_2014-12-11_acalog.pdf
CD221_1SR_2017.01.10.pdf

- CD240 - Cognitive & Creative Development in Early Childhood

**Related Documents:**

CD240_2NSR_1994-07-12.pdf
CD240_1SR_2001-10-29.pdf
CD240_1SR_2003-06-09.pdf
CD240_2NSR_2006-09-05.pdf
CD240_1SR_2008-10-28.pdf
CD240_2NSR_2009-03-02map.pdf
CD240_1SR_2011-03-18.pdf
CD240_2NSR_2011-12-05.pdf
CD240_SR_AY1617-FINAL_2016-04-05.pdf

- CD260 - Social & Emotional Development

**Related Documents:**

CD260_2NSR_1994-07-12.pdf
CD260_1SR_2001-05-04.pdf
CD260_1SR_2005-04-01.pdf
CD260_2NSR_2006-09-05.pdf
CD260_1SR_2010-03-02.pdf
CD260_2NSR_2009-03-02map.pdf
CD260_2NSR_2011-12-05.pdf
CD260_AY2015-2016_Approved_04132015acalog.pdf

- CD292 - ECE Practicum

**Related Documents:**

CD292_1SR_2001-04-05.pdf
CD292_1SR_2003-06-09.pdf
CD292_1SR_2009_01_26.pdf
CD292_2NSR_2009-03-02map.pdf
CD292_2NSR_2010-10-25.pdf
CD292_1SR_2011-11-08.pdf
CD292_1SR_2016.12.02.pdf

- ED231 (formerly CD231) - Introduction to Exceptional Children

**Related Documents:**

ED231_1SR_2006-05-02.pdf
ED231_2NSR_2008-04-04map.pdf
ED231_2NSR_2009-03-02map.pdf
ED231_1SR_2011-02-11.pdf
ED231_1SR_2016.12.02.pdf

- ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education

**Related Documents:**

ED281_1SR_2005-04-01.pdf
ED281_1SR_2010-01-19.pdf
ED281_2NSR_2008-04-04map.pdf
ED281_2NSR_2009-03-02map.pdf
ED281_6ARCH_2013_12_23.pdf

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  To supply adequate assistance to program growth.

### Early Childhood Education AS & Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To recruit students.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide quality instruction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To provide exploratory experiences for those interested in early childhood as a career choice.

## Related Course SLO

* CD110 - Early Childhood Education (ECE) Orientation: SLO#3 Career Opportunities - SLO#3 FA2012-SP2014
  Upon successful completion of this course, students will be able to list entry-level requirements and employment skills for various careers within the early childhood education field.
* CD292 - ECE Practicum: Professionalism/Ethics - SLO#1 FA2012-SP2014
  Upon successful completion of this course, students will be able to demonstrate professionalism and ethical conduct within the educational field.

## Outcome Description: Knowledge and Disposition

SLO#2 FA2012-SP2014
Upon successful completion of this program, students will be able to demonstrate appropriate knowledge and disposition to effectively work with young children, including those from culturally and linguistically diverse backgrounds, and students with disabilities.

**Start Date:** 10/08/2012
**End Date:** 03/01/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Practicum Rating Scale<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Internship/Co-op/Practicum Evaluation<br>**Related Documents:**<br>ECEPracticumRatingScale | At least 70% of students who complete CD292 Practicum will score an average of 3.5, with no score being under a 2.0, on the Practicum Rating Scale. | Fall and spring semesters | Yes |

## Related Courses

- CD110 - Early Childhood Education (ECE) Orientation

  **Related Documents:**
  CD110_1SR_1990-06.pdf
  CD110_2NSR_1994-07-12.pdf
  CD110_XMemo_1995-05-08.pdf
  CD110_1SR_2000-05-01.pdf
  CD110_1SR_2004-12-16.pdf
  CD110_2NSR_2006-09-05.pdf
  CD110_1SR_2009-04-02.pdf
  CD110_2NSR_2009-03-02map.pdf
  CD110_1SR_2011-03-07.pdf
  CD110_1SR_2012-04-26.pdf
  CD110_1SR_2013-04-19.pdf

- CD140 - Nutrition and Physical Health

  **Related Documents:**
  CD140_2NSR_1994-07-12.pdf
  CD140_1SR_1998-11-26.pdf
  CD140_1SR_2003-02-1.7.pdf
  CD140_1SR_2005-05-10.pdf
  CD140_2NSR_2009-04-26.pdf
  CD140_1SR_2010-04-21.pdf
  CD140_2NSR_2009-03-02map.pdf
  CD140_1SR_2016.12.01-1.pdf

- CD180 - Language Arts in Early Childhood

  **Related Documents:**
  CD180_1SR_1997-12-09.pdf
  CD180_1SR_2002-05-01.pdf
  CD180_2NSR_2006-09-05.pdf
  CD180_1SR_2008-05-22.pdf
  CD180_2NSR_2010-04-23.pdf
  CD180_2NSR_2009-03-02map.pdf
  CD180_1SR_2012-12-12.pdf
  CD180_2NSR_2013_12_12.pdf
  CD180_2NSR_2013-12-16.pdf
  CD180_2NSR_AIH_2014-04-30 2-11-2015.pdf
  CD180_2NSR_2014-04-30 2-11-2015.pdf

- CD221 - Child Growth & Development

**Related Documents:**
CD221_1SR_1997-12-09.pdf
CD221_1SR_2002-05-01.pdf
CD221_1SR_2005-05-10.pdf
CD221_2NSR_2006-11-03.pdf
CD221_1SR_2009-12-24.pdf
CD221_2NSR_2010-04-23.pdf
CD221_2NSR_2009-03-02map.pdf
CD221_SR_2014-12-11_acalog.pdf
CD221_1SR_2017.01.10.pdf

- CD240 - Cognitive & Creative Development in Early Childhood

**Related Documents:**
CD240_2NSR_1994-07-12.pdf
CD240_1SR_2001-10-29.pdf
CD240_1SR_2003-06-09.pdf
CD240_2NSR_2006-09-05.pdf
CD240_1SR_2008-10-28.pdf
CD240_2NSR_2009-03-02map.pdf
CD240_1SR_2011-03-18.pdf
CD240_2NSR_2011-12-05.pdf
CD240_SR_AY1617-FINAL_2016-04-05.pdf

- CD260 - Social & Emotional Development

**Related Documents:**
CD260_2NSR_1994-07-12.pdf
CD260_1SR_2001-05-04.pdf
CD260_1SR_2005-04-01.pdf
CD260_2NSR_2006-09-05.pdf
CD260_1SR_2010-03-02.pdf
CD260_2NSR_2009-03-02map.pdf
CD260_2NSR_2011-12-05.pdf
CD260_AY2015-2016_Approved_04132015acalog.pdf

- CD292 - ECE Practicum

**Related Documents:**
CD292_1SR_2001-04-05.pdf
CD292_1SR_2003-06-09.pdf
CD292_1SR_2009_01_26.pdf
CD292_2NSR_2009-03-02map.pdf
CD292_2NSR_2010-10-25.pdf
CD292_1SR_2011-11-08.pdf
CD292_1SR_2016.12.02.pdf

- ED231 (formerly CD231) - Introduction to Exceptional Children

**Related Documents:**
ED231_1SR_2006-05-02.pdf
ED231_2NSR_2008-04-04map.pdf
ED231_2NSR_2009-03-02map.pdf
ED231_1SR_2011-02-11.pdf
ED231_1SR_2016.12.02.pdf

- ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education

**Related Documents:**
ED281_1SR_2005-04-01.pdf
ED281_1SR_2010-01-19.pdf
ED281_2NSR_2008-04-04map.pdf
ED281_2NSR_2009-03-02map.pdf
ED281_6ARCH_2013_12_23.pdf

## Related Course SLO

* CD110 - Early Childhood Education (ECE) Orientation: SLO#1 Developmental Domains - SLO#1 FA2012-SP2014
  Upon successful completion of this course, students will be able to demonstrate basic knowledge of all developmental domains related to childhood.
* CD292 - ECE Practicum: Knowledge and Disposition - SLO#2 FA2012-SP2014:
  Upon successful completion of this course, students will be able to demonstrate appropriate knowledge and disposition needed to effectively work with young children, including those from culturally and linguistically diverse backgrounds, and students with disabilities.
* ED220 (formerly ED170) - Human Growth & Development: SLO#1 Stages: Adolescents-Adults - SLO#1 FA2012-SP2014
  Upon successful completion of this course, students will be able to describe the social, physical and cognitive development of adolescent and adult learners.
* ED220 (formerly ED170) - Human Growth & Development: SLO#2 Impact on Development - SLO#2 FA2012-SP2014
  Upon successful completion of this course, students will be able to demonstrate an understanding of how society, culture, and family impact individuals at each stage of their development and growth.
* ED220 (formerly ED170) - Human Growth & Development: SLO#3 Stages: School-Age - SLO#3 FA2012-SP2014
  Upon successful completion of this course, students will be able to describe the social, physical and cognitive development of school age learners.
* ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education: SLO#1 Multicultural Classroom - SLO#1 FA2012-SP2014
  Upon successful completion of this course, students will be able to demonstrate ways of creating a multicultural environment.

## Outcome Description: Strategies for Teaching

SLO#3 FA2012-SP2014
Upon successful completion of this program, students will be able to develop and implement developmentally and age-appropriate teaching strategies needed to effectively work with young children in a classroom setting.

**Start Date:** 10/08/2012
**End Date:** 03/01/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Practicum Rating Scale<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Internship/Co-op/Practicum Evaluation<br>**Related Documents:**<br>ECEPracticumRatingScale | At least 70% of students who complete CD292 Practicum will score an average of 3.5, with no score being under a 2.0, on the Practicum Rating Scale. | Fall and spring semesters | Yes |

## Related Courses

- CD110 - Early Childhood Education (ECE) Orientation

**Related Documents:**
CD110_1SR_1990-06.pdf
CD110_2NSR_1994-07-12.pdf
CD110_XMemo_1995-05-08.pdf

CD110_1SR_2000-05-01.pdf
CD110_1SR_2004-12-16.pdf
CD110_2NSR_2006-09-05.pdf
CD110_1SR_2009-04-02.pdf
CD110_2NSR_2009-03-02map.pdf
CD110_1SR_2011-03-07.pdf
CD110_1SR_2012-04-26.pdf
CD110_1SR_2013-04-19.pdf

- CD140 - Nutrition and Physical Health

**Related Documents:**

CD140_2NSR_1994-07-12.pdf
CD140_1SR_1998-11-26.pdf
CD140_1SR_2003-02-1.7.pdf
CD140_1SR_2005-05-10.pdf
CD140_2NSR_2009-04-26.pdf
CD140_1SR_2010-04-21.pdf
CD140_2NSR_2009-03-02map.pdf
CD140_1SR_2016.12.01-1.pdf

- CD180 - Language Arts in Early Childhood

**Related Documents:**

CD180_1SR_1997-12-09.pdf
CD180_1SR_2002-05-01.pdf
CD180_2NSR_2006-09-05.pdf
CD180_1SR_2008-05-22.pdf
CD180_2NSR_2010-04-23.pdf
CD180_2NSR_2009-03-02map.pdf
CD180_1SR_2012-12-12.pdf
CD180_2NSR_2013_12_12.pdf
CD180_2NSR_2013-12-16.pdf
CD180_2NSR_AIH_2014-04-30 2-11-2015.pdf
CD180_2NSR_2014-04-30 2-11-2015.pdf

- CD221 - Child Growth & Development

**Related Documents:**

CD221_1SR_1997-12-09.pdf
CD221_1SR_2002-05-01.pdf
CD221_1SR_2005-05-10.pdf
CD221_2NSR_2006-11-03.pdf
CD221_1SR_2009-12-24.pdf
CD221_2NSR_2010-04-23.pdf
CD221_2NSR_2009-03-02map.pdf
CD221_SR_2014-12-11_acalog.pdf
CD221_1SR_2017.01.10.pdf

- CD240 - Cognitive & Creative Development in Early Childhood

**Related Documents:**

CD240_2NSR_1994-07-12.pdf
CD240_1SR_2001-10-29.pdf
CD240_1SR_2003-06-09.pdf
CD240_2NSR_2006-09-05.pdf

CD240_1SR_2008-10-28.pdf
CD240_2NSR_2009-03-02map.pdf
CD240_1SR_2011-03-18.pdf
CD240_2NSR_2011-12-05.pdf
CD240_SR_AY1617-FINAL_2016-04-05.pdf

- CD260 - Social & Emotional Development

**Related Documents:**
CD260_2NSR_1994-07-12.pdf
CD260_1SR_2001-05-04.pdf
CD260_1SR_2005-04-01.pdf
CD260_2NSR_2006-09-05.pdf
CD260_1SR_2010-03-02.pdf
CD260_2NSR_2009-03-02map.pdf
CD260_2NSR_2011-12-05.pdf
CD260_AY2015-2016_Approved_04132015acalog.pdf

- CD292 - ECE Practicum

**Related Documents:**
CD292_1SR_2001-04-05.pdf
CD292_1SR_2003-06-09.pdf
CD292_1SR_2009_01_26.pdf
CD292_2NSR_2009-03-02map.pdf
CD292_2NSR_2010-10-25.pdf
CD292_1SR_2011-11-08.pdf
CD292_1SR_2016.12.02.pdf

- ED231 (formerly CD231) - Introduction to Exceptional Children

**Related Documents:**
ED231_1SR_2006-05-02.pdf
ED231_2NSR_2008-04-04map.pdf
ED231_2NSR_2009-03-02map.pdf
ED231_1SR_2011-02-11.pdf
ED231_1SR_2016.12.02.pdf

- ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education

**Related Documents:**
ED281_1SR_2005-04-01.pdf
ED281_1SR_2010-01-19.pdf
ED281_2NSR_2008-04-04map.pdf
ED281_2NSR_2009-03-02map.pdf
ED281_6ARCH_2013_12_23.pdf

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013

PRG#2:
To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#1:
To supply appropriate administrative and technological assistance to faculty and programs.

### Early Childhood Education AS & Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#2:
To provide quality instruction.

## Related Course SLO

* CD110 - Early Childhood Education (ECE) Orientation: SLO#2 DAP Learning Environment - SLO#2 FA2012-SP2014
Upon successful completion of this course, students will be able to demonstrate basic knowledge and skills needed to create a developmentally appropriate learning environment for young children.
* CD110 - Early Childhood Education (ECE) Orientation: SLO Learning Environment - SLO #1 FA2015-SP2017. Demonstrate basic knowledge and skills needed to create a developmentally appropriate learning environment for young children.
* CD292 - ECE Practicum: Strategies for Teaching - SLO#3 FA2012-SP2014
Upon successful completion of this course, students will be able to develop and implement developmentally and age-appropriate teaching strategies needed to effectively work with young children in a classroom setting.
* ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education: SLO#3 Materials & Techniques - SLO#3 FA2012-SP2014
Upon successful completion of this course, students will be able to demonstrate the ability to use multicultural learning materials and techniques with students in the classroom.

## Outcome Description: Professionalism (FA2015-SP2017)

SLO #1 FA2015-SP2017. Demonstrate professionalism and ethical conduct within the early childhood educational field.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 12/09/2015
**End Date:** 03/15/2017
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** Meets professional/ethical expectations of the National Association for the Education of Young Children guidelines.
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** Results collected during the last assessment cycle were met. In CD292, 100% (N=14) of students who completed practicum scored an average of 3.5 or higher, with no score being under 2.0 on the Practicum Rating Scale. In fact, no student scored under a 3.0 on the first five items of the Practicum Rating Scale; therefore criterion will change to no score falling below a 3.0.
**Budget Goals:** Provide quality services and opportunities for students to explore education as a career.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Practicum Rating Scale<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Observations<br>**Related Documents:**<br>Practicum Rating Scale<br>Resume Assignment | At least 70% of students who complete CD292 Practicum will score an average of 3.5, with no score being under a 3.0 on the Practicum Rating Scale and score 80% (40 out of 50 points) on the Resume Assignment. | Practicum Rating Scales will be collected during Spring 2016 semester. Also, a resume assignment will be required and new rubrics tested. | Yes |

## Related Courses

- CD292 - ECE Practicum

**Related Documents:**
CD292_1SR_2001-04-05.pdf
CD292_1SR_2003-06-09.pdf
CD292_1SR_2009_01_26.pdf
CD292_2NSR_2009-03-02map.pdf
CD292_2NSR_2010-10-25.pdf
CD292_1SR_2011-11-08.pdf
CD292_1SR_2016.12.02.pdf

## Related Items

### Guam Community College

* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2016 #2
  Provide adequate support for program growth through the curriculum process at the course and program level.

### Early Childhood Education AS & Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To provide exploratory experiences for those interested in early childhood as a career choice.

## Related Course SLO

* CD292 - ECE Practicum: Professionalism (FA2015-SP2017) - SLO #1 FA2015-SP2017. Demonstrate professionalism and ethical conduct within the early childhood educational field.

## Outcome Description: Knowledge and Disposition (FA2015-SP2017)

SLO #2 FA2015-SP2017. Demonstrate appropriate knowledge and disposition needed to effectively work with young children, including those from culturally and linguistically diverse backgrounds, and students with disabilities.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 12/09/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Type of Industry National Certification:** This SLO closely resembles the National Association for the Education of Young Children's (NAEYC) code of ethics.

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

**Historical Assessment Perspective:** Results from the last assessment cycle indicated that 93% (N=14) of students who completed CD292 Practicum in Fall 2012 and Spring 2013 semesters scored an average of 3.5 on the Practicum Rating Scale so criterion will remain change to be more challenging. Instead of expecting at least 70% of students to score an average of 3.5 it will increase to 75% of students will meet criterion.

**Budget Goals:** Provide quality services and education.
Provide opportunities for students to explore education as a career.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Assigned practicum mentors will complete the Practicum Rating Scale at the end of each practicum students time spent in the classroom setting. In addition to this a new reflection paper will be required.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Capstone Experience<br>**Related Documents:**<br>Practicum Rating Scale<br>AssessCD292ReflectionPaperRubric.pdf | At least 75% of students who complete CD292 Practicum will score an average of 3.5, with no score being under a 2.0, on the Practicum Rating Scale and score 80% on the Reflection Paper Rubrics. | Rating scales and Reflection Papers will be collected during Spring 2016 and Fall 2016 semesters. | Yes |

## Related Courses

- CD292 - ECE Practicum

**Related Documents:**
CD292_1SR_2001-04-05.pdf
CD292_1SR_2003-06-09.pdf
CD292_1SR_2009_01_26.pdf
CD292_2NSR_2009-03-02map.pdf
CD292_2NSR_2010-10-25.pdf
CD292_1SR_2011-11-08.pdf
CD292_1SR_2016.12.02.pdf

## Related Items

### Guam Community College

* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2016 #2
  Provide adequate support for program growth through the curriculum process at the course and program level.

### Early Childhood Education AS & Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To provide exploratory experiences for those interested in early childhood as a career choice.

## Related Course SLO

* CD260 - Social & Emotional Development: Social and Emotional Knowledge - SLO #1 FA2015-SP2017. Demonstrate knowledge in the domains of social and emotional development in young children.
* CD292 - ECE Practicum: Knowledge and Disposition (FA2015-SP2017) - SLO #2 FA2015-SP2017. Demonstrate appropriate knowledge and disposition needed to effectively work with young children, including those from culturally and linguistically diverse backgrounds, and students with disabilities.

## Outcome Description: Teaching Strategies (FA2015-SP2017)

SLO #3 FA2015-SP2017. Develop and implement developmentally and age-appropriate teaching strategies needed to effectively work with young children in a classroom setting.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 12/09/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

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

**Historical Assessment Perspective:** During the last assessment cycle, 86% (N=14) of students who completed CD292 Practicum scored an average of 3.5 with no score being under a 2.0 on the Practicum Rating Scale (collected Fall 2012 and Spring 2013 semesters). Hence, criterion for this SLO will increase from 70% expected to achieve an average 3.5 to 75%.

**Budget Goals:** Provide quality services and education.
Provide opportunities for students to explore education as a career.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Practicum Rating Scale<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Capstone Experience<br>**Related Documents:**<br>Practicum Rating Scale | 75% of students who completed practicum will score a 3.5 average or higher on the Practicum Rating Scale. | At the end of their required 135 practicum hours, practicum instructors will collect the Practicum Rating Scales signed by students and their respective mentors during Spring 2016 and Fall 2016 semesters. | Yes |

## Related Courses

- CD292 - ECE Practicum

**Related Documents:**

CD292_1SR_2001-04-05.pdf
CD292_1SR_2003-06-09.pdf
CD292_1SR_2009_01_26.pdf
CD292_2NSR_2009-03-02map.pdf
CD292_2NSR_2010-10-25.pdf
CD292_1SR_2011-11-08.pdf
CD292_1SR_2016.12.02.pdf

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2016 #2
  Provide adequate support for program growth through the curriculum process at the course and program level.

### Early Childhood Education AS & Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To provide exploratory experiences for those interested in early childhood as a career choice.

## Related Course SLO

* CD180 - Language Arts in Early Childhood: Lesson Plan and Presentation (FA2015-SP2017) - SLO #3 FA205-SP2017. Plan and implement a lesson plan for young children which develop and enhance language skills.
* CD240 - Cognitive & Creative Development in Early Childhood: Creativity (FA2015-SP2017) - SLO #1 FA2015-SP2017. Demonstrate the ability to incorporate creativity in all content areas of a developmentally appropriate early childhood learning environment.
* CD292 - ECE Practicum: Teaching Strategies (FA2015-SP2017) - SLO #3 FA2015-SP2017. Develop and implement developmentally and age-appropriate teaching strategies needed to effectively work with young children in a classroom setting.
* ED220 (formerly ED170) - Human Growth & Development: Adolescent and Adult Development (FA2015-SP2017) - SLO #1 FA2015-SP2017. Describe the social, physical and cognitive development of adolescent and adult learners.
* ED231 (formerly CD231) - Introduction to Exceptional Children: Modifying Curriculum (FA2015-SP2017) - SLO #1 FA2015-SP2017. Describe ways to modify curriculum and provide accommodations for students with disabilities.

# Early Childhood Education Certificate (Archive)

**Mission Statement:** The Early Childhood Education Program's mission is to prepare individuals to be a professional educator for young children, show a positive attitude toward all children and their families, and obtain the skills to plan and implement a program that is safe, educational, and healthy.

**Vision Statement:** To prepare students in early childhood education so that they are ready to enter the field as a professional educator. Our motto is "Catch the Learning Bug!"

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

# Education AA & Certificate

**Mission Statement:** The Education Program's mission is to prepare individuals to be a professional educators, show a positive attitude toward all students and their families, and obtain the skills to plan and implement a program that is safe, educational, and healthy.

**Vision Statement:** The vision of the education program is to prepare students in the education field so that they are ready to enter the field as a professional educator.

## Outcome Description: AY06-07 SLO#1 Prevent Attrition

Students will complete an intervention survey and meet with an advisor at least once during the semester.

**Outcome Type:** SLO-Behavioral outcomes

**Start Date:** 10/09/2006

**End Date:** 03/10/2008

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Student Intervention Survey and meeting.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey | At least 50% of the students who expressed a problem on the survey will meet with advisor to plan an intervention strategy for student success. | Instructors will administer Intervention Survey midway through ED150 and ED292 during Fall 2006 and Spring 2007 semesters. | Yes |

### Related Courses

- ED150 - Introduction to Teaching

**Related Documents:**

ED150_1SR_2003-06-09.pdf
ED150_2NSR_2006-04-07.pdf
ED150_0_Pilot_1997-12-09.pdf
ED150_0Adopt_2000-04-10.pdf
ED150_2NSR_2008-08-29.pdf
ED150_1SR_2009-03-04.pdf
ED150_2NSR_2008-04-04map.pdf
ED150_1SR_2011-02-09.pdf
ED150_1SR_2016.12.02.pdf

### Related Items

#### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### Education AA & Certificate

* Program/Unit Level - Prepare students to work with school age children, preadolescents, adults, and professionals in the school environment.

## Outcome Description: AY06-07 SLO#2 Professionalism

Students will demonstrate professionalism in the educational field by preparing a professional portfolio.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/09/2006
**End Date:** 03/10/2008
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Submission of a professional portfolio and use of a professional portfolio rating sheet (see attached document link).<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Internship/Co-op/Practicum Evaluation | 70% of the students who completed 120 practicum hours in ED292 will score 100% on the Professional Portfolio checklist. | At the end of ED292 Fall 2006 semester. | Yes |

### Related Items

#### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### Education AA & Certificate

* Program/Unit Level - Prepare students to work with school age children, preadolescents, adults, and professionals in the school environment.

## Outcome Description: AY06-07 SLO#3 SQuality Lesson Plan

Students will develop and implement well-written lesson plans to include skills, objective, instructions, assessment procedures, and materials needed.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/09/2006
**End Date:** 03/10/2008
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Anecdotal records and written lesson plan using the practicum rubric as the assessment tool.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Internship/Co-op/Practicum Evaluation | 80% of students who complete ED292 Practicum will score a 3.0 out of 4.0 on the rubrics for lesson planning. | Midway through Fall 2006 semester the Practicum Supervisor will evaluate students' written lesson plans using the rubric and also take anecdotal notes of student implementing lesson. | Yes |

### Related Items

#### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Education AA & Certificate

* Program/Unit Level - To prepare individuals who can provide high quality educational programs as a teacher or teachers's aide.
* Program/Unit Level - Prepare students to work with school age children, preadolescents, adults, and professionals in the school environment.

## Outcome Description: AY08-09 SLO#1 Professional & Ethical Conduct

Upon completion of this program, students will be able to demonstrate professionalism and ethical conduct within the educational field.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 08/30/2008
**End Date:** 12/31/2009
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A porfolio rubrics will be used to evaluate students' professional portfolios.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Portfolio Evaluation<br>**Related Documents:**<br>Portfolio Rubrics | 100% of students who complete ED292 (120 practicum hours) will receive a 70% or better on the portfolio rubrics. | Practicum Supervisor will collect and analyze porfolios using given rubrics at the end of ED292 Fall2009 semester. | Yes |

## Related Courses

- ASL100 - American Sign Language I

  **Related Documents:**
  ASL100_2NSR_2006-09-05.pdf
  ASL100_1SR_2007-12-11.pdf
  ASL100_1SR_SLO_2008-03-07.pdf
  ASL100_1SR_2000-10-25.pdf
  ASL100_0_Pilot_1994-07-19.pdf
  ASL100_0Adopt_1997-08-07.pdf
  ASL100_AY2015-2016_Approved 04132015_acalog.pdf

- ED150 - Introduction to Teaching

  **Related Documents:**
  ED150_1SR_2003-06-09.pdf
  ED150_2NSR_2006-04-07.pdf
  ED150_0_Pilot_1997-12-09.pdf
  ED150_0Adopt_2000-04-10.pdf
  ED150_2NSR_2008-08-29.pdf

ED150_1SR_2009-03-04.pdf
ED150_2NSR_2008-04-04map.pdf
ED150_1SR_2011-02-09.pdf
ED150_1SR_2016.12.02.pdf

- ED180 (formerly ED190) - Educational Methods

**Related Documents:**

ED180_1SR_2005-04-01.pdf
ED180_2NSR_2006-09-05.pdf
ED180_0_Adopt_2000-03-07.pdf
ED180_0_Pilot_1998-06-30.pdf
ED180_2NSR_2008-08-29.pdf
ED180_2NSR_2010-05-04.pdf
ED180_1SR_2010-01-19.pdf
ED180_2NSR_2006-09-05 1.pdf
ED180_2NSR_2008-04-04map.pdf
ED180_1SR_2011-03-22.pdf

- ED231 (formerly CD231) - Introduction to Exceptional Children

**Related Documents:**

ED231_1SR_2006-05-02.pdf
ED231_2NSR_2008-04-04map.pdf
ED231_2NSR_2009-03-02map.pdf
ED231_1SR_2011-02-11.pdf
ED231_1SR_2016.12.02.pdf

- ED292 - Education Practicum

**Related Documents:**

ED292_1SR_2003-06-09.pdf
ED292_0_Pilot_1998-04-24.pdf
ED292_2NSR_2008-08-29.pdf
ED292_1SR_2009-01-26.pdf
ED292_2NSR_2008-04-04map.pdf
ED292_1SR_2011-11-08.pdf
ED292_1SR_2016.12.02.pdf

## Related Course SLO

* ED150 - Introduction to Teaching: Educational Philosophy - SLO#1 FA2010-SP2012
  Upon successful completion of this course, students will be able to develop a philosophy of education that includes personal views and plans for a future as an educator.
* ED292 - Education Practicum: Ethical Conduct - SLO#1 AY 08-09:
  Upon successful completion of this course, students will be able to demonstrate professionalism and ethical conduct within the educational field.

## Outcome Description: AY08-09 SLO#2 Special Populations

Upon completion of this program, students will be able to demonstrate appropriate disposition and skills needed to effectively work with students who come from different nationalities, cultures and ethnic groups and/or have special needs to include those who are second language learners and who have disabilities.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 08/30/2008
**End Date:** 12/31/2009
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Data will be collected by anecdotal records written by ED292 instructor during at least two classroom visits in addition to Practicum Mentors' evaluation on rating sheet.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Capstone Experience<br>**Related Documents:**<br>Education Practicum Rating Sheet | 100% of students who complete 120 practicum hours will score a 2.0 out of 4.0 on the rating sheet related to working with others(Competency #4) and have two positive observations conducted by Practicum Supervisor. | ED292 instructor will collect data at the end of Fall 2009. | Yes |

## Related Courses

- ASL100 - American Sign Language I

  **Related Documents:**
  ASL100_2NSR_2006-09-05.pdf
  ASL100_1SR_2007-12-11.pdf
  ASL100_1SR_SLO_2008-03-07.pdf
  ASL100_1SR_2000-10-25.pdf
  ASL100_0_Pilot_1994-07-19.pdf
  ASL100_0Adopt_1997-08-07.pdf
  ASL100_AY2015-2016_Approved 04132015_acalog.pdf

- ED150 - Introduction to Teaching

  **Related Documents:**
  ED150_1SR_2003-06-09.pdf
  ED150_2NSR_2006-04-07.pdf
  ED150_0_Pilot_1997-12-09.pdf
  ED150_0Adopt_2000-04-10.pdf
  ED150_2NSR_2008-08-29.pdf
  ED150_1SR_2009-03-04.pdf
  ED150_2NSR_2008-04-04map.pdf
  ED150_1SR_2011-02-09.pdf
  ED150_1SR_2016.12.02.pdf

- ED180 (formerly ED190) - Educational Methods

  **Related Documents:**
  ED180_1SR_2005-04-01.pdf
  ED180_2NSR_2006-09-05.pdf
  ED180_0_Adopt_2000-03-07.pdf
  ED180_0_Pilot_1998-06-30.pdf
  ED180_2NSR_2008-08-29.pdf
  ED180_2NSR_2010-05-04.pdf
  ED180_1SR_2010-01-19.pdf
  ED180_2NSR_2006-09-05 1.pdf
  ED180_2NSR_2008-04-04map.pdf
  ED180_1SR_2011-03-22.pdf

- ED231 (formerly CD231) - Introduction to Exceptional Children

  **Related Documents:**
  ED231_1SR_2006-05-02.pdf
  ED231_2NSR_2008-04-04map.pdf
  ED231_2NSR_2009-03-02map.pdf

ED231_1SR_2011-02-11.pdf
ED231_1SR_2016.12.02.pdf

- ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education

**Related Documents:**

ED281_1SR_2005-04-01.pdf
ED281_1SR_2010-01-19.pdf
ED281_2NSR_2008-04-04map.pdf
ED281_2NSR_2009-03-02map.pdf
ED281_6ARCH_2013_12_23.pdf

- ED292 - Education Practicum

**Related Documents:**

ED292_1SR_2003-06-09.pdf
ED292_0_Pilot_1998-04-24.pdf
ED292_2NSR_2008-08-29.pdf
ED292_1SR_2009-01-26.pdf
ED292_2NSR_2008-04-04map.pdf
ED292_1SR_2011-11-08.pdf
ED292_1SR_2016.12.02.pdf

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Education AA & Certificate

* Program/Unit Level - Develop in students a professional and ethical disposition towards the education field adhering to NEA's Code of Ethics of the Education Profession [see website: http://www.nea.org/aboutnea/code.html].
* Program/Unit Level - To prepare individuals who can provide high quality educational programs as a teacher or teachers's aide.
* Program/Unit Level - Prepare students to work with school age children, preadolescents, adults, and professionals in the school environment.

## Related Course SLO

* ED231 (formerly CD231) - Introduction to Exceptional Children: Modifications - SLO#1 AY 08-09:
  Upon successful completion of this course, students will be able to describe ways to modify curriculum and provide accommodations for students with disabilities.
* ED231 (formerly CD231) - Introduction to Exceptional Children: Working with Families - SLO#2 AY 08-09:
  Upon successful completion of this course, students will be able to demonstrate an understanding and respect for the special needs family as well as develop strategies to empower families.
* ED231 (formerly CD231) - Introduction to Exceptional Children: Referral Process - SLO#3 AY 08-09:
  Upon successful completion of this course, students will be able to demonstrate an understanding of the process of referral, screening, assessment, Individual Family Service Plan, and Individual Education Plan development, including the major team members.
* ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education: Multicultural Environment - SLO#1 AY 08-09:
  Upon successful completion of this course, students will be able to demonstrate ways of creating a multicultural environment.
* ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education: Working with Families - SLO#2 AY 08-09:
  Upon successful completion of this course, students will be able to demonstrate an understanding of involving parents and families in creating and maintaining a multicultural classroom.
* ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education: Learning Strategies - SLO#3 AY 08-09:
  Upon successful completion of this course, students will be able to demonstrate the ability to use multicultural learning materials and techniques with students in the classroom.
* ED292 - Education Practicum: Disposition and Skills - SLO#2 AY 08-09:
  Upon successful completion of this course, students will be able to demonstrate appropriate disposition and skills needed to effectively work with diverse students, including those from different

cultural and linguistic backgrounds, and those with special needs.

### Outcome Description: AY08-09 SLO#3 Teaching Methods & Curriculum Design

Upon completion of this program, students will be able to demonstrate developmentally and age-appropriate teaching strategies needed to effectively work with students in a classroom setting to include curriculum design and implementation.

**Outcome Type:** SLO-Behavioral outcomes
SLO-Cognitive outcomes
**Start Date:** 08/30/2008
**End Date:** 12/30/2009
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Instructor will use anecdotal notes in addition to feedback from Practicum Mentor on rating sheet related to lesson plannnng (Competency #3).<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Capstone Experience<br>**Related Documents:**<br>Education Practicum Rating Sheet | 100% of students who complete 120 hourse of praticum will plan and implement a comprehensive lesson plan with a score of 2.0 out of 4.0 on the rating sheet. | instructor will gather data at the end of Fall 2009 semester. | Yes |

### Related Courses

- ED150 - Introduction to Teaching

  **Related Documents:**
  ED150_1SR_2003-06-09.pdf
  ED150_2NSR_2006-04-07.pdf
  ED150_0_Pilot_1997-12-09.pdf
  ED150_0Adopt_2000-04-10.pdf
  ED150_2NSR_2008-08-29.pdf
  ED150_1SR_2009-03-04.pdf
  ED150_2NSR_2008-04-04map.pdf
  ED150_1SR_2011-02-09.pdf
  ED150_1SR_2016.12.02.pdf

- ED180 (formerly ED190) - Educational Methods

  **Related Documents:**
  ED180_1SR_2005-04-01.pdf
  ED180_2NSR_2006-09-05.pdf
  ED180_0_Adopt_2000-03-07.pdf
  ED180_0_Pilot_1998-06-30.pdf
  ED180_2NSR_2008-08-29.pdf
  ED180_2NSR_2010-05-04.pdf
  ED180_1SR_2010-01-19.pdf
  ED180_2NSR_2006-09-05 1.pdf

ED180_2NSR_2008-04-04map.pdf
ED180_1SR_2011-03-22.pdf

- ED220 (formerly ED170) - Human Growth & Development

**Related Documents:**
ED220_1SR_2005-04-01.pdf
ED220_2NSR_2005-09-12.pdf
ED220_0Adopt_1999-12-09.pdf
ED220_1SR_2010-01-19.pdf
ED220_2NSR_2008-04-04map.pdf
ED220_SR_2016-02-09_FINAL_acalog.pdf

- ED231 (formerly CD231) - Introduction to Exceptional Children

**Related Documents:**
ED231_1SR_2006-05-02.pdf
ED231_2NSR_2008-04-04map.pdf
ED231_2NSR_2009-03-02map.pdf
ED231_1SR_2011-02-11.pdf
ED231_1SR_2016.12.02.pdf

- ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education

**Related Documents:**
ED281_1SR_2005-04-01.pdf
ED281_1SR_2010-01-19.pdf
ED281_2NSR_2008-04-04map.pdf
ED281_2NSR_2009-03-02map.pdf
ED281_6ARCH_2013_12_23.pdf

- ED292 - Education Practicum

**Related Documents:**
ED292_1SR_2003-06-09.pdf
ED292_0_Pilot_1998-04-24.pdf
ED292_2NSR_2008-08-29.pdf
ED292_1SR_2009-01-26.pdf
ED292_2NSR_2008-04-04map.pdf
ED292_1SR_2011-11-08.pdf
ED292_1SR_2016.12.02.pdf

## Related Course SLO

* CD221 - Child Growth & Development: Infants/Toddlers I - SLO#1 AY 08-09:
  Upon successful completion of this course, students will be able to describe the social, physical, and cognitive development of infants and toddlers.
* CD221 - Child Growth & Development: Preschoolers - SLO#2 AY 08-09:
  Upon successful completion of this course, students will be able to describe the social, physical and cognitive development of preschoolers.
* ED100 (now ED270) - Behavior Management: Behavior Management Skills - SLO#1 FA2010-SP2012
  Upon successful completion of this course, students will demonstrate knowledge and skills in the area of behavior management.
* ED100 (now ED270) - Behavior Management: Behavior Modification - SLO#3 FA2010-SP2012
  Upon completion of this course, students will be able to develop behavior modification plans given different scenarios.
* ED150 - Introduction to Teaching: Foundations - SLO#2 AY 08-09:
  Upon successful completion of this course, students will be able to explain the basic foundations of education, including philosophical views and key philosophers.
* ED180 (formerly ED190) - Educational Methods: Lesson Plans - SLO#1 AY 08-09:
  Upon successful completion of this course, students will be able to plan and implement lesson plans (including the preparation of instructional materials) that incorporate different methodologies and strategies.
* ED180 (formerly ED190) - Educational Methods: Activities - SLO#2 AY 08-09:
  Upon successful completion of this course, students will be able to plan and implement educational activities.
* ED200 - Instructional Technology: Technology Tools - SLO#1 AY 08-09:

Upon successful completion of this course, students will be able to demonstrate proficiency using basic technology tools used in regular classroom settings.

* ED200 - Instructional Technology: Materials & Resources - SLO#2 AY 08-09:
  Upon successful completion of this course, students will be able to create instructional materials and resources (ex., posters, documents, grade spreadsheets, and presentations) using computer software.
* ED220 (formerly ED170) - Human Growth & Development: Impact - SLO#2 AY 08-09:
  Upon successful completion of this course, students will be able to demonstrate an understanding of how society, culture, and family impact individuals at each stage of their development.

* ED220 (formerly ED170) - Human Growth & Development: Stages-School Age - SLO#3 AY 08-09:
  Upon successful completion of this course, students will be able to describe the social, physical and cognitive development of school age learners.
* ED220 (formerly ED170) - Human Growth & Development: Stages - Adolescents and Adults - SLO#1 AY 08-09:
  Upon successful completion of this course, students will be able to describe the social, physical and cognitive development of adolescent and adult learners.
* ED292 - Education Practicum: Disposition and Skills - SLO#2 AY 08-09:
  Upon successful completion of this course, students will be able to demonstrate appropriate disposition and skills needed to effectively work with diverse students, including those from different cultural and linguistic backgrounds, and those with special needs.
* ED292 - Education Practicum: Teaching Strat - SLO#3 AY 08-09:
  Upon successful completion of this course, students will be able to demonstrate developmentally and age-appropriate teaching strategies needed to effectively work with students in a classroom setting.

## Outcome Description: Professionalism and Ethical Conduct

SLO#1 FA2010-SP2012
Upon successful completion of this program, students will be able to demonstrate professionalism and ethical conduct within the educational field.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** None
**Program SLO/AUO Plan reflects/incorporates:** N/A

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Job Rating Scale<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Internship/Co-op/Practicum Evaluation<br>**Related Documents:**<br>ED292JobRatingScale.pdf | At least 80% of the students who complete ED292 ECE Practicum will receive nothing less than a "3" on all items on the Job Rating Scale. | Job Rating Scale is completed by the Practicum Mentor who is usually the lead teacher of the classroom or childcare center director. The ED292 instructor will collect the data from those who complete ED292 during Fall 2010 and Spring 2011. | Yes |

## Related Courses

- ASL100 - American Sign Language I

**Related Documents:**
ASL100_2NSR_2006-09-05.pdf
ASL100_1SR_2007-12-11.pdf
ASL100_1SR_SLO_2008-03-07.pdf
ASL100_1SR_2000-10-25.pdf

ASL100_0_Pilot_1994-07-19.pdf
ASL100_0Adopt_1997-08-07.pdf
ASL100_AY2015-2016_Approved 04132015_acalog.pdf

- ED150 - Introduction to Teaching

**Related Documents:**
ED150_1SR_2003-06-09.pdf
ED150_2NSR_2006-04-07.pdf
ED150_0_Pilot_1997-12-09.pdf
ED150_0Adopt_2000-04-10.pdf
ED150_2NSR_2008-08-29.pdf
ED150_1SR_2009-03-04.pdf
ED150_2NSR_2008-04-04map.pdf
ED150_1SR_2011-02-09.pdf
ED150_1SR_2016.12.02.pdf

- ED180 (formerly ED190) - Educational Methods

**Related Documents:**
ED180_1SR_2005-04-01.pdf
ED180_2NSR_2006-09-05.pdf
ED180_0_Adopt_2000-03-07.pdf
ED180_0_Pilot_1998-06-30.pdf
ED180_2NSR_2008-08-29.pdf
ED180_2NSR_2010-05-04.pdf
ED180_1SR_2010-01-19.pdf
ED180_2NSR_2006-09-05 1.pdf
ED180_2NSR_2008-04-04map.pdf
ED180_1SR_2011-03-22.pdf

- ED220 (formerly ED170) - Human Growth & Development

**Related Documents:**
ED220_1SR_2005-04-01.pdf
ED220_2NSR_2005-09-12.pdf
ED220_0Adopt_1999-12-09.pdf
ED220_1SR_2010-01-19.pdf
ED220_2NSR_2008-04-04map.pdf
ED220_SR_2016-02-09_FINAL_acalog.pdf

- ED231 (formerly CD231) - Introduction to Exceptional Children

**Related Documents:**
ED231_1SR_2006-05-02.pdf
ED231_2NSR_2008-04-04map.pdf
ED231_2NSR_2009-03-02map.pdf
ED231_1SR_2011-02-11.pdf
ED231_1SR_2016.12.02.pdf

- ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education

**Related Documents:**
ED281_1SR_2005-04-01.pdf
ED281_1SR_2010-01-19.pdf
ED281_2NSR_2008-04-04map.pdf
ED281_2NSR_2009-03-02map.pdf

ED281_6ARCH_2013_12_23.pdf

- ED292 - Education Practicum

**Related Documents:**

ED292_1SR_2003-06-09.pdf
ED292_0_Pilot_1998-04-24.pdf
ED292_2NSR_2008-08-29.pdf
ED292_1SR_2009-01-26.pdf
ED292_2NSR_2008-04-04map.pdf
ED292_1SR_2011-11-08.pdf
ED292_1SR_2016.12.02.pdf

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

### Education AA & Certificate

* Program/Unit Level - Develop in students a professional and ethical disposition towards the education field adhering to NEA's Code of Ethics of the Education Profession [see website: http://www.nea.org/aboutnea/code.html].
* Program/Unit Level - To prepare individuals who can provide high quality educational programs as a teacher or teachers's aide.
* Program/Unit Level - Prepare students to work with school age children, preadolescents, adults, and professionals in the school environment.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide quality instruction.

## Outcome Description: Knowledge and Skills

SLO#2 FA2010-SP2012
Upon successful completion of this program, students will be able to demonstrate appropriate knowledge, disposition and skills needed to effectively work with students, including those from culturally and linguistically diverse backgrounds, and students with special needs.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Practicum Rating Scale<br>Portfolio Checklist<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Internship/Co-op/Practicum Evaluation<br>**Related Documents:**<br>ED292PracticumRatingScale.pdf<br>ED292PortfolioChecklist.pdf | At least 80% of students who complete ED292 Practicum will earn an average total score of 3.0 or better (out of 4.0) on the Practicum Rating Sheet and at least an 80% on the Portfolio Checklist. | Scoring on the Practicum Rating Scale is completed by the Practicum Mentor, who is the teacher in the classroom. The scoring of the Portfolio Checklist is completed by the ED292 instructor. The ED292 instructor will collect the data from those who complete ED292 during Fall 2010 and Spring 2011. | Yes |

## Related Courses

- ASL100 - American Sign Language I

  **Related Documents:**
  ASL100_2NSR_2006-09-05.pdf
  ASL100_1SR_2007-12-11.pdf
  ASL100_1SR_SLO_2008-03-07.pdf
  ASL100_1SR_2000-10-25.pdf
  ASL100_0_Pilot_1994-07-19.pdf
  ASL100_0Adopt_1997-08-07.pdf
  ASL100_AY2015-2016_Approved 04132015_acalog.pdf

- ED150 - Introduction to Teaching

  **Related Documents:**
  ED150_1SR_2003-06-09.pdf
  ED150_2NSR_2006-04-07.pdf
  ED150_0_Pilot_1997-12-09.pdf
  ED150_0Adopt_2000-04-10.pdf
  ED150_2NSR_2008-08-29.pdf
  ED150_1SR_2009-03-04.pdf
  ED150_2NSR_2008-04-04map.pdf
  ED150_1SR_2011-02-09.pdf
  ED150_1SR_2016.12.02.pdf

- ED180 (formerly ED190) - Educational Methods

  **Related Documents:**
  ED180_1SR_2005-04-01.pdf
  ED180_2NSR_2006-09-05.pdf
  ED180_0_Adopt_2000-03-07.pdf
  ED180_0_Pilot_1998-06-30.pdf
  ED180_2NSR_2008-08-29.pdf
  ED180_2NSR_2010-05-04.pdf
  ED180_1SR_2010-01-19.pdf
  ED180_2NSR_2006-09-05 1.pdf
  ED180_2NSR_2008-04-04map.pdf
  ED180_1SR_2011-03-22.pdf

- ED220 (formerly ED170) - Human Growth & Development

  **Related Documents:**
  ED220_1SR_2005-04-01.pdf
  ED220_2NSR_2005-09-12.pdf

ED220_0Adopt_1999-12-09.pdf
ED220_1SR_2010-01-19.pdf
ED220_2NSR_2008-04-04map.pdf
ED220_SR_2016-02-09_FINAL_acalog.pdf

- ED231 (formerly CD231) - Introduction to Exceptional Children

**Related Documents:**

ED231_1SR_2006-05-02.pdf
ED231_2NSR_2008-04-04map.pdf
ED231_2NSR_2009-03-02map.pdf
ED231_1SR_2011-02-11.pdf
ED231_1SR_2016.12.02.pdf

- ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education

**Related Documents:**

ED281_1SR_2005-04-01.pdf
ED281_1SR_2010-01-19.pdf
ED281_2NSR_2008-04-04map.pdf
ED281_2NSR_2009-03-02map.pdf
ED281_6ARCH_2013_12_23.pdf

- ED292 - Education Practicum

**Related Documents:**

ED292_1SR_2003-06-09.pdf
ED292_0_Pilot_1998-04-24.pdf
ED292_2NSR_2008-08-29.pdf
ED292_1SR_2009-01-26.pdf
ED292_2NSR_2008-04-04map.pdf
ED292_1SR_2011-11-08.pdf
ED292_1SR_2016.12.02.pdf

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

### Education AA & Certificate

* Program/Unit Level - Develop in students a professional and ethical disposition towards the education field adhering to NEA's Code of Ethics of the Education Profession [see website: http://www.nea.org/aboutnea/code.html].
* Program/Unit Level - To prepare individuals who can provide high quality educational programs as a teacher or teachers's aide.
* Program/Unit Level - Prepare students to work with school age children, preadolescents, adults, and professionals in the school environment.

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide quality instruction.

## Related Course SLO

* ASL100 - American Sign Language I: Nonverbal Skills - SLO#2 FA2010-SP2012
  Upon successful completion of this course, students will demonstrate proficiency in visual acuity using body/facial expressions, gestures and other nonverbal skills to convey and respond to information received.
* ASL100 - American Sign Language I: Cultural Sensitivity - SLO#3 FA2010-SP2012
  Upon successful completion of this course, students will be able to demonstrate acceptable behavior with the Deaf Community.
* ASL100 - American Sign Language I: Basic Conversational Skills - SLO#1 FA2010-SP2012
  Upon successful completion of this course, students will be able to demonstrate basic expressive and receptive conversational skills in American Sign Language (ASL) that includes a core vocabulary, fingerspelling the alphabet and numbers.
* ED100 (now ED270) - Behavior Management: Behavior Management Skills - SLO#1 FA2010-SP2012
  Upon successful completion of this course, students will demonstrate knowledge and skills in the area of behavior management.
* ED100 (now ED270) - Behavior Management: Behavior Modification - SLO#3 FA2010-SP2012
  Upon completion of this course, students will be able to develop behavior modification plans given different scenarios.
* ED150 - Introduction to Teaching: Educational Philosophy - SLO#1 FA2010-SP2012
  Upon successful completion of this course, students will be able to develop a philosophy of education that includes personal views and plans for a future as an educator.
* ED150 - Introduction to Teaching: Foundation of Education - SLO#2 FA2010-SP2012
  Upon successful completion of this course, students will be able to explain the basic foundations of education, including philosophical views and key philosophers.
* ED220 (formerly ED170) - Human Growth & Development: Stages: Adolescents-Adults - SLO#1 FA2010-SP2012
  Upon successful completion of this course, students will be able to describe the social, physical and cognitive development of adolescent and adult learners.
* ED220 (formerly ED170) - Human Growth & Development: Impact on Development - SLO#2 FA2010-SP2012
  Upon successful completion of this course, students will be able to demonstrate an understanding of how society, culture, and family impact individuals at each stage of their development and growth.
* ED220 (formerly ED170) - Human Growth & Development: Stages: School-Age - SLO#3 FA2010-SP2012
  Upon successful completion of this course, students will be able to describe the social, physical and cognitive development of school age learners.
* ED231 (formerly CD231) - Introduction to Exceptional Children: Modifications-Accommodations - SLO#1 FA2010-SP2012
  Upon successful completion of this course, students will be able to describe ways to modify curriculum and provide accommodations for students with disabilities.
* ED231 (formerly CD231) - Introduction to Exceptional Children: Working with Parents & Families - SLO#2 FA2010-SP2012
  Upon successful completion of this course, students will be able to demonstrate an understanding and respect for the special needs family as well as develop strategies to empower families.
* ED231 (formerly CD231) - Introduction to Exceptional Children: Referrals - SLO#3 FA2010-SP2012
  Upon successful completion of this course, students will be able to demonstrate an understanding of the process of referral, screening, and assessment, including knowledge of the roles and responsibilities of primary team members.
* ED270 (formerly ED100) - Behavior Management: Knowledge & Skills - SLO#1 FA2010-SP2012
  Upon successful completion of this course, students will be able to demonstrate knowledge and skills in the area of behavior management.
* ED270 (formerly ED100) - Behavior Management: Behavior Modification - SLO#3 FA2010-SP2012
  Upon successful completion of this course, students will be able to develop behavior modification plans given different scenarios.
* ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education: Involving Families - SLO#2 FA2010-SP2012
  Upon successful completion of this course, students will be able to demonstrate an understanding of involving parents and families in creating and maintaining a multicultural classroom.

## Outcome Description: Teaching Strategies

SLO#3 FA2010-SP2012
Upon successful completion of this program, students will be able to plan and demonstrate developmentally and age-appropriate teaching strategies needed to effectively work with students in a classroom setting.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Practicum Rating Scale<br>Portfolio Checklist<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Internship/Co-op/Practicum Evaluation<br>**Related Documents:**<br>ED292PortfolioChecklist.pdf<br>ED292PracticumRatingScale.pdf | At least 80% of students who complete ED292 Practicum will earn an average total score of 3.0 or better (out of 4.0) on the Practicum Rating Sheet and at least an 80% on the Portfolio Checklist. | Scoring on the Practicum Rating Scale is completed by the Practicum Mentor, who is the teacher in the classroom. The scoring of the Portfolio Checklist is completed by the ED292 instructor. The ED292 instructor will collect the data from those who complete ED292 during Fall 2010 and Spring 2011. | Yes |

## Related Courses

- ASL100 - American Sign Language I

  **Related Documents:**
  ASL100_2NSR_2006-09-05.pdf
  ASL100_1SR_2007-12-11.pdf
  ASL100_1SR_SLO_2008-03-07.pdf
  ASL100_1SR_2000-10-25.pdf
  ASL100_0_Pilot_1994-07-19.pdf
  ASL100_0Adopt_1997-08-07.pdf
  ASL100_AY2015-2016_Approved 04132015_acalog.pdf

- ED150 - Introduction to Teaching

  **Related Documents:**
  ED150_1SR_2003-06-09.pdf
  ED150_2NSR_2006-04-07.pdf
  ED150_0_Pilot_1997-12-09.pdf
  ED150_0Adopt_2000-04-10.pdf
  ED150_2NSR_2008-08-29.pdf
  ED150_1SR_2009-03-04.pdf
  ED150_2NSR_2008-04-04map.pdf
  ED150_1SR_2011-02-09.pdf
  ED150_1SR_2016.12.02.pdf

- ED180 (formerly ED190) - Educational Methods

  **Related Documents:**
  ED180_1SR_2005-04-01.pdf
  ED180_2NSR_2006-09-05.pdf
  ED180_0_Adopt_2000-03-07.pdf
  ED180_0_Pilot_1998-06-30.pdf
  ED180_2NSR_2008-08-29.pdf
  ED180_2NSR_2010-05-04.pdf
  ED180_1SR_2010-01-19.pdf
  ED180_2NSR_2006-09-05 1.pdf
  ED180_2NSR_2008-04-04map.pdf
  ED180_1SR_2011-03-22.pdf

- ED220 (formerly ED170) - Human Growth & Development

  **Related Documents:**
  ED220_1SR_2005-04-01.pdf
  ED220_2NSR_2005-09-12.pdf

ED220_0Adopt_1999-12-09.pdf
ED220_1SR_2010-01-19.pdf
ED220_2NSR_2008-04-04map.pdf
ED220_SR_2016-02-09_FINAL_acalog.pdf

- ED231 (formerly CD231) - Introduction to Exceptional Children

**Related Documents:**

ED231_1SR_2006-05-02.pdf
ED231_2NSR_2008-04-04map.pdf
ED231_2NSR_2009-03-02map.pdf
ED231_1SR_2011-02-11.pdf
ED231_1SR_2016.12.02.pdf

- ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education

**Related Documents:**

ED281_1SR_2005-04-01.pdf
ED281_1SR_2010-01-19.pdf
ED281_2NSR_2008-04-04map.pdf
ED281_2NSR_2009-03-02map.pdf
ED281_6ARCH_2013_12_23.pdf

- ED292 - Education Practicum

**Related Documents:**

ED292_1SR_2003-06-09.pdf
ED292_0_Pilot_1998-04-24.pdf
ED292_2NSR_2008-08-29.pdf
ED292_1SR_2009-01-26.pdf
ED292_2NSR_2008-04-04map.pdf
ED292_1SR_2011-11-08.pdf
ED292_1SR_2016.12.02.pdf

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

### Education AA & Certificate

* Program/Unit Level - Develop in students a professional and ethical disposition towards the education field adhering to NEA's Code of Ethics of the Education Profession [see website: http://www.nea.org/aboutnea/code.html].
* Program/Unit Level - To prepare individuals who can provide high quality educational programs as a teacher or teachers's aide.
* Program/Unit Level - Prepare students to work with school age children, preadolescents, adults, and professionals in the school environment.

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
Provide quality instruction.

## Related Course SLO

* ED100 (now ED270) - Behavior Management: Positive Class Behavior - SLO#2 FA2010-SP2012
Upon successful completion of this course, students will be able to demonstrate teaching strategies that promote and encourage positive classroom behaviors.
* ED180 (formerly ED190) - Educational Methods: Lesson Planning - SLO#1 FA2010-SP2012
Upon successful completion of this course, students will be able to plan and implement lesson plans, including the preparation of instructional materials, that incorporate different methodologies and strategies.
* ED180 (formerly ED190) - Educational Methods: Games & Activities - SLO#2 FA2010-SP2012
Upon successful completion of this course, students will be able to plan and implement educational games and activities.
* ED270 (formerly ED100) - Behavior Management: Positive Classroom Behaviors - SLO#2 FA2010-SP2012
Upon successful completion of this course, students will be able to demonstrate teaching strategies that promote and encoruage positive classroom behaviors.
* ED270 (formerly ED100) - Behavior Management: SLO#2 Positive Classroom Behaviors - SLO#2 FA2012-SP2014
Upon successful completion of this course, students will be able to demonstrate teaching strategies that promote and encourage positive classroom behaviors.
* ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education: Materials & Techniques - SLO#3 FA2010-SP2012
Upon successful completion of this course, students will be able to demonstrate the ability to use multicultural learning materials and techniques with students in the classroom.

## Outcome Description: Professionalism & Ethics

SLO#1 FA2012-SP2014
Upon successful completion of this program, students will be able to demonstrate professionalism and ethical conduct within the educational field.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/08/2012
**End Date:** 03/01/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Practicum Rating Scale<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Internship/Co-op/Practicum Evaluation<br>**Related Documents:**<br>EDUPracticumRatingScale2012.pdf | At least 70% of students who complete ED292 Practicum will score an average of 3.5, with no score being under a 2.0, on the Practicum Rating Scale. | Fall and spring semesters | Yes |

## Related Courses

- ASL100 - American Sign Language I
**Related Documents:**
ASL100_2NSR_2006-09-05.pdf
ASL100_1SR_2007-12-11.pdf
ASL100_1SR_SLO_2008-03-07.pdf
ASL100_1SR_2000-10-25.pdf
ASL100_0_Pilot_1994-07-19.pdf
ASL100_0Adopt_1997-08-07.pdf
ASL100_AY2015-2016_Approved 04132015_acalog.pdf
- ED150 - Introduction to Teaching
**Related Documents:**
ED150_1SR_2003-06-09.pdf

ED150_2NSR_2006-04-07.pdf
ED150_0_Pilot_1997-12-09.pdf
ED150_0Adopt_2000-04-10.pdf
ED150_2NSR_2008-08-29.pdf
ED150_1SR_2009-03-04.pdf
ED150_2NSR_2008-04-04map.pdf
ED150_1SR_2011-02-09.pdf
ED150_1SR_2016.12.02.pdf

- ED180 (formerly ED190) - Educational Methods

**Related Documents:**

ED180_1SR_2005-04-01.pdf
ED180_2NSR_2006-09-05.pdf
ED180_0_Adopt_2000-03-07.pdf
ED180_0_Pilot_1998-06-30.pdf
ED180_2NSR_2008-08-29.pdf
ED180_2NSR_2010-05-04.pdf
ED180_1SR_2010-01-19.pdf
ED180_2NSR_2006-09-05 1.pdf
ED180_2NSR_2008-04-04map.pdf
ED180_1SR_2011-03-22.pdf

- ED220 (formerly ED170) - Human Growth & Development

**Related Documents:**

ED220_1SR_2005-04-01.pdf
ED220_2NSR_2005-09-12.pdf
ED220_0Adopt_1999-12-09.pdf
ED220_1SR_2010-01-19.pdf
ED220_2NSR_2008-04-04map.pdf
ED220_SR_2016-02-09_FINAL_acalog.pdf

- ED231 (formerly CD231) - Introduction to Exceptional Children

**Related Documents:**

ED231_1SR_2006-05-02.pdf
ED231_2NSR_2008-04-04map.pdf
ED231_2NSR_2009-03-02map.pdf
ED231_1SR_2011-02-11.pdf
ED231_1SR_2016.12.02.pdf

- ED270 (formerly ED100) - Behavior Management

**Related Documents:**

ED270_1SR_2010-01-12.pdf
ED270_6ARCH_2013_12_23.pdf

- ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education

**Related Documents:**

ED281_1SR_2005-04-01.pdf
ED281_1SR_2010-01-19.pdf
ED281_2NSR_2008-04-04map.pdf
ED281_2NSR_2009-03-02map.pdf
ED281_6ARCH_2013_12_23.pdf

- ED292 - Education Practicum

**Related Documents:**

ED292_1SR_2003-06-09.pdf
ED292_0_Pilot_1998-04-24.pdf
ED292_2NSR_2008-08-29.pdf
ED292_1SR_2009-01-26.pdf
ED292_2NSR_2008-04-04map.pdf
ED292_1SR_2011-11-08.pdf
ED292_1SR_2016.12.02.pdf

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To supply appropriate administrative and technological assistance to faculty and programs.

### Education AA & Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To recruit students.

## Related Course SLO

* ASL100 - American Sign Language I: SLO#1 Basic Conversational Skills - SLO#1 FA2012-SP2014
  Upon successful completion of this course, students will be able to demonstrate basic expressive and receptive conversational skills in American Sign Language (ASL) that includes a core vocabulary, fingerspelling the alphabet and numbers.
* ED150 - Introduction to Teaching: SLO#2: Educational Philosophy - SLO#2 FA2012-SP2014
  Upon successful completion of this course, students will be able to develop a philosophy of education that includes personal efficacy.
* ED231 (formerly CD231) - Introduction to Exceptional Children: SLO#3 Referrals - SLO#3 FA2012-SP2014
  Upon successful completion of this course, students will be able to demonstrate an understanding of the process of referral, screening, and assessment, including knowledge of the roles and responsibilities of primary team members.
* ED292 - Education Practicum: Professionalism & Ethics - SLO#1 FA2012-SP2014
  Upon successful completion of this course, students will be able to demonstrate professionalism and ethical conduct within the educational field.

## Outcome Description: Knowledge and Disposition

SLO#2 FA2012-SP2014
Upon successful completion of this program, students will be able to demonstrate appropriate knowledge and disposition needed to effectively work with students, including those from culturally and linguistically diverse backgrounds, and students with disabilities.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/08/2012
**End Date:** 03/01/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Practicum Rating Scale<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Internship/Co-op/Practicum Evaluation<br>**Related Documents:**<br>EDUPracticumRatingScale2012.pdf | At least 70% of students who complete ED292 Practicum will score an average of 3.5, with no score being under a 2.0, on the Practicum Rating Scale. | Fall and spring semesters | Yes |

### Related Courses

- ASL100 - American Sign Language I
  **Related Documents:**
  ASL100_2NSR_2006-09-05.pdf
  ASL100_1SR_2007-12-11.pdf
  ASL100_1SR_SLO_2008-03-07.pdf
  ASL100_1SR_2000-10-25.pdf
  ASL100_0_Pilot_1994-07-19.pdf
  ASL100_0Adopt_1997-08-07.pdf
  ASL100_AY2015-2016_Approved 04132015_acalog.pdf
- ED150 - Introduction to Teaching
  **Related Documents:**
  ED150_1SR_2003-06-09.pdf
  ED150_2NSR_2006-04-07.pdf
  ED150_0_Pilot_1997-12-09.pdf
  ED150_0Adopt_2000-04-10.pdf
  ED150_2NSR_2008-08-29.pdf
  ED150_1SR_2009-03-04.pdf
  ED150_2NSR_2008-04-04map.pdf
  ED150_1SR_2011-02-09.pdf
  ED150_1SR_2016.12.02.pdf
- ED180 (formerly ED190) - Educational Methods
  **Related Documents:**
  ED180_1SR_2005-04-01.pdf
  ED180_2NSR_2006-09-05.pdf
  ED180_0_Adopt_2000-03-07.pdf
  ED180_0_Pilot_1998-06-30.pdf
  ED180_2NSR_2008-08-29.pdf

ED180_2NSR_2010-05-04.pdf
ED180_1SR_2010-01-19.pdf
ED180_2NSR_2006-09-05 1.pdf
ED180_2NSR_2008-04-04map.pdf
ED180_1SR_2011-03-22.pdf

- ED220 (formerly ED170) - Human Growth & Development

**Related Documents:**

ED220_1SR_2005-04-01.pdf
ED220_2NSR_2005-09-12.pdf
ED220_0Adopt_1999-12-09.pdf
ED220_1SR_2010-01-19.pdf
ED220_2NSR_2008-04-04map.pdf
ED220_SR_2016-02-09_FINAL_acalog.pdf

- ED231 (formerly CD231) - Introduction to Exceptional Children

**Related Documents:**

ED231_1SR_2006-05-02.pdf
ED231_2NSR_2008-04-04map.pdf
ED231_2NSR_2009-03-02map.pdf
ED231_1SR_2011-02-11.pdf
ED231_1SR_2016.12.02.pdf

- ED270 (formerly ED100) - Behavior Management

**Related Documents:**

ED270_1SR_2010-01-12.pdf
ED270_6ARCH_2013_12_23.pdf

- ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education

**Related Documents:**

ED281_1SR_2005-04-01.pdf
ED281_1SR_2010-01-19.pdf
ED281_2NSR_2008-04-04map.pdf
ED281_2NSR_2009-03-02map.pdf
ED281_6ARCH_2013_12_23.pdf

- ED292 - Education Practicum

**Related Documents:**

ED292_1SR_2003-06-09.pdf
ED292_0_Pilot_1998-04-24.pdf
ED292_2NSR_2008-08-29.pdf
ED292_1SR_2009-01-26.pdf
ED292_2NSR_2008-04-04map.pdf
ED292_1SR_2011-11-08.pdf
ED292_1SR_2016.12.02.pdf

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  To supply adequate assistance to program growth.

### Education AA & Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide quality education.

## Related Course SLO

* ASL100 - American Sign Language I: SLO#1 Basic Conversational Skills - SLO#1 FA2012-SP2014
  Upon successful completion of this course, students will be able to demonstrate basic expressive and receptive conversational skills in American Sign Language (ASL) that includes a core vocabulary, fingerspelling the alphabet and numbers.
* ASL100 - American Sign Language I: SLO #3 Cultural Sensitivity - SLO#3 FA2012-SP2014
  Upon successful completion of this course, students will be able to demonstrate acceptable behavior with the Deaf Community.
* ED150 - Introduction to Teaching: SLO#2: Educational Philosophy - SLO#2 FA2012-SP2014
  Upon successful completion of this course, students will be able to develop a philosophy of education that includes personal efficacy.
* ED180 (formerly ED190) - Educational Methods: SLO#1 Knowledge - SLO#1 FA2012-SP2014
  Upon successful completion of this course, students will be able to demonstrate basic knowledge of educational methods.
* ED231 (formerly CD231) - Introduction to Exceptional Children: SLO#1 Modifications-Accommodations - SLO#1 FA2012-SP2014
  Upon successful completion of this course, students will be able to describe ways to modify curriculum and provide accommodations for students with disabilities.
* ED231 (formerly CD231) - Introduction to Exceptional Children: SLO#2 Working with Parents & Families - SLO#2 FA2012-SP2014
  Upon successful completion of this course, students will be able to demonstrate an understanding and respect for families who have children with disabilities, and develop strategies to empower families.
* ED292 - Education Practicum: Knowledge and Disposition - SLO#2 FA2012-SP2014
  Upon successful completion of this course, students will be able to demonstrate appropriate knowledge, disposition and skills needed to effectively work with students, including those from culturally and linguistically diverse backgrounds, and students with disabilities.

## Outcome Description: Strategies for Teaching

SLO#3 FA2012-SP2014
Upon successful completion of this program, students will be able to develop and implement developmentally and age-appropriate teaching strategies needed to effectively work with students in a classroom setting.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/08/2012
**End Date:** 03/01/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

## Means of Assessment

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Practicum Rating Scale<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Internship/Co-op/Practicum Evaluation<br>**Related Documents:**<br>EDUPracticumRatingScale2012.pdf | At least 70% of students who complete ED292 Practicum will score an average of 3.5, with no score being under a 2.0, on the Practicum Rating Scale. | Fall and spring semesters | Yes |

## Related Courses

- ASL100 - American Sign Language I

  **Related Documents:**
  ASL100_2NSR_2006-09-05.pdf
  ASL100_1SR_2007-12-11.pdf
  ASL100_1SR_SLO_2008-03-07.pdf
  ASL100_1SR_2000-10-25.pdf
  ASL100_0_Pilot_1994-07-19.pdf
  ASL100_0Adopt_1997-08-07.pdf
  ASL100_AY2015-2016_Approved 04132015_acalog.pdf

- ED150 - Introduction to Teaching

  **Related Documents:**
  ED150_1SR_2003-06-09.pdf
  ED150_2NSR_2006-04-07.pdf
  ED150_0_Pilot_1997-12-09.pdf
  ED150_0Adopt_2000-04-10.pdf
  ED150_2NSR_2008-08-29.pdf
  ED150_1SR_2009-03-04.pdf
  ED150_2NSR_2008-04-04map.pdf
  ED150_1SR_2011-02-09.pdf
  ED150_1SR_2016.12.02.pdf

- ED180 (formerly ED190) - Educational Methods

  **Related Documents:**
  ED180_1SR_2005-04-01.pdf
  ED180_2NSR_2006-09-05.pdf
  ED180_0_Adopt_2000-03-07.pdf
  ED180_0_Pilot_1998-06-30.pdf
  ED180_2NSR_2008-08-29.pdf
  ED180_2NSR_2010-05-04.pdf
  ED180_1SR_2010-01-19.pdf
  ED180_2NSR_2006-09-05 1.pdf
  ED180_2NSR_2008-04-04map.pdf
  ED180_1SR_2011-03-22.pdf

- ED220 (formerly ED170) - Human Growth & Development

  **Related Documents:**
  ED220_1SR_2005-04-01.pdf
  ED220_2NSR_2005-09-12.pdf
  ED220_0Adopt_1999-12-09.pdf

ED220_1SR_2010-01-19.pdf
ED220_2NSR_2008-04-04map.pdf
ED220_SR_2016-02-09_FINAL_acalog.pdf

- ED231 (formerly CD231) - Introduction to Exceptional Children

**Related Documents:**
ED231_1SR_2006-05-02.pdf
ED231_2NSR_2008-04-04map.pdf
ED231_2NSR_2009-03-02map.pdf
ED231_1SR_2011-02-11.pdf
ED231_1SR_2016.12.02.pdf

- ED270 (formerly ED100) - Behavior Management

**Related Documents:**
ED270_1SR_2010-01-12.pdf
ED270_6ARCH_2013_12_23.pdf

- ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education

**Related Documents:**
ED281_1SR_2005-04-01.pdf
ED281_1SR_2010-01-19.pdf
ED281_2NSR_2008-04-04map.pdf
ED281_2NSR_2009-03-02map.pdf
ED281_6ARCH_2013_12_23.pdf

- ED292 - Education Practicum

**Related Documents:**
ED292_1SR_2003-06-09.pdf
ED292_0_Pilot_1998-04-24.pdf
ED292_2NSR_2008-08-29.pdf
ED292_1SR_2009-01-26.pdf
ED292_2NSR_2008-04-04map.pdf
ED292_1SR_2011-11-08.pdf
ED292_1SR_2016.12.02.pdf

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2

Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To supply assistance for institutional learning outcomes.

### Education AA & Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To provide exploratory experiences for those interested in education as a career choice.

## Related Course SLO

* ASL100 - American Sign Language I: SLO#1 Basic Conversational Skills - SLO#1 FA2012-SP2014
  Upon successful completion of this course, students will be able to demonstrate basic expressive and receptive conversational skills in American Sign Language (ASL) that includes a core vocabulary, fingerspelling the alphabet and numbers.
* ASL100 - American Sign Language I: SLO#2 Nonverbal Skills - SLO#2 FA2012-SP2014
  Upon successful completion of this course, students will be able to demonstrate proficiency in visual acuity using body/facial expressions, gestures and other nonverbal skills to convey and respond to information received.
* ED180 (formerly ED190) - Educational Methods: SLO#2 Lesson Planning - SLO#2 FA2012-SP2014
  Upon successful completion of this course, students will be able to plan and implement lesson plans, including the preparation of instructional materials, that incorporate different methodologies and strategies.
* ED180 (formerly ED190) - Educational Methods: SLO#3 Games & Activities - SLO#3 FA2012-SP2014
  Upon successful completion of this course, students will be able to plan and implement educational games and activities.
* ED292 - Education Practicum: Strategies for Teaching - SLO#3 FA2012-SP2014
  Upon successful completion of this course, students will be able to plan and demonstrate developmentally and age-appropriate teaching strategies needed to effectively work with students in a classroom setting.

## Outcome Description: Professionalism and Ethics (FA 15-SP 17)

SLO#1 FA 15-SP 17 Upon successful completion of this program, students will be able to demonstrate professionalism and ethical conduct within the educational field.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 12/09/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

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

**Historical Assessment Perspective:** Results from the last assessment cycle ending in 2014 indicated that criterion was met but there was no indication as to how many students exceeded the 70% benchmark, therefore criterion will remain the same.

**Budget Goals:** Provide quality services and education.
Provide opportunities for students to explore education as a career.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Practicum Rating Scale will be completed by the mentor at the end of ED292.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Capstone Experience<br>**Related Documents:**<br>Practicum Rating Scale | At least 70% of students who complete ED292 Practicum will score at least an average of 3.5 on the Practicum Rating Scale with no score falling below a 2.0. | Practicum mentors will complete the Practicum Rating Scale at the end of each student's practicum hours during Spring 2016 and Fall 2016 semesters. | Yes |

## Related Courses

- ED292 - Education Practicum

**Related Documents:**

ED292_1SR_2003-06-09.pdf
ED292_0_Pilot_1998-04-24.pdf
ED292_2NSR_2008-08-29.pdf
ED292_1SR_2009-01-26.pdf
ED292_2NSR_2008-04-04map.pdf
ED292_1SR_2011-11-08.pdf
ED292_1SR_2016.12.02.pdf

## Related Items

### Guam Community College

* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Infuse internationalizing components in curriculum and faculty professional development to expose the entire college to enriching learning experiences brought about by an international scholar on campus.

### ACCJC/WASC

* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2016 #3
  Provide support for the institutional learning outcomes through service learning and student services activities.

### Education AA & Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To provide exploratory experiences for those interested in education as a career choice.

## Related Course SLO

* ED292 - Education Practicum: Professionalism and Ethics (FA2015-SP2017) - SLO#1 FA2015-SP2017 Upon successful completion of this program, students will be able to demonstrate professionalism and ethical conduct within the educational field.

## Outcome Description: Knowledge and Disposition (FA2015-SP2017)

SLO #2 FA2015-SP2017. Upon successful completion of this program, students will be able to demonstrate appropriate knowledge and disposition needed to effectively work with students, including those from culturally and linguistically diverse backgrounds, and students with disabilities.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 12/09/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Type of Industry National** 70% of students who complete ED292 Practicum will score at least an average of 3.5 with no score falling under a 2.0 on the Practicum Rating Scale.

**Certification:**

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

**Historical Assessment Perspective:** The results from the last assessment cycle indicate that at least 70% of students (n=15) who completed ED292 Practicum scored at least an average of 3.5 and no score was under a 2.0 on the Practicum Rating Scale. Since there was no indication of how much students exceeded criterion, it will remain the same.

**Budget Goals:** Provide quality services and education.
Provide opportunities for students to explore education as a career.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Practicum Rating Scale<br>**Type of Artifact/Instrument/Rubric/Method/Tool:** Observations<br>**Related Documents:** Practicum Rating Scale | At least 70% of students who complete ED292 Practicum will score an average of 3.5, with no score being under a 2.0, on the Practicum Rating Scale. | Practicum Rating Scales will be completed by practicum mentors at the end of Spring 2016 and Fall 2016 semesters. | Yes |

## Related Courses

- ED292 - Education Practicum

**Related Documents:**
ED292_1SR_2003-06-09.pdf
ED292_0_Pilot_1998-04-24.pdf
ED292_2NSR_2008-08-29.pdf
ED292_1SR_2009-01-26.pdf
ED292_2NSR_2008-04-04map.pdf
ED292_1SR_2011-11-08.pdf
ED292_1SR_2016.12.02.pdf

## Related Items

### Guam Community College

* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### ACCJC/WASC

* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name 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.

### Education AA & Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To provide exploratory experiences for those interested in education as a career choice.

## Related Course SLO

* ED292 - Education Practicum: Professionalism and Ethics (FA2015-SP2017) - SLO#1 FA2015-SP2017 Upon successful completion of this program, students will be able to demonstrate professionalism and ethical conduct within the educational field.

## Outcome Description: Teaching Strategies (FA2015-SP2017)

SLO#3 FA2015-SP2017
Upon successful completion of this program, students will be able to develop and implement developmentally and age-appropriate teaching strategies needed to effectively work with students in a classroom setting.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 12/09/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

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

**Historical Assessment Perspective:** Results from the last assessment cycle ending in 2014 indicate that at least 70% of students (n=15) who completed ED292 Practicum scored an average of 3.5 or better with no score under a 2.0 on the Practicum Rating Scale. Criterion will remain the same but results will indicate how much did students exceed criterion.

**Budget Goals:** Provide quality services and education.
Provide opportunities for students to explore education as a career.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Practicum Rating Scale<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Capstone Experience<br>**Related Documents:**<br>Practicum Rating Scale | At least 70% of students who complete ED292 Practicum will score an average of 3.5 or better with no score under a 2.0 on the Practicum Rating Scale. | Rating scales will be collected at the end of Spring and Fall 2016 semesters. | Yes |

### Related Courses

- ED292 - Education Practicum

**Related Documents:**
ED292_1SR_2003-06-09.pdf
ED292_0_Pilot_1998-04-24.pdf
ED292_2NSR_2008-08-29.pdf
ED292_1SR_2009-01-26.pdf
ED292_2NSR_2008-04-04map.pdf
ED292_1SR_2011-11-08.pdf
ED292_1SR_2016.12.02.pdf

### Related Items

#### Guam Community College

* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

#### ACCJC/WASC

* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name 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.

**School of Trades & Professional Services (TPS)**

* Program Review Goal (Budget Related Goals & Objectives) - FY2016 #3
  Provide support for the institutional learning outcomes through service learning and student services activities.

**Education AA & Certificate**

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To provide exploratory experiences for those interested in education as a career choice.

**Related Course SLO**

* ASL100 - American Sign Language I: Expressive and Non-verbal skills - SLO #2 (FA 15-SP17) Upon successful completion of this course, students will be able to demonstrate proficiency in visual acuity using body/facial expressions, gestures, and other nonverbal skills to convey information and respond to information received.
* ED150 - Introduction to Teaching: Academic Plan (FA2015-SP2017) - SLO #1 FA2015-SP2017. Articulate a comprehensive academic plan to include goals and objectives towards a profession in education.
* ED180 (formerly ED190) - Educational Methods: SLO#2 FA2015-SP2017 - SLO#2 FA2015-SP2017
  Upon successful completion of this course, students will be able to plan and implement lesson plans, including the preparation of instructional materials, that incorporate different methodologies and strategies.
* ED292 - Education Practicum: Professionalism and Ethics (FA2015-SP2017) - SLO#1 FA2015-SP2017 Upon successful completion of this program, students will be able to demonstrate professionalism and ethical conduct within the educational field.

## Education Certificate (Archive)

**Mission Statement:** The Education Program's mission is to prepare individuals to be a professional educators, show a positive attitude toward all students and their families, and obtain the skills to plan and implement a program that is safe, educational, and healthy.

**Vision Statement:** To prepare students in the education field so that they are ready to enter the field as a professional educator. Our motto is "Catch the Learning Bug!"

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

## Education Talent Search (Archive)

**Mission Statement:** The Program's mission is to provide qualified youths the opportunity to complete secondary education and encourage them to pursue their post secondary education.

**Vision Statement:** Guam Community College, Educational Talent Search, Federal TRIO Program, will be the leading support services that students seek upon for educational assistance in order to achieve their secondary, GED or AHS programs and continue onward to post secondary education. The development of a strong and vibrant partnership within the college's faculty, staff, and administrators will provide the best and effective resources for our students, ensuring a reliable and effective program. In addition, the joint partnership with Guam's business industries, the University of Guam, TRIO Programs and Gear-up Program, and other post secondary institution, will provide a diversified and quality support services with well-rounded environment for educational achievements.

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

## Education/Cosmetology Department Courses

**Mission Statement:** The Education Department's mission is to prepare individuals to be professional educators, show a positive attitude toward all students and their families, and obtain the skills to plan and implement a program that is safe, educational, and healthy.

**Vision Statement:** The vision of the department is to prepare students in the education field so that they are ready to enter the field as a professional educator.

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

## Electronics & Computer Networking (Secondary)

**Mission Statement:** Our mission as a unique community college is to be Guam's lead education agency in training, education and support services in all ways relating to Guam's workforce development needs and the career and employment goals of the people; and to work in partnership with industry to advance economic development in

Guam as a regional focal point for Micronesia within the Asia/Pacific Rim. Our mission is human resource development in support of Guam's major social and economic development goals.

**Vision Statement:** To prepare vocational high school students for gainful employment in the telecommunication industry and/or prepare them to pursue a Certificate or Associate Degree in Electronics or Computer networking engineering.

## Outcome Description: AY04-05 INSTALL AND CONFIGURE A ROUTER

Students will be able to install and configure a router.

**Start Date:** 07/01/2004
**End Date:** 06/30/2005
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The skills-based router configuration checklist<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Locally Developed Tests | 70% of students completing the skill-based exam will earn a 70% or better. | Student will complete three sections of router configuration: Setting up a router hyperterminal connection, configuring the router with basic commands, and checking the configuration. This exam will be given to students during the end of May and the first week of June by the four different high school instructors. Data will be collected in August 2005. | Yes |

### Related Courses

- CTEE051B (Formerly VEEE051B) - Fundamentals of Electricity II

**Related Documents:**
VEEE051B_1SR_2008-05-22.pdf
CTEE051B_1SR_2014-03-28.pdf

### Related Items

#### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

#### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes.

### Electronics & Computer Networking (Secondary)

* Program/Unit Level - Students will be able to identify internal and external PC components.
* Program/Unit Level - Students will be able to build a personal computer from scratch.
* Program/Unit Level - Students will be able to value positive customer relations with integrity.
* Program/Unit Level - Students will earn certification of completion.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  To meet the needs of the community.

## Outcome Description: AY04-05 NETWORKING SKILLS

Students will value Networking skills in the community.

**Start Date:** 07/01/2004
**End Date:** 06/30/2005
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The Cisco standardized forty-three question exit survey | 70% of students will attain 3 or higher in the rubric scoring for the Cisco stardardized exit survey | This exit survey questions will ask students the following: curriculum review, instruction, course contents, attitude towards course, satisfaction, access and future plans. Exit survey is administered sometime during the last week of Spring semester to all four high school students in VEEE066 | Yes |

## Related Courses

- CTEE051B (Formerly VEEE051B) - Fundamentals of Electricity II

**Related Documents:**
VEEE051B_1SR_2008-05-22.pdf
CTEE051B_1SR_2014-03-28.pdf

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division provides leadership for the region through continuing education and workforce development.

### 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.

### Electronics & Computer Networking (Secondary)

* Program/Unit Level - Students will be able to identify internal and external PC components.
* Program/Unit Level - Students will be able to build a personal computer from scratch.
* Program/Unit Level - Students will be able to value positive customer relations with integrity.
* Program/Unit Level - Students will earn certification of completion.

## Outcome Description: AY04-05 STANDARDIZED CISCO EXAM

Students will be able to distinguish between dynamic and static routing protocols, and distance vector and link-state algorithm.

**Start Date:** 07/01/2004
**End Date:** 06/30/2005
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Standardized CISCO Exam | 70% of students will earn a 70% or better Module 6 exam in VEEE066. | Students who registered in VEEE066 will take the Module 6 exam around the end of March or early April 2005. This module is a core curriculum in ccna 2 routing basics course. | Yes |

## Related Courses

- CTEE051B (Formerly VEEE051B) - Fundamentals of Electricity II

**Related Documents:**
VEEE051B_1SR_2008-05-22.pdf
CTEE051B_1SR_2014-03-28.pdf

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Electronics & Computer Networking (Secondary)

* Program/Unit Level - Students will be able to identify internal and external PC components.
* Program/Unit Level - Students will be able to build a personal computer from scratch.
* Program/Unit Level - Students will earn certification of completion.

## Related Course SLO

* CTEE065 - Computer Networking 1: 2014-2015 Catalog SLO#1 - SLO#1 FA14-SP15:
Upon successful completion of this course, students will be able to plan and install a small network connecting to the Internet.

## Outcome Description: AY06-07 INSTALL, CONFIGURE AND TROUBLESHOOT A ROUTER

Students will be able to install, configure and troubleshoot a router.

**Start Date:** 08/15/2006
**End Date:** 06/08/2007
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A skill-based router configuration exam | 70% of students completing the skill-based exam will earn a 70% or better | Students will complete three sections of router configuration: setting up a router hyperterminal connection, configuring a router with basic commands, and checking the configuration. This exam will be given to students during the first two weeks of June by four different high school instructors. Data will be collected by August 2007. | Yes |

### Related Courses

- CTEE051B (Formerly VEEE051B) - Fundamentals of Electricity II

**Related Documents:**
VEEE051B_1SR_2008-05-22.pdf
CTEE051B_1SR_2014-03-28.pdf

### Related Items

#### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### Electronics & Computer Networking (Secondary)

* Program/Unit Level - Students will be able to identify internal and external PC components.
* Program/Unit Level - Students will be able to build a personal computer from scratch.
* Program/Unit Level - Students will be able to value positive customer relations with integrity.
* Program/Unit Level - Students will earn certification of completion.

### Related Course SLO

* CTEE065 - Computer Networking 1: SLO#2 - SLO#2 SP2010-FA2011:
Upon successful completion of this course, students will be able to troubleshoot network and internet connectivity.

## Outcome Description: AY06-07 STANDARDIZED CISCO EXAM

Students will be able to distinguish between dynamic and static routing protocols, and distance vector and link-state algorithm

**Start Date:** 08/15/2006
**End Date:** 06/08/2007
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A standardized Cisco Exam | 70% of students who are registered in VEEE066 will earn a 70% or better grades in Module 6 exam. | Students in VEEE066 course will take the Module 6 exam around the end of March or early April 2007. This module is a core curriculum in CCNA 2 routing basics course. | Yes |

### Related Courses

- CTEE051B (Formerly VEEE051B) - Fundamentals of Electricity II

**Related Documents:**
VEEE051B_1SR_2008-05-22.pdf
CTEE051B_1SR_2014-03-28.pdf

### Related Items

#### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### Electronics & Computer Networking (Secondary)

* Program/Unit Level - Students will be able to identify internal and external PC components.
* Program/Unit Level - Students will be able to build a personal computer from scratch.
* Program/Unit Level - Students will be able to value positive customer relations with integrity.
* Program/Unit Level - Students will earn certification of completion.

### Related Course SLO

* CTEE065 - Computer Networking 1: SLO#3 - SLO#3 SP2010-FA2011:
Upon successful completion of this course, students will be able to describe the Open Systems Interconnect(OSI) model and the process of encapsulation.

* CTEE066 - Computer Networking II: 2014-2015 Catalog SLO#1 - SLO#1 FA14-SP15:
Upon successful completion of this course, students will be able to describe the structure of the Internet and how communication occurs between hosts.

## Outcome Description: AY06-07 COMPUTER NETWORKING SKILLS

Students will value Computer Networking skills in the community.

**Start Date:** 08/15/2006
**End Date:** 06/08/2007
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| hard copy survey questions which are extracted from the Cisco academy web survey | 70% of students will attain 3 or higher in the rubric scoring of a hard copy Cisco survey. | This exit survey questions will ask students the followings; curriculum review, instruction, course contents, attitude towards course, satisfaction, access and future plans. Exit survey will be administered sometime during the last week of Spring semester to all four high school students who are registered in VEEE066. | Yes |

### Related Courses

- CTEE051B (Formerly VEEE051B) - Fundamentals of Electricity II

**Related Documents:**
VEEE051B_1SR_2008-05-22.pdf
CTEE051B_1SR_2014-03-28.pdf

### Related Items

#### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division provides leadership for the region through continuing education and workforce development.

#### 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.

#### Electronics & Computer Networking (Secondary)

* Program/Unit Level - Students will be able to identify internal and external PC components.
* Program/Unit Level - Students will be able to build a personal computer from scratch.
* Program/Unit Level - Students will be able to value positive customer relations with integrity.
* Program/Unit Level - Students will earn certification of completion.

### Related Course SLO

* CTEE066 - Computer Networking II: 2014-2015 Catalog SLO#3 - SLO#3 FA14-SP15:
Upon successful completion of this course, students will be able to demonstrate proper disaster-recovery procedures.

**Outcome Description: AY08-09 SLO #1 CONNECT, CONFIGURE AND TROUBLESHOOT A ROUTER**

Student will be able to make a console connection, configure a router and troubleshoot problems.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 08/08/2008
**End Date:** 06/04/2009
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A skill-based exam from CISCO NETWORKING ACADEMY<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test | 70% of students completing the skill-based exam will earn a 75% or better | During the last week of May 2009, Students will take the skill-based exam which is composed of three sections: setting-up a router console connection, configuring a router with basic information, and troubleshooting the configuration.<br>Data from all four high schools will be collected by the first week of June 2009 | Yes |

## Related Courses

- CTEE051B (Formerly VEEE051B) - Fundamentals of Electricity II

**Related Documents:**
VEEE051B_1SR_2008-05-22.pdf
CTEE051B_1SR_2014-03-28.pdf

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### Electronics & Computer Networking (Secondary)

* Program/Unit Level - Students will be able to identify internal and external PC components.
* Program/Unit Level - Students will be able to build a personal computer from scratch.
* Program/Unit Level - Students will be able to value positive customer relations with integrity.
* Program/Unit Level - Students will earn certification of completion.

## Related Course SLO

* CTEE065 - Computer Networking 1: SLO#1 - SLO#1 SP2010-FA2011:
  Upon successful completion of this course, students will be able to plan and install a small network connecting to the Internet.

## Outcome Description: AY08-09 SLO#2 COMPUTER REPAIR AND NETWORKING SKILLS

Students will value computer repair and networking skills in the community.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 08/08/2008
**End Date:** 06/04/2009
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Course feedback developed by CISCO Networking Academy<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Exit Interviews/Survey | 70% of students will attain 3 or higher in the rubric scoring from the course feedback. | This survey will ask students the following criteria: curriculum review, instruction, course contents, attitude towards course, satisfaction, access and future plan.<br>This survey will administered sometime during the last week of Spring semester. | Yes |

### Related Courses

- CTEE051B (Formerly VEEE051B) - Fundamentals of Electricity II

**Related Documents:**
VEEE051B_1SR_2008-05-22.pdf
CTEE051B_1SR_2014-03-28.pdf

### Related Items

#### Guam Community College

* Institution Level - Continuation as a leader responsive to the needs and concerns of our community in Guam and Micronesia demands that the institution's Mission Statement be reexamined periodically.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division provides leadership for the region through continuing education and workforce development.

#### 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.

#### Electronics & Computer Networking (Secondary)

* Program/Unit Level - Students will be able to identify internal and external PC components.
* Program/Unit Level - Students will be able to build a personal computer from scratch.
* Program/Unit Level - Students will be able to value positive customer relations with integrity.
* Program/Unit Level - Students will earn certification of completion.

## Outcome Description: AY08-09 SLO#3 STANDARDIZED CISCO EXAM

Students will be able to distinguish between dynamic and static routing protocols , and distance vector and link-state algorithm.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 08/08/2008
**End Date:** 06/04/2009
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Module 5 exam from CISCO Networking Academy<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Industry/National Standardized Exams | 70% of students who are registered in VEEE066 will earn a 70% or better grades in Module 5 exam. | Students in VEEE 066 course will take the Module 5 exam around the end of March 2009. This module is a core curriculum in Discovery 2: Working at a Small-to-Medium Business or ISP. | Yes |

### Related Courses

- CTEE051B (Formerly VEEE051B) - Fundamentals of Electricity II

**Related Documents:**
VEEE051B_1SR_2008-05-22.pdf
CTEE051B_1SR_2014-03-28.pdf

### Related Items

#### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.
* Division Level - The Academic Affairs Division remains an integral part of Guam's economic development through the offering of quality educational programs.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### Electronics & Computer Networking (Secondary)

* Program/Unit Level - Students will be able to identify internal and external PC components.
* Program/Unit Level - Students will be able to build a personal computer from scratch.
* Program/Unit Level - Students will be able to value positive customer relations with integrity.
* Program/Unit Level - Students will earn certification of completion.

## Outcome Description: 2012-2013 Catalog SLO#1

SLO#1 FA12-SP13:
Upon successful completion of this program, students will be able to value networking skills in the community.

**Outcome Type:** SLO-Affective outcomes

**Start Date:** 03/12/2012
**End Date:** 10/14/2013
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Course feedback developed by the Cisco Networking Academy<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Exit Interviews/Survey<br>**Related Documents:**<br>Cisco Course Feedback | 70% of students who are registered in VEEE080 will have "4" or better rubric scoring in the course feedback. | This survey asks students the following criteria: curriculum review, instruction, course contents, attitude towards course, satisfaction, access and future plan. This survey will be administered sometime during the last week of Fall semester. | Yes |

## Related Courses

- CTEE065 - Computer Networking 1
  **Related Documents:**
  VEEE065_0Adopt_2002-02-06.pdf
  VEEE065_1SR_2010-05-03
- CTEE066 - Computer Networking II
  **Related Documents:**
  VEEE066_0Adopt_2002-03-07.pdf
  VEEE066_1SR_2010-05-03

## Related Tasks

* **Task Name: Data collection of the survey**
  **Task Description:** Instructors from all five high schools should collect students' course feedback from the Cisco Networking Academy.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2

Establish and implement systematic assessment processes.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide adequate support of program growth.

### Electronics & Computer Networking (Secondary)

* Program/Unit Level - Students will be able to value positive customer relations with integrity.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To meet the needs of the community.

## Related Course SLO

* CTEE051A (Formerly VEEE051A) - Electricity I: 2011-2012 Catalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to demonstrate basic academic skills in reading, writing, and mathematics.

## Outcome Description: 2012-2013 Catalog SLO#2

SLO#2 FA12-SP13:
Upon successful completion of this program, students will be able to install, configure, and troubleshoot a router.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/12/2012
**End Date:** 10/14/2013
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A Packet Tracer exam developed by the Cisco Networking Academy<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Standardized Test<br>**Related Documents:**<br>Cisco Std Exam | 70% of students who are registered in VEEE066 will earn 80% or better grades in the Packet Tracer exam. | Students who are registered in VEEE066 will take the exam during the end of Spring semester and the data will be collected before the Fall semester starts. | Yes |

## Related Courses

- CTEE066 - Computer Networking II
  **Related Documents:**
  VEEE066_0Adopt_2002-03-07.pdf
  VEEE066_1SR_2010-05-03

## Related Tasks

* **Task Name: Assessment and data collection**
  **Task Description:** Students who are registered in VEEE066 should take the Packet Tracer Exam and the results should be collected.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Update board policies on general, finance, curriculum, faculty/employees, students, foundation and apprenticeship through a systematic review process that reflect changing institutional and community needs and demands.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes.

### Electronics & Computer Networking (Secondary)

* Program/Unit Level - Students will earn certification of completion.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To increase student completion in the computer networking program.

## Related Course SLO

* CTEE065 - Computer Networking 1: 2012-2013 Catalog SLO#1 - SLO#1 FA12-SP13:
  Upon successful completion of this course, students will be able to plan and install a small network connecting to the Internet.
* CTEE065 - Computer Networking 1: 2011-2012 Catalog SLO#2 - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to troubleshoot network and Internet connectivity.
* CTEE066 - Computer Networking II: 2011-2012 Catalog SLO#2 - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to install, configure, and troubleshoot Cisco IOS devices for Internet and server connectivity.
* CTEE066 - Computer Networking II: SLO#2 - SLO#2 SP2010-FA2011:
  Upon successful completion of this course, students will be able to install, configure and troubleshoot Cisco IOS devices for Internet and server connectivity.

## Outcome Description: 2012-2013 Catalog SLO#3

SLO#3 FA12-SP13:
Upon successful completion of this program, students will be able to distinguish between dynamic and static routing protocols, and distance vector and link-state algorithm.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/12/2012
**End Date:** 10/14/2013
**Outcome Status:** Completed the Assessment Cycle
**Program Level SLO Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book

## Means of Assessment

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| CCNA 2 Chapter 5 Exam<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Industry/National Standardized Exams<br>**Related Documents:**<br>Cisco Std Exam | 70% of students who are registered in VEEE066 will earn a 70% or better grades in the chapter 5 exam | Students will take the chapter 5 exam around the end of March. This chapter is a core curriculum in VEEE065. | Yes |

## Related Courses

- CTEE065 - Computer Networking 1

  **Related Documents:**
  VEEE065_0Adopt_2002-02-06.pdf
  VEEE065_1SR_2010-05-03

- CTEE066 - Computer Networking II

  **Related Documents:**
  VEEE066_0Adopt_2002-03-07.pdf
  VEEE066_1SR_2010-05-03

## Related Tasks

* **Task Name: Data collection**

  **Task Description:** The results of Chapter 5 exam in VEEE066 will be collected.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide adequate support of program growth.

## Related Course SLO

* CTEE065 - Computer Networking 1: 2011-2012 Catalog SLO#3 - SLO#3 FA-SP:
  Upon successful completion of this course, students will be able to describe the Open Systems Interconnect (OSI) model and the process of encapsulation.
* CTEE066 - Computer Networking II: SLO#1 - SLO#1 SP2010-FA2011:
  Upon successful completion of this course, students will be able to describe the structure of the Internet and how communication occurs between hosts.

## Outcome Description: 2012-2013 Catalog SLO#5

SLO#5 FA12-SP13:
Upon successful completion of this program, students will be able to measure AC/DC voltage using a multimeter and oscilloscope.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/12/2012
**End Date:** 10/14/2013
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete a 26 question DC Circuit test which is faculty developed that comprises of questions, labs and test equipment applications. Students will be able to receive 100% points for the 26 questions. | Students taking the test will have an overall score of 70% or greater on the 26 question test at 3.8 points/question. | During end of semester. | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Faculty-developed tests

**Related Documents:**
VEEE051A_DC Circuits

## Related Courses

- CTEE051A (Formerly VEEE051A) - Electricity I
  **Related Documents:**
  VEEE051A_1SR_2008-05-22
  CTEE051A_1SR_2014-03-28.pdf
- CTEE051B (Formerly VEEE051B) - Fundamentals of Electricity II
  **Related Documents:**
  VEEE051B_1SR_2008-05-22.pdf
  CTEE051B_1SR_2014-03-28.pdf

## Related Tasks

* **Task Name: Assessment and data collection**
  **Task Description:** Students who are registered in VEEE051B will take the faculty-developed exam in all five high schools.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Update board policies on general, finance, curriculum, faculty/employees, students, foundation and apprenticeship through a systematic review process that reflect changing institutional and community needs and demands.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Provided support for institutional learning outcomes.

### Electronics & Computer Networking (Secondary)

* Program/Unit Level - Students will be able to value positive customer relations with integrity.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To meet the needs of the community.

## Related Course SLO

* CTEE051A (Formerly VEEE051A) - Electricity I: SLO#1 - SLO#1 SP2010 - FA2011:
  Upon successful completion of this course, students will be able to demonstrate basic academic skills in reading, writing, and mathematics.
* CTEE051A (Formerly VEEE051A) - Electricity I: SLO#2 - SLO#2 SP2010 - FA2011:
  Upon successful completion of this course, students will be able to follow national, state, and local industry established electrical safety procedures.
* CTEE051A (Formerly VEEE051A) - Electricity I: SLO#4 - SLO#4 SP2010 - FA2011:
  Upon successful completion of this course, students will be able to design, analyze, and calculate electrical quantities of series, parallel, and series-parallel circuits.
* CTEE051A (Formerly VEEE051A) - Electricity I: SLO#5 - SLO#5 SP2010 - FA2011:
  Upon successful completion of this course, students will be able to design, experiment, and troubleshoot electrical and electronic projects.
* CTEE051A (Formerly VEEE051A) - Electricity I: 2011-2012 Catalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to demonstrate basic academic skills in reading, writing, and mathematics.
* CTEE051A (Formerly VEEE051A) - Electricity I: 2011-2012 Catalog SLO#2 - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to follow national, state, and local industry established electrical safety procedures.
* CTEE051A (Formerly VEEE051A) - Electricity I: 2011-2012 Catalog SLO#3 - SLO#3 FA-SP:Upon successful completion of this course, students will be able to explain and illustrate the elements and properties of electrical circuits.
* CTEE051A (Formerly VEEE051A) - Electricity I: 2012-2013 Catalog SLO#4 - SLO#4 FA12-SP13:
  Upon successful completion of this course, students will be able to design, analyze, and calculate electrical quantities of series, parallel, and series-parallel circuits.
* CTEE051A (Formerly VEEE051A) - Electricity I: 2011-2012 Catalog SLO#5 - SLO#5 FA-SP:
  Upon successful completion of this course, students will be able to design, experiment, and troubleshoot electrical and electronic projects.
* CTEE051B (Formerly VEEE051B) - Fundamentals of Electricity II: 2011-2012 Catalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to demonstrate basic academic skills in reading, writing, and mathematics.
* CTEE051B (Formerly VEEE051B) - Fundamentals of Electricity II: 2011-2012 Catalog SLO#2 - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to follow national, state, and local industry established electrical safety procedures.
* CTEE051B (Formerly VEEE051B) - Fundamentals of Electricity II: 2012-2013 Catalog SLO#3 - SLO#3 FA12-SP13:
  Upon successful completion of this course, students will be able to explain and illustrate the elements and properties of AC Circuits.
* CTEE051B (Formerly VEEE051B) - Fundamentals of Electricity II: 2011-2012 Catalog SLO#4 - SLO#4 FA-SP:
  Upon successful completion of this course, students will be able to illustrate and describe AC voltage and the characteristics of AC voltage sources.
* CTEE051B (Formerly VEEE051B) - Fundamentals of Electricity II: 2011-2012 Catalog SLO#5 - SLO#5 FA-SP:
  Upon successful completion of this course, students will be able to design, experiment, and troubleshoot Alternating Current Circuits.

* CTEE051B (Formerly VEEE051B) - Fundamentals of Electricity II: SLO#2 - SLO#2 SP2010 - FA2011:
  Upon successful completion of the course, students will be able to follow national, state, and local industry established electrical safety procedures.
* CTEE051B (Formerly VEEE051B) - Fundamentals of Electricity II: SLO#1 - SLO#1 SP2010 - FA2011:
  Upon successful completion of the course students will be able to design, experiment, and troubleshoot Alternating Current Circuits.
* CTEE051B (Formerly VEEE051B) - Fundamentals of Electricity II: SLO#3 - SLO#3 SP2010 - FA2011:
  Upon successful completion of the course, student will be able to explain and illustrate the elements and properties of AC Circuits.
* CTEE051B (Formerly VEEE051B) - Fundamentals of Electricity II: SLO#4 - SLO#4 SP2010 - FA2011:
  Upon successful completion of this course, students will be able to illustrate and describe AC voltage and the characteristics of AC voltage source.

### Outcome Description: 2012-2013 Catalog SLO#4

SLO#4 FA12-SP13:
Upon successful completion of this program, students will be able to install, maintain, and troubleshoot a computer.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/12/2012
**End Date:** 10/14/2013
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A Skills-based Assessment developed by the Cisco Networking Academy<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Standardized Test<br>**Related Documents:**<br>Cisco Std Exam | 70% of students who are registered in VEEE080 will earn 70% or better grades in the skills-based exam. | Students will take the assessment sometime during the end of December. The results of grades will be collected from all five high schools by January. | Yes |

### Related Courses

- CTEE080 - IT Essentials I
  **Related Documents:**
  VEEE080_0Adopt_2007-09-28.pdf
  VEEE080_1SR_2008-08-25
  VEEE080_1SR_2012_05_28.pdf
- CTEE081 - IT Essentials II
  **Related Documents:**
  VEEE081_0Adopt_2007-05-21
  VEEE081_2NSR_2010-09-21.pdf
  VEEE081_1SR_2012_05_28.pdf

### Related Tasks

* **Task Name: Assessment**
  **Task Description:** Students who are registered in VEEE080 from all five high schools should be assessed during the Fall semester.

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment

that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* 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.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide adequate support of program growth.

### Electronics & Computer Networking (Secondary)

* Program/Unit Level - Students will be able to build a personal computer from scratch.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To meet the needs of the community.

## Related Course SLO

* CTEE066 - Computer Networking II: SLO#3 - SLO#3 SP2010-FA2011:
  Upon successful completion of this course, students will be able to demonstrate proper disaster-recovery procedures.

* CTEE066 - Computer Networking II: 2011-2012 Catalog SLO#3 - SLO#3 FA-SP:
  Upon successful completion of this course, students will be able to demonstrate proper disaster-recovery procedures.
* CTEE080 - IT Essentials I: SLO#1 - SLO#1 SP2010-FA2011:
  Upon successful completion of this course, students will be able to describe the internal components of a computer system.
* CTEE080 - IT Essentials I: SLO#2 - SLO#2 SP2010-FA2011:
  Upon successful completion of this course, students will be able to install an operating system and use system tools and diagnostic software for troubleshooting.
* CTEE080 - IT Essentials I: SLO#3 - SLO#3 SP2010-FA2011:
  Upon successful completion of this course, students will be able to identify, install, and configure hardware and other related devices.
* CTEE080 - IT Essentials I: SLO#4 - SLO#4 SP2010-FA-2011:
  Upon successful completion of this course, students will be able to iIllustrate how to format and partition a hard disk drive and to load application software programs.
* CTEE080 - IT Essentials I: SLO#5 - SLO#5 SP2010-FA2011
  Upon successful completion of this course, students will be able to explain and illustrate how to repair basic computer problems.
* CTEE080 - IT Essentials I: 2012-2013 Catalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to describe the internal components of a computer system.
* CTEE080 - IT Essentials I: 2011-2012 Catalog SLO#2 - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to install an operating system and use system tools and diagnostic software for troubleshooting.
* CTEE080 - IT Essentials I: 2012-2013 Catalog SLO#3 - SLO#3 FA12-SP13:
  Upon successful completion of this course, students will be able to identify, install, and configure hardware and other related devices.
* CTEE080 - IT Essentials I: 2011-2012 Catalog SLO#4 - SLO#4 FA-SP:
  Upon successful completion of this course, students will be able to illustrate how to format and partition a hard disk drive and to load application software programs.
* CTEE080 - IT Essentials I: 2011-2012 Catalog SLO#5 - SLO#5 FA-SP:

Upon successful completion of this course, students will be able to explain and illustrate how to repair basic computer problems.

* CTEE081 - IT Essentials II: 2012-2013 Catalog SLO#1 - SLO#1 FA12-SP13:
Upon successful completion of this course, students will be able to upgrade laptop components based on the customers? needs.
* CTEE081 - IT Essentials II: 2011-2012 Catalog SLO#2 - SLO#2 FA-SP:
Upon successful completion of this course, students will be able to perform preventive maintenance and troubleshooting on components of a printer/scanner.
* CTEE081 - IT Essentials II: 2011-2012 Catalog SLO#3 - SLO#3 FA-SP:
Upon successful completion of this course, students will be able to install a network; upgrade components based on customer needs and perform preventive maintenance and advanced troubleshooting.
* CTEE081 - IT Essentials II: SLO#1 - SLO#1 SP2010-FA2011:
Students will be able to install, maintain and troubleshoot the Linux network operating system.
* CTEE081 - IT Essentials II: SLO#3 - SLO#3 SP2010-FA2011:
Students will be able to value network server operating skills in the community.
* CTEE081 - IT Essentials II: SLO#2 - SLO#2 SP2010-FA2011:
Students will be able to differentiate between the Linux and WIndows 2000 network operating systems.

### Outcome Description: 2014-2015 Catalog SLO#1

SLO#1 FA14-SP15:
Upon successful completion of this program, students will be able to value networking skills in the community.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 03/10/2014
**End Date:** 03/10/2015
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** Implementation results and Fact book from previous cycle helped us to improve the means of assessment.
**Perspective:**
**Budget Goals:** Funded by Title V

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Course feedback developed by the Cisco Networking Academy<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Exit Interviews/Survey<br>**Related Documents:**<br>Program SLO#1 plan | 70% of students who are registered in VEEE080 will have "4" or better rubric scoring in the course feedback. | This survey asks students the following criteria: curriculum review, instruction, course contents, attitude towards course, satisfaction, access and future plan. This survey will be administered sometime during the last week of Fall semester. | Yes |

### Related Courses

- CTEE065 - Computer Networking 1
  **Related Documents:**
  VEEE065_0Adopt_2002-02-06.pdf
  VEEE065_1SR_2010-05-03
- CTEE066 - Computer Networking II
  **Related Documents:**
  VEEE066_0Adopt_2002-03-07.pdf
  VEEE066_1SR_2010-05-03

### Related Tasks

* **Task Name: Data collection of the survey**
**Task Description:** Instructors from all five high schools should collect students' course feedback from the Cisco Networking Academy.

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #2 Conducive Learning Environment
  Transform the campus into a facility conducive for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.
* 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.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide appropriate administrative and technological support for student services and programs.

### Electronics & Computer Networking (Secondary)

* Program/Unit Level - Students will be able to value positive customer relations with integrity.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To meet the needs of the community.

## Related Course SLO

* CTEE065 - Computer Networking 1: 2014-2015 Catalog SLO#2 - SLO#2 FA14-SP15:
  Upon successful completion of this course, students will be able to troubleshoot network and Internet connectivity.
* CTEE065 - Computer Networking 1: 2014-2015 Catalog SLO#3 - SLO#3 FA14-SP15:
  Upon successful completion of this course, students will be able to describe the Open Systems Interconnect (OSI) model and the process of encapsulation.

## Outcome Description: 2014-2015 Catalog SLO#2

SLO#2 FA14-SP15:
Upon successful completion of this program, students will be able to install, configure, and troubleshoot a router.

**Outcome Type:** SLO-Behavioral outcomes

**Start Date:** 03/10/2014

**End Date:** 03/10/2015

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A

**National Certification:**

**Historical Assessment** Implementation results and Fact book from previous cycle helped us to improve the means of assessment.

**Perspective:**

**Budget Goals:** Funded by Title V

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A Packet Tracer exam developed by the Cisco Networking Academy<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Standardized Test<br>**Related Documents:**<br>VEEE065_SLO#2 Packet Tracer Exam.doc | 70% of students who are registered in VEEE066 will earn 80% or better grades in the Packet Tracer exam. | Students who are registered in VEEE066 will take the exam during the end of Spring semester and the data will be collected before the Fall semester starts. | Yes |

## Related Courses

- CTEE066 - Computer Networking II

**Related Documents:**

VEEE066_0Adopt_2002-03-07.pdf

VEEE066_1SR_2010-05-03

## Related Tasks

* **Task Name: Assessment and data collection**

**Task Description:** Students who are registered in VEEE066 should take the Packet Tracer Exam and the results should be collected.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Update board policies on general, finance, curriculum, faculty/employees, students, foundation and apprenticeship through a systematic review process that reflect changing institutional and

community needs and demands.

* 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.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide adequate support of program growth.

### Electronics & Computer Networking (Secondary)

* Program/Unit Level - Students will earn certification of completion.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To increase student completion in the computer networking program.

## Outcome Description: 2014-2015 Catalog SLO#4

SLO#4 FA14-SP15:
Upon successful completion of this program, students will be able to install, maintain, and troubleshoot a computer.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/10/2014
**End Date:** 03/10/2015
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** Implementation results and Fact book from previous cycle helped us to improve the means of assessment.
**Perspective:**
**Budget Goals:** Funded by Title V

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A Skills-based Assessment developed by the Cisco Networking Academy<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Standardized Test<br>**Related Documents:**<br>Program SLO#4 plan | 70% of students who are registered in VEEE080 will earn 70% or better grades in the skills-based exam. | Students will take the assessment sometime during the end of December. The results of grades will be collected from all five high schools by January. | Yes |

## Related Courses

- CTEE080 - IT Essentials I
  **Related Documents:**
  VEEE080_0Adopt_2007-09-28.pdf
  VEEE080_1SR_2008-08-25
  VEEE080_1SR_2012_05_28.pdf
- CTEE081 - IT Essentials II
  **Related Documents:**
  VEEE081_0Adopt_2007-05-21
  VEEE081_2NSR_2010-09-21.pdf
  VEEE081_1SR_2012_05_28.pdf

## Related Tasks

* **Task Name: Assessment**

**Task Description:** Students who are registered in VEEE080 from all five high schools should be assessed during the Fall semester.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* 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) - 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.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide appropriate administrative and technological support for student services and programs.

### Electronics & Computer Networking (Secondary)

* Program/Unit Level - Students will be able to build a personal computer from scratch.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To meet the needs of the community.

## Related Course SLO

* CTEE080 - IT Essentials I: 2014-2015 Catalog SLO#2 - SLO#2 FA14-SP15:
  Upon successful completion of this course, students will be able to install an operating system and use system tools and diagnostic software for troubleshooting.
* CTEE080 - IT Essentials I: 2014-2015 Catalog SLO#3 - SLO#3 FA14-SP15:
  Upon successful completion of this course, students will be able to identify, install, and configure hardware and other related devices.
* CTEE081 - IT Essentials II: 2014-2015 Catalog SLO#2 - SLO#2 FA14-SP15:
  Upon successful completion of this course, students will be able to perform preventive maintenance and troubleshooting on components of a printer/scanner.

* CTEE081 - IT Essentials II: 2014-2015 Catalog SLO#3 - SLO#3 FA14-SP15:
Upon successful completion of this course, students will be able to install a network; upgrade components based on customer needs and perform preventive maintenance and advanced troubleshooting.

### Outcome Description: 2014-2015 Catalog SLO#3

SLO#3 FA14-SP15:
Upon successful completion of this program, students will be able to distinguish between dynamic and static routing protocols, and distance vector and link-state algorithm.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/10/2014
**End Date:** 03/10/2015
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** Implementation results and Fact book from previous cycle helped us to improve the means of assessment.
**Perspective:**
**Budget Goals:** Funded by Title V

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| CCNA 2 Chapter 5 Exam<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Industry/National Standardized Exams<br>**Related Documents:**<br>Program SLO#3 plan | 70% of students who are registered in VEEE066 will earn a 70% or better grades in the chapter 5 exam | Students will take the chapter 5 exam around the end of March. This chapter is a core curriculum in VEEE065. | Yes |

### Related Courses

- CTEE065 - Computer Networking 1
  **Related Documents:**
  VEEE065_0Adopt_2002-02-06.pdf
  VEEE065_1SR_2010-05-03
- CTEE066 - Computer Networking II
  **Related Documents:**
  VEEE066_0Adopt_2002-03-07.pdf
  VEEE066_1SR_2010-05-03

### Related Tasks

* **Task Name: Data collection**
**Task Description:** The results of Chapter 5 exam in VEEE066 will be collected.

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
Educational Excellence:
This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide adequate support of program growth.

### Electronics & Computer Networking (Secondary)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To increase student completion in the computer networking program.

## Related Course SLO

* CTEE066 - Computer Networking II: SLO#1 - SLO#1 SP2010-FA2011:
  Upon successful completion of this course, students will be able to describe the structure of the Internet and how communication occurs between hosts.

## Outcome Description: 2014-2015 Catalog SLO#5

SLO#5 FA14-SP15:
Upon successful completion of this program, students will be able to measure AC/DC voltage using a multimeter and oscilloscope.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/10/2014
**End Date:** 03/10/2015
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** Implementation results and Fact book from previous cycle helped us to improve the means of assessment.
**Perspective:**
**Budget Goals:** Funded by Title V

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete a 26 question DC Circuit test which is faculty developed that comprises of questions, labs and test equipment applications. Students will be able to receive 100% points for the 26 questions.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Faculty-developed tests<br>**Related Documents:**<br>VEEE051A_DC Circuits | Students taking the test will have an overall score of 70% or greater on the 26 question test at 3.8 points/question. | During end of semester. | Yes |

## Related Courses

- CTEE051A (Formerly VEEE051A) - Electricity I
  **Related Documents:**
  VEEE051A_1SR_2008-05-22
  CTEE051A_1SR_2014-03-28.pdf
- CTEE051B (Formerly VEEE051B) - Fundamentals of Electricity II
  **Related Documents:**
  VEEE051B_1SR_2008-05-22.pdf
  CTEE051B_1SR_2014-03-28.pdf

## Related Tasks

* **Task Name: Assessment and data collection**
  **Task Description:** Students who are registered in VEEE051B will take the faculty-developed exam in all five high schools.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Update board policies on general, finance, curriculum, faculty/employees, students, foundation and apprenticeship through a systematic review process that reflect changing institutional and

community needs and demands.

* 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.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Provided support for institutional learning outcomes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide adequate support of program growth.

### Electronics & Computer Networking (Secondary)

* Program/Unit Level - Students will be able to value positive customer relations with integrity.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To meet the needs of the community.

### Related Course SLO

* CTEE051B (Formerly VEEE051B) - Fundamentals of Electricity II: 2014-2015 Catalog SLO#1 - SLO#1 FA14-SP15:
  Upon successful completion of this course, students will be able to demonstrate basic academic skills in reading, writing, and mathematics.
* CTEE051B (Formerly VEEE051B) - Fundamentals of Electricity II: 2014-2015 Catalog SLO#2 - SLO#2 FA14-SP15:
  Upon successful completion of this course, students will be able to follow national, state, and local industry established electrical safety procedures.
* CTEE051B (Formerly VEEE051B) - Fundamentals of Electricity II: 2014-2015 Catalog SLO#3 - SLO#3 FA14-SP15:
  Upon successful completion of this course, students will be able to explain and illustrate the elements and properties of AC Circuits.
* CTEE051B (Formerly VEEE051B) - Fundamentals of Electricity II: 2014-2015 Catalog SLO#4 - SLO#4 FA-SP:
  Upon successful completion of this course, students will be able to illustrate and describe AC voltage and the characteristics of AC voltage sources.
* CTEE051B (Formerly VEEE051B) - Fundamentals of Electricity II: 2014-2015 Catalog SLO#5 - SLO#5 FA14-SP15:
  Upon successful completion of this course, students will be able to design, experiment, and troubleshoot Alternating Current Circuits.

## Electronics Engineering AS (Archive)

**Mission Statement:** Our mission as a unique Community college is...human resource development in support of Guam's major social and economic development goals.

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

## Electronics, Computer Science, and Office Technology Department Courses

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

## Emergency Management AS

### Outcome Description: 2012-2014 Acalog SLO#1

SLO#1 FA12-SP14:
Upon successful completion of the AS in Emergency Management program, students will be able to state the government's role in Emergency Management.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** N/A

**Program SLO/AUO Plan reflects/incorporates:** ACCJC Standards

**Historical Assessment Perspective:** EM is an AS program degree offering to support infrastructure for the Island's emergency response system.

**Budget Goals:** .

### Outcome Description: 2011-2012 Catalog SLO#2

SLO#2 FA-SP:
Upon successful completion of the AS in Emergency Management program, students will be able to describe the function of the Emergency Operations Center and National Incident Management System.

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Type of Industry National Certification:** .

**Historical Assessment Perspective:** .

**Budget Goals:** .

### Outcome Description: 2011-2012 Catalog SLO#3

SLO#3 FA-SP:
Upon successful completion of the AS in Emergency Management program, students will be able to evaluate hazards and risks of emergency situations.

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Type of Industry National Certification:** .

**Historical Assessment Perspective:** .

**Budget Goals:** .

## Emergency Management Certificate

### Outcome Description: 2012-13 Role of Government Acalog #1

SLO#1 FA-SP:
Upon successful completion of the Certificate in Emergency Management program, students will be able to state the government's role in Emergency Management.

**Outcome Type:** SLO-Cognitive outcomes

**Start Date:** 10/08/2012

**End Date:** 03/10/2014

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Historical Assessment Perspective:** .

**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Exam consisting of multiple choice questions<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Faculty-developed tests | Upon successful completion of certificate program, students will demonstrate knowledge of government's role in Emergent Management with 70% accuracy. | Once semester. | Yes |

## Related Items

### Guam Community College

* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  To supply adequate assistance to program growth.

### Emergency Management Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1 (EMT)
  Prepare students to successfully complete the EMT program.

## Outcome Description: 2011-2012 Catalog SLO#2

SLO#2 FA-SP:
Upon successful completion of the Certificate in Emergency Management program, students will be able to describe the function of the Emergency Operations Center and National Incident Management System.

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

## Outcome Description: 2011-2012 Catalog SLO#3

SLO#3 FA-SP:
Upon successful completion of the Certificate in Emergency Management program, students will be able to evaluate hazards and risks in emergency situations.

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .

**Perspective:**
**Budget Goals:** .http://tracdat.guamcc.edu/tracdat/faces/assessment/assessment_plan/editObjective.jsp#

### Outcome Description: 2011-2012 Catalog SLO#4

SLO#4 FA-SP:
Upon successful completion of the Certificate in Emergency Management program, students will be able to make decisions, solve problems, and use critical thinking skills vis-a-vis the emergency planning process.

**Outcome Status:** Completed the Assessment Cycle
**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

## English Department Courses

**Mission Statement:** The mission of the English Department is to provide to a diverse population, the highest quality of education that focuses primarily on developing students' abilities to think critically, read actively, and communicate effectively.
**Vision Statement:** To play a leading role in preparing students for successful careers by promoting literacy and fostering learning through critical thinking and effective communication in an accessible and supportive environment.

### Outcome Description: SLO #2 FA14-SP16

Demonstrate effective reasoning, problem solving, critical thinking, and creative achievement, and an inclination to lifelong inquiry and the pursuit of learning.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/13/2014
**End Date:** 03/14/2016
**Outcome Status:** Completed the Assessment Cycle
**Program Level SLO Industry** N/A
**National Certification:**
**Type of Industry National** .
**Certification:**
**Program SLO/AUO Plan** Other
**reflects/incorporates:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Related Course SLO

* EN100R - Fundamentals of English-Reading: 2014-2015 Catalog SLO#1 - SLO#1 SP2014-FA2015:
  Upon successful completion of this course, students will be able to demonstrate growth in vocabulary and comprehension levels.
* EN110 - Freshman Composition: 2014-2015 Catalog SLO#2 - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to demonstrate understanding of the connection between reading and writing.

### Outcome Description: Connecting Culture and Natural World

SLO #1 FA12-SP14
Demonstrate an ability to connect knowledge of human culture and the natural world to a variety of disciplines and perspectives.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**Outcome Status:** Completed the Assessment Cycle
**Program Level SLO Industry** N/A

**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Rubric SI110 Environmental Biology oral presentation.<br>Using the Rubric-Student will obtain a minimum of 105 points from a possible total of 150 points to demonstrate the minimum of 70% needed to meet the Criterion.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Rubric | 70% of students or more will earn 70% or better on the oral presentation | Students will orally present their research for SI110 before completing their program. | Yes |
| SI II0 Environmental Biology Rubric<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Rubric | Seventy percent (70%) of students or more will earn seventy percent (70%) or better on the oral presentation. | Oral Presentation is completed at the end of the semester. | Yes |

## Related Tasks

* **Task Name: Oral Presentation**

**Task Description:** The oral presentation represents half of the grade for the final project for SI110.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide adequate support of program growth.

## Related Course SLO

* EN194 - Technical Communication: SLO #1: Definition of Technical Communication and its traits - Upon successful completion of this course, students will be able to define technical communication and its traits.

## Outcome Description: Pursuit of Learning

SLO #2 FA12-SP14
Demonstrate effective reasoning, problem solving, critical thinking, and creative achievement, and an inclination to lifelong inquiry and the pursuit of learning.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** .
**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** .
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| EN111 Research Project Rubric (Used in Spring 2012)<br>EN111 Final Research Paper (Used in Fall 2012)<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Rubric | 80% of students will earn 70% or better on the final research paper/project.<br><br>Note that the EN111 Course instructors have changed from Spring 2012 and Fall 2012, therefore, the terms paper/project is instructor discretion; respective Rubrics have been provided for both. | Students will write a final semester research paper for EN111 before completing their program. | Yes |
| EN111-Writing for Research<br>DRAFT-Final Research Essay Rubric AND<br>Final Research Paper Requirements<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Rubric | Using the Rubric--Student will obtain a minimum of 70 points from a total of 100 points to meet the SLO Criterion.<br>The Final Research Paper Requirements provides the parameters of the area of study to be researched. | Final Research Essay to be completed at the end of the semester. | Yes |

## Related Tasks

* **Task Name: EN111 Research Paper**

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide adequate support of program growth.

### Related Course SLO

* EN100R - Fundamentals of English-Reading: 2014-2015 Catalog SLO#2 - SLO#2 SP2013-FA2015:
  Upon successful completion of this course, students will be able to demonstrate an improved attitude toward reading.

## Enrollment Services (archive Sept 2011)

**Mission Statement:** The office of Enrollment Services is committed to providing tools and support to academic advisors to enhance the learning process for students through the delivery of academic advising. Furthermore, this office is committed to supporting college recruitment activities by providing resources and coordinating faculty participation.

**Vision Statement:** The vision of the office of Enrollment Services is to enhance the connection between faculty and students through the advising process and to support academic success from recruitment to graduation.

### Outcome Description: FA09-SP11 SSUO#1 Student Education Plan Template

To enhance the learning process for students by providing the student education plan template to advisors.

**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 |
|---|---|---|---|
| The department will provide student educational plan templates to all academic advisors, and will survey two postsecondary programs which actively use the templates.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>Student Educational Plan Template: Certificate<br>Student Educational Plan Template: Degree | At least 60% of advisors from the two postsecondary programs will agree that the template is useful in carrying out their advising responsibilities, and out of 100 student advisement surveys distributed, at least 60 students will agree that the template was useful in mapping out their educational goals. | The educational plan template will be provided at the beginning of each academic year. Surveys will be conducted Spring 2010. | Yes |

## Related Activities

- Advisee Survey
- Advisor Survey
- Make electronic documents available via the web.
- Student Educational Plan Templates

## Related Tasks

* **Task Name: Imelda Clymer**

**Task Description:** To provide student educational plan templates to academic advisors and conduct a survey of two postsecondary programs.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### President/CEO

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

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.

### Enrollment Services (archive Sept 2011)

* Program/Unit Level - To ensure academic advisors receive advising tools provided by the department.

## Outcome Description: FA09-SP11 SSUO#2 Advisor Training

The department will conduct or assist in the coordination of academic advisor training.

**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 |
|---|---|---|---|
| The department will conduct evaluations after each training session.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>Advisor Training Evaluation | 60% of advisors surveyed will agree that they have gained usable knowledge and skills needed to carry out their academic advising responsibilities. | Evaluations are collected after advisor training is complete. | Yes |

## Related Activities

- Advisor Training
- Advisor Training Evaluation

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### President/CEO

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

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.

### Enrollment Services (archive Sept 2011)

* Program/Unit Level - To ensure that the tools provided to advisors are useful in the advising process.

## Outcome Description: FA09-SP11 SSUO#3 Support for Recruitment Activities

To support college recruitment activities by providing resources and coordinating faculty participation.

**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 |
|---|---|---|---|
| The department will maintain a logbook to record requests for recruitment resources.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Recruitment activities-process | Each request will receive 80% of the resources needed for the recruitment activity. | Continuous throughout the academic year. | Yes |

## Related Activities

- Recruitment Resource Logbook

## Related Tasks

* **Task Name: Imelda Clymer**
  **Task Description:** To ensure resources are received for recruitment activities.

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.

### Enrollment Services (archive Sept 2011)

* Program/Unit Level - To provide resources for recruitment activities in a timely manner.

## Environmental Health & Safety

**Mission Statement:** The Safety Office is responsible for the College's Safety Programs to include implementation, enforcement, and monitoring. The office also provides technical assistance to management in the implementation of said programs. Periodic unannounced (spot) inspections of all Campus Facilities and Satellite Schools are conducted to identify GOSHA related violations. Recommendations for corrective measures are offered to abate specific violations. Safety training is provided to faculty and staff in coordination with the Human Resources Department. This office also acts as an alternate liaison with any natural disaster as GCC's FEMA Project Coordinator.

**Vision Statement:** The Safety Office envisions a safety and health environment conducive to faculty, staff, students and visitors within the GCC Campus.

### Outcome Description: ENVIROMENTAL HEALTH AND SAFETY COMMITTEE

AUO#1 FA09-SP11 :
Environmental Health & Safety and the ADA committee to improve awareness of operational safety procedures to conform with local and federal standards.

**Outcome Type:** AUO
**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 |
|---|---|---|---|

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Quarterly environmental health & safety/ADA committee meeting.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey | The committee will review reported number of accidents/injuries on a quarterly basis and focus on reducing the number of accidents/injuries to 0-3 percent. | | Yes |

### Related Activities

- Annual GOSHA Inspection
- Emergency Drills
- Facilities Safety Inspection
- Occupational Safety & Health Training
- Procure Safety Equip. & Supply
- Safety Committee Mtg

### Related Tasks

* **Task Name: 2/11/09**

**Task Description:** 10/16/2008 - Assess the campus facility to determine the number and type of safety posters as applicable to the work center or building. The posters should be ordered by December 31, 2008 and shall be posted by February 27, 2009.

### Related Items

#### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

#### Environmental Health & Safety

* Program/Unit Level - To ensure that all employees, students, and visitors, are provided with safe workplace and healthful working conditions free from recognized hazards that may cause or are likely to cause death or serious physical harm.

## Outcome Description: Institution Facilities Safety

AUO#2 FAO9-SP11:
Safety Office will conduct daily physical inspection to indentify and correct potential health and safety hazards.

**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 |
|---|---|---|---|
| Inspection check-list to ensure that the deficiencies are recorded and addressed.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Federal Regulations | Ninety percent of small deficiency issues will be corrected within 24 hours. Long range deficiency issues will be prioritized and corrected within five work days. | | Yes |

### Related Activities

- Facilities Safety Inspection

### 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 I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### Administrative Services Division (ASD) Archive

* Division Level - The Administrative Services Division ensures a safe environment for faculty, staff, administrators and students.

### Board of Trustees (BOT)

* 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.

### 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.

### Environmental Health & Safety

* Program/Unit Level - To ensure that all employees, students, and visitors, are provided with safe workplace and healthful working conditions free from recognized hazards that may cause or are likely to cause death or serious physical harm.

## Outcome Description: Satellite Facility Inspection Program

AUO#3 FA09-SP11 :
Monthly physical inspections will be conducted at the GCC Satellite schools - John F. Kennedy High, George Washington High, Simon Sanchez High, Okkodo High, and Southern High.

**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 |
|---|---|---|---|
| Inspections reports and work order submitted from the GCC Satellite schools or others means of communication report (i.e. email, incident reports etc.) regarding environmental health & safety issues.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Federal Regulations | Prioritize inspection deficiencies to achieve 80 to 100 corrective action. | | Yes |

## Related Activities

- Facilities Safety Inspection

## 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 I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning,

implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### Administrative Services Division (ASD) Archive

* Division Level - The Administrative Services Division ensures a safe environment for faculty, staff, administrators and students.

### Board of Trustees (BOT)

* 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.

### 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.

### Environmental Health & Safety

* Program/Unit Level - To ensure that all employees, students, and visitors, are provided with safe workplace and healthful working conditions free from recognized hazards that may cause or are likely to cause death or serious physical harm.

## Outcome Description: ENVIRONMENTAL HEALTH & SAFETY COMMITTEE

AUO #1 - FA11-SP13:
Environmental Health & Safety and the ADA committee to improve awareness of operational safety procedures to conform with local and federal standards.

**Outcome Type:** AUO
**Start Date:** 11/10/2011
**End Date:** 03/11/2013
**Outcome Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Self Study Report
**Historical Assessment Perspective:** The plan is to ensure that environmental health & safety regulations are being adhered to, and theat they satisfy the federal Occupational Safety & Health Administration (OSHA) Standards.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The Environmental Health & Safety/ADA committee will meet quarterly or as needed to address incident reports. | 100% of incident report will be recorded and disseminated to appropriate department. | Activity will be on a quarterly schedule. | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Local Law/Regulations

**Related Documents:**
Quarterly EHS_ADA meeting Sched.pdf

## Related Activities

- Annual GOSHA Inspection
- Emergency Drills
- Facilities Safety Inspection
- Occupational Safety & Health Training
- Procure Safety Equip. & Supply
- Safety Committee Mtg
- Safety Office Website

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:

This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.
* 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1 (ASD)
  Provide support services in the most efficient and cost effective manner to the college.

### Environmental Health & Safety

* Program/Unit Level - To administer essential safety programs and provide personal protective equipment to protect all staff, faculty, and students from injuries.
* Program/Unit Level - To maintain and update all the GCC safety programs and training courses.
* Program/Unit Level - To ensure that all employees, students, and visitors, are provided with safe workplace and healthful working conditions free from recognized hazards that may cause or are likely to cause death or serious physical harm.
* Program/Unit Level - To identify workplace hazards and unsafe practices through regular inspections, verification of employee reports of unsafe and unhealthful conditions, and through job accident or injury investigations.
* Program/Unit Level - To reduce hazards likely to cause accidents and injuries through the timely installation or implementation of appropriate control and prevention systems.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  Revise and update GCC Safety Manuals.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2:
  Work with HR department in scheduling of safety training for faculty and staff.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3:
  Setup inspections of various buildings within GCC and satellite facilities.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Incorporate in to the MyGCC website the revised & update GCC environmental health & safety emergency operations plan.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Coordinate with human resources dept. on scheduling the environmental health & safety training to students, faculty, & staff.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Review the environmental health & safety inspection procedures for the campus and satellite high schools.

## Outcome Description: ENVIRONMENTAL HEALTH & SAFETY TRAINING

AUO #2 - FA11-SP13:
Environmental Health & Safety Trainings will be conducted to provide awareness on safety hazards and compliance with OSHA regulations.

**Outcome Type:** AUO
**Start Date:** 11/10/2011
**End Date:** 03/11/2013
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Other

**Historical Assessment Perspective:** The plan is to ensure that environmental health & safety regulations are being adhered to, and theat they satisfy the federal Occupational Safety & Health Administration (OSHA) Standards.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| General training sessions will be conducted during New Employee Orientation.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Workshop/Conference/Training<br>**Related Documents:**<br>New Employee Orientation.pdf<br>Safety_Orientation_2.pdf | 100% of new employees will receive general health and safety information. | Bi-annual. | Yes |

## Related Activities

- Annual GOSHA Inspection
- Emergency Drills
- Facilities Safety Inspection
- Occupational Safety & Health Training
- Procure Safety Equip. & Supply
- Safety Committee Mtg
- Safety Office Website

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2 (ASD)
  To coordinate security services for the campus to ensure that college personnel, students and property are secure.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3 (ASD)
  To improve standards for copying services to better meet campus requirements.

### Environmental Health & Safety

* Program/Unit Level - To administer essential safety programs and provide personal protective equipment to protect all staff, faculty, and students from injuries.
* Program/Unit Level - To maintain and update all the GCC safety programs and training courses.
* Program/Unit Level - To ensure that all employees, students, and visitors, are provided with safe workplace and healthful working conditions free from recognized hazards that may cause or are likely to cause death or serious physical harm.
* Program/Unit Level - To identify workplace hazards and unsafe practices through regular inspections, verification of employee reports of unsafe and unhealthful conditions, and through job accident or injury investigations.
* Program/Unit Level - To reduce hazards likely to cause accidents and injuries through the timely installation or implementation of appropriate control and prevention systems.

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  Revise and update GCC Safety Manuals.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2:
  Work with HR department in scheduling of safety training for faculty and staff.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3:
  Setup inspections of various buildings within GCC and satellite facilities.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Incorporate in to the MyGCC website the revised & update GCC environmental health & safety emergency operations plan.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Coordinate with human resources dept. on scheduling the environmental health & safety training to students, faculty, & staff.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Review the environmental health & safety inspection procedures for the campus and satellite high schools.

### Outcome Description: ENVIRONMENTAL HEALTH & SAFETY DRILLS

AUO # 3 - FA11-SP13:
Environmental Health & Safety Drills will be conducted to improve awareness of campus emergency procedures.

**Outcome Type:** AUO
**Start Date:** 11/10/2011
**End Date:** 03/11/2013
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** The plan is to ensure that environmental health & safety regulations are being adhered to, and theat they satisfy the federal Occupational Safety & Health Administration (OSHA) Standards.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The Drill Exercise Assessment form will be provided to faculty and/or staff to observe students. | 100% of assessment forms will be completed. | Emergency Drills will be conducted during the regular semesters, Fall and Spring. | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Observations

**Related Documents:**
Drill Exercise Assessment.pdf

### Related Activities

- Annual GOSHA Inspection
- Emergency Drills
- Facilities Safety Inspection
- Occupational Safety & Health Training
- Procure Safety Equip. & Supply
- Safety Committee Mtg
- Safety Office Website

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2 (ASD)
  To coordinate security services for the campus to ensure that college personnel, students and property are secure.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1 (F&AD)
  To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.

### Environmental Health & Safety

* Program/Unit Level - To administer essential safety programs and provide personal protective equipment to protect all staff, faculty, and students from injuries.
* Program/Unit Level - To maintain and update all the GCC safety programs and training courses.
* Program/Unit Level - To ensure that all employees, students, and visitors, are provided with safe workplace and healthful working conditions free from recognized hazards that may cause or are likely to cause death or serious physical harm.
* Program/Unit Level - To identify workplace hazards and unsafe practices through regular inspections, verification of employee reports of unsafe and unhealthful conditions, and through job accident or injury investigations.
* Program/Unit Level - To reduce hazards likely to cause accidents and injuries through the timely installation or implementation of appropriate control and prevention systems.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  Revise and update GCC Safety Manuals.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2:
  Work with HR department in scheduling of safety training for faculty and staff.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3:
  Setup inspections of various buildings within GCC and satellite facilities.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Incorporate in to the MyGCC website the revised & update GCC environmental health & safety emergency operations plan.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Coordinate with human resources dept. on scheduling the environmental health & safety training to students, faculty, & staff.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Review the environmental health & safety inspection procedures for the campus and satellite high schools.

## Outcome Description: FA2013-SP2015 AUO#1 ENVIRONMENTAL HEALTH & SAFETY COMMITTEE

AUO #1 - FA13-SP15:
Environmental Health & Safety and the ADA committee will continue to improve awareness of operational safety procedures to conform with local and federal standards.

**Outcome Type:** AUO
**Start Date:** 11/05/2013
**End Date:** 04/01/2015
**Outcome Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** A revisit of the Administrative Unit Outcome statement is needed to identify upon successful completion of the EH&S office event/training.

**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The Environmental Health & Safety/ADA committee will meet quarterly or as needed to address incident reports.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Local Law/Regulations<br>**Related Documents:**<br>Quarterly EHS ADA meeting Sched.pdf | 100% of incident report will be recorded and disseminated to appropriate department. | Activity will be on a quarterly schedule. | No |
| Committee Minutes and Agenda.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Local Law/Regulations<br>**Related Documents:**<br>Quarterly EHS ADA meeting Sched.pdf | 100% of quarterly meetings to be held. | The Environmental Health & Safety/ADA committee will meet no less than quarterly or as needed to address incident reports. | Yes |

## Related Activities

- Safety Committee Mtg

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.

### Board of Trustees (BOT)

* 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.
* 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) - 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1 (ASD)
  Provide support services in the most efficient and cost effective manner to the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2

To ensure the coordination of the operations of GCC's Finance and Administration Division.

### Environmental Health & Safety

* Program/Unit Level - To administer essential safety programs and provide personal protective equipment to protect all staff, faculty, and students from injuries.
* Program/Unit Level - To maintain and update all the GCC safety programs and training courses.
* Program/Unit Level - To ensure that all employees, students, and visitors, are provided with safe workplace and healthful working conditions free from recognized hazards that may cause or are likely to cause death or serious physical harm.
* Program/Unit Level - To identify workplace hazards and unsafe practices through regular inspections, verification of employee reports of unsafe and unhealthful conditions, and through job accident or injury investigations.
* Program/Unit Level - To reduce hazards likely to cause accidents and injuries through the timely installation or implementation of appropriate control and prevention systems.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  Revise and update GCC Safety Manuals.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2:
  Work with HR department in scheduling of safety training for faculty and staff.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3:
  Setup inspections of various buildings within GCC and satellite facilities.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Incorporate in to the MyGCC website the revised & update GCC environmental health & safety emergency operations plan.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Coordinate with human resources dept. on scheduling the environmental health & safety training to students, faculty, & staff.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Review the environmental health & safety inspection procedures for the campus and satellite high schools.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  PRG#3:
  Environmental Health & Safety and the ADA Task Force to improve awareness of operational safety procedures to conform with local and federal standards.

## Outcome Description: FA2013-SP2015 AUO#2 ENVIRONMENTAL HEALTH & SAFETY TRAINING

AUO #2 - FA13-SP15:
Environmental Health & Safety Trainings will continue to conduct awareness on safety hazards and compliance with OSHA regulations.

**Outcome Type:** AUO
**Start Date:** 11/05/2013
**End Date:** 04/01/2015
**Outcome Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** Refresher mini trainings will be conducted on a regular basis to ensure continued awareness of local and federal regulations.

**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Training sessions, i.e. Shooter on Campus, CPI, etc, will be coordinated and conducted during identified days for institutional events, such as, new employee orientation, professional development, etc. | 100% of employees will receive training and safety information. | Bi-annual. | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Workshop/Conference/Training

**Related Documents:**
New Employee Orientation.pdf
Safety_Orientation_2.pdf

### Related Activities

- Occupational Safety & Health Training

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP  GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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.
* 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 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.
* 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)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2 (ASD)
  To coordinate security services for the campus to ensure that college personnel, students and property are secure.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3 (ASD)
  To improve standards for copying services to better meet campus requirements.

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  To ensure the coordination of the operations of GCC's Finance and Administration Division.

### Environmental Health & Safety

* Program/Unit Level - To administer essential safety programs and provide personal protective equipment to protect all staff, faculty, and students from injuries.
* Program/Unit Level - To maintain and update all the GCC safety programs and training courses.
* Program/Unit Level - To ensure that all employees, students, and visitors, are provided with safe workplace and healthful working conditions free from recognized hazards that may cause or are likely to cause death or serious physical harm.
* Program/Unit Level - To identify workplace hazards and unsafe practices through regular inspections, verification of employee reports of unsafe and unhealthful conditions, and through job accident or injury investigations.
* Program/Unit Level - To reduce hazards likely to cause accidents and injuries through the timely installation or implementation of appropriate control and prevention systems.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  Revise and update GCC Safety Manuals.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2:
  Work with HR department in scheduling of safety training for faculty and staff.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3:
  Setup inspections of various buildings within GCC and satellite facilities.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1

Incorporate in to the MyGCC website the revised & update GCC environmental health & safety emergency operations plan.

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Coordinate with human resources dept. on scheduling the environmental health & safety training to students, faculty, & staff.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Review the environmental health & safety inspection procedures for the campus and satellite high schools.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  PRG#1:Training - Coordinate through Human Resources Dept. to schedule Environmental Health & Safety training to students, faculty, and staff.

### Outcome Description: FA2013-SP2015 AUO#3 ENVIRONMENTAL HEALTH & SAFETY DRILLS

AUO #3 - FA13-SP15:
Environmental Health & Safety Drills will continue to be conducted for improving awareness of campus emergency procedures.

**Outcome Type:** AUO
**Start Date:** 11/05/2013
**End Date:** 04/01/2015
**Outcome Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** AUO will be revisited to develop a new assessment method.
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The Drill Exercise Assessment form will be provided to faculty and/or staff to observe students. | 100% of assessment forms will be completed. | Emergency Drills will be conducted during the regular semesters, Fall and Spring. | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Observations

**Related Documents:**
Drill Exercise Assessment.pdf

### Related Activities

- Emergency Drills

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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.
* 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 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional

effectiveness.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2 (ASD)
  To coordinate security services for the campus to ensure that college personnel, students and property are secure.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1 (F&AD)
  To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  To ensure the coordination of the operations of GCC's Finance and Administration Division.

### Environmental Health & Safety

* Program/Unit Level - To administer essential safety programs and provide personal protective equipment to protect all staff, faculty, and students from injuries.
* Program/Unit Level - To maintain and update all the GCC safety programs and training courses.
* Program/Unit Level - To ensure that all employees, students, and visitors, are provided with safe workplace and healthful working conditions free from recognized hazards that may cause or are likely to cause death or serious physical harm.
* Program/Unit Level - To identify workplace hazards and unsafe practices through regular inspections, verification of employee reports of unsafe and unhealthful conditions, and through job accident or injury investigations.
* Program/Unit Level - To reduce hazards likely to cause accidents and injuries through the timely installation or implementation of appropriate control and prevention systems.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  Revise and update GCC Safety Manuals.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2:
  Work with HR department in scheduling of safety training for faculty and staff.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3:
  Setup inspections of various buildings within GCC and satellite facilities.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Incorporate in to the MyGCC website the revised & update GCC environmental health & safety emergency operations plan.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Coordinate with human resources dept. on scheduling the environmental health & safety training to students, faculty, & staff.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Review the environmental health & safety inspection procedures for the campus and satellite high schools.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  PRG#1:Training - Coordinate through Human Resources Dept. to schedule Environmental Health & Safety training to students, faculty, and staff.

## Outcome Description: FA2015-SP2017 AUO#1 ENVIRONMENTAL HEALTH & SAFETY COMMITTEE

AUO #1 - FA15-SP17:
Environmental Health & Safety and the ADA committee will continue to improve awareness of operational safety procedures to conform with local and federal standards.

**Outcome Type:** AUO
**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** .
**Budget Goals:** .

### Means of Assessment

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Committee Minutes and Agenda.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Local Law/Regulations<br>**Related Documents:**<br>Quarterly EHS ADA meeting Sched.pdf | 85% of quarterly meetings to be held. | The Environmental Health & Safety/ADA committee will meet no less than quarterly or as needed to address incident reports. | Yes |

## Related Activities

- Occupational Safety & Health Training
- Safety Committee Mtg
- Safety Office Website

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.

### Board of Trustees (BOT)

* 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.
* 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) - 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) - 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1 (ASD)
  Provide support services in the most efficient and cost effective manner to the college.

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  To ensure the coordination of the operations of GCC's Finance and Administration Division.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #1
  To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #2
  To ensure the coordination of the operations of GCC's Finance and Administration Division.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #3
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

### Environmental Health & Safety

* Program/Unit Level - To administer essential safety programs and provide personal protective equipment to protect all staff, faculty, and students from injuries.
* Program/Unit Level - To maintain and update all the GCC safety programs and training courses.
* Program/Unit Level - To ensure that all employees, students, and visitors, are provided with safe workplace and healthful working conditions free from recognized hazards that may cause or are likely to cause death or serious physical harm.
* Program/Unit Level - To identify workplace hazards and unsafe practices through regular inspections, verification of employee reports of unsafe and unhealthful conditions, and through job accident or injury investigations.
* Program/Unit Level - To reduce hazards likely to cause accidents and injuries through the timely installation or implementation of appropriate control and prevention systems.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  Revise and update GCC Safety Manuals.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2:
  Work with HR department in scheduling of safety training for faculty and staff.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3:
  Setup inspections of various buildings within GCC and satellite facilities.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Incorporate in to the MyGCC website the revised & update GCC environmental health & safety emergency operations plan.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Coordinate with human resources dept. on scheduling the environmental health & safety training to students, faculty, & staff.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Review the environmental health & safety inspection procedures for the campus and satellite high schools.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  PRG#3:
  Environmental Health & Safety and the ADA Task Force to improve awareness of operational safety procedures to conform with local and federal standards.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #1 Training:
  Implement new training subjects and coordinate through respective departments, human resources-new employee orientation, workplace violence, accommodative services-non-violence crisis, Guam Police Dept, Shooter on Campus.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016 #2
  Schedule the environmental health & safety inspection procedures for the college and satellite high schools.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016 #3
  Environmental health & safety and OSH/ADA task force to improve awareness of operational safety procedures.

## Outcome Description: FA2015-SP2017 AUO#2 ENVIRONMENTAL HEALTH & SAFETY TRAINING

AUO #2 - FA15-SP17:
Environmental Health & Safety Trainings will continue to conduct awareness on safety hazards and compliance with OSHA regulations.

**Outcome Type:** AUO
**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle

**Historical Assessment Perspective:** .
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Training sessions, i.e. Shooter on Campus, CPI, etc, will be coordinated and conducted during identified days for institutional events, such as, new employee orientation, professional development, etc.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Workshop/Conference/Training<br>**Related Documents:**<br>Attendeesnosignatuures8 2015 (3).pdf | 90% of employees will receive training and safety information. | Bi-annual. | Yes |

## Related Activities

- Annual GOSHA Inspection
- Facilities Safety Inspection
- Occupational Safety & Health Training
- Procure Safety Equip. & Supply

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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.
* 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 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.
* 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)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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) - 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2 (ASD)
  To coordinate security services for the campus to ensure that college personnel, students and property are secure.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3 (ASD)
  To improve standards for copying services to better meet campus requirements.

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  To ensure the coordination of the operations of GCC's Finance and Administration Division.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #1
  To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #2
  To ensure the coordination of the operations of GCC's Finance and Administration Division.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #3
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

### Environmental Health & Safety

* Program/Unit Level - To administer essential safety programs and provide personal protective equipment to protect all staff, faculty, and students from injuries.
* Program/Unit Level - To maintain and update all the GCC safety programs and training courses.
* Program/Unit Level - To ensure that all employees, students, and visitors, are provided with safe workplace and healthful working conditions free from recognized hazards that may cause or are likely to cause death or serious physical harm.
* Program/Unit Level - To identify workplace hazards and unsafe practices through regular inspections, verification of employee reports of unsafe and unhealthful conditions, and through job accident or injury investigations.
* Program/Unit Level - To reduce hazards likely to cause accidents and injuries through the timely installation or implementation of appropriate control and prevention systems.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  Revise and update GCC Safety Manuals.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2:
  Work with HR department in scheduling of safety training for faculty and staff.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3:
  Setup inspections of various buildings within GCC and satellite facilities.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Incorporate in to the MyGCC website the revised & update GCC environmental health & safety emergency operations plan.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Coordinate with human resources dept. on scheduling the environmental health & safety training to students, faculty, & staff.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Review the environmental health & safety inspection procedures for the campus and satellite high schools.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  PRG#1:Training - Coordinate through Human Resources Dept. to schedule Environmental Health & Safety training to students, faculty, and staff.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #1 Training:
  Implement new training subjects and coordinate through respective departments, human resources-new employee orientation, workplace violence, accommodative services-non-violence crisis, Guam Police Dept, Shooter on Campus.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016 #2
  Schedule the environmental health & safety inspection procedures for the college and satellite high schools.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016 #3
  Environmental health & safety and OSH/ADA task force to improve awareness of operational safety procedures.

## Outcome Description: FA2015-SP2017 AUO#3 ENVIRONMENTAL HEALTH & SAFETY DRILLS

AUO #3 - FA15 SP17:
Environmental Health & Safety Drills will continue to be conducted for improving awareness of campus emergency procedures.

**Outcome Type:** AUO
**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle

**Historical Assessment Perspective:** .

**Budget Goals:** .

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |
| The Drill Exercise Assessment form will be provided to faculty and/or staff to observe students.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Observations<br>**Related Documents:**<br>Drill Exercise Assessment.pdf | 85% of assessment forms will be completed. | Emergency Drills will be conducted during the regular semesters, Fall and Spring. | Yes |

## Related Activities

- Emergency Drills

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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.
* 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 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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) - 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2 (ASD)
  To coordinate security services for the campus to ensure that college personnel, students and property are secure.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1 (F&AD)
  To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  To ensure the coordination of the operations of GCC's Finance and Administration Division.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #1
  To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #2
  To ensure the coordination of the operations of GCC's Finance and Administration Division.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #3
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

### Environmental Health & Safety

* Program/Unit Level - To administer essential safety programs and provide personal protective equipment to protect all staff, faculty, and students from injuries.
* Program/Unit Level - To maintain and update all the GCC safety programs and training courses.
* Program/Unit Level - To ensure that all employees, students, and visitors, are provided with safe workplace and healthful working conditions free from recognized hazards that may cause or are likely to cause death or serious physical harm.
* Program/Unit Level - To identify workplace hazards and unsafe practices through regular inspections, verification of employee reports of unsafe and unhealthful conditions, and through job accident or injury investigations.
* Program/Unit Level - To reduce hazards likely to cause accidents and injuries through the timely installation or implementation of appropriate control and prevention systems.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  Revise and update GCC Safety Manuals.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2:
  Work with HR department in scheduling of safety training for faculty and staff.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3:
  Setup inspections of various buildings within GCC and satellite facilities.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Incorporate in to the MyGCC website the revised & update GCC environmental health & safety emergency operations plan.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Coordinate with human resources dept. on scheduling the environmental health & safety training to students, faculty, & staff.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Review the environmental health & safety inspection procedures for the campus and satellite high schools.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  PRG#1:Training - Coordinate through Human Resources Dept. to schedule Environmental Health & Safety training to students, faculty, and staff.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #1 Training:
  Implement new training subjects and coordinate through respective departments, human resources-new employee orientation, workplace violence, accommodative services-non-violence crisis, Guam Police Dept, Shooter on Campus.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016 #2
  Schedule the environmental health & safety inspection procedures for the college and satellite high schools.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016 #3
  Environmental health & safety and OSH/ADA task force to improve awareness of operational safety procedures.

## Environmental Technician Certificate

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

## Faculty Senate (archived April 2011)

**Mission Statement:** "The mission of the Faculty Senate of Guam Community College is to serve as an inclusive forum for all College stakeholders to participate in the process of developing and recommending effective policies to the administration for the College to the benefit of our students and the community we serve."

**Vision Statement:** "To support the vision statement of Guam Community College."

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

## Family Services Certificate

**Mission Statement:** The program develops the knowledge and skills of those interested in working in the human services fields, such as Family Service Workers or paraprofessional social workers, and meets the mission of the College in workforce development.

**Vision Statement:** The vision of the Family Service Program is to prepare students to successfully enter the human services field as paraprofessionals.

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

## Fire Science Technology Certificate (Cycle dependent)

**Mission Statement:** Our mission as a unique community college is to be Guam's lead education agency in training, education, and support services in all ways related to Guam's workforce development needs and the career and employment goals of the people and to work in partnership with industry to advance economic development in Guam as a regional focal point for Micronesia within the Asia-Pacific Rim. Our mission is human resource development in support of Guam's major social and economic development goals.

**Vision Statement:** The goal of the certificate degree program in Fire Science Technology is to provide graduates with the skills and technical knowledge needed to become a fire company officer.

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

## Food & Beverage Management AS

**Mission Statement:** The mission of the Food & Beverage Management Program is to provide education and training in the Food service industry for Guam and Micronesia.

**Vision Statement:** To prepare students for career opportunities in the Food & Beverage industry.

### Outcome Description: SLO#1 Skill Demonstration

SLO#1 FA 2010 - SP 2012:
Upon successful completion of this program, students will be able to demonstrate competency in the skills needed to work as a professional in the Food & Beverage industry.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| HS 140 Final Menu Creation<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Portfolio Evaluation | 70% of all students will achieve a score of 70% or better | Upon completion of course students will turn in a final menu including food costing, recipes and the actual priced menu. | Yes |
| HS 208 EI AH&LA F & B Service Exam<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Industry/National Standardized Exams | 70% of students will score 70% or better on the exam | At the conclusion of the course students will take the AH&LA exam | Yes |
| HS 222 EI AH&LA Exam<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Industry/National Standardized Exams | 70% of students will achieve 70% or better on the exam | At the conclusion of the course students will take the AH&LA exam. | Yes |
| HS245 SCANS Competency completions<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Skills proficiency checklist | 70% of students will achieve a score of 3 or better on all SCANS competencies | Through out the course students will be evaluated on cooking techniques through the use of SCANS competencies | Yes |
| HS294 Practicum Portfolio<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Capstone Experience | 80% of students will score 80% on the portfolio | As the capstone students will be placed in a 300 hour Practicum. | Yes |

## Related Courses

- HS140 - Menu Planning

  **Related Documents:**

  HS140_0Adopt_2003-10-27.pdf
  HS140-1SR_2016-02-09.pdf

- HS208 - Managing Food & Beverage Service

  **Related Documents:**

  HS208 Food & Beverage Service.pdf
  HS208 1994-10-06 R.pdf
  HS208 1999-12-13 SR.pdf
  HS208_Course Guide.pdf
  HS208_1SR_2010-05-10_CHECKmap.pdf
  HS208_1SR_2011-12-05.pdf
  HS208_1SR_2011-12-05.pdf
  HS208_1SR_2014-03-12.pdf

- HS222 - Food & Beverage Cost Control

  **Related Documents:**

  HS222_1SR_2001-05-29.pdf
  HS222_2NSR_2003-04-05.pdf
  HS222_2NSR_2004-12-17.pdf
  HS222_CourseGuide_1987-01-28.pdf
  HS222_1SR_2010-05-10_CHECKmap.pdf
  HS222_1SR_2012-01-03.pdf
  HS222_1SR_2013-05-13.pdf

- HS245 - Food Production Principles

  **Related Documents:**

  HS245_0Adopt_2000-05-17.pdf
  HS245_1SR_2003-10-27.pdf
  HS245_2NSR_2009-10-08map.pdf
  HS245_1SR_2010-05-10_CHECKmap.pdf
  HS245_1SR_2012-04-03.pdf
  HS245_1SR_2013-04-19.pdf
  HS245_6Arch_2017.03.03.pdf

- HS292B - Food & Beverage Management Practicum

  **Related Documents:**

  HS292B_0Adopt_2012-04-03.pdf

## Related Tasks

* **Task Name: HS294 Practicum**

  **Task Description:** One site work experience

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply appropriate administrative and technological assistance to faculty and programs.

### Food & Beverage Management AS

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide learning experiences for students that leads to their employment or their continued education.
* Program Review Goal (Budget Related Goals & Objectives) - SY2013-2014 Goal #2:
  Review classes offered by the program to relate it to national certifications from the American Hotel and Lodging Association (AH&LA) Educational Institute and or American Culinary Federation (ACF).

* Program Review Goal (Budget Related Goals & Objectives) - AY 2013-2014 Goal #3:
  To provide faculty with the lab resources necessary to achieve student learning outcomes.

## Related Course SLO

* HS140 - Menu Planning: Seven Parts to a Recipe - SLO#1 FA2010 - SP2012:
  Upon successful completion of this course, students will be able to identify and explain the seven parts of a recipe
* HS140 - Menu Planning: Costing of Recipe - SLO#2 FA2010 - SP2012:
  Upon successful completion of this course, students will be able to effectively cost a recipe.
* HS140 - Menu Planning: Price a Menu - SLO#3 FA2010 - SP2012:
  Upon successful completion of this course, students will be able to price a menu according to the recipe costs.
* HS203A - Food Safety & Sanitation (SerfSafe): Identification of TCS Foods - SLO#1 FA2010 - SP2012:
  Upon successful completion of this course, students will be able to identify food that is most likely to become unsafe, known as TCS foods.

* HS203A - Food Safety & Sanitation (SerfSafe): Food Borne Bacteria - SLO#2 FA2010 - SP2012:
  Upon successful completion of this course, students will be able to identify the factors that affect the growth of food borne bacteria in TCS foods.
* HS203A - Food Safety & Sanitation (SerfSafe): Hygienic Procedures - SLO#3 FA2010 - SP2012:
  Upon successful completion of this course, students will be able to demonstrate proper hygienic procedures or processes that foodservice employees use to prevent the spread of food borne illness and cross contamination of food.
* HS203A - Food Safety & Sanitation (SerfSafe): Managerial Control - SLO#4 FA2010 - SP2012:
  Upon successful completion of this course, students will be able to identify how active managerial control can impact food safety.

* HS203B - Food Safety & Sanitation (HACCP): Benefits of a SRM - SLO#1 FA2010 - SP2012:
  Upon successful completion of this course, students will be able to identify the benefits of a food safety risk management program.
* HS203B - Food Safety & Sanitation (HACCP): TDZ - SLO#2 FA2010 - SP2012:
  Upon successful completion of this course, students will be able to explain why the temperature danger zone (TDZ) is important to food safety.
* HS203B - Food Safety & Sanitation (HACCP): Critical Control Points - SLO#3 FA2010 - SP2012:
  Upon successful completion of this course, students will be able to ientify the seven HACCP Principles and 10 Critical Control Points.
* HS203B - Food Safety & Sanitation (HACCP): HACCP Plan - SLO#4 FA2010 - SP2012:
  Upon successful completion of this course, students will be able to develop a SRM using the HACCP method.
* HS206 - Principles Mixology & Beverage Management: History - SLO#1 FA2010 - SP2012:
  Upon successful completion of this course, students will be able to explain the history of popular beverages.
* HS206 - Principles Mixology & Beverage Management: Mixology Techniques - SLO#2 FA2010 - SP2012:
  Upon successful completion of this course, students will be able to demonstrate effective mixology techniques.

* HS208 - Managing Food & Beverage Service: Knowledge of Skills1 - SLO#1 FA2010 - SP2012:
  Upon successful completion of this course, students will be able to describe essential attitudes, knowledge and skills needed to become efficient and effective food and beverage employers, supervisors and managers.
* HS208 - Managing Food & Beverage Service: Sequence of Service1 - SLO#3 FA2010 - SP2012:
  Upon successful completion of this course, students will be able to develop an appropriate sequence of service for various food and beverage establisments.
* HS208 - Managing Food & Beverage Service: Various styles of Service - SLO#4 FA2010 - SP2012:
  Upon successful completion of this course, students will be able to demonstrate knowledge and skills in providing American, English, Russian, and French service in various food and beverage establishments.
* HS222 - Food & Beverage Cost Control: Cost Calculation - SLO#4 FA2010 - SP2012:
  Upon successful completion of this course, students will be able to calculate and compare actual food and beverage costs to the budgeted food and beverage costs, and suggest plan of actions to address any variances.
* HS222 - Food & Beverage Cost Control: 2012-2013 Acalog SLO#2 - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to develop food and beverage standards for various food and beverage establishments.
* HS294a,b - Food & Beverage Management Practicum: Practicum Competencies - SLO#1 FA2010 - SP2012:
  Upon successful completion of this course, students will be able to demonstrate their knowledge, skills, and attitudes by analyzing, solving, evaluating and completing the requirements set by their Practicum experience.
  90% Students will achieve a 75% on all competencies required of the practicum Experience

### Outcome Description: SLO#2 Preparedness to take and pass a National Exam

SLO#2 FA 2010 - SP 2012:
Upon successful completion of this program, students will be able to demonstrate preparedness to successfully pass one of several local and/or nationally recognized Food & Beverage Certification Exams.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** Yes
**National Certification:**
**Type of Industry National Certification:** Educational Institute of the American Hotel & Lodging Association National Restaurant Association Education Foundation. These exams do not apply to all courses.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| HS203a NRAEF ServSafe Food Protection Manager Certification<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Industry/National Standardized Exams | 80% of Students will achieve 75% or better on exam. | At the end of the course students will be administered the Exam. | Yes |
| HS203b HACCP Plan<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Portfolio Evaluation | 80% of students will achieve a 75% score or better on their plan. | At the conclusion of the course students will submit completed a HACCP plan | Yes |

### Related Tasks

* **Task Name: AH & LA EI Exams, NRAEF Certification Exams**
  **Task Description:** NRAEF exams related to HS-203a, & HS-206

  AH & LA exams related to HS-206, HS-208, HS-222

### Related Items

#### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1

Pioneering:
This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.

* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Food & Beverage Management AS

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
Provide learning experiences for students that leads to their employment or their continued education.

## Related Course SLO

* HFB215 - Purchasing and Receiving: Purchasing Principles - SP2017-FA2018 Demonstrate an understanding of the principles of purchasing and receiving from a theoretical approach to practical applications using industry standards and measures.

* HS140 - Menu Planning: Price a Menu - SLO#3 FA2010 - SP2012:
Upon successful completion of this course, students will be able to price a menu according to the recipe costs.
* HS203A - Food Safety & Sanitation (SerfSafe): Identification of TCS Foods - SLO#1 FA2010 - SP2012:
Upon successful completion of this course, students will be able to identify food that is most likely to become unsafe, known as TCS foods.

* HS203A - Food Safety & Sanitation (SerfSafe): Food Borne Bacteria - SLO#2 FA2010 - SP2012:
Upon successful completion of this course, students will be able to identify the factors that affect the growth of food borne bacteria in TCS foods.
* HS203A - Food Safety & Sanitation (SerfSafe): Hygienic Procedures - SLO#3 FA2010 - SP2012:
Upon successful completion of this course, students will be able to demonstrate proper hygienic procedures or processes that foodservice employees use to prevent the spread of food borne illness and cross contamination of food.
* HS203A - Food Safety & Sanitation (SerfSafe): Managerial Control - SLO#4 FA2010 - SP2012:
Upon successful completion of this course, students will be able to identify how active managerial control can impact food safety.

* HS203B - Food Safety & Sanitation (HACCP): Benefits of a SRM - SLO#1 FA2010 - SP2012:
Upon successful completion of this course, students will be able to identify the benefits of a food safety risk management program.
* HS203B - Food Safety & Sanitation (HACCP): TDZ - SLO#2 FA2010 - SP2012:
Upon successful completion of this course, students will be able to explain why the temperature danger zone (TDZ) is important to food safety.
* HS203B - Food Safety & Sanitation (HACCP): Critical Control Points - SLO#3 FA2010 - SP2012:
Upon successful completion of this course, students will be able to ientify the seven HACCP Principles and 10 Critical Control Points.
* HS203B - Food Safety & Sanitation (HACCP): HACCP Plan - SLO#4 FA2010 - SP2012:
Upon successful completion of this course, students will be able to develop a SRM using the HACCP method.
* HS208 - Managing Food & Beverage Service: Knowledge of Skills1 - SLO#1 FA2010 - SP2012:
Upon successful completion of this course, students will be able to describe essential attitudes, knowledge and skills needed to become efficient and effective food and beverage employers, supervisors and managers.
* HS208 - Managing Food & Beverage Service: Sequence of Service1 - SLO#3 FA2010 - SP2012:
Upon successful completion of this course, students will be able to develop an appropriate sequence of service for various food and beverage establisments.
* HS208 - Managing Food & Beverage Service: Various styles of Service - SLO#4 FA2010 - SP2012:
Upon successful completion of this course, students will be able to demonstrate knowledge and skills in providing American, English, Russian, and French service in various food and beverage establishments.
* HS222 - Food & Beverage Cost Control: Develop Standards - SLO#2 FA2010 - SP2012:
Upon successful completion of this course, students will be able to develop food and beverage standards for various food and beverage establishments.
* HS222 - Food & Beverage Cost Control: Cost Calculation - SLO#4 FA2010 - SP2012:
Upon successful completion of this course, students will be able to calculate and compare actual food and beverage costs to the budgeted food and beverage costs, and suggest plan of actions to address any variances.
* HS222 - Food & Beverage Cost Control: Menu Price Calculations - SP2017-FA2017 Calculate a base selling price for menu items using different pricing methods.
* HS294a,b - Food & Beverage Management Practicum: Practicum Competencies - SLO#1 FA2010 - SP2012:
Upon successful completion of this course, students will be able to demonstrate their knowledge, skills, and attitudes by analyzing, solving, evaluating and completing the requirements set by their Practicum experience.
90% Students will achieve a 75% on all competencies required of the practicum Experience

## Outcome Description: SLO#3 Work Ethics

SLO#3 FA 2010 - SP 2012:
Upon successful completion of this program, students will be able to apply an appropriate work ethic and professional demeanor as it relates to the Food & Beverage industry.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| HS294 Competency Checklist<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Capstone Experience | Student will complete all competencies with a score of 70% or better | The Capstone experience will be the final activity of the student prior to graduation | Yes |

### Related Tasks

* **Task Name: Food & Beverage Practicum**
**Task Description:** Student will complete 300 hours of on site, hands on experience.

### Related Items

#### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
Educational Excellence:
This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
Students will demonstrate mastery of critical thinking and problem-solving techniques.

#### Food & Beverage Management AS

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
Provide learning experiences for students that leads to their employment or their continued education.

### Related Course SLO

* HS140 - Menu Planning: Seven Parts to a Recipe - SLO#1 FA2010 - SP2012:
Upon successful completion of this course, students will be able to identify and explain the seven parts of a recipe
* HS208 - Managing Food & Beverage Service: Plan of Action - SLO#2 FA2010 - SP2012:
Upon successful completion of this course, students will be able to identify causes, assess potential solutions, and formulate a plan of acton to address all negative moments of truth encountered by guests.
* HS222 - Food & Beverage Cost Control: Cost Calculation - SLO#4 FA2010 - SP2012:
Upon successful completion of this course, students will be able to calculate and compare actual food and beverage costs to the budgeted food and beverage costs, and suggest plan of actions to address any variances.

## Outcome Description: 2011-2012 Catalog SLO#1

SLO#1 FA-SP:
Upon successful completion of the AS in Food & Beverage Management program, students will be able to demonstrate competency in the skills needed to work as a professional in the Food & Beverage industry.

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Outcome Description: 2011-2012 Catalog SLO#2

SLO#2 FA-SP:
Upon successful completion of the AS in Food & Beverage Management program, students will be able to demonstrate preparedness to successfully pass one of several local and/or nationally recognized Food & Beverage Certification Exams.

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

### Related Items

#### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

### Outcome Description: 2011-2012 Catalog SLO#3

SLO#3 FA-SP:
Upon successful completion of the AS in Food & Beverage Management program, students will be able to apply an appropriate work ethic and professional demeanor as it relates to the Food & Beverage industry.

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

### Outcome Description: 2013-2015 SLO #1

Upon successful completion of the AS in Food and Beverage Management program, students will be able to demonstrate competency in the skills needed to work as a professional in the Food and Beverage industry

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Type of Industry National Certification:** n/a
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment** Program document was reviewed and updated Spring 2013
**Perspective:**
**Budget Goals:** .

#### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Menu planning project samples.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects<br>**Related Documents:**<br>HS140 - Menu Planning<br>HS140 - Menu Planning<br>HS140 - Menu Planning | 80% of students will complete the project with a score of 75% or better | spring 2014 | Yes |

## Related Courses

- HS140 - Menu Planning

**Related Documents:**
HS140_0Adopt_2003-10-27.pdf
HS140-1SR_2016-02-09.pdf

## Related Tasks

* **Task Name: photos of presentation**

**Task Description:** Norman, don't forget to take photos for evidence for assessment.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To implement and oversee Acalog training to campus community and establish technical support networks between Deans, Department Chairs, Administrative Officer, Learning Outcomes Committee and Admissions & Registration Office.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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) - 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To supply appropriate administrative and technological assistance to faculty and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014

Supply adequate assistance to program growth.

### Food & Beverage Management AS

* Program/Unit Level - FY2012- 2013
  PRG#1: To provide learning experiences for students that lead to their employment or their continued education.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012-2013
  PRG#3:
  To provide faculty with the lab resources necessary to achieve student learning outcomes.
* Program Review Goal (Budget Related Goals & Objectives) - SY2013-2014 Goal #1:
  Possess the competency and skills in managing service in food and beverage operation.

## Related Course SLO

* HS140 - Menu Planning: 2012-2015 SLO#2 - SLO#2 FA13-SP15:
  Upon successful completion of this course, students will be able to demonstrate knowledge in culinary terms, methods, and application.
* HS155 - Basic Hotel & Restaurant Accounting: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to describe the accounting process.
* HS160 - Hospitality Supervision: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to identify characteristics of a successful supervisor, and describe the general functions of a supervisor.
* HS203 - Sanitation & Safety: 2013-2015 SLO #1 - SLO#1 FA13-SP15
  Identify the factors that affect the growth of food borne bacteria in food requiring Time and Temperature Control for Safety (TCS).
* HS222 - Food & Beverage Cost Control: 2013-2015 SLO#1 - SLO#1 FA13-SP15
  Upon successful completion of this course, students will be able to demonstrate how to use standard purchase specifications, standard recipes and determine standard yields.

## Outcome Description: 2013-2015 SLO #2

SLO#2 Demonstrate preparedness to successfully pass one of several local and/or nationally recognized Food and Beverage Certification Exams

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** National Restaurant Association - ServSafe Certificate
**Program SLO/AUO Plan reflects/incorporates:** ACCJC Standards
**Historical Assessment Perspective:** ServSafe is a nationally recognized Foodservice Safety and Sanitation program. Students passing a written exam will receive a certificate from the National Restaurant Association
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| ServSafe test results<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Local Law/Regulations<br>**Related Documents:**<br>Practicum Eval form | HS203, ServSafe- a national food safety recognized course where more than 80% of the in the class will pass with a 75% grade or better. | Spring 2014 | Yes |

## Related Courses

- HS203 - Sanitation & Safety
  **Related Documents:**
  HS203_Course Guide.pdf
  HS203_1SR_1997-12-09.pdf

HS203_2NSR_2004-12-17.pdf
HS203_1SR_2007-04-03.pdf
HS203_6Arch_2010-03-26.pdf
HS203_1SR_2013-04-19.pdf

## Related Tasks

* **Task Name: National ServSafe Test Results**

  **Task Description:** National ServSafe test will be administered after completing the ServSafe training module.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To implement and oversee Acalog training to campus community and establish technical support networks between Deans, Department Chairs, Administrative Officer, Learning Outcomes Committee and Admissions & Registration Office.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  To supply adequate assistance to program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To supply assistance for institutional learning outcomes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply assistance for institutional learning outcomes.

### Food & Beverage Management AS

* Program Review Goal (Budget Related Goals & Objectives) - SY2013-2014 Goal #2:
  Review classes offered by the program to relate it to national certifications from the American Hotel and Lodging Association (AH&LA) Educational Institute and or American Culinary Federation (ACF).

* Program Review Goal (Budget Related Goals & Objectives) - AY 2013-2014 Goal #3:
  To provide faculty with the lab resources necessary to achieve student learning outcomes.

## Related Course SLO

* HS203 - Sanitation & Safety: 2013-2015 SLO #1 - SLO#1 FA13-SP15
  Identify the factors that affect the growth of food borne bacteria in food requiring Time and Temperature Control for Safety (TCS).
* HS203A - Food Safety & Sanitation (SerfSafe): 2012-2013 Acalog SLO#4 - SLO#4 FA-SP:
  Upon successful completion of this course, students will be able to identify how active managerial control can impact food safety.
* HS222 - Food & Beverage Cost Control: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to describe essential attitude, knowledge and skills needed to become efficient and effective food and beverage cost controller.
* HS222 - Food & Beverage Cost Control: 2013-2015 SLO#1 - SLO#1 FA13-SP15
  Upon successful completion of this course, students will be able to demonstrate how to use standard purchase specifications, standard recipes and determine standard yields.

### Outcome Description: 2013-2015 SLO #3

Apply an appropriate work ethic and professional demeanor as it relates to the Food and Beverage industry

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** Program document was reviewed and updated Spring 2013
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete the first 150 hours of practicum experience with HS292a at a designated worksite. Worksite Evaluation sheet will be used to assess student performance by the immediate supervisor | 75% of students registered will complete this requirement with a grade of 75% or better. | Spring 2014 | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Training Plan

**Related Documents:**
Practicum Eval form

### Related Courses

- HS292B - Food & Beverage Management Practicum

**Related Documents:**
HS292B_0Adopt_2012-04-03.pdf

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

#### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1

Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  To supply adequate assistance to program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To supply assistance for institutional learning outcomes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply adequate assistance to program growth.

### Food & Beverage Management AS

* Program Review Goal (Budget Related Goals & Objectives) - SY2013-2014 Goal #2:
  Review classes offered by the program to relate it to national certifications from the American Hotel and Lodging Association (AH&LA) Educational Institute and or American Culinary Federation (ACF).

* Program Review Goal (Budget Related Goals & Objectives) - AY 2013-2014 Goal #3:
  To provide faculty with the lab resources necessary to achieve student learning outcomes.

## Related Course SLO

* HS140 - Menu Planning: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to demonstrate positive work ethic required of them in the field of Culinary Arts.
* HS160 - Hospitality Supervision: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to identify characteristics of a successful supervisor, and describe the general functions of a supervisor.
* HS203 - Sanitation & Safety: 2013-2015 SLO #1 - SLO#1 FA13-SP15
  Identify the factors that affect the growth of food borne bacteria in food requiring Time and Temperature Control for Safety (TCS).
* HS203A - Food Safety & Sanitation (SerfSafe): 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to identify food that is most likely to become unsafe, known as temperature control for safety (TCS) foods.
* HS203B - Food Safety & Sanitation (HACCP): 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to identify the benefits of a food safety risk management program.
* HS203B - Food Safety & Sanitation (HACCP): 2012-2013 Acalog SLO#2 - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to explain why the temperature danger zone (TDZ) is important to food safety.
* HS208 - Managing Food & Beverage Service: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to describe practical attitudes, knowledge and skills needed to become efficient and effective food and beverage employers, supervisors and managers.
* HS208 - Managing Food & Beverage Service: 2013-2015 SLO#2 - SLO#2 FA13-SP15:
  Upon successful completion of this course, students will be able to demonstrate knowledge and skills in providing various styles and specialized forms of service, and identify when these styles and forms of service can be applied, and develop an appropriate sequence of service for various food and beverage establishments.
* HS222 - Food & Beverage Cost Control: 2013-2015 SLO#1 - SLO#1 FA13-SP15
  Upon successful completion of this course, students will be able to demonstrate how to use standard purchase specifications, standard recipes and determine standard yields.
* HS245 - Food Production Principles: 2013-2015 SLO#1 - SLO#1 FA13-SP15

Upon successful completion of this course, students will be able to discuss the different types of jobs related to the culinary industry.

* HS245 - Food Production Principles: 2012-2013 Acalog SLO#2 - SLO#2 FA-SP:
Upon successful completion of this course, students will be able to demonstrate the proper use of various kitchen equipment, chemicals and cooking techniques in a professional and safe manner.
* HS292B - Food & Beverage Management Practicum: 2013-2015 SLO#1 - SLO#1 FA13-SP15:
Upon successful completion of this course, students will be able to demonstrate knowledge, skills, and professionalism by applying the system approach method to analyze, evaluate, solve, and complete the requirements set by their Practicum experience.

### Outcome Description: Competency and Skills

SLO#1 SY 2014-SY2016Possess the competency and skills in managing service in food and beverage operation.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/08/2014
**End Date:** 03/14/2016
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** American Hotel and Restaurant Association (AH&LA) Food and Beverage Management Specialization
**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** This program was updated for students to have the opportunity to receive certification from a national organization such as AH&LA.
**Budget Goals:** Provide facilities and equipment that are industry standards.

### Related Course SLO

* HS140 - Menu Planning: Writing Menus - SP2017-FA2018: Upon successful completion the course, students will be able to write menus following the principles of descriptive terminology, truth-in-menu guidelines, and layout.

## Foundation Board

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

## General Education Committee (Assessment Program)

**Mission Statement:** The General Education program at Guam Community College is intended to provide students with a breadth of quality student learning experiences, instilling in them a respect for cultural heritage, a commitment to responsible social behavior and a value for lifelong learning. General education strives to foster student learning and skill development in written and oral communication, critical thinking, quantitative reasoning, information literacy, civic engagement, and the understanding of the relationship between the individual and society.

**Vision Statement:** Guam Community College supports the ideals that high quality general education opportunities for all citizens are necessary for democratic principles and practices to exist and for a sound economy to flourish.

The College carefully scrutinizes the general education curriculum in order to assure that all degrees and certificates granted by the College support this vision of general education and that it serves as a means to inspire hope, opportunity and responsibility in all its constituencies.

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

## GVB Tour Guide Certification Training (Archive)

**Mission Statement:** Note: As per the October 6, 2005 memo from Dr. Ray Somera, this program is inactive.

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

# Health Careers and Science (Secondary)

**Mission Statement:** The Mission of the Health Careers and Science Program is to motivate and prepare students to pursue further education towards a career in the medical sciences with emphasis on nursing by providing a rigorous specialized curriculum and community based partnerships to inspire students to serve the community with compassion, skill and vision.

**Vision Statement:** The vision of the Health Careers and Science Program is to provide Guam Public High School students with the knowledge and skills that will enable them to succeed in a post secondary institution on Guam and to obtain a degree and career in the health care industry.

## Outcome Description: AY 2014-15 SLO#1: Identify ethical and theoretical concepts

SLO#1: SP 2014-FA 2015
Upon successful completion of this program the student will be able to Identify ethical/legal considerations and theoretical concepts regarding patient care.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/10/2014
**End Date:** 10/12/2015
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** None
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** Program was redesigned from a 2 year to a 3 year program
**Budget Goals:** Ensure that instructors are academically prepared and possess current knowledge and skills in content area.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete a 1st mid quarter exam consisting of 25 multiple choice questions taken from Heng and Acellos' "A Nursing Process Approach" | 70% of students taking the test will have an overall score of 70% or greater. | Fall 2014 1st mid quarter exam. | No |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Textbook/Author Designed Tests

**Related Documents:**
Health Careers and Science Program Exam.pdf
HealthCareersAndScienceScondary_0Adopt_2013_04_15

## Related Courses

- CTHC050 - Health Careers and Science I
  **Related Documents:**
  CTHC050_0Adopt_2013_04_25 (1).pdf
  CTHC 050_syllabus_2013-2014.doc
- CTHC060 - Health Careers and Science II
  **Related Documents:**
  CTHC060_0Adopt_3013_04_25.pdf
  CTHC 060 syllabus 2013-2014.doc
- CTHC070 - Health Careers and Science III
  **Related Documents:**
  CTHC070_0Adopt_2013_04_25.pdf
  CTHC 070_syllabus_2013-2014.doc

- CTSI050 - Applied Anatomy and Physiology

**Related Documents:**

CTSI050_0Adopt_2013_04_25.pdf

CTSI 050 syllabus 2013-2014.doc

## Related Tasks

* **Task Name: data collection**

**Task Description:** Gather data from faculty

## Related Items

### Guam Community College

* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

## Outcome Description: AY 2014-15 SLO#2: Identify role and responsibilities

SLO#2: SP2014-FA2015
Upon successful completion of this program the student will be able Identify appropriate role and responsibilities for members of the health care team.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/10/2014
**End Date:** 10/12/2015
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** None
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** Program was redesigned from a 2 year to a 3-year program
**Budget Goals:** Ensure that instructors are academically prepared and possess current knowledge and skills in content area.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete a 1st mid quarter exam consisting of 25 multiple choice questions taken from Heng and Acellos' "A Nursing Process Approach"<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Textbook/Author Designed Tests<br>**Related Documents:**<br>Health Careers and Science Program Exam.pdf<br>HealthCareersAndScienceScondary_0Adopt_2013_04_15 | 70% of students taking the test will have an overall score of 70% or greater. | 1st mid quarter exam | No |

## Related Courses

- CTHC050 - Health Careers and Science I

**Related Documents:**

CTHC050_0Adopt_2013_04_25 (1).pdf
CTHC 050_syllabus_2013-2014.doc

- CTHC060 - Health Careers and Science II

**Related Documents:**
CTHC060_0Adopt_3013_04_25.pdf
CTHC 060 syllabus 2013-2014.doc

- CTHC070 - Health Careers and Science III

**Related Documents:**
CTHC070_0Adopt_2013_04_25.pdf
CTHC 070_syllabus_2013-2014.doc

- CTSI050 - Applied Anatomy and Physiology

**Related Documents:**
CTSI050_0Adopt_2013_04_25.pdf
CTSI 050 syllabus 2013-2014.doc

## Related Tasks

* **Task Name: data collection**

**Task Description:** Compile data from HCS program faculty

## Related Items

### Guam Community College

* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

## Outcome Description: AY 2014-15 SLO#3: Distinguish different body systems

SLO#3: SP2014-FA 2015
Upon successful completion of this program the student will be able distinguish between the different systems in the human body and compare how illness affects these systems.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/10/2014
**End Date:** 10/12/2015
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** None
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** SLO # 1 is currently being assessed.
**Budget Goals:** Ensure that instructors are academically prepared and possess current knowledge and skills in content area.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete a 1st mid quarter exam consisting of 25 multiple choice questions taken from Heng and Acellos' "A Nursing Process Approach"<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Textbook/Author Designed Tests<br>**Related Documents:**<br>Health Careers and Science Program Exam.pdf<br>HealthCareersAndScienceScondary_0Adopt_2013_04_15 | 70% of students will achieve a score of 70% or better on the exam. | 1st mid quarter exam | No |

## Related Courses

- CTHC050 - Health Careers and Science I
  **Related Documents:**
  CTHC050_0Adopt_2013_04_25 (1).pdf
  CTHC 050_syllabus_2013-2014.doc
- CTHC060 - Health Careers and Science II
  **Related Documents:**
  CTHC060_0Adopt_3013_04_25.pdf
  CTHC 060 syllabus 2013-2014.doc
- CTHC070 - Health Careers and Science III
  **Related Documents:**
  CTHC070_0Adopt_2013_04_25.pdf
  CTHC 070_syllabus_2013-2014.doc
- CTSI050 - Applied Anatomy and Physiology
  **Related Documents:**
  CTSI050_0Adopt_2013_04_25.pdf
  CTSI 050 syllabus 2013-2014.doc

## Related Tasks

* **Task Name: data collection**
  **Task Description:** Compile data from program faculty

## Related Items

### Guam Community College

* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

# Health Services Center

**Mission Statement:** The Health Center supports the college mission statement through provision of optimal health services to its clienteles as they seek training and education to meet their career-oriented and employment-related goals.

**Vision Statement:** The School Health Counselors' vision is for the GCC Health Center to be one of the best campus health centers on Guam and Micronesia.

## Outcome Description: FA09-SP11 SSUO#1 BRIEF TOBACCO INTERVENTION (BTI) COUNSELING

SSUO#1:
The Health Center will provide Brief Tobacco Intervention (BTI)counseling for health promotion.

**Outcome Type:** SLO
**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 |
|---|---|---|---|
| Follow-up documentation of participants in BTI counseling will be reviewed to see an indication of positive behavioral modifications.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>BTIreporttemplate.pdf | At least 50% of participants (n=12) will show reduction in the number of cigarette sticks smoked and/or chewed. | The BTI counseling will be offered to interested students starting Fall 2009. Due to the nursing workload at the Health Center and the counseling entails with BTI, the target number of participants will be 15 or less. | Yes |

### Related Activities

- Counseling on Health Issues

### Related Tasks

* **Task Name: Brief Tobacco Intervention (BTI)**
**Task Description:** The nursing staff will be conducting BTI counseling to interested participants starting Fall 2009.

### Related Items

#### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
Educational Excellence:
This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
Students will demonstrate ability to access, assimilate and use information ethically and legally.

#### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### Board of Trustees (BOT)

* 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.

#### President/CEO

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

#### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
Provide appropriate administrative and technological support for student services and programs.

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes.

### Health Services Center

* Program/Unit Level - To provide excellent preventive health care services.
* Program/Unit Level - To provide quality health education.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide excellent preventative health care services.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide quality health education on campus.

## Outcome Description: FA09-SP11 SSUO#2 HEALTH COUNSELING SERVICES

SSUO#2:
Counseling on health-related issues will be provided to clients of the Health Center.

**Outcome Type:** SLO
**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 |
|---|---|---|---|
| Health counseling will be provided, when appropriate, to clients seen for management of injuries sustained on campus.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>templatehealthauditaccidentreports.pdf | At least 85% of clients seen for on-campus injuries who have been provided with health counseling will indicate positive behavioral change on health management. | Accident report will be utilized and completed for clients seen at the Health Center who sustained injuries on campus, and review/audit of records will be conducted. | Yes |

## Related Activities

- Review of accident reports and referrals

## Related Tasks

* **Task Name: Health Counseling**
  **Task Description:** The nursing staff will conduct health counseling to clients who suffered on-campus injuries and to do follow-ups if positive health/safety learning has occured from counseling.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning

support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### President/CEO

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

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide appropriate administrative and technological support for student services and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes.

### Health Services Center

* Program/Unit Level - To provide excellent preventive health care services.
* Program/Unit Level - To provide quality health education.
* Program/Unit Level - To provide quality nursing care to the ill and injured.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide quality nursing care to the ill and injured on campus.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide excellent preventative health care services.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide quality health education on campus.

## Outcome Description: FA09-SP11 SSUO#3 IMMUNIZATION SERVICES

SSUO#3:
Immunization services will be provided for college enrollment and health promotion at the Health Center.

**Outcome Type:** SLO
**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 |
|---|---|---|---|
| Immunizations will be provided, when appropriate, to clients seen for college enrollment and health promotion.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>Template Immunizations Audit Summary.pdf<br>Immunizations_Audit_ Summary_ SP2010_Sept2010.pdf | 100% of students (n=2,058) will comply with immunization requirements for college enrollment. | Audit of students immunizations record in Banner will be conducted to determine compliance. | Yes |

### Related Activities

- Audit of student immunizations

### Related Tasks

* **Task Name: Immunization Services**

**Task Description:** Audit of the following will be done by the nursing staff: immunizations administered, compliance to required immunizations for college enrollment, and adequacy of supplies for conducting immunizations clinic.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### President/CEO

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

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide appropriate administrative and technological support for student services and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes.

### Health Services Center

* Program/Unit Level - To provide excellent preventive health care services.
* Program/Unit Level - To provide quality health education.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide excellent preventative health care services.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide quality health education on campus.

## Outcome Description: FA11-SP13 SSUO#3 TUBERCULOSIS (TB)SKIN TEST & TB CLEARANCE REQUIREMENTS

Fall 2011-Spring 2013:
The nursing faculty of the Health Center will enforce adherence to TB skin test & TB clearance requirements of George Washington High School (GWHS) cross-enrolled students who attend career-technical classes on campus.

**Outcome Type:** SLO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Other

**Historical Assessment Perspective:** The enforcement of TB test & TB clearance requirements is in adherence to Public Law 22-130 which mandates all students to provide the school official a copy of the TB test result. This law also requires that a student with positive test result obtain a Certificate of Tuberculosis Evaluation from the Department of Public Health & Social Services (DPHSS).

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The students' TB test/clearance files will be will be reviewed for compliance rate.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>Letter to Parents on TB test/clearance requirement<br>TB test form<br>TB clearance | All (100%) new GWHS cross-enrolled students (n=465) will comply to TB test/clearance requirements and all (100%) continuing students who are positive reactors (n=36) to TB skin test will comply to submission of an updated TB clearance based on the guidelines established by the Department of Public Health and Social Services (DPHSS). | The nursing faculty will go to various career -technical high school classes on campus at the beginning of Fall 2011 to discuss and distribute the TB test requirement letter and forms for students to take home and their parents to complete. The completed TB skin test forms will be submitted by instructors to the Health Center. The TB testing and clearance follow up will be conducted from the last week of September 2011 to the third week of October 2011.<br><br>The nursing faculty will work closely with instructors to enforce adherence. Parents will be contacted by telephone calls as necessary. Students who do not comply will then be referred to the Associate Dean of Student Support. | Yes |

## Related Activities

- Audit of student TB clearances

## Related Tasks

* **Task Name: TB skin test and TB clearance requirements**
  **Task Description:** Adherence to TB skin testing and TB clearance requirements

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
Update board policies on general, finance, curriculum, faculty/employees, students, foundation and apprenticeship through a systematic review process that reflect changing institutional and community needs and demands.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
Establish and implement systematic assessment processes.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
Provide appropriate administrative and technological support for student services and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
Provide appropriate administrative and technological support for student services and programs.

### Health Services Center

* Program/Unit Level - To provide excellent preventive health care services.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
Provide excellent preventative health care services.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
To provide preventative health care services.

## Outcome Description: FA11-SP13 SSUO#1 BRIEF TOBACCO INTERVENTION (BTI)

Fall 2011-Spring 2013:
The Health Center will continue providing Brief Tobacco Intervention (BTI) counseling to interested participants.

**Outcome Type:** SLO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**Outcome Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** The BTI results from the previous assessment cycle showed a success rate in smoking reduction as well as positive behavioral modifications among participants. The plan is for the Health Center to continue accepting new participants to BTI as long as caseload permits. In this assessment cycle, the target populations are George Washington High School (GWHS) Cross-Enrolled students.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Review of BTI report will be done to measure success rate in the reduction of cigarette consumption.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>BTI initial visit form<br>BTI Follow Up Visit Report Form | At least 70% of participants (n=12 maximum) will show reduction in the number of cigarette sticks consumed and positive behavioral modifications. | The recruitment of interested participants and the start of BTI will take place in Fall 2011.<br><br>The target population are interested minors, ages 15-17 years old, from GWHS vocational classes. Parental consent form for participation in BTI will be required for the minor participants.<br><br>Due to the caseload of nursing faculty in the Health Center, the maximum number of participants will be set to 12. | Yes |

### Related Activities

- Brief Tobacco Intervention (BTI) counseling

## Related Tasks

* **Task Name: Brief Tobacco Intervention (BTI)**

**Task Description:** Counseling on Brief Tobacco Intervention (BTI)

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide appropriate administrative and technological support for student services and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Provide appropriate administrative and technological support for student services and programs.

### Health Services Center

* Program/Unit Level - To provide quality health education.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide quality health education on campus.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To provide quality health education/counseling on campus.

## Outcome Description: FA11-SP13 SSUO#2 EMERGENCY & HEALTH INFORMATION FORM

Fall 2011-Spring 2013:
The Health Center's nursing faculty will enforce adherence to the completion of Emergency & Health Information form of George Washington (GWHS) cross-enrolled students.

**Outcome Type:** SLO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan** GCC Fact Book

**reflects/incorporates:**

**Historical Assessment Perspective:** The completed Emergency & Health Information forms will be utilized when taking care of GWHS cross-enrolled students who are taking career-technical classes on campus.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The Emergency & Health Information files will be reviewed to see compliance of students to the submission of the Emergency & Health Information form.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>Emergency & Health Information form<br>Medication Consent Form<br>2014 Revised Budget.pdf | All (100%) of GWHS cross-enrolled students (n=782) will comply with the submission of Emergency & Health Information form. | The nursing faculty will go to various career -technical high school classes on campus at the beginning of Fall 2011 to discuss and distribute the Emergency & Health Information forms for students to take home and their parents to complete. The forms are to be taken home for parents to complete and are to be turned in to the Health Center. The follow up of Emergency & Health Information forms submission will be conducted from last week of September to the third week of October 2011, the same dates for TB testing/clearance schedules. The nursing faculty will work closely with instructors, and parents will be contacted as necessary. Students who do not comply will be referred to the Associate Dean of Student Support. | Yes |

## Related Activities

- Emergency & Health Information Form

## Related Tasks

* **Task Name: Completion of Emergency & Health Information Form**

  **Task Description:** To enforce completion of Emergency & Health Information form of GWHS cross-enrolled students

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
Establish and implement systematic assessment processes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
Establish and implement systematic assessment processes.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
Provide appropriate administrative and technological support for student services and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
Provide appropriate administrative and technological support for student services and programs.

### Health Services Center

* Program/Unit Level - To provide quality nursing care to the ill and injured.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
Provide quality health education on campus.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
To provide quality health education/counseling on campus.

## Outcome Description: FA13-SP15 SSUO#1 HEALTH SERVICES REQUIREMENTS (Health Requirements Survey)

Fall 2013 to Spring 2015:
Upon successful completion of receiving intake at the Health Services Center, students will demonstrate understanding of the health requirements of the college.

**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**Outcome Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Self Study Report
**Historical Assessment Perspective:** SS services fall under ACCJC standard to education program and services and will support student success initiatives at the college.
**Budget Goals:** To provide preventative health care services.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Health Requirements Survey includes specific questions related to health requirements.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey<br>**Related Documents:**<br>HSC SATISFACTION SURVEY.pdf<br>HEALTHREQUIREMENTSURVEY.pdf | 70% of students completing the Health Requirements Survey will report understanding of the health requirements of the College. | Fall 2013 to Spring 2015 | Yes |

### Related Activities

- Administer Health Requirements Survey

### Related Tasks

* **Task Name: Finalize Health Requirements Survey form**
**Task Description:** New students receiving services at the Health Services Center will have the option to complete the Health Requirements Survey.

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2

Educational Excellence:
This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

* 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.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #2 Conducive Learning Environment
  Transform the campus into a facility conducive for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.

### 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 II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide appropriate administrative and technological support for student services and programs.

### Health Services Center

* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  2. To provide preventative health care services.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  3. To provide quality health education/counseling on campus.

## Outcome Description: FA13-SP15 SSUO#2 IMMUNIZATION SERVICES

Fall 2013 to Spring 2015:
Upon successful completion of the Health Certificate Requirement needed such as updated TB shots (within 3 months) and clearances for clinical rotations, students will understand the importance of communicable disease prevention and spread thereby promoting healthy and safe behaviors and responsibility that will enhance overall educational experience and student learning success.

**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Self Study Report
**Historical Assessment Perspective:** The Health Services Center ensures that students receive the support needed for all health-related needs.
**Budget Goals:** To provide quality health education counseling on campus.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The Health Services Center Satisfaction Survey includes a question on the strength of the HSC which will show the benefits of the immunization information flyer.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey<br>**Related Documents:**<br>dtap.pdf<br>mmr.pdf<br>tdap.pdf | 70% of students completing the Satisfaction Survey will report satisfaction with services provided by the Health Services Center. | Fall 2013 to Spring 2015 | Yes |

### Related Activities

- Immunizations Information Flyers

### Related Tasks

* **Task Name: Prepare immunization information flyers**

  **Task Description:** Flyers should include information on TB/TB Clearance, MMR, TD/TDAP, OPV/IPV (for minors)

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* 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.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #2 Conducive Learning Environment
  Transform the campus into a facility conducive for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.

#### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### Board of Trustees (BOT)

* 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.

#### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide adequate support of program growth.

#### Health Services Center

* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  2. To provide preventative health care services.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  3. To provide quality health education/counseling on campus.

## Outcome Description: FA13-SP15 SSUO#3 IMPROVING DELIVERY OF SERVICES TO STUDENTS (STUDENT SATISFACTION SURVEY)

Fall 2013 to Spring 2015:
Upon successful completion of receiving services at the Health Services Center, students will express ideas and recommendations on health-related services which the College may expand upon to enhance and improve their learning environment.

**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Self Study Report
**Historical Assessment Perspective:** Student services such as those provided by the Health Services Center are critical to the support of student learning and success.
**Budget Goals:** To provide quality nursing care to the ill and injured on campus.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Health Services Center Satisfaction Survey contains: rate the services, wait time, improvement recommendations, strengths to maintain, and comments.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey<br>**Related Documents:**<br>HSC SATISFACTION SURVEY.pdf | 80% of the students completing the survey will report at least 1 recommendation for improvement of the Colleges health services. | Fall 2013 to Spring 2015 | Yes |

### Related Activities

- Administer Satisfaction Survey

### Related Tasks

* **Task Name: Administer Satisfaction Survey**
  **Task Description:** Students receiving services at the Health Services Center will have the option to complete the Satisfaction Survey.

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* 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.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #2 Conducive Learning Environment
  Transform the campus into a facility conducive for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.

#### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### Board of Trustees (BOT)

* 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.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide adequate support of program growth.

### Health Services Center

* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  1. To provide quality nursing care to the ill and injured on campus.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  2. To provide preventative health care services.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  3. To provide quality health education/counseling on campus.

## Outcome Description: FA15-SP17 SSUO#1 WOUND CARE (CUTS & SCRAPES) & INFECTION PREVENTION

Fall 2015 to Spring 2017:
Upon successful completion of receiving intake at the Health Services Center, students will demonstrate understanding of their injury i.e. wound care (cuts and scrapes) and infection prevention to prepare students to be effective issue-literate health care consumers.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** ACCJC Standards

**Historical Assessment Perspective:** The Health Services Center have seen an increase in the number of cuts and scrapes injuries among our students especially in hands on programs like Culinary Arts, Automotive, Carpentry, etc. Student Health Services fall under ACCJC standard to education program and services and will support student success initiatives at the college.

**Budget Goals:** Provide quality nursing care to the ill and injured on campus.
Provide preventative health care services.
Provide quality health education/counseling on campus.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Wound care (cuts & scrapes) and infection prevention questionnaire will help assess and demonstrate understanding of the care and treatment of wound injury as well as provide input on the experience and help improve health care services to our students.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>Care of Cuts & Scrapes<br>SSUO #1 Questionnaire.pdf<br>Fresh Cut & Scrapes.jpg<br>Cut & Scrapes with Dressings.jpg<br>Slips, Trips, & Falls Prevention.pdf | 80% of students completing the Wound Care (Cuts & Scrapes) & Infection Prevention Questionnaire will report understanding, care, treatment, as well prevent further injury and infection control. The more specific measure will be that 80% of students will agree or strongly agree in learning how to care for their wound and prevent infection. | Fall 2015 to Spring 2017 | Yes |

### Related Activities

- Wound Care & Infection Prevention Questionnare

### Related Tasks

* **Task Name: Finalize the wound care and infection prevention questionnaire.**
  **Task Description:** Students receiving services at the Health Services Center will have the option to complete the wound care and infection prevention questionnaire.

### Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP  GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #2 Conducive Learning Environment
  Transform the campus into a facility conducive for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.

### 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 II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes.  The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* 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 II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.
* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.
* 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 #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.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide appropriate administrative and technological support for student services and programs.

### Health Services Center

* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  2. To provide preventative health care services.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  3. To provide quality health education/counseling on campus.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016
  1. Provide quality nursing care to the ill and injured on campus.

* Program Review Goal (Budget Related Goals & Objectives) - FY 2016
  2. Provide preventative health care services.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016
  3. Provide quality health education/counseling on campus.

## Outcome Description: FA15 TO SP17 SSUO#2 STRESS MANAGEMENT & OTHER HEALTH EDUCATION PROMOTION

Fall 2015 to Spring 2017:
Upon completion of health teachings, students will understand the importance of holistic health (since body and mind should work together harmoniously, promoting mental health and students' holistic growth and development) that will enhance overall educational experience and student learning success.

**Outcome Type:** SLO
**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** The Health Services Center have seen an increase in the number of stress-related illness/injuries and unhealthy lifestyle among our students.
**Budget Goals:** Provide quality nursing care to the ill and injured on campus.
Provide preventative health care services.
Provide quality health education/counseling on campus.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Stress Management & Other Health Promotion Questionnaire. With these health materials, students will learn more effectively and will be able to share information to others.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>Stress Management (Tips to help manage STRESS)<br>SSUO _2 Questionnaire.pdf | 70% of students completing the Stress Management & Other Health Promotion Questionnaire will understand holistic health, since body and mind must work together harmoniously in support of our mission and goals- by caring for our students as "whole" people. This will enhance student learning success. | Data collection through questionnaire will start in Fall 2015. This will be followed by Spring 2016, Fall 2016, until Spring 2017. | Yes |

### Related Activities

- Stress Management & Other Health Promotion

### Related Tasks

* **Task Name: Administer Questionnaire**
**Task Description:** Stress Management & Other Health Promotions questionnaire will be administered to students receiving services from the HSC.

### Related Items

#### Guam Community College

* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
Students will demonstrate ability to access, assimilate and use information ethically and legally.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.
* 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.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #2 Conducive Learning Environment
Transform the campus into a facility conducive for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.

#### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
Maintain educational excellence through continuous review and update of programs and courses to increase student success.
* 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 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 II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

### Board of Trustees (BOT)

* 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.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide support for institutional learning outcomes.

### Health Services Center

* Program Review Goal (Budget Related Goals & Objectives) - FY 2016
  1. Provide quality nursing care to the ill and injured on campus.

* Program Review Goal (Budget Related Goals & Objectives) - FY 2016
  2. Provide preventative health care services.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016
  3. Provide quality health education/counseling on campus.

## Outcome Description: FA15 TO SP17 SSUO#3 IMPROVING DELIVERIES OF SERVICES TO STUDENTS

Fall 2015 to Spring 2017:
Upon successful completion of receiving intake at the Health Services Center, students will demonstrate appreciation for the college health programs and other learning support services that help students achieve their academic, intellectual, and personal potential by strengthening health and well-being thereby removing barriers to learning.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** Due to an increase in illness/injury report at the HSC, this Health Services Questionnaire will allow for more walk-in care than in other practice settings to accommodate ways in which most students are learning to assess their own symptoms, to determine whether professional care is needed and to access the necessary care.

**Budget Goals:** Provide quality nursing care to the ill and injured on campus.
Provide preventative health care services.
Provide quality health education/counseling on campus.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Health Services Questionnaire<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>SSUO _3 Questionnaire.pdf<br>Health Education Promotion.jpg | 80% of students completing the Health Services Questionnaire will report understanding and improvement in their health condition and will modify their behavior positively for a healthier lifestyle.<br>80% of students completing the Health Services Questionnaire (Q2) will agree or strongly agree on having a clearer understanding of their health condition. | Data collection through questionnaire will start in Fall 2015. This will be followed by Spring 2016, Fall 2016, until Spring 2017. | Yes |

## Related Activities

- Health Services Questionnaire

## Related Tasks

* **Task Name: Administer the Health Services Questionnaire**

  **Task Description:** The Health Services Questionnaire will be administered to employees and students receiving services from HSC.

## Related Items

### Guam Community College

* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.
* 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.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #2 Conducive Learning Environment
  Transform the campus into a facility conducive for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.

### 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 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 II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

### Board of Trustees (BOT)

* 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.

**School of Technology & Student Services (TSS)**

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide support for institutional learning outcomes.

**Health Services Center**

* Program Review Goal (Budget Related Goals & Objectives) - FY 2016
  1. Provide quality nursing care to the ill and injured on campus.

* Program Review Goal (Budget Related Goals & Objectives) - FY 2016
  2. Provide preventative health care services.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016
  3. Provide quality health education/counseling on campus.

## Hospitality & Tourism Department Courses

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

## Hospitality Industry Management AS (Archive-March 2010)

**Mission Statement:** The mission of the Hospitality Industry Management Program is to provide training, education, and support services in the area of Hospitality, tour & Travel that meets the career and employment goals of the regions workforce, and to work in partnership with the industry and its many components to advance workforce development in Guam and Micronesia.

**Vision Statement:** To prepare students for a wide variety of career opportunities and to enhance their growth potential within the Hospitality and Travel industry.

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

## Hospitality Institute (Archive)

**Mission Statement:** Note:  As per the October 6, 2005 memo from Dr. Ray Somera, this program is inactive.

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

## Human Resources Office

**Mission Statement:** To support the College's mission and goals, Human Resources delivers comprehensive human resource services that support the efficient and effective recruitment, selection, development, and retention of qualified employees, the negotiation of the terms and conditions of employment for union contracts, and the development and administration of the personnel rules and regulations.

**Vision Statement:** To become a full service Human Resources Office which provides service employee assistance programs.

### Outcome Description: FA09-SP11  AUO#1 DEVELOPMENT & TRAINING

AUO#1:
To support education programs by providing 100% mandatory annual training in New Employee Orientation and Preventing Sexual Harassment.

**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 |
|---|---|---|---|

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Annually track the mandatory training (new employee orientation & preventing sexual harassment) course offered for and attended by employees.<br>Track the satisfaction of participants with these training.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey<br>**Related Documents:**<br>Training Evaluation Sheet | (1) Out of two (2) mandatory training per academic year, HR will have 90% of employees attend.<br>(2) 70% of participants will rate the training at 2 or higher on a 0 to 4 point scale. | (1) Annually HR will track the training offered. Annually HR will summarize the data for the assessment process.<br>(2) Annually HR will summarize how employees have rated the training they have attended. Annually the data will be made part of the assessment report. | Yes |

## Related Activities

- ACCJC Standard III.A.5.a and b

## Related Items

### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's human resources through the operation of the Human Resources Department [Program].

### Human Resources Office

* Program/Unit Level - To provide to management and employees advice and guidance on employment practices, employment law, personnel rules and regulations, and employment contracts.
* Program/Unit Level - To provide efficient and effective support for the primary human resource functions at the College: hiring, performance evaluation, promotion, training, and development.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Ensure the college hires and promotes based on merit; provides equal employment opportunity to all; complies with the Provisions of Titles 4 and 17 of the Guam code; follows employment agreements; and follows other applicable law and regulations.

## Outcome Description: FA09-SP11 AUO#2 EMPLOYMENT PRACTICES

AUO#2:
To support educational programs by ensuring that employment practices of promotion comply with federal and local laws, personnel rules & regulations, and BOT & Faculty Agreement.

**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 |
|---|---|---|---|
| Review of faculty member's personnel files, work experiences, and educational credits and degrees. Determine faculty members eligibility for promotion (advancement-in-rank) based on the faculty job specifications and classification procedures. Issue certificate of eligibility to faculty member upon complettion of evaluations.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | Of 100% of Faculty who applied for a certificate of eligibilty for promotion will receive their certification results that they qualify for promotion (advancement-in-rank) or specifics of what they are lacking. | Post annually the deadline to apply for eligibility for promotion on MyGCC. Make annoucements during faculty schedule events. | Yes |

## Related Activities

- ACCJC Standard III.A.1.a. and b

## Related Items

### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's human resources through the operation of the Human Resources Department [Program].

### Human Resources Office

* Program/Unit Level - To provide to management and employees advice and guidance on employment practices, employment law, personnel rules and regulations, and employment contracts.

## Outcome Description: FA09-SP11 AUO#3 New Faculty Compensation Structure

AUO#3:
To implement the new faculty compensation structure effective 10.01.09 and to evaluate new faculty compensation structure (i.e. review new faculty performance evaluation tool).

**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 |
|---|---|---|---|
| New Compensation Structured approved by the BOT. New Faculty Performance Evaluation forms.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box) | 100% of conversion for faculty compensation will be completed no later than 12/31/09.<br>90% of faculty performanc evaluation will be collected and new salary adjustment will be completed no later than June 30 of each calendar year. | 100% of conversion for faculty compensation will be completed no later than 12/31/09.<br>90% of faculty performanc evaluation will be collected and new salary adjustment will be completed no later than June 30 of each calendar year. | Yes |

## Related Activities

- New Compensation Structure

## Related Items

### Human Resources Office

* Program/Unit Level - To provide efficient and effective support for the primary human resource functions at the College: hiring, performance evaluation, promotion, training, and development.

## Outcome Description: Personnel Files

AUO#1 FA2011-SP2013 :
To provide added security of full-time employees personnel files by backing up records electronically and storing them off-campus.

**Outcome Type:** AUO
**Start Date:** 11/10/2011
**End Date:** 04/11/2013
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Self Study Report

**Historical Assessment Perspective:** This will be done with the use of the Banner Document Management Suite (BDMS).

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Banner Document Management System (BDMS). HR will scanned active employee's personnel file and save records on Banner.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box) | 80% of all full-time active employees personnel files will be scanned and saved in Banner. | HR will work on scanning process during the school breaks (Thanksgiving, Christmas, Spring and Summer). | No |

**Related Documents:**
2011 Banner Document Management Suite[1].pdf

## Related Activities

- ACCJC Standard III.A.5.a and b

## 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Finance and Administration (F&A)

* Division Level - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill
  requirements of the workforce through periodic employers needs assessment in order to improve the skill levels and productivity of the island s workforce.

### Human Resources Office

* Program/Unit Level - To provide efficient and effective support for the primary human resource functions at the College: hiring, performance evaluation, promotion, training, and development.

## Outcome Description: New Administrator's Performance Evaluation Tool

AUO#2 FA2011-FA2013 :
To implement the new Administrator's Performance Evaluation Tool to ensure that Administrators are performing at expected levels.

**Outcome Type:** AUO
**Start Date:** 11/10/2011
**End Date:** 04/11/2013
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Other

**Historical Assessment Perspective:** Compensation Study for academic administrators.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |
| New Administrator's Performance Evaluation Tool<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>MASTER - Academic Administrators Form.docx | 100% of administrators will be trained on the proper use of the new tool and will follow the semi-annual evaluation schedule. | Training will begin in November 2011 and continue in 2012. Training will be scheduled as needed. | Yes |

### Related Activities

- ACCJC Standard III.A.5.a and b

### 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

#### Finance and Administration (F&A)

* Division Level - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill
  requirements of the workforce through periodic employers needs assessment in order to improve the skill levels and productivity of the island s workforce.

#### Human Resources Office

* Program/Unit Level - To provide efficient and effective support for the primary human resource functions at the College: hiring, performance evaluation, promotion, training, and development.

### Outcome Description: Faculty Performance Appraisal

AUO#3 FA2011-SP2013 :
To compile information on assessment compliance and faculty performance evaluation to support faculty pay for performance.

**Outcome Type:** AUO
**Start Date:** 11/10/2011
**End Date:** 04/11/2013
**Outcome Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Self Study Report
**Historical Assessment Perspective:** Standard III, faculty action plan as of September 2011.

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Faculty performance evaluation tool and performance evaluation rubric; and AIE&R memo on compliance on deadlines and quality.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>Non-Compliance Memo to AVP October 2011 deadline attachments.pdf<br>Dean Reilly March 2011 compliance report.pdf<br>Rubric_ALL SECTIONS_Instructional Faculty_revised 10282010[1].pdf | 100% of faculty performance evaluation results will be compared with AIE&R memo on assessment compliance on deadlines and quality of reports and plans. | HR review and report on the faculty evaluation results for AY2011-AY2012 during the summer of 2012. HR will compare these results with the AIE&R memo on compliance on deadlines and quality in March 2012 and Oct. 2012. | Yes |

## Related Activities

- ACCJC Standard III.A.5.a and b

## 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Finance and Administration (F&A)

* Division Level - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill
  requirements of the workforce through periodic employers needs assessment in order to improve the skill levels and productivity of the island s workforce.

### Human Resources Office

* Program/Unit Level - To provide efficient and effective support for the primary human resource functions at the College: hiring, performance evaluation, promotion, training, and development.

## Outcome Description: Human Resources - Personnel Files

AUO#1 FA2013-SP2015
To provide added security of full-time employees personnel files by backing up records electronically and storing them off campus.

**Start Date:** 11/01/2013
**End Date:** 05/31/2015
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Self Study Report
**Historical Assessment Perspective:** ACCJC Standard 3A3b. Consider backing up all employees records electronically and stored off-campus for additional security.
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Banner Document Management System (BDMS). HR will scan active employee's personnel files and save records on Banner.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>2011 Banner Document Management Suite[1].pdf | 80% of all full-time active employees personnel files will be scanned and saved in Banner. | Delay in this plan has been due to the procurement challeges of purchasing a dedicate scanner to work with Banner. HR hopes to have the dedicated scanner by Spring 2014. | Yes |

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

### 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #3
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

### Human Resources Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To provide effective support for the primary human resources functions at the college: hiring, periodic performance evaluation, and promotion. These activities are performed for faculty, staff and administrators.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide to management responses to questions about human resources issues as well as support for the development and negotiations of terms and conditions of employment.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To ensure the college hires and promotes based on merit, provides equal employment opportunity to all: complies with the provisions of title 4 and 17 of the Guam code: follows employment agreements; and follows other applicable laws and regulations.
* STANDARD III (Prior to June 2014): Resources - To provide effective support for the primary human resources functions at the college: hiring, periodic performance evaluation, and promotion. These activities are performed for faculty, staff and administrators.

## Outcome Description: Human Resources - Staff Performance Evaluation Tool

AUO#2 FA2013-SP2015
To update the Staff Performance Evaluation Tool to ensure that the Staff are performing at expected level. Note: Staff performance evaluation tool is linked with the new Government of Guam Wide Compensation Plan (i.e. New Hay Study).

**Start Date:** 11/01/2013
**End Date:** 05/31/2015
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan** Self Study Report
**reflects/incorporates:**
**Historical Assessment** AIP from Standard 3A3b. Review and revise performance evaluation tool for staff to improve and enhance the performance evaluation process.
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Staff Performance Evaluation Tool.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>MASTER - Academic Administrators Form.docx | 100% of Staff and Administrators will be trained on the proper use of the staff performance evaluation tool. Training will be opened to faculty who indirectly supervise staff (i.e. DC's who have staff in their departments). | One (1) training scheduled for late Fall 2013. One (1) training scheduled mid Spring 2014. One (1) training scheduled for Summer 2014. | Yes |

## 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.

### 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #3
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

### Human Resources Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide effective support for the primary human resource functions at the college: hiring, periodic performance evaluation, and promotion. These activities are performed for faculty, staff and administrators.
* STANDARD III (Prior to June 2014): Resources - To provide effective support for the primary human resources functions at the college: hiring, periodic performance evaluation, and promotion. These activities are performed for faculty, staff and administrators.

## Outcome Description: Human Resources - negotiation & implementation of updated Faculty Job Specifications

AUO#3 - to successfully lead the management team on the negotiation & implementation of an updated Faculty Job Specification towards alignment with the new ACCJC Standards. Implementation goal of AY2014-2015.

**Start Date:** 09/01/2013
**End Date:** 08/01/2014
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan** ACCJC Standards

**reflects/incorporates:**

**Historical Assessment Perspective:** ACCJC Standards requires GCC to hire and promote qualified faculty in line with Higher Education and Industry Standards.

**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Agenda, minutes, research documents and final documents from negotiations for new Faculty Job Specifications.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>Rubric_ALL SECTIONS_Instructional Faculty_revised 10282010.pdf | 100% of all Faculty ranks (instructional & non-instructional) will be reviewed and/or updated during AY2013-14. 100% of all Faculty ranks shall be implemented effective Fall 2014. | Research and negotiations scheduled for Fall 2013. Presentation to the Board of Trustees and Faculty scheduled for Spring 2014. Implementation of new Faculty Job Specification scheduled for Fall 2014. | Yes |

## 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 I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.
* 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 #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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #1
  To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.

### Human Resources Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide effective support for the primary human resource functions at the college: hiring, periodic performance evaluation, and promotion. These activities are performed for faculty, staff and administrators.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To provide effective support for the primary human resources functions at the college: hiring, periodic performance evaluation, and promotion. These activities are performed for faculty, staff and administrators.
* STANDARD III (Prior to June 2014): Resources - To provide effective support for the primary human resources functions at the college: hiring, periodic performance evaluation, and promotion. These activities are performed for faculty, staff and administrators.

## Outcome Description: FA2015-SP2017 AUO#1 Human Resources - Personnel Files

FA2015-SP2017 AUO#1
To provide added security of full-time employees personnel files by backing up records electronically and storing them off campus.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** HR continues to scan personnel files/documents into the DBMS (data base management system). HR integrated their scanning of personnel files/documents into their standard operation procedures to ensure the security and confidentiality of personnel records.

**Budget Goals:** FY 2016 #1
To provide effective support for the primary human resources functions at the college: hiring, periodic performance evaluation, and promotion. These activities are performed for faculty, staff, and administrators.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Banner Document Management System (BDMS). HR will continue to scan active employee's personnel files and save records on Banner in accordance with their standard operating procedures.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>2011 Banner Document Management Suite[1].pdf<br>Banner Document Management User Guide 8.6.pdf | 100% of all full-time active employees personnel files will be scanned and saved in Banner. | HR will continue to scan full-time employees personnel files/documents on a weekly bases or as needed as defined in the HR standard operating procedures. | Yes |

### Related Activities

- BDMS Scanning

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Conduct IBB-Based negotiations with the Faculty Union in order to ensure that quality teaching and learning occurs in the GCC classrooms where the student is the central focus and beneficiary, as articulated in the college's mission statement.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.

#### 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) - 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #3
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #3
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

### Human Resources Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To provide effective support for the primary human resources functions at the college: hiring, periodic performance evaluation, and promotion. These activities are performed for faculty, staff and administrators.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide to management responses to questions about human resources issues as well as support for the development and negotiations of terms and conditions of employment.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To ensure the college hires and promotes based on merit, provides equal employment opportunity to all: complies with the provisions of title 4 and 17 of the Guam code: follows employment agreements; and follows other applicable laws and regulations.
* STANDARD III (Prior to June 2014): Resources - To provide effective support for the primary human resources functions at the college: hiring, periodic performance evaluation, and promotion. These activities are performed for faculty, staff and administrators.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #1
  To provide effective support for the primary human resources functions at the college: hiring, periodic performance evaluation, and promotion. These activities are performed for faculty, staff, and administrators.

## Outcome Description: FA2015-SP2017 AUO#2 Human Resources - Staff Performance Evaluation Tool

FA2015-SP2017 AUO#2
To update the Staff Performance Evaluation Tool to ensure that the Staff are performing at expected level. Note: Staff performance evaluation tool is linked with the new Government of Guam Wide Compensation Plan (i.e.. New Hay Study).

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** The faculty performance evaluation tool and the academic administrator's performance evaluation tool were updated and were training conducted. The staff performance evaluation tool has not been updated to work in concert with the new Government of Guam Wide Compensation Plan. Training for staff performance evaluation were conducted utilizing the existing tool to ensure that staff are performing to expected levels.

**Budget Goals:** FY 2016 #1
To provide effective support for the primary human resources functions at the college: hiring, periodic performance evaluation, and promotion. These activities are performed for faculty, staff, and administrators.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Staff Performance Evaluation Tool.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>2015 Staff Peformance Evaluation Form - Administrative Directive 95 001.pdf<br>2015 MASTER - Academic Administrators Form(1).pdf<br>2015 Faculty Evaluation and Rubric (3) FINAL (posted on MyGCC).pdf | 100% of Staff and Administrators will be trained on the proper use of the staff performance evaluation tool. Training will be opened to faculty who indirectly supervise staff (i.e. DC's who have staff in their departments). | One (1) training scheduled for Spring 2016.<br>One (1) training scheduled Fall 2016. | Yes |

## Related Activities

- Standard III: Resources

## 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.

### 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Conduct IBB-Based negotiations with the Faculty Union in order to ensure that quality teaching and learning occurs in the GCC classrooms where the student is the central focus and beneficiary, as articulated in the college's mission statement.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.

### 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) - 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #3
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #3
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

### Human Resources Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide effective support for the primary human resource functions at the college: hiring, periodic performance evaluation, and promotion. These activities are performed for faculty, staff

and administrators.

* STANDARD III (Prior to June 2014): Resources - To provide effective support for the primary human resources functions at the college: hiring, periodic performance evaluation, and promotion. These activities are performed for faculty, staff and administrators.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #1
  To provide effective support for the primary human resources functions at the college: hiring, periodic performance evaluation, and promotion. These activities are performed for faculty, staff, and administrators.

## Outcome Description: FA2015-SP2017 AUO#3 Human Resources - negotiation & implementation of the BOT & Faculty Union Agreement for 2016

FA2015-SP2017 AUO#3
To successfully participate as a management team member on the negotiation & implementation of the BOT & Faculty Union Agreement for 2016.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** ACCJC Standards
**Historical Assessment Perspective:** BOT & Faculty Union Agreement is negotiated every five to six years.
**Budget Goals:** FY 2016 #2
To provide to management responses to questions about human resources issues as well as support for the development and negotiations of terms and conditions of employment.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Agenda, minutes, research documents and final documents from negotiations for new BOT & Faculty Union Agreement for 2016.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>Faculty & BOT Agreement 2005-2010 FINAL.pdf<br>2016 Faculty & BOT Negotiations Team and schedule.pdf | 100% of the negotiations will be completed by the Spring of 2016 and Implementation will be for Fall 2016. | Research work scheduled for Fall 2015 and early Spring 2016. Negotiations with Management and Faculty is scheduled for March-April, 2016. Ratifications scheduled for April-May 2016. Implementation of the new BOT & Faculty Agreement is scheduled for Fall 2016. | Yes |

### Related Activities

- Standard III: Resources

### 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#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.
* 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.
* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Conduct IBB-Based negotiations with the Faculty Union in order to ensure that quality teaching and learning occurs in the GCC classrooms where the student is the central focus and beneficiary, as articulated in the college's mission statement.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.
* 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 II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.
* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.
* 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 #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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #1
  To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #3
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

### Human Resources Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide effective support for the primary human resource functions at the college: hiring, periodic performance evaluation, and promotion. These activities are performed for faculty, staff and administrators.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To provide effective support for the primary human resources functions at the college: hiring, periodic performance evaluation, and promotion. These activities are performed for faculty, staff and administrators.
* STANDARD III (Prior to June 2014): Resources - To provide effective support for the primary human resources functions at the college: hiring, periodic performance evaluation, and promotion. These activities are performed for faculty, staff and administrators.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #1
  To provide effective support for the primary human resources functions at the college: hiring, periodic performance evaluation, and promotion. These activities are performed for faculty, staff, and administrators.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #2
  To provide to management responses to questions about human resources issues as well as support for the development and negotiations of terms and conditions of employment.

* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #3
To ensure the college hires and promotes based on merit, provides equal employment opportunity to all: complies with the provision of Title 4 and 17 of the Guam Code, follows employment agreements; and follows other applicable laws and regulations.

## Human Services AS

**Mission Statement:** It is this program's mission to cultivate and develop culturally competent, ethical, and professional human services workers through a multi-disciplinary and student -centered approach.
**Vision Statement:** To be the premier educational program for providing regionally recognized human services workforce development.

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

## Instructional Technology Center (Archive)

**Mission Statement:** To enhance the delivery of GCC Program curriculum by providing innovative integration of technology into our classrooms.
**Vision Statement:** The instructional Technology center envisions a time when the faculty of Gcc will have the knowledge and resources to conduct or deliver course information through varying degrees of technology.

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

## International Hotel Management AS (formerly Hotel Operations & Management AS)

**Mission Statement:** To provide quality education and training in Hotel Operations to meet the needs of the regions Hospitality industry; work in partnership with industry to advance workforce development in Micronesia.
**Vision Statement:** To prepare and enhance career opportunities for students and individual growth potential within the Hospitality Industry.

### Outcome Description: SLO#1 Application of Fundamentals

SLO#1 FA 2010 - SP 2012:
Upon successful completion of this program, students will be able to apply the fundamentals of the requirements for the Hotel Operations and Management Program and demonstrate competency in their choice of occupation within the industry.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/11/2010
**End Date:** 03/14/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** Educational Institute of American Hotel & Lodging Association.
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** The instructor constructed Likert-Type Scale survey questionnaire is a good instrument to survey HS292a Practicum completers and the graduating senior student pertaining to their perceptions about their attainment of program SLOs. The instructor needs to come up with different motivational strategy to encourage the two students who have not submitted their surveys to do so as soon as possible. Additionally, to improve student participation rate to respond to the survey, this survey instrument should be discussed with the students when they are doing the Practicum. The results of the survey can also be shared with AS in Hotel Operations & Management program Advisory Committee members for the purpose of promoting our program.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| HS292a Practicum students will complete a 20 question (100 total possible points) faculty developed Likert-type scale survey questionnaire.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Individual interviews | 80% of HS292a Practicum students taking the Likert-type scale survey questionnaire will have an overall score of 80% or greater on a 100 total possible points 20 questions survey. | Annually | Yes |

## Related Courses

- HS292A - Hotel Operations and Management Practicum

**Related Documents:**
HS292A_0Adopt_2012-04-03.pdf

## Related Tasks

* **Task Name: Collect Evidence for HS292 Hotel Practicum**

**Task Description:** Collect evidence for HS 292 Hotel Practicum

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### Board of Trustees (BOT)

* 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.

### School of Trades & Professional Services (TPS)

* School Level - Reorganize certain departments as needed.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

### International Hotel Management AS (formerly Hotel Operations & Management AS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide learning experiences for students that leads to their employment or their continued education.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide equipment and maintenance of the equipment in labs to provide students with best opportunity to complete the student learning outcomes successfully.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide faculty with the support they need to achieve student learning outcomes.

## Related Course SLO

* HS208 - Managing Food & Beverage Service: Sequence of Service - SLO#3 FA 2010 - SP 2012:
  Upon successful completion of this course, students will be able to develop an appropriate sequence of service for various food and beverage establisments.
* HS208 - Managing Food & Beverage Service: Plan of Action1 - SLO#2 FA2010 - SP2012:
  Upon successful completion of this course, students will be able to identify causes, assess potential solutions, and formulate a plan of acton to address all negative moments of truth encountered by guests.
* HS208 - Managing Food & Beverage Service: Styles of Service - SLO#4 FA2010 - SP2012:
  Upon successful completion of this course, students will be able to demonstrate knowledge and skills in providing American, English, Russian, and French service in various food and beverage establishments.

### Outcome Description: SLO#2 Application of Knowledge and Skills

SLO#2 FA 2010 - SP 2012:
Upon successful completion of this program, students will be able to apply the knowledge and skills gained and achieved through the theory and from practical application to gain successful employment in the hospitality industry.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/11/2010
**End Date:** 03/14/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** Educational Institute of American Hotel & Lodging Association.
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** AS in Hotel Operations & Management program did not have any graduates in Spring 2011. However, there were (1) four students completed HS292a Practicum(new hotel program), and (2) one student completed HS292 Practicum (old program) respectively at four hotels during summer and Fall 2011. Prior to the five students' completion of their practicum, the instructor conducted a follow up telephone survey to find out if the three hotels would employ the five students once they graduated from GCC. These hotels' human resource managers all expressed strong interest to hire the students.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Industry (employers) will complete a 20 question (100 total possible points) faculty developed Likert-type satisfaction survey.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Industry (Employer) Satisfaction Survey | Industry (employers) taking the Likert-type satisfaction survey will have an overall score of 80% or greater on a 100 total possible points 20 question survey. | The Likert-type satisfaction survey will be conducted at the end of the graduates/employees' probation period (3-month). | No |
| Industry (Employer) Satisfaction Survey<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Industry (Employer) Satisfaction Survey | Industry (Employers) taking the Likert-type scale satisfaction survey will have an overall score of 80% or greater on a 100 total possible points 20 question survey. | Once after the graduates (employees) completed 90-day probation period. | Yes |

### Related Courses

- HS211 - Front Office Management

**Related Documents:**
HS211_1SR_2004-12-16.pdf
HS211_1SR_1996-01-24.pdf
HS211_1SR_1999-11-10.pdf
HS211_Course Guide.pdf
HS211_2NSR_SLO_2010-06-17.pdf

HS211_2NSR_2010-10-22.pdf
HS211_1SR_2016-04-13_Final.pdf

- HS215 - Managing Housekeeping Operations

**Related Documents:**

HS215_1SR_1999-11-10.pdf
HS215_2NSR_2005-03-28.pdf
HS215_1SR_2010-05-10map.pdf
HS215_Course Guide.pdf
HS215_2NSR_2010-06-17.pdf

- HS217 - Hotel Security Management

**Related Documents:**

HS217_1SR_2004-12-16.pdf
HS217_2NSR_2005-11-03.pdf
HS217_0Adopt_1999-11-12.pdf
HS217_1SR_2010-05-10map.pdf
HS217_2NSR_2010-06-17.pdf

- HS219 - Training & Development in the Hospitality Industry

**Related Documents:**

HS219_0Adopt_2002-02-19.pdf
HS219_1SR_2010-05-10map.pdf
HS219_2NSR_2010-06-17.pdf

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### Board of Trustees (BOT)

* 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.

### School of Trades & Professional Services (TPS)

* School Level - Reorganize certain departments as needed.
* School Level - Make sure all SLOs are attained in every course.
* School Level - Keep all curriculum updated and current.
* School Level - Look for new and innovative ways to deliver the curriculum.
* School Level - Provide the necessary support for all courses in terms of equipment and supplies.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide appropriate administrative and technological assistance to faculty and programs.

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

### International Hotel Management AS (formerly Hotel Operations & Management AS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1

Provide learning experiences for students that leads to their employment or their continued education.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
Provide equipment and maintenance of the equipment in labs to provide students with best opportunity to complete the student learning outcomes successfully.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
Provide faculty with the support they need to achieve student learning outcomes.

## Related Course SLO

* HS208 - Managing Food & Beverage Service: Knowledge of Skills - SLO#1 FA2010 - SP2012:
Upon successful completion of this course, students will be able to describe essential attitudes, knowledge and skills needed to become efficient and effective food and beverage employes, supervisors and managers.
* HS208 - Managing Food & Beverage Service: Plan of Action1 - SLO#2 FA2010 - SP2012:
Upon successful completion of this course, students will be able to identify causes, assess potential solutions, and formulate a plan of acton to address all negative moments of truth encountered by guests.
* HS208 - Managing Food & Beverage Service: Styles of Service - SLO#4 FA2010 - SP2012:
Upon successful completion of this course, students will be able to demonstrate knowledge and skills in providing American, English, Russian, and French service in various food and beverage establishments.
* HS208 - Managing Food & Beverage Service: AH&LA Exam - SLO#5 FA2010 - SP2012:
Upon successful completion of this course students will be able to show knowledge of Food & Beverage Service Procedures with 70% of students will achieve 75% or better on the AH & LA EI Exam
* HS208 - Managing Food & Beverage Service: Sequence of Service - SLO#3 FA 2010 - SP 2012:
Upon successful completion of this course, students will be able to develop an appropriate sequence of service for various food and beverage establisments.
* HS222 - Food & Beverage Cost Control: AH&LA EI Exam - SLO#5 FA2010 - SP2012:
Upon successful completion of this course students will be able to show knowledge of Food & Beverage Cost Control with 70% of students will achieve 75% or better on the AH & LA EI Exam

## Outcome Description: SLO#3 Skills Demonstration

SLO#3 FA 2010 - SP 2012:
Upon successful completion of this program, students will be able to demonstrate knowledge, skills and attitudes by applying the system approach method to analyze, evaluate, solve, and complete the requirements set by their Practicum experience.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/11/2010
**End Date:** 03/14/2012
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** Educational Institute of American Hotel and Lodging Association
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** Three of the four seniors (N=4) or 75% of the seniors participated in Summer 2011 HS292 & HS292a Practicum completed their comprehensive practicum experience report; this report included (1) daily journal, (2) SLOs/tasks performed as based on the GCC/Local Hotel practicum agreement, and (3) reflection.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete a comprehensive practicum experience report; this report includes (1) daily journal, (2) SLOs/tasks performed as based on the GCC/Local Hotel practicum agreement, and (3) reflection.<br><br>The comprehensive practicum experience report should contain (1) daily journal, (2) SLOs/tasks performed as based on the GCC/Local Hotel practicum agreement, and (3) reflection. Additionally, all practicum related problems encountered by the student at the practicum job-site must document that the system approach method are used to solve the problem.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Capstone Experience<br><br>**Related Documents:**<br>Practicum Glen Weekly Reflection 0622 - 0626.doc<br>Practicum Glen Weekly Reflection 0622 - 0626.doc | 90% of students will achieve a score of 80% or higher on the final Practicum Evaluation. | At the end of every 50-hour practicum experience at a local hotel (The total HS292 A&B Hotel Operations & Management Program contains 600 hours; students will be reuqired to complete the hours in two summer sessions. | Yes |

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

### Academic Affairs Division (AAD)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### Board of Trustees (BOT)

* 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.

### School of Trades & Professional Services (TPS)

* School Level - Reorganize certain departments as needed.
* School Level - Make sure all SLOs are attained in every course.
* School Level - Keep all curriculum updated and current.
* School Level - Look for new and innovative ways to deliver the curriculum.
* School Level - Provide the necessary support for all courses in terms of equipment and supplies.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

### International Hotel Management AS (formerly Hotel Operations & Management AS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide learning experiences for students that leads to their employment or their continued education.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide equipment and maintenance of the equipment in labs to provide students with best opportunity to complete the student learning outcomes successfully.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide faculty with the support they need to achieve student learning outcomes.

## Related Course SLO

* HS208 - Managing Food & Beverage Service: Sequence of Service - SLO#3 FA 2010 - SP 2012:
  Upon successful completion of this course, students will be able to develop an appropriate sequence of service for various food and beverage establisments.

* HS208 - Managing Food & Beverage Service: Plan of Action1 - SLO#2 FA2010 - SP2012:
  Upon successful completion of this course, students will be able to identify causes, assess potential solutions, and formulate a plan of acton to address all negative moments of truth encountered by guests.
* HS208 - Managing Food & Beverage Service: Styles of Service - SLO#4 FA2010 - SP2012:
  Upon successful completion of this course, students will be able to demonstrate knowledge and skills in providing American, English, Russian, and French service in various food and beverage establishments.

### Outcome Description: 2011-2012 Catalog SLO#1

SLO#1 FA-SP:
Upon successful completion of the AS in Hotel Operations and Management program, students will be able to apply the fundamentals of the requirements for the hotel operations & management program and demonstrate competency in their choice of occupations within the industry.

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

### Outcome Description: 2011-2012 Catalog SLO#2

SLO#2 FA-SP:
Upon successful completion of the AS in Hotel Operations and Management program, students will be able to demonstrate knowledge, skills and attitudes by applying the system approach method to analyze, evaluate, solve, and complete the requirements set by their Practicum experience.

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

### Outcome Description: 2011-2012 Catalog SLO#3

SLO#3 FA-SP:
Upon successful completion of the AS in Hotel Operations and Management program, students will be able to apply the knowledge and skills gained and achieved through the theory and from practical application to gain successful employment in the hospitality industry.

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

### Outcome Description: 2013-2015 SLO#1

Upon successful completion of the AS in Hotel Operations and Management program, students will be able to apply the fundamentals of the requirements for the hotel operations & management program and demonstrate competency in their choice of occupations within the industry.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Type of Industry National Certification:** American Hotel and Lodging Association - Educational Institute
**Program SLO/AUO Plan reflects/incorporates:** ACCJC Standards
**Historical Assessment Perspective:** Standards II student learning outcomes
**Budget Goals:** .

## Means of Assessment

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Faculty will develop written test according to Chapter subject matter HS211 Front Office Management<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Faculty-developed tests | 70% of students will achieve a grade of 75% or better for HS211 | Spring 2014 | Yes |

## Related Courses

- HS211 - Front Office Management

**Related Documents:**

HS211_1SR_2004-12-16.pdf
HS211_1SR_1996-01-24.pdf
HS211_1SR_1999-11-10.pdf
HS211_Course Guide.pdf
HS211_2NSR_SLO_2010-06-17.pdf
HS211_2NSR_2010-10-22.pdf
HS211_1SR_2016-04-13_Final.pdf

## Related Tasks

* **Task Name: Collect Evidence for HS211 Front Office Management**

**Task Description:** Collect students grades of tests or activity that apply to HS211.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Ensure that all necessary accreditation data and evidence are completed for the scheduled accreditation visit in spring 2012.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Supply appropriate administrative and technological assistance to faculty and programs.

### International Hotel Management AS (formerly Hotel Operations & Management AS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To provide equipment and maintenance of the equipment in labs to provide students with best opportunity to complete the student learning outcomes successfully.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:

To provide learning experiences for students that lead to their employment or their continued education.

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#2:
To provide equipment and maintenance of the equipment in labs to provide students with best opportunity to complete the student learning outcomes successfully.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013 PRG#1:
To provide learning experiences for students that lead to their employment or their continued education.

## Related Course SLO

* HS150 - Welcome to Hospitality: 2012-2013 Acalog SLO#1 - SLO#1 FA12-SP14:
Upon successful completion of this course, students will be able to describe all facets and segments of tourism and hospitality industry.
* HS211 - Front Office Management: 2013-2015 SLO#1 - SLO#1 FA13-SP15:
Upon successful completion of this course, students will be able to describe and evaluate the effectiveness of various front offices.
* HS215 - Managing Housekeeping Operations: 2013-2015 SLO#1 - Upon successful completion of this course, students will be able to identify, describe and evaluate elements needed for effective housekeeping operations and management
* HS217 - Hotel Security Management: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
Upon successful completion of this course, students will be able to explain the key issues in developing and setting up a security program.
* HS219 - Training & Development in the Hospitality Industry: 2013-2015 SLO#1 - SLO#1 FA13-SP15:
Upon successful completion of this course, students will be able to identify and describe required techniques and knowledge to manage hospitality industry human resource efficiently and effectively.

## Outcome Description: 2013-2015 SLO #2

Upon successful completion of the AS in Hotel Operations and Management program, students will be able to demonstrate knowledge, skills and attitudes by applying the system approach method to analyze, evaluate, solve, and complete the requirements set by their Practicum experience.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** ACCJC Standards
**Historical Assessment Perspective:** Standards II Relate to student learning outcomes
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Successful completion of requirements including, but is not limited to, Practicum requirements of HS292 Hotel Operations<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Internship/Co-op/Practicum Evaluation<br>**Related Documents:**<br>Practicum Final Report-F&B<br>Practicum Final Report-Hospitality Operations | N=10; 80% of the students will score 75% or better in their Practicum for HS292 demonstrating skills and knowledge such as customer service, professional telephone etiquette, food & beverage front-of-house operations, and using Property Management Systems or Point-of-Sale systems. | Spring 2014 | Yes |

## Related Courses

- HS292A - Hotel Operations and Management Practicum
**Related Documents:**
HS292A_0Adopt_2012-04-03.pdf

## Related Tasks

* **Task Name: Collect Evidence for HS292 Hotel Practicum**

**Task Description:** Adjunct faculty will colllect evidence for HS-292

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Ensure that the accreditation website is fully operational for visiting team's use.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  To supply adequate assistance to program growth.

### International Hotel Management AS (formerly Hotel Operations & Management AS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide equipment and maintenance of the equipment in labs to provide students with best opportunity to complete the student learning outcomes successfully.
* Program Review Goal (Budget Related Goals & Objectives) - AY2013-2014 Goal #3:
  To review, rewrite, and align course numbers and course SLO's with the American Hotel and Lodging Association - Educational Instutite (AHLA-IE) for national certifications.

## Related Course SLO

* HS215 - Managing Housekeeping Operations: 2013-2015 SLO#1 - Upon successful completion of this course, students will be able to identify, describe and evaluate elements needed for effective housekeeping operations and management
* HS217 - Hotel Security Management: 2013-2015 SLO #1 - Upon successful completion of this course, students will be able to explain the key issues in developing and setting up a security program.

* HS292A - Hotel Operations and Management Practicum: 2013-2015 SLO#1 - SLO#1 FA13-SP15:
  Upon successful completion of this course, students will be able to demonstrate knowledge, skills, and attitudes by applying the system approach method to analyze, evaluate, solve, and complete the requirements set by their Practicum experience.

## Outcome Description: 2013-2015 SLO #3

Upon successful completion of the AS in Hotel Operations and Management program, students will be able to apply the knowledge and skills gained and achieved through the theory and from practical application to gain successful employment in the hospitality industry.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** Yes
**National Certification:**
**Type of Industry National** American Hotel and Lodging Association Educational Institute

**Certification:**
**Program SLO/AUO Plan reflects/incorporates:** ACCJC Standards
**Historical Assessment Perspective:** Standard II related to student learning outcomes
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Written test are developed by instructor for HS155 Hotel and Restaurant Accounting<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Faculty-developed tests | 70% of enrolled students will score 70% or better. | Spring 2014 | Yes |

## Related Tasks

* **Task Name: Collect artifacts for HS155 Hotel and Restaurant Accounting**
**Task Description:** Collect evidence for HS155 Hotel and Restaurant Accounting

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
Educational Excellence:
This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#2:
To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#1:
To supply appropriate administrative and technological assistance to faculty and programs.

### International Hotel Management AS (formerly Hotel Operations & Management AS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#1:
To provide learning experiences for students that lead to their employment or their continued education.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013 PRG#1:
To provide learning experiences for students that lead to their employment or their continued education.

## Related Course SLO

* HS215 - Managing Housekeeping Operations: 2013-2015 SLO#1 - Upon successful completion of this course, students will be able to identify, describe and evaluate elements needed for effective

housekeeping operations and management

* HS217 - Hotel Security Management: 2013-2015 SLO #1 - Upon successful completion of this course, students will be able to explain the key issues in developing and setting up a security program.

### Outcome Description: Demonstrate Competency

SLO#1 Sy2014-SY2016 Apply the fundamentals of the requirements for the hotel operations & management program and demonstrate competency in their choice of occupations within the industry.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/08/2014
**End Date:** 03/14/2016
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** Yes
**National Certification:**
**Type of Industry National** American Hotel and Lodging Association (AH&LA) Certification
**Certification:**
**Historical Assessment** This program will be updated to further align courses with the AH&LA.
**Perspective:**
**Budget Goals:** Provide facilities and equipment to support program SLO's.

## Judicial Affairs (Archive)

**Mission Statement:** The Office of Judicial Affairs seeks to uphold the Student Code of Conduct in a way that ensures the Guam Community College is fully able to enact its mission. A safe and educational environment will be maintained by educating students about the Code, and by ensuring that students are treated fairly throughout judicial proceedings. The Office seeks to empower students to develop a sense of ownership over the college environment, working together to create a culture marked by commitments to high behavioral standards.

PER 9-30-05 MEMO FROM TSS DEAN, THE ADMIN UNIT OUTCOME FOR THIS PROGRAM WILL BE INCORPORATED WITH AUXILIARY SERVICES.

**Vision Statement:** As the GCC program responsible for the maintenance and enforcement of Guam Community College's Student Code of Conduct, the OJA will receive documentation of Code violations from throughout GCC, bring students to summary and full hearings as appropriate, and adjudicate each case fairly and educationally. The OJA will work defectively with the Student Support Services Office, the Registrar's Office and the Council on Post secondary Student Affairs, and will involve students in the process of guiding the functions of the Office and in hearing summary cases when appropriate.

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

## Learning Resource Center

**Mission Statement:** MISSION STATEMENT :
The mission of the Guam Community College Library/Learning Resource Center is to provide learning resources and services to support and enrich the educational mission of the Guam Community College.

**Vision Statement:** Guam Community College Library will be the campus leader in helping students learn information literacy skills to become effective library users, information consumers and life-long learners.

### Outcome Description: FA09-SP11 SSUO#1 CUSTOMER SERVICES

Students will receive competent assistance when borrowing materials, asking directional questions, using computer stations, making audio-visual requests, or conducting other library business at the Circulation Desk.

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

**Means of Assessment**

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Surveys and focus groups will be used to determine quality of customer services.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey | 80% of students will report satisfaction with the assistance provided when requesting Circulation and Customer Services. | Student Satisfaction Surveys will be administered each Semester.<br>Student Focus Group in March, 2010. | Yes |

### Related Activities

- Student Focus Group
- Student Survey

### Related Tasks

* **Task Name: Evaluation of Customer Services**

  **Task Description:** Customer Services will be evaluated through surveys and focus groups conducted during the assessment cycle.

### Related Items

#### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.

#### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### Learning Resource Center

* Program/Unit Level - Personnel: to foster the growth and training of library personnel to provide quality instruction and services.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide sufficient resources to support the curricular needs of faculty and students.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide sufficient technology to support student learning and faculty instruction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide information literacy instruction to ensure students become effective library users, information consumers and lifelong learners.

## Outcome Description: FA09-SP11 SSUO#2 INFORMATION LITERACY SKILLS

Students will learn information literacy skills to become effective library users, information consumers and life long learners.

**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 |
|---|---|---|---|
| Surveys and focus groups will be used to determine effectiveness of instruction.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Focus Group | 80% of students receiving library instruction will report success in using information literacy skills in the completion of their assignments. | Student & Faculty Surveys and Focus Groups in March, 2010.<br>Student artifacts will be collected each Semester. | Yes |

### Related Activities

- Student Focus Group
- Student Survey

### Related Tasks

* **Task Name: Evaluation of Information Literacy Instructional Program**

**Task Description:** Evaluation of the Information Literacy Program will be assessed by administering surveys and conducting focus groups to determine the effectiveness of the instructional program.

### Related Items

#### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.

#### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### Learning Resource Center

* Program/Unit Level - Personnel: to foster the growth and training of library personnel to provide quality instruction and services.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
Provide information literacy instruction to ensure students become effective library users, information consumers and lifelong learners.

## Outcome Description: FA09-SP11 SSUO#3 LEARNING RESOURCES

The library will provide sufficient resources to support the curricular needs of faculty instruction.

**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 |
|---|---|---|---|
| A survey and focus group will be used to determine sufficiency of learning resources.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey | 80% of faculty will report that the library collections meet their instructional and curricular needs | Faculty Survey and Focus Group in March, 2010. | Yes |

### Related Activities

- Faculty Focus Group
- Faculty Survey

### Related Tasks

* **Task Name: Evaulation of Resources**

**Task Description:** A faculty survey and focus group will be used to determine the sufficiency of resources to support the curriculum.

### Related Items

#### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Learning Resource Center

* Program/Unit Level - Personnel: to foster the growth and training of library personnel to provide quality instruction and services.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide sufficient resources to support the curricular needs of faculty and students.

## Outcome Description: FA09-SP11 SSUO#4 LIBRARY TECHNOLOGY AND FACILITIES

Students and faculty will be provided with the most current library technology and appropriate facilities to support student learning and improve access to information.

**Start Date:** 10/12/2009
**End Date:** 03/07/2011
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Surveys and focus groups will be used to evaluate library technology.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey | 80% of students and faculty will report satisfaction with the library technology on surveys and in focus groups. | Student & Faculty Surveys and Focus Groups in March, 2010. | Yes |

## Related Activities

- Faculty Focus Group
- Faculty Survey
- Student Focus Group
- Student Survey

## Related Tasks

* **Task Name: Evaluation of Library Technology and Facilities**
  **Task Description:** Student surveys and a faculty focus group will be used to evaluate current library technology and facilities.

## Related Items

### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Learning Resource Center

* Program/Unit Level - Personnel: to foster the growth and training of library personnel to provide quality instruction and services.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2

Provide sufficient technology to support student learning and faculty instruction.

## Outcome Description: SSUO#1 CUSTOMER SERVICES

FA11-SP13 SSUO#1:
Students will receive competent assistance when borrowing materials, asking directional questions, using computer stations, making audio-visual requests, or conducting other library business.

**Outcome Type:** SLO
**Start Date:** 03/14/2011
**End Date:** 03/11/2013
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Self Study Report

**Historical Assessment Perspective:** SSUO#1 incorporates the need for information to "assess the staffing needs" as noted in the Self Study Report.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Surveys and focus groups will be used to determine quality of customer services.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey | 80% of students will report satisfaction with the assistance provided when requesting Circulation and Customer Services. | Student Satisfaction Surveys will be administered each Semester.<br>Student Focus Group in March, 2012. | Yes |

**Related Documents:**
Student Library Survey, 2011-2013
Student Electronic Survey, Fall, 2012

### Related Activities

- Student Survey

### Related Tasks

* **Task Name: Evaluation of Customer Services**
**Task Description:** Customer Services will be evaluated through surveys and focus groups conducted during the assessment cycle.

### Related Items

#### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.
* 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#1 (Institutional Learning Outcome)
Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

#### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide appropriate administrative and technological support for student services and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Provide appropriate administrative and technological support for student services and programs.

### Learning Resource Center

* Program/Unit Level - Customer Services : to provide excellent customer service for students, staff and faculty at the Circulation Desk.
* Program/Unit Level - Personnel: to foster the growth and training of library personnel to provide quality instruction and services.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide sufficient technology to support student learning and faculty instruction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Provide security for library and library materials.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Provide security for library and library materials.

## Outcome Description: SSUO#2 INFORMATION LITERACY SKILLS

FA11-SP13 SUO#2:
Students will learn information literacy skills to become effective library users, information consumers and life long learners.

**Outcome Type:** SLO
**Start Date:** 03/14/2011
**End Date:** 03/11/2013
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Self Study Report

**Historical Assessment Perspective:** SSUO#2 will incorporate the Self Study Report suggestion to "identify courses within the general education curriculum, and the technical requirements of programs that have student learning outcomes related to information competence".

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Surveys and focus groups will be used to determine effectiveness of instruction.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey<br>**Related Documents:**<br>Student Library Instructional Survey, 2011<br>Student Library Instructional Survey, 2012 | 80% of students receiving library instruction will report success in using information literacy skills in the completion of their assignments. | Student & Faculty Surveys and Focus Groups in March, 2012.<br>Student artifacts will be collected each Semester. | Yes |

### Related Activities

- Faculty Survey
- Student Survey

## Related Tasks

* **Task Name: Evaluation of Information Literacy Instructional Program**

**Task Description:** Evaluation of the Information Literacy Program will be assessed by administering surveys and conducting focus groups to determine the effectiveness of the instructional program.

## Related Items

### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Provided support for institutional learning outcomes.

### Learning Resource Center

* Program/Unit Level - Instructional Services: to integrate information literacy into every course in the curriculum.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide information literacy instruction to ensure students become effective library users, information consumers and lifelong learners.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Provide sufficient resources to support the curricular needs of faculty and students.

## Outcome Description: SSUO#3 LEARNING RESOURCES

FA11-SP13 SSUO#3:
The library will provide sufficient resources to support the curricular needs of faculty instruction.

**Outcome Type:** SLO

**Start Date:** 03/14/2011

**End Date:** 03/11/2013

**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Self Study Report

**Historical Assessment Perspective:** SSUO#3 will access the need to "provide direct access to a portion of student library fees" for funding learning resources.

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A survey and focus group will be used to determine sufficiency of learning resources.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey<br>**Related Documents:**<br>Faculty Survey, Spring 2012<br>Faculty Survey, Fall, 2012<br>Student Electronic Survey, Fall, 2012<br>Student Library Survey, 2011-2013 | 80% of faculty will report that the library collections meet their instructional and curricular needs | Faculty Survey and Focus Group in March, 2012. | Yes |

## Related Activities

- Faculty Survey

## Related Tasks

* **Task Name: Evaluation of Resources**

  **Task Description:** A faculty survey and focus group will be used to determine the sufficiency of resources to support the curriculum.

## Related Items

### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
Provide appropriate administrative and technological support for student services and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
Provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
Provide adequate support of program growth.

### Learning Resource Center

* Program/Unit Level - Collection Development: to provide resources (print and electronic) to support each program and class in the curriculum.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
Provide sufficient resources to support the curricular needs of faculty and students.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
Provide sufficient resources to support the curricular needs of faculty and students.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1 (Growth Budget)
Provide sufficient resources to support the curricular needs of faculty and students.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
Provide sufficient resources to support the curricular needs of faculty and students.

## Outcome Description: SSUO#4 LIBRARY TECHNOLOGY AND FACILITIES

FA11-SP13 SSUO#4:
Students and faculty will be provided with the most current library technology and appropriate facilities to support student learning and improve access to information.

**Outcome Type:** SLO
**Start Date:** 03/14/2011
**End Date:** 03/11/2013
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Self Study Report

**Historical Assessment Perspective:** SSUO#4 will be used to "research the need and demand for additional electronic resources including e-books, e-book readers and computer tablets to facilitate the use of enhanced electronic services.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Surveys and focus groups will be used to evaluate library technology.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey<br>**Related Documents:**<br>Student Library Survey, 2011-2013<br>Student Electronic Survey, Fall, 2012 | 80% of students and faculty will report satisfaction with the library technology on surveys and in focus groups. | Student & Faculty Surveys and Focus Groups in March, 2010. | Yes |

## Related Activities

- Faculty Survey
- Student Survey

## Related Tasks

* **Task Name: Evaluation of Library Technology and Facilities**
**Task Description:** Student surveys and a faculty focus group will be used to evaluate current library technology and facilities.

## Related Items

### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff

professional development.

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide appropriate administrative and technological support for student services and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Provide appropriate administrative and technological support for student services and programs.

### Learning Resource Center

* Program/Unit Level - Facilities: to develop and maintain a Library/Learning Resource Center facility that supports the mission of Guam Community College.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide sufficient technology to support student learning and faculty instruction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide sufficient equipment to support student learning and faculty instruction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1 (Growth Budget)
  Provide sufficient resources to support the curricular needs of faculty and students.
* Program/Unit Level - FY2012 PRG#2
  Provide sufficient equipment to support student learning and faculty instruction.

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide sufficient technology to support student learning and faculty instruction.

## Outcome Description: SSUO#1.1 CUSTOMER SERVICES

FA13-SP15 SSUO#1:
Upon the completion of receiving circulation services, assistance and/or information from GCC Library personnel, students will be able to execute borrowing materials, asking directional questions, using computer stations, completing audio-visual requests and conducting other library business.

**Outcome Type:** SLO

**Start Date:** 10/14/2013

**End Date:** 03/09/2015

**Outcome Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** GCCLIB will continue to seek ways to provide effective customer services.

**Budget Goals:** xxx

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Surveys and a focus group will be used to determine effectiveness of customer services.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey<br>**Related Documents:**<br>Student Library Survey, 2013-2015<br>Faculty Survey, 2013 | 80% of students will report success when requesting Circulation and Customer Services. | Customer Services will be evaluated through a survey each semester and a focus group once during the Assessment cycle. | Yes |

## Related Activities

- Student Focus Group
- Student Survey

## Related Tasks

* **Task Name: Evaluation of effectiveness of Customer Services.**

  **Task Description:** Customer Services will be evaluated through semester surveys and a focus group during the assessment cycle.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* 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 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

### Board of Trustees (BOT)

* 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.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide support for institutional learning outcomes.

### Learning Resource Center

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To provide sufficient resources to support the curricular needs of faculty and students.

## Outcome Description: SSUO#2.1 LEARNING RESOURCES

FA13-SP15 SSUO#2
Upon completion of navigating the physical and/or virtual learning resources at GCC Library, students will be able to find and use a variety of print, digital and technological resources to support their learning needs.

**Outcome Type:** SLO
**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**Outcome Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** GCC Library will continue to seek ways to provide a variety of learning resources for student learning.
**Budget Goals:** xxx

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A student survey will be used.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey<br>**Related Documents:**<br>Student Library Survey, 2013-2015 | 80% of students will agree that they are able to find and use a variety of print, digital and technological resources. | A student survey will be administered each semester. | Yes |

## Related Activities

- Student Survey

## Related Tasks

* **Task Name: Evaluation of effectiveness of physical and virtual learning resources.**
  **Task Description:** The effectiveness of physical and virtual learning resources will be evaluated through semester surveys.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* 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 #2

Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

### Board of Trustees (BOT)

* 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.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide appropriate administrative and technological support for student services and programs.

### Learning Resource Center

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide sufficient technology to support student learning and faculty instruction.

## Outcome Description: SSUO#3.1 INFORMATION LITERACY

FA13-SP15 SSUO#3:
Upon completion of Information Literacy Instruction at GCC Library, students will be able to demonstrate the necessary knowledge to be effective library users, information consumers and life long learners.

**Outcome Type:** SLO
**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**Outcome Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** GCCLIB will continue to offer information literacy workshops to enable students to improve their information seeking skills to become effective library users, information consumers and life long learners.

**Budget Goals:** xxx

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Student and faculty surveys will be used to determine whether students are demonstrating the necessary information literacy skills.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey<br>**Related Documents:**<br>Faculty Survey, 2013<br>Student Library Survey, 2013-2015 | 80% of students will report success in demonstrating the necessary information literacy skills. | A survey of students will be administered with each library literacy class given during the assessment cycle. | Yes |

### Related Activities

- Student Survey

## Related Tasks

* **Task Name: Evaluation of Student Information Literacy Skills**

**Task Description:** Students who complete information literacy instruction will be evaluated through a survey.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* 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 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

### Board of Trustees (BOT)

* 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.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide support for institutional learning outcomes.

### Learning Resource Center

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To provide information literacy instruction to ensure students become effective library users, information consumers and lifelong learners.

## Outcome Description: SSUO#1 CUSTOMER SERVICES

FA15-SP17 SSUO#1:
Upon the completion of receiving circulation services, assistance and/or information from GCC Library personnel, students will be able to execute borrowing materials, asking directional questions, using computer stations, laptops and/or tablets and conducting other library business.

**Outcome Type:** SLO
**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** GCC Library will continue to seek ways to provide excellent customer services.

**Budget Goals:** Provide sufficient staff resources to support the curricular needs of faculty and students.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Surveys will be used to determine effectiveness of customer services.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey<br>**Related Documents:**<br>Student Library Survey, 2015-2017<br>Annual Circulation Report, 2014-2015 | 80% of students will report success when requesting Circulation and Customer Services. | Customer Services will be evaluated through a survey to be administered each semester. | Yes |

## Related Activities

- Student Survey

## Related Tasks

* **Task Name: Evaluation of Customer Services**

  **Task Description:** Customer Services will be evaluated through surveys conducted during the assessment cycle.

## Related Items

### Guam Community College

* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #2 Conducive Learning Environment
  Transform the campus into a facility conducive for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

### Board of Trustees (BOT)

* 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) - 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.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide support for institutional learning outcomes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016 #3
  SUPPLY ASSISTANCE FOR INSTITUTIONAL LEARNING OUTCOMES THROUGH SERVICE LEARNING AND INSTITUTIONAL ACTIVITIES TO SERVICE STUDENTS.

### Learning Resource Center

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To provide sufficient resources to support the curricular needs of faculty and students.

## Outcome Description: SSUO#2 LEARNING RESOURCES

FA15-SP17 SSUO#2
Upon completion of navigating the physical and/or virtual learning resources at GCC Library, students will be able to find and use a variety of print, digital and technological resources to support their learning needs.

**Outcome Type:** SLO
**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** GCC Library will continue to provide appropriate learning resources for student learning.
**Budget Goals:** Provide sufficient print, digital and technological resources to support student learning and faculty instruction.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A student and faculty survey will be used to evaluate GCC Library Learning Resources.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey<br>**Related Documents:**<br>Student Library Survey, 2015-2017<br>Faculty Library Survey, 2015-2017 | 80% of students will agree that they are able to find and use a variety of print, digital and technological resources. | A student and faculty survey will be administered each semester. | Yes |

### Related Activities

- Faculty Survey
- Student Survey

### Related Tasks

* **Task Name: Evaluation of Resources**
  **Task Description:** A faculty survey will be used to determine the sufficiency of resources to support the curriculum. The student survey for SSUO#1 will also be used.

### Related Items

#### Guam Community College

* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* 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 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

#### ACCJC/WASC

* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with

its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

### Board of Trustees (BOT)

* 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) - 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.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide appropriate administrative and technological support for student services and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016 #1
  SUPPLY APPROPRIATE ADMINISTRATIVE AND TECHNOLOGICAL ASSISTANCE TO FACULTY AND PROGRAMS.

### Learning Resource Center

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide sufficient technology to support student learning and faculty instruction.

## Outcome Description: SSUO#3 INFORMATION LITERACY

FA15-SP17 SSUO#3:
Upon completion of Information Literacy Instruction at GCC Library, students will be able to demonstrate the necessary knowledge to be effective library users, information consumers and life long learners.

**Outcome Type:** SLO
**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** GCCLIB will continue to offer information literacy workshops to enable students to improve their information seeking skills to become effective library users, information consumers and life long learners.

**Budget Goals:** Provide information literacy instruction resources to ensure students become effective library users, information consumers and lifelong learners

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Student surveys will be used to determine whether students are demonstrating the necessary information literacy skills.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey<br>**Related Documents:**<br>Student Library Survey, 2015-2017<br>Student Library Instructional Survey, 2014-2015 | 80% of students will report success in demonstrating the necessary information literacy skills. | A survey of students will be administered with each library literacy class given during the assessment cycle. | Yes |

### Related Activities

- Student Survey

### Related Tasks

* **Task Name: Evaluation of Information Literacy Instructional Program**
  **Task Description:** Evaluation of the Information Literacy Program will be assessed by administering student surveys to determine the effectiveness of the instructional program.

### Guam Community College

* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* 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 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

### Board of Trustees (BOT)

* 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) - 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.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide support for institutional learning outcomes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016 #1
  SUPPLY APPROPRIATE ADMINISTRATIVE AND TECHNOLOGICAL ASSISTANCE TO FACULTY AND PROGRAMS.

### Learning Resource Center

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To provide information literacy instruction to ensure students become effective library users, information consumers and lifelong learners.

## Liberal Studies

**Mission Statement:** The Associate of Arts in Interdisciplinary Arts and Sciences program provides students with the means to engage in critical insight, reasoning, mature judgment, and independent thinking; awakens students to a sense of the importance of values, self-awareness, and responsibility; and prepares students for scholarly excellence.

**Vision Statement:** The vision of the Interdisciplinary Arts and Sciences program of Guam Community College is to produce lifelong learners who engage in personal and intellectual growth, are prepared for citizenship, and thrive in a diverse, complex, and changing society.

### Outcome Description: Connecting Culture and Natural World

SLO #1 FA12-SP14
Demonstrate an ability to connect knowledge of human culture and the natural world to a variety of disciplines and perspectives.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/08/2014
**End Date:** 03/14/2016
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

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

**Historical Assessment Perspective:** SI 110 remains the capstone course that clearly assesses SLO #1.

**Budget Goals:** IAS does not have a budget attached to it.

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Rubric SI110 Environmental Biology oral presentation.<br>Using the Rubric-Student will obtain a minimum of 105 points from a possible total of 150 points to demonstrate the minimum of 70% needed to meet the Criterion.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Rubric<br>**Related Documents:**<br>Oral presentation rubric<br>SI110RubricFall2012TracDat.pdf | 70% of students or more will earn 70% or better on the oral presentation | Students will orally present their research for SI110 before completing their program. | Yes |
| SI II0 Environmental Biology Rubric<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Rubric<br>**Related Documents:**<br>SI110RubricFall2012TracDat.pdf | Seventy percent (70%) of students or more will earn seventy percent (70%) or better on the oral presentation. | Oral Presentation is completed at the end of the semester. | Yes |
| Rubric SI110 Environmental Biology oral presentation.<br>Using the Rubric-Student will obtain a minimum of 105 points from a possible total of 150 points to demonstrate the minimum of 70% needed to meet the Criterion.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Rubric | 70% of students or more will earn 70% or better on the oral presentation | Students will orally present their research for SI110 before completing their program. | Yes |
| SI II0 Environmental Biology Rubric<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Rubric | Seventy percent (70%) of students or more will earn seventy percent (70%) or better on the oral presentation. | Oral Presentation is completed at the end of the semester. | Yes |

## Related Courses

- SI110 - Environmental Biology

**Related Documents:**

SI110_XCourse Guide.pdf
SI110_XCourse Guide_1989-01.pdf
SI110_1SR_1990-01.pdf
SI110_XCourse Guide_1991-06.pdf
SI110_1SR_2000-05-01.pdf
SI110_XMemo_2004-01-28.pdf
SI110_2NSR_2005-03-16.pdf
SI110_2NSR_2010-05-10.pdf
SI110_1SR_2012-01-24.pdf
SI110_NSR_AY1617-FINAL_2016-05-16.pdf

## Related Tasks

* **Task Name: Oral Presentation**

  **Task Description:** The oral presentation represents half of the grade for the final project for SI110.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide adequate support of program growth.

### Liberal Studies

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Continue efforts of articulation with the University of Guam.

## Related Course SLO

* SI110 - Environmental Biology: 2013-2014 Course SLO#4 - Student will demonstrate their ability to gather and analyze data, present results graphically, interpret results and form conclusions.

## Outcome Description: Pursuit of Learning

SLO #2 FA12-SP14
Demonstrate effective reasoning, problem solving, critical thinking, and creative achievement, and an inclination to lifelong inquiry and the pursuit of learning.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/13/2014
**End Date:** 03/14/2016
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** SLO remains the same since Program Implementation in 2011.
**Budget Goals:** There is no budget implications to this program as it does not have an identified budget source.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| EN111 Research Project Rubric (Used in Spring 2012)<br>EN111 Final Research Paper (Used in Fall 2012)<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Rubric<br>**Related Documents:**<br>RubricEN111[1].pdf<br>Sample A001[1].pdf<br>Sample C002[1].pdf | 80% of students will earn 70% or better on the final research paper/project.<br><br>Note that the EN111 Course instructors have changed from Spring 2012 and Fall 2012, therefore, the terms paper/project is instructor discretion; respective Rubrics have been provided for both. | Students will write a final semester research paper for EN111 before completing their program. | Yes |
| EN111-Writing for Research<br>DRAFT-Final Research Essay Rubric AND<br>Final Research Paper Requirements<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Rubric<br>**Related Documents:**<br>EN111TracDatLSAssessmentPlan10-12.pdf | Using the Rubric--Student will obtain a minimum of 70 points from a total of 100 points to meet the SLO Criterion.<br>The Final Research Paper Requirements provides the parameters of the area of study to be researched. | Final Research Essay to be completed at the end of the semester. | Yes |
| EN111-Writing for Research<br>DRAFT-Final Research Essay Rubric AND<br>Final Research Paper Requirements<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Rubric<br>**Related Documents:**<br>PI101 Final Paper Assignment-TracDat 3-11-13.pdf | Using the Rubric--Student will obtain a minimum of 70 points from a total of 100 points to meet the SLO Criterion.<br>The Final Research Paper Requirements provides the parameters of the area of study to be researched. | Final Research Essay to be completed at the end of the semester. | Yes |
| EN111-Writing for Research<br>DRAFT-Final Research Essay Rubric AND<br>Final Research Paper Requirements<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Rubric<br>**Related Documents:**<br>EN111 Final Research Essay Rubric.pdf | Using the Rubric--Student will obtain a minimum of 70 points from a total of 100 points to meet the SLO Criterion.<br>The Final Research Paper Requirements provides the parameters of the area of study to be researched. | Final Research Essay to be completed at the end of the semester. | Yes |

### Related Courses

- EN111 - Writing for Research

**Related Documents:**

EN111_0Adopt_2003-04-03.pdf
EN111_2NSR_2003-10-27.pdf
EN111_2NSR_2009-03-26.pdf
EN111_CourseGuide_1990-06.pdf
EN111_2NSR_2009-10-30.pdf
EN111_2NSR_2010-03-24
EN111_2NSR_2010-05-24
EN111_2NSR_Lib_Arts_Map_2009-09-15
EN111_1SR_2012-01-24.pdf

## Related Tasks

* **Task Name: EN111 Research Paper**

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP  GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes.  The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide adequate support of program growth.

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide adequate support of program growth.

### Liberal Studies

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Review the effectiveness of SLOS for EN110 & EN111 courses.

## Related Course SLO

* EN111 - Writing for Research: 2014-2015 Catalog SLO#4 - SLO#4 FA2014-SP2016:
  Upon successful completion of this course, students will be able to coherently synthesize information from multiple sources.
* EN210 - Introduction to Literature: AY 2014-2015 Catalog SLO#3 - SLO#3 FA 2014 -SP 2016:
  Upon successful completion of this course, students will be able to demonstrate an ability to analyze texts critically.
* TH101 - Introduction to the Theater: AY 2014-2015 Catalog SLO#1 - SLO#1 FA 2014-SP 2016 Upon successful completion of this course, students will be able to demonstrate an appreciation for theater as a fine art.

## Outcome Description: Changing Global Community

SLO #3 FA12-SP14
Identify and articulate the intellectual, ethical, cultural, and social qualities essential for leadership in a changing global community through awareness and respect for cultures diverse in thought, values, and beliefs.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/13/2014
**End Date:** 03/14/2016
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** PI 101 is the capstone course to assess SLO #3.
**Budget Goals:** There are no budget implications at this time as IAS does not have an identified budget.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Final paper in PI101 class<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects<br>**Related Documents:**<br>Philosophy Assignment<br>PI 101 Grade A.pdf<br>PI 101 Grade B.pdf<br>PI 101 Grade C.pdf<br>PI 101 Grade D.pdf<br>PI 101 Grade F.pdf | 80% or more will earn 70% or better on the final paper. During Spring 2013, N=21; 90.5% received a 70% or better. Thus, this criterion has been met.<br>This SLO as it relates to this course will continue to be monitored and changes made as needed. | Students will write a final paper for PI101 before completing their program. The final paper meets the SLO as it addresses a series of questions exploring the philosopher of choice, contributions, influences, and relevance to current societal challenges and student's life. Students have the option of choosing the philosopher they want to conduct the research on. | Yes |

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Final paper in PI101 class<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects | 80% or more will earn 70% or better on the final paper. During Spring 2013, N=21; 90.5% received a 70% or better. Thus, this criterion has been met.<br>This SLO as it relates to this course will continue to be monitored and changes made as needed. | Students will write a final paper for PI101 before completing their program. The final paper meets the SLO as it addresses a series of questions exploring the philosopher of choice, contributions, influences, and relevance to current societal challenges and student's life. Students have the option of choosing the philosopher they want to conduct the research on. | Yes |

## Related Courses

- PI101 - Introduction to Philosophy

**Related Documents:**

PI101_0Adopt_2003-03-27.pdf
PI101_Intro to Philosophy.pdf
PI101_2NSR_2009-12-02.pdf
PI101_2NSR_Lib_Arts_Map_2009-09
PI101_1SR_2010-12-16.pdf
PI101_XMemo_2003-03-03.pdf

## Related Tasks

* **Task Name: PI101 Final Paper**

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Work with the commission (externally) or the curriculum committee (internally) to respond to curricular needs of industry or the community through the substantive change or curriculum approval processes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide adequate support of program growth.

### Liberal Studies

* Program/Unit Level - To expand general knowledge of life through improved understanding of the world and enhanced self-awareness.
* Program/Unit Level - To acquire knowledge and skills for improving one's quality of life.
* Program/Unit Level - To develop critical thinking skills that provide a sound foundation for informed judgments, for self-reflecting, and evaluation of attitudes and beliefs.
* Program/Unit Level - To integrate an awareness of past events, present realities, and future responsibilities in becoming a participating member in a democratic and global society.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2:
  Maintain efforts of articulation with the University of Guam.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Continue efforts of articulation with the University of Guam.

## Related Course SLO

* EN125 - Introduction to Human Communication and Speech: 2014-2015 Catalog SLO#3 - SLO#3 FA2014-SP2016:
  Upon successful completion of this course, students will be able to apply oral communication skills through actual applications.
* PI101 - Introduction to Philosophy: 2014-15 Philosophical Views Acalog #1_1 - SLO#1 AY 2014-15
  Upon successful completion of this course, students will be able to demonstrate knowledge of philosophical views.
* TH101 - Introduction to the Theater: AY 2014-2015 Catalog SLO#1 - SLO#1 FA 2014-SP 2016 Upon successful completion of this course, students will be able to demonstrate an appreciation for theater as a fine art.

## Outcome Description: AY 08-10 SLO#2 Critical Thinking and Reflection

Students will be able to analyze the progress of one's self in life and examine the impact it has had in relation to living in a democratic and global society.

**Start Date:** 10/13/2008
**End Date:** 03/08/2010
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

## Outcome Description: AY 08-10 SLO#1 Continuity and Change

Students will be able to draw relationships between continuity and change in explaining human behavior and society.

**Start Date:** 10/13/2008
**End Date:** 03/08/2010
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A

**National Certification:**

### Outcome Description: AY 08-10 SLO#3 Integration of Events

Students will be able to analyze and examine relationships between past, present and future events in society.

**Start Date:** 10/13/2008
**End Date:** 03/08/2010
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

### Outcome Description: AY 08-10 SLO#4 Self-Awareness

Students will be able to describe and analyze the importance of personal adjustment and the benefits of self-awareness.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/13/2008
**End Date:** 03/08/2010
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Comprehensive Program Review | Not Applicable % | Fall 2010 | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Program/Course Mapping/Course Syllabi Review

### Related Course SLO

* EN125 - Introduction to Human Communication and Speech: SLO#4 FA 2017-SP2019 - Upon successful completion of this course, students will be able to demonstrate listening and information gathering skills.

### Outcome Description: SLO #1 2014-2015

Demonstrate an ability to connect knowledge of human culture and the natural world to a variety of disciplines and perspectives.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 03/10/2014
**End Date:** 03/14/2016
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** .
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The EN 125 final exam will include an essay question in which students will identify and describe ways in which culture has impacted their experiences. Further, they will describe how this knowledge applies to their future communication patterns and interactions with others.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Essay Questions | 75% of students will score a C or above on the final exam. | The final exam will be administered at the end of the semester. | Yes |

### Related Courses

- EN125 - Introduction to Human Communication and Speech

**Related Documents:**

EN125_1SR_2005-05-25.pdf
EN125_1SR_1997-04-18.pdf
EN125_CourseGuide.pdf
EN125_2NSR_2009-10-30.pdf
EN125_2NSR_2010-05-24.
EN125_2NSR_Lib_Arts_Map_2009-09-15
EN125_CourseGuide
EN125_1SR_2011-05-16.pdf
EN125-1SR_2016-04-13.pdf

## Outcome Description: SLO #2 FA14-SP16 Pursuit of Learning

Demonstrate effective reasoning, problem solving, critical thinking, and creative achievement, and an inclination to lifelong inquiry and the pursuit of learning.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/13/2014
**End Date:** 03/14/2016
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** N/A
**Budget Goals:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| EN111-Writing for Research<br>DRAFT-Final Research Essay Rubric AND<br>Final Research Paper Requirements<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Rubric | Using the Rubric--Student will obtain a minimum of 70 points from a total of 100 points to meet the SLO Criterion.<br>The Final Research Paper Requirements provides the parameters of the area of study to be researched. | Final Research Essay to be completed at the end of the semester. | Yes |

### Related Courses

- EN111 - Writing for Research

**Related Documents:**

EN111_0Adopt_2003-04-03.pdf
EN111_2NSR_2003-10-27.pdf
EN111_2NSR_2009-03-26.pdf
EN111_CourseGuide_1990-06.pdf
EN111_2NSR_2009-10-30.pdf
EN111_2NSR_2010-03-24
EN111_2NSR_2010-05-24
EN111_2NSR_Lib_Arts_Map_2009-09-15
EN111_1SR_2012-01-24.pdf

## Related Tasks

* **Task Name: EN111 Research Paper**

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide adequate support of program growth.

### Liberal Studies

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Review the effectiveness of SLOS for EN110 & EN111 courses.

## Related Course SLO

* EN125 - Introduction to Human Communication and Speech: 2014-2015 Catalog SLO#3 - SLO#3 FA2014-SP2016:
  Upon successful completion of this course, students will be able to apply oral communication skills through actual applications.

## Outcome Description: FA2014-SP2016: Connecting Culture and Natural World

SLO #1 FA14-SP16
Demonstrate an ability to connect knowledge of human culture and the natural world to a variety of disciplines and perspectives.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/08/2014
**End Date:** 03/14/2016
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Program SLO/AUO Plan** Use and Implementation of Results from the previous cycle
**reflects/incorporates:**
**Historical Assessment** This course is one of three courses that have been identified as able to meet the specific SLOs across disciplines. SI 110 assesses SLO#1 of the Liberal Studies
**Perspective:** Program.
**Budget Goals:** Program does not have a budget. Course results and information can be shared with specific discipline to include in the budget request.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Rubric SI110 Environmental Biology oral presentation.<br>Using the Rubric-Student will obtain a minimum of 105 points from a possible total of 150 points to demonstrate the minimum of 70% needed to meet the Criterion.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Rubric | 70% of students or more will earn 70% or better on the oral presentation | Students will orally present their research for SI110 before completing their program. | No |
| SI II0 Environmental Biology Rubric<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Rubric | Seventy percent (70%) of students or more will earn seventy percent (70%) or better on the oral presentation. | Oral Presentation is completed at the end of the semester. | No |
| Rubric SI110 Environmental Biology oral presentation.<br>Using the Rubric-Student will obtain a minimum of 105 points from a possible total of 150 points to demonstrate the minimum of 70% needed to meet the Criterion.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Rubric<br>**Related Documents:**<br>SI110RubricFall2012TracDat.pdf | 70% of students or more will earn 70% or better on the oral presentation | Students will orally present their research for SI110 before completing their program. | Yes |

### Related Courses

- SI110 - Environmental Biology

**Related Documents:**
SI110_XCourse Guide.pdf
SI110_XCourse Guide_1989-01.pdf
SI110_1SR_1990-01.pdf
SI110_XCourse Guide_1991-06.pdf
SI110_1SR_2000-05-01.pdf
SI110_XMemo_2004-01-28.pdf
SI110_2NSR_2005-03-16.pdf
SI110_2NSR_2010-05-10.pdf
SI110_1SR_2012-01-24.pdf
SI110_NSR_AY1617-FINAL_2016-05-16.pdf

## Related Tasks

* **Task Name: Oral Presentation**

  **Task Description:** The oral presentation represents half of the grade for the final project for SI110.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide adequate support of program growth.

### Liberal Studies

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Continue efforts of articulation with the University of Guam.

## Outcome Description: FA2014-SP2016: Pursuit of Learning

SLO #2 FA14-SP16
Demonstrate effective reasoning, problem solving, critical thinking, and creative achievement, and an inclination to lifelong inquiry and the pursuit of learning.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/13/2014
**End Date:** 03/14/2016
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** This course is one of three courses that have been identified as able to meet the specific SLOs across disciplines. EN111 assesses SLO#2 of the Liberal Studies Program.
**Budget Goals:** Program does not have a budget. Course results and information can be shared with specific discipline to include in the budget request.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| EN111 Research Project Rubric (Used in Spring 2012)<br>EN111 Final Research Paper (Used in Fall 2012)<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Rubric | 80% of students will earn 70% or better on the final research paper/project.<br><br>Note that the EN111 Course instructors have changed from Spring 2012 and Fall 2012, therefore, the terms paper/project is instructor discretion; respective Rubrics have been provided for both. | Students will write a final semester research paper for EN111 before completing their program. | No |
| EN111-Writing for Research<br>DRAFT-Final Research Essay Rubric AND<br>Final Research Paper Requirements<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Rubric | Using the Rubric--Student will obtain a minimum of 70 points from a total of 100 points to meet the SLO Criterion.<br>The Final Research Paper Requirements provides the parameters of the area of study to be researched. | Final Research Essay to be completed at the end of the semester. | No |
| EN111-Writing for Research<br>DRAFT-Final Research Essay Rubric AND<br>Final Research Paper Requirements<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Rubric<br>**Related Documents:**<br>EN111 Final Research Essay Rubric.pdf | Using the Rubric--Student will obtain a minimum of 70 points from a total of 100 points to meet the SLO Criterion.<br>The Final Research Paper Requirements provides the parameters of the area of study to be researched. | Final Research Essay to be completed at the end of the semester. | Yes |

### Related Courses

- EN111 - Writing for Research

**Related Documents:**
EN111_0Adopt_2003-04-03.pdf
EN111_2NSR_2003-10-27.pdf
EN111_2NSR_2009-03-26.pdf
EN111_CourseGuide_1990-06.pdf
EN111_2NSR_2009-10-30.pdf
EN111_2NSR_2010-03-24
EN111_2NSR_2010-05-24

EN111_2NSR_Lib_Arts_Map_2009-09-15
EN111_1SR_2012-01-24.pdf

## Related Tasks

* **Task Name: EN111 Research Paper**

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide adequate support of program growth.

### Liberal Studies

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Review the effectiveness of SLOS for EN110 & EN111 courses.

## Related Course SLO

* TH101 - Introduction to the Theater: SY 2015-2016 SLO#2 Demonstrate a clear understanding of theater history - Upon successful completion of this course, students will be able to:
  Demonstrate a clear understanding of theater history.

## Outcome Description: FA2014-SP2016: Changing Global Community

SLO #3 FA14-SP16
Identify and articulate the intellectual, ethical, cultural, and social qualities essential for leadership in a changing global community through awareness and respect for cultures diverse in thought, values, and beliefs.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/13/2014
**End Date:** 03/14/2016
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

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

**Historical Assessment Perspective:** The Liberal Studies program-technical required courses are undergoing curriculum review. The updated student learning outcomes will be assessed once the course guide review has been completed.

**Budget Goals:** Program does not have a budget. Course results and information can be shared with specific discipline to include in the budget request.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Final paper in PI101 class<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects | 80% or more will earn 70% or better on the final paper. During Spring 2013, N=21; 90.5% received a 70% or better. Thus, this criterion has been met.<br>This SLO as it relates to this course will continue to be monitored and changes made as needed. | Students will write a final paper for PI101 before completing their program. The final paper meets the SLO as it addresses a series of questions exploring the philosopher of choice, contributions, influences, and relevance to current societal challenges and student's life. Students have the option of choosing the philosopher they want to conduct the research on. | No |
| Final paper in PI101 class<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects<br>**Related Documents:**<br>PI101 Final Paper Assignment-TracDat 3-11-13.pdf | 80% or more will earn 70% or better on the final paper. During Spring 2013, N=21; 90.5% received a 70% or better. Thus, this criterion has been met.<br>This SLO as it relates to this course will continue to be monitored and changes made as needed. | Students will write a final paper for PI101 before completing their program. The final paper meets the SLO as it addresses a series of questions exploring the philosopher of choice, contributions, influences, and relevance to current societal challenges and student's life. Students have the option of choosing the philosopher they want to conduct the research on. | Yes |

### Related Courses

- PI101 - Introduction to Philosophy

**Related Documents:**
PI101_0Adopt_2003-03-27.pdf
PI101_Intro to Philosophy.pdf
PI101_2NSR_2009-12-02.pdf
PI101_2NSR_Lib_Arts_Map_2009-09
PI101_1SR_2010-12-16.pdf
PI101_XMemo_2003-03-03.pdf

### Related Tasks

* **Task Name: PI101 Final Paper**

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Work with the commission (externally) or the curriculum committee (internally) to respond to curricular needs of industry or the community through the substantive change or curriculum approval processes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide adequate support of program growth.

### Liberal Studies

* Program/Unit Level - To expand general knowledge of life through improved understanding of the world and enhanced self-awareness.
* Program/Unit Level - To acquire knowledge and skills for improving one's quality of life.
* Program/Unit Level - To develop critical thinking skills that provide a sound foundation for informed judgments, for self-reflecting, and evaluation of attitudes and beliefs.
* Program/Unit Level - To integrate an awareness of past events, present realities, and future responsibilities in becoming a participating member in a democratic and global society.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2:
  Maintain efforts of articulation with the University of Guam.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2

Continue efforts of articulation with the University of Guam.

## Management Information Systems Office

**Mission Statement:** To assist GCC in accomplishing its mission by supporting overall goals and objectives through automation and technology with high quality values, services, and enhancements in today's world of technology.

**Vision Statement:** In support of GCC's vision, mission, and goals, MIS provides technical services in the overseeing, automation, networking, and security of information system resources, and in the overall acquisition, implementation, and management of various communications and business solutions that use computer technology for administrative, financial, and academic functions.

MIS seeks to always improve the college's standards for hardware and software systems in support of instructions and operations. The MIS section is constantly monitoring the network for problem areas and seeking ways to improve performance. MIS also continues to keep a watchful eye on our Internet communication to ensure that reasonably speedy and reliable connection is available for all users.

### Outcome Description: AY04-05 Access to Network

Provide access to network at all times

**Start Date:** 10/01/2003
**End Date:** 09/30/2004
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Logbook status on Network downtime information | Not more than two downtime incidents taking place within the month. | As downtime occurs | Yes |

#### Related Items

**Guam Community College**

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* 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.
* 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 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

**ACCJC/WASC**

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

**Administrative Services Division (ASD) Archive**

* Division Level - The Administrative Services Division maintains and continuously enhances the technology infrastructure of the College.

### Outcome Description: AY04-05 Computer Lab rooms (D2,D3,D9) with WinXP

Provide the computer lab rooms (D2,D3,D9) with upgraded operating systems from Win98 to WinXP Professional.

**Start Date:** 01/05/2004
**End Date:** 06/10/2004
**Outcome Status:** Completed the Assessment Cycle

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |
| The purchase of computers with WinXP Professional Operating System installed | Sixty-three(63) computers out of seventy-five(75) with WinXP Operating Systems installed will fulfill accomplishment of upgrade. | May/June 2004 | Yes |

### Related Items

#### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

#### Administrative Services Division (ASD) Archive

* Division Level - The Administrative Services Division maintains and continuously enhances the technology infrastructure of the College.

## Outcome Description: AY04-05 Computer labs/Classrooms with technologically enhanced environment

Provide instructional computer labs/Classrooms with a technologically enhanced environment.

**Start Date:** 01/19/2004
**End Date:** 10/06/2004
**Outcome Status:** Completed the Assessment Cycle

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |
| Individual interview with high end users | 75% will indicate satisfactory with technological environment. | Quarterly | Yes |

### Related Items

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Outcome Description: AY04-05 Delivery of computers/peripherals in a time range

Deliver computers/computer peripherals within two working days after delivery from vendor.

**Start Date:** 01/07/2004
**End Date:** 10/05/2004
**Outcome Status:** Completed the Assessment Cycle

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |
| Review of acknowledgement documents. | 80% will indicate acknowledgement of equipment within two working days. | Weekly basis | Yes |

### Outcome Description: AY04-05 Procurement bid standards on GCC web site

Establish the awarded procurement bid standards on GCC's web site.

**Start Date:** 01/13/2004
**End Date:** 10/04/2004
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Review of web site, www.guamcc.net, computer procurement and technology standards. | Web site will have the current procurement bid standards for technology procurement. | | Yes |

### Outcome Description: AY04-05 Technical Assistance

Provide technical assistance in two hours for simple requests and two days for complicated requests.

**Start Date:** 01/19/2004
**End Date:** 10/05/2004
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Review of work order request | Work order request will show technical assistance provided in two hours for simple requests and two days for complicated requests. | | Yes |

### Outcome Description: AY04-05 Technical assistance with knowledge and helpfulness

Provide technical assistance to staff, faculty, administrators with knowledge and helpfulness.

**Start Date:** 01/14/2004
**End Date:** 10/06/2004
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Survey | 75% will indicate satisfaction in providing technical assistance to staff, faculty and administrators with knowledge and helpfulness | | Yes |

## Related Items

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Outcome Description: AY04-05 Tracking system status report

Establish a tracking system status report on MIS projects.

**Start Date:** 01/19/2004
**End Date:** 10/08/2004
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Review of Project Tracking System report. | 80% of the projects will have the timeline for completion and the status. | | Yes |

### Outcome Description: AY05-06 Backup Internet Access & Increase Campus Internet Bandwidth

In order to provide the students and employees with a more reliable and speedier Internet access, alternative lines into the Internet will be established, and the primary connection's bandwidth will be increased to provide faster Internet response time for our users as they access both internal and external technology resources.

**Start Date:** 10/03/2005
**End Date:** 03/07/2007
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Surveys be will conducted to determine the level of satisfaction and to document the reaction of users as they experience the reliability of the access and the increase in bandwidth. System logs, utilization and testing are also other ways to actually assess and know that the increase in speed and uptime of the access into the Net has improved. | 65% of our users will be satisfied with the reliability of access and the increased in Internet response time. System logs reveiws will also show 75% uptime access to the Internet and speed tests will show 100% increase. | Pre- and Post project surveys of the general user population will be administered between now and 9/30/2006. As an attachment, an MOA/MOU will also be provided before or by 9/30/2006 documenting this project. | Yes |

#### Related Items

**Guam Community College**

* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.

**ACCJC/WASC**

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

**Administrative Services Division (ASD) Archive**

* Division Level - The Administrative Services Division maintains and continuously enhances the technology infrastructure of the College.

### Outcome Description: AY05-06 Security for the Network & Computer Technology Infrastructure

In order to provide students and employees better computer security and network protection for an environment that is more conducive to teaching and learning, MIS will put in place a firewall appliance, enterprise antivirus subscriptions, stricter router access-list, continued use of POSTINI antispam, activation of XP personal system firewalls, maintenance of e-mail accesslist, and the removal of unnecessary public IP addresses.

**Start Date:** 10/03/2005
**End Date:** 03/07/2007
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Pre- and post-project surveys of our general user population will be used to assess if there is a decrease in SPAM, viruses, and security-related problems. Various system logs will also be reviewed to measure the effectiveness of the security systems in place. A visit to and a survey of the communications and server room will show that the devices are in place. A purchase order document, software licenses, and the network and system logs will indicate that protection systems are being installed and in use. Our enterprise antivirus system will show updated detection, and POSTINI administrator logs will report results of SPAM filtering. Installation of employee systems will also include the activiation of Windows XP's personal firewall system. | 65% of users surveyed will indicate a decrease in SPAM, viruses, and security-related problems. Abuse@guamcc.edu logs will show a 50% decrease. 100% of the network and its critical servers will be behind the firewall appliance and 100% of systems will be provided antivirus protection. 100% of all GCC e-mail accounts will also have access to POSTINI's antispam system (see URL). A network survey of used IP addresses will also show at least a 50% to 75% reduction in the use of public IP addresses. | By or before 9/30/2006, surveys will be administered and the firewall appliance will also be in place. POSTINI and the enterprise antivirus system is currently active and MIS continues to add accounts for protection. Starting immediately, MIS will begin implementing steps to remove use of public IP addresses. | Yes |

### Related Items

#### Guam Community College

* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

#### Administrative Services Division (ASD) Archive

* Division Level - The Administrative Services Division maintains and continuously enhances the technology infrastructure of the College.

## Outcome Description: AY05-06 Technical Support Services

Improve accessability or presence of MIS personnel for technical support services that will be conducted over the phone or in person and within two-hours or less for simple requests, and two days or more for complicated requests.

**Start Date:** 10/03/2005
**End Date:** 03/07/2007
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Survey of GCC faculty, staff, and administrators. Review of work order service request results will show two-hours or less for simple requests to be completed and two days or more for complicated requests. Service call logs or weekly reports of MIS personnel will also be reviewed. | At least 70% surveyed will be satisfied with MIS Technical Support Services. At least 70% of work orders reviewed will show requests being completed in a timely manner. 50% of MIS staff will be reachable either by pager, phone, cellular, or e-mail contact at any time (see MIS web page). | Contact numbers, work shift schedule, office location of MIS employees will be published on the MIS web page by or before the end of November 2005. | Yes |

### Related Items

#### Guam Community College

* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Administrative Services Division (ASD) Archive

* Division Level - The Administrative Services Division maintains and continuously enhances the technology infrastructure of the College.
* Division Level - The Administrative Services Division oversees the compilation and dissemination of institutional data and research.

## Outcome Description: AY05-06 Upgrade new computer specifications

In order to ensure that students and employees are provided computers that will be capable of meeting the requirements of current and future software, all new lab and employee desktop PCs will be installed with specifications no less than 3GHz CPU, 1GB RAM, and 60GB HDD. Laptop units will be no less than 1.5GHz CPU, 512MB RAM, and 30GB HDD. Systems will at least be at the Windows XP Professional OS and with standard upgraded Microsoft Office, Corel and antivirus software.

**Start Date:** 10/03/2005
**End Date:** 03/07/2007
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| User surveys, Delivered System Logs, computer audits, procurement requisition reviews, and awarded bid standards. | At least 70% of users surveyed will indicate satisfaction with systems being able to run all their software. Also 100% of new employee computers, or systems for new labs or labs to be upgraded starting from 10/03/2005, will be equipped with at least one of the current bid standards as published on the website. (See URL link) | Logs will be reviewed on a monthly basis, computer audits to be conducted every year in July, procurement requisition reviews done on a daily to weekly schedule, and the bid specifications is upgraded annually. | Yes |

### Related Items

#### Guam Community College

* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

#### Administrative Services Division (ASD) Archive

* Division Level - The Administrative Services Division maintains and continuously enhances the technology infrastructure of the College.

## Outcome Description: AY07-08 AUO#1 Security & Reliability for the Network & Computer Technology Infrastructure

In order to provide students and employees better computer security and network reliability and protection for an environment that is more conducive to teaching and learning, MIS will put in place routers, switches, firewalls, enterprise antivirus subscriptions, stricter router access-list, continued use of antispam systems, activation of personal system firewalls, and the removal of unnecessary public IP addresses.

**Start Date:** 03/10/2008
**End Date:** 03/09/2009
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Various system logs will be reviewed to measure the effectiveness of the security systems in place. A visit to and a survey of the communications and server room will show that the devices are in place. Purchase order documents, software licenses, and the network and system logs will indicate that protection systems are being installed and in use. Our enterprise antivirus system will show updated antivirus detection. Installation of employee systems will also include the activiation of personal firewall systems. Currently in place include one router for the entire campus, one CISCO firewall to the SunGard servers, and one SYMANTEC firewall for TracDat, and one SYMANTEC firewall for two open labs, and personal firewalls to the users of the Windows XP operating system. 3COM switches are deployed to most of the campus, but some 3COM hubs are still in use. Our SYMANTEC Enterprise Antivirus system is in used, but will need additional licenses and upgrades to be able to support both XP and VISTA for a little over a thousand systems. We may also need to move into NOD32 Anitivirus, if SYMANTEC does not work well with VISTA. Spamassassin, Outlook's junk filter, and our enterprise antivirus systems are in use as default antispam systems, but may require improvements depending on assessment of needs. At this time we have about 80% of systems using public IP addresses and we want to bring this percentage down to a minimum of 25% using firewalls and routers.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br><br>**Related Documents:**<br>IP Address Manager1.pdf | 80% of the network and its critical servers will be behind firewalls compared to the current 10%, and 100% of systems will be provided antivirus protection and/or will be applied with the latest security patches and updates to strengthen system security as compared to the current 80%. A network survey of used IP addresses will also show at least 20% to 25% use of private IP addresses instead of public IP addresses. | By or before 9/30/2008, firewall appliances will be in place. The enterprise antivirus system currently active will continue being updated and increased in the number of licenses, as needed. MIS will continue implementing steps to remove use of public IP addresses. These activities will be ongoing for the rest of the year or until completed. | No |

## Related Activities

- Comprehensive Client Survey
- Firewall Installation
- Internet Line Improvement
- Network Monitor
- Projects

## Related Tasks

* **Task Name: 2-11-2009 Network Phase-by-phase Tests & Upgrade**

  **Task Description:** As part of the TAC-approved emergency measures to stabilize and improve the campus network, phase-by-phase tests and upgrades will be conducted. Firewalls, Routers and network segmentation will be implemented to better manage network traffic flow.

## Related Items

### Guam Community College

* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Administrative Services Division (ASD) Archive

* Division Level - The Administrative Services Division maintains and continuously enhances the technology infrastructure of the College.

### Management Information Systems Office

* Program/Unit Level - Effective management of computer technology and related resources

## Outcome Description: AY07-08 AUO#2 Technical Support Services

Improve accessibility and/or presence of MIS personnel for technical support services that can be conducted over the phone or in person within two-hours or less for simple requests, and two days or more for complicated requests. Increase and improve levels of availability, quality, capacity, and know-how of MIS personnel in the direct delivery of in-house technical support for all types of service requests.

**Start Date:** 03/10/2008
**End Date:** 03/09/2009
**Outcome Status:** Completed the Assessment Cycle

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Random reviews of work orders and e-mailed service requests will be completed to find out whether simple requests were completed two-hours or less, and two days or more for complicated requests. A random sampling of service call logs, e-mails, weekly reports of MIS personnel, President's Management Team Meeting reports, and submitted MIS activities summaries for the BOT quarterly reports will also be reviewed to determine work load levels and/or number of technical support services activities and their outcome.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | At least 75% of the sampled work orders submitted via the work order system or direct e-mail to MIS will show simple requests being completed in two hours or less, and more complicated request being completed in two days or in a reasonably timely manner and as planned between user and MIS staff. | By or before 9/30/2008, document reviews will be conducted to determine level of techncial support services provided and their outcomes and whether completion times were in accordance to set criteria. | No |

### Related Activities

- Comprehensive Client Survey
- Contact MIS
- On-call/On-demand Meetings
- Projects
- Technical Personnel Recruitment
- Technical Training of MIS Personnel
- Weekly Management Meetings
- Weekly Reports
- Work Requests

### Related Tasks

* **Task Name: 2-11-2009 Staff Workloads and Responsibilites Assessment & Realignment**

**Task Description:** This is to assess and look at each MIS employee's workload and responsibilities to determine areas where improvements can be made and a more balanced approach is implemented in the distribution of work orders, tasks, projects, and technical support.

### Related Items

#### Guam Community College

* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

#### Administrative Services Division (ASD) Archive

* Division Level - The Administrative Services Division maintains and continuously enhances the technology infrastructure of the College.

#### Management Information Systems Office

* Program/Unit Level - Hiring, training and retaining managerial, technical, and operational personnel.

## Outcome Description: AY07-08 AUO#3 Upgrade new computer specifications

In order to ensure that students and employees are provided computers that will be capable of meeting the requirements of current and future software, all new lab and employee desktop and laptop PCs will be installed with specifications no less than the current consolidated bid specification standards as approved by the Technology Advisory Committee and as awarded through the bidding process. All systems will be installed with current standard software as approved by the Technology Advisory Committee. Exceptions to purchase requests of non-standard equipment and software will be reviewed by the Technology Advisory Committee for either approval or disapproval.

**Start Date:** 03/10/2008
**End Date:** 03/09/2009
**Outcome Status:** Completed the Assessment Cycle

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Review Delivered Systems Logs, do random computer audits, review procurement requisitions and actual purchase orders for computer technology, and monitor adherence and exceptions to awarded bid standards.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | 90% of new computers, or systems for new labs or labs that are to be upgraded will be equipped with at least one of the current bid standards as approved by the Technology Advisory Committee and published on the website. 10% will be the exception level for new computers and other technology purchases that are not from the bid standards. | By or before 9/30/2008, document reviews will be completed. Logs will be reviewed on a monthly basis, computer audits to be conducted on a random basis, procurement requisition and purchase order reviews done on a daily to weekly schedule or summary reports will be generated from the Procurement System, and the bid specifications to be upgraded annually, as needed, or upon schedule by the Technology Advisory Committee. Vendor delivery rates will also be monitored to determine amount of time it takes to deliver purchased items--evaluate from date of vendor accepting the Purchase Order to the time of delivery to the customer. | No |

### Related Activities

- Classroom Technology
- Comprehensive Client Survey
- Computer Audit
- Delivery Procedure
- Equipment Delivery
- Office Technology
- Procurement Specs
- Projects

### Related Tasks

* **Task Name: 2-11-2009 Microsoft VISTA Hardware and Software Tests and Upgrades**
  **Task Description:** Since Microsoft VISTA is fast-approaching, MIS needed to conduct and complete tests of existing hardware and software to better determine the financial and technological impact of this new operating system.

### Related Items

#### Guam Community College

* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Administrative Services Division (ASD) Archive

* Division Level - The Administrative Services Division maintains and continuously enhances the technology infrastructure of the College.

### Management Information Systems Office

* Program/Unit Level - Acquisition, integration and deployment of hardware and software.

## Outcome Description: AY07-08 AUO#4 Customer Satisfaction

In order to provide services to customers to ensure satisfaction, MIS will conduct client customer surveys regarding security and reliability for the network, technical support, and computer specifications.

**Start Date:** 03/10/2008
**End Date:** 03/09/2009
**Outcome Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Client/Customer Service Surveys of our general user population will be used to assess satisfaction levels with regards to network access, reliability, security, performance, and the control and resolution of SPAM, viruses, spyware, and other security-related problems.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey | 70% of users surveyed will indicate a satisfactory level in accessing the network, having reliable connectivity, being secured, getting reasonable network response, and having good control and resolution of SPAM, viruses, and other security-related problems. | By or before 9/30/2008, client/customer surveys will be administered via web, hardcopy drop-off, one-on-one, and office meetings with various departments. | No |
| Client/Customer Service Survey of GCC students, faculty, staff, and administrators will be conducted.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey | At least 70% surveyed will be satisfied with MIS' overall Technical Support Services. At least 70% will be satisfied with simple requests being completed in two hours or less, and more complicated request being completed in two days or in a reasonably timely manner and as planned. | By or before 9/30/2008, client/customer surveys will be administered via web, hardcopy drop-off, one-on-one, and office meetings with various departments. | No |
| Conduct Client/Customer user surveys to determine level of satisfactions with current computer specifications and the ongoing procedure for technology procurement.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey | At least 70% of users surveyed will indicate satisfaction with systems being able to run all their software. At least 70% will indicate satisfaction with the current procedure to procure computers and related technology purchases. | By or before 9/30/2008, client/customer surveys will be administered via web, hardcopy drop-off, one-on-one, and office meetings with various departments. | No |

## Related Tasks

*** Task Name: 2-11-2009 Develop, Test, Publish, and Announce MIS Online Survey form**

**Task Description:** Use Microsoft Office FrontPage and Internet Services Server (ISS) to develop and maintain the survey form.

## Related Items

### Guam Community College

* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Administrative Services Division (ASD) Archive

* Division Level - The Administrative Services Division maintains and continuously enhances the technology infrastructure of the College.

### Management Information Systems Office

* Program/Unit Level - Effective management of computer technology and related resources

## Outcome Description: Reliability of Internet Connectivity

AUO #1 FA2009-SP2011:
MIS will ensure that 24/7 access to MyGCC for faculty, staff, administrators, and students is provided.

**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 |
|---|---|---|---|
| A tool will be developed to keep track of data and/or systems downtime (how often it occurs, when, and what location systems are down or not working).<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>System Maintenance & Backup Schedule<br>Internet Monitor.JPG<br>MyGCC Banner Servers Monitor.JPG<br>GCCSGLUMPFCAL.htm<br>Network Improvement Phase 1.pdf<br>Network Improvement Phase 2.pdf<br>Network Improvement Phase 3.pdf<br>SOP for Imaging and Re-imaging.doc<br>SOP for GCC Institutional FTP Server.doc<br>SOP GCC Network Access Block.doc<br>AS400 SOP.doc<br>Computer Classrom SOP Rev#3 09-21-09.doc<br>Institutional Cache Server.doc<br>Network Block Access Flowchart.doc | GCC faculty, staff, administrators, and students will have 100% MyGCC portal accessability (with the exception of the following dates/times,<br>every last Saturday & Sunday of the month when full backup is scheduled and ongoing between Saturday 6 P.M. - Monday 6 A.M.) | The tool to use to measure incidences of downtime will be developed before the end of Fall 2009 semester. Data will be collected from October 2009 to October 2010. Midway through this academic year, MIS will identify problem areas and meet with the respective individuals /committees, etc. to strategize ways to resolve problems. By having these deadlines, there should be sufficient data to write the Summary of Results by October 2010 and show how results lead to changes in March 2011. | Yes |

## Related Activities

- Firewall Installation
- Internet Line Improvement
- MIS Standard Operating Procedures
- Network Monitor
- Phase 1, 2, and 3 Network Improvement Project
- Technology Infrastructure and Equipment (Standard III. Resources / Technology Resources. III.C.1.c.)
- Technology Policies

## Related Tasks

* **Task Name: AY09-2010 Network Improvement and Implementation**

**Task Description:** Phases 1, 2, and 3 of the Network Improvement Plan to be completed and evaluated. All firewalls, routers, network segmentation, and DMZ (Demilitarized Zone) will be implemented to better manage and secure computers and the network.

## Related Items

### Guam Community College

* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.
* 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#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Administrative Services Division (ASD) Archive

* Division Level - The Administrative Services Division maintains and continuously enhances the technology infrastructure of the College.

### Board of Trustees (BOT)

* 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.

### Finance and Administration (F&A)

* Division Level - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill
  requirements of the workforce through periodic employers needs assessment in order to improve the skill levels and productivity of the island s workforce.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  Provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.

### 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.

### Management Information Systems Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide effective management of computer technology and related resources in order for the college to carry out its mission and to provide students access to tools that will help them meet their educational goals.

## Outcome Description: Meeting Needs of Programs and Services

AUO #2 FA2009-SP2011:
Ensure that technology resources and support directly help meet student/program learning outcomes and administrative unit outcomes of service areas.

**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 |
|---|---|---|---|
| Computer Technology Resources Survey (MIS Online Survey)<br>Client/Customer Technology Resources Survey of GCC students, faculty, staff, and administrators will be conducted.<br>Completed Work Evaluation Survey<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>MIS Survey Instrument FA2009-SP2011.pdf<br>MIS Matrix 2009 3-5-2009.pdf<br>MIS Work Evaluation Survey.pdf | At least 75% surveyed will be satisfied with the level of computer technology resources meeting the needs of their respective program and service areas. | Midway through Spring 2010, a client/customer computer technology resources survey will be administered via the web, hardcopy drop-off, one-on-one, and office meetings with various departments. The collection, tabulation, analysis and reporting of the computer technology resources surveys will be conducted. | Yes |

## Related Activities

- Classroom Technology
- Client/Customer Satisfaction Survey
- Computer Audit
- Follow-Up Interview
- MIS Accessibility Campaign
- MIS Standard Operating Procedures
- Technical Training of MIS Personnel
- Technology Resources Distribution and Utilization (Standard III. Resources / Technology Resources. III.C.1.d.)
- Work Requests

## Related Tasks

* **Task Name: AY09-2010 Update Matrix of Staff Workloads and Responsibilites / Assess & Realign**

  **Task Description:** This is to assess and look at each MIS employee's workload and responsibilities to determine areas where improvements can be made and a more balanced approach is implemented in the distribution of work orders, tasks, projects, and technical support aimed at servicing faculty, students, staff, and administrator needs as they conduct activities related to their respective programs, services, and/or functions.

## Related Items

### Guam Community College

* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.
* 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#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Administrative Services Division (ASD) Archive

* Division Level - The Administrative Services Division maintains and continuously enhances the technology infrastructure of the College.

### Board of Trustees (BOT)

* 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.

### Finance and Administration (F&A)

* Division Level - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill
  requirements of the workforce through periodic employers needs assessment in order to improve the skill levels and productivity of the island s workforce.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  Provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.

### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

### Management Information Systems Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide sufficient technology support by hiring, training, and retaining managerial, technical, and operational personnel, or outsourcing services, to help meet the computer needs of students, programs and service areas.

## Outcome Description: Computer Hardware and Software Technology Needs

AUO #3 FA2009-SP2011:
MIS will ensure or help facilitate and meet the computer hardware and software technology needs of students, faculty, staff, and administrators.

**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 |
|---|---|---|---|
| An audit will be conducted to see what types of computer hardware and software technology is available. A survey will be developed to determine what types of computer hardware and software technology is needed for students, faculty, administrators, and staff. A plan will be implemented that addresses computer hardware and software technology topics.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Activity audit<br><br>**Related Documents:**<br>MIS Survey Instrument FA2009-SP2011.pdf<br>Minimum_Computer_Specs_2009.pdf<br>PC Desktops Standards As Awarded.pdf | 100% of faculty, staff, administrators, and students surveyed will show that their computer hardware and software technology needs are being met. | The tool used to conduct the audit will be developed by the end of Fall 2009 and administered in Spring 2010. This schedule will ensure sufficient data is available to write the Summary of Results by October 2010 and will show how results lead to changes by March 2011. | Yes |

### Related Activities

- Classroom Technology
- Computer Audit
- Follow-Up Interview
- Minimum Computer Hardware Standards
- Office Technology
- Technology Infrastructure and Equipment (Standard III. Resources / Technology Resources. III.C.1.c.)

### Related Tasks

* **Task Name: AY09-2010 Review of Minimum Computer Hardware and Software Standards**

  **Task Description:** To address the minimum computer hardware and software standards on a timely manner so as not to become obsolete and to closely reflect the program and service areas needs of faculty, students, staff, and administrators. To also obtain the most current technology offerings and its costs.

### Related Items

#### Guam Community College

* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.
* 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#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

#### Administrative Services Division (ASD) Archive

* Division Level - The Administrative Services Division maintains and continuously enhances the technology infrastructure of the College.

### Board of Trustees (BOT)

* 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.

### Finance and Administration (F&A)

* Division Level - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill
  requirements of the workforce through periodic employers needs assessment in order to improve the skill levels and productivity of the island s workforce.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  Provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.

### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

### Management Information Systems Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Manage the acquisition, integration, deployment, and maintenance of computer hardware, software, and related equipment and applications to continually enhance the information technology infrastructure of the college.

## Outcome Description: Internet Capacity, Reliability, and Management

AUO #1 FA2011-SP2013:
MIS will ensure that sufficient Internet bandwidth and 24/7 access to and from on-campus networked and Internet resources, as well as services such MyGCC, E-Mail and the WWW.GUAMCC.EDU webisite is provided for faculty, staff, administrators, and students.

**Outcome Type:** AUO
**Start Date:** 11/10/2011
**End Date:** 04/11/2013
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Self Study Report

**Historical Assessment Perspective:** This plan reflects Standards 3C1.d. Self-Evaluation, of the current Self Study Report. "The College is continuing to increase its facilities, infrastructure and technology in accordance with the EA and the ITSP. The EA allows for the expansion, growth and modernization of its infrastructure. The current bandwidth requirements for the College are sufficient, but as more labs and networks are brought on line it will need to increase to at least twice the capacity it presently provides."

Also, as identified in the previous assessment cycle, tools developed will be incorporated and complimented by updates from the current and ongoing Information Technology Audit, which will also result in updates to the Information Technology Enterprise Architecture (EA) and the Information Technology Strategic Plan (ITSP).

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| MIS will collect and analyze one year worth of Internet traffic activities to evaluate bandwidth capacity utlization and reliability. In addition to all tools developed and used in the previous assesment cycle, MIS will also be using (when completed in November 2011) the current or ongoing Technology Audit results and recommendations, as well as the Enterprie Architecture (EA) and the Information Technology Strategic Plan (ITSP) documents as a method to gauge whether reliable access and sufficient Internet bandwidth is being provided and managed effectively.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>2011 GCC EA_11012011 - undergoing updates.pdf<br>2011 GCC ITSP - undergoing update.pdf<br>2011 IT Audit Proposal.pdf<br>Assessment 2011 Artifact 1.pdf | GCC faculty, staff, administrators, and students will not exceed 75% of available incoming and 75% of available outgoing Internet bandwidth, as its daily average use, while having 100% access of on-campus networked and online resources to and from the Internet. MIS will identify and take steps to initiate at least 51% of the combined technology audit, ITSP, and the EA recommendations, while using the same documents as a yardstick to measure progress or improvements specific to Internet connectivity. | In addition to all tools currently available to manage and measure capacity, usage, and reliability of Internet access and bandwidth daily, MIS will also identify challenges and opportunities for improvements from the Technology Audit, the ITSP, and the EA documents. Bring these findings to the College Technology Committee (CTC), decision makers, committees, respective individuals, or student, faculty, staff, and administrator groups to get their feedback and help in prioritizing Internet bandwidth usage, capacity planning, and improving reliability. MIS will also research technologies that allow for bandwidth shaping, allocation and management. These aforementioned activities will be conducted within a year's time from October 2011 to October 2012. By that time there should be sufficient information and completed activities to write the Summary of Results by October 2012 and show how results lead to changes in March 2013. | Yes |

## Related Activities

- Internet Line Improvement
- Self-Study Report, Standards 3C. Technology Resources
- Self-Study Report, Standards 3C. Technology Resources, 3C1.
- Self-Study Report, Standards 3C. Technology Resources, 3C1.d.

## Related Tasks

* **Task Name: Procure Internet Bandwidth Services from Internet Service Providers**
  **Task Description:** Create Internet bandwidth bid specifications, and follow through with the procurement process.
* **Task Name: Strategies Development**
  **Task Description:** Create strategies to help in planning for sufficient network and Internet capacity and to optimize these resources for current environment and future growth inclusive of emerging technologies and services.

## Related Items

### Guam Community College

* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.
* 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#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.
* 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1 (F&AD)
  To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.

### Management Information Systems Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Provide effective management of computer technology and related resources in order for the college to carry out its mission and to provide students access to tools that will help them meet their educational goals.

## Outcome Description: Meeting Institutional Information Technology Needs

AUO #2 FA2011-SP2013:
MIS will ensure that information technology resources help meet the needs of learning, teaching, college-wide communications, research and operational systems in support of Student Learning and Administrative Unit Outcomes (SLO/AUO).

**Outcome Type:** AUO
**Start Date:** 11/10/2011
**End Date:** 04/11/2013
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Self Study Report

**Historical Assessment Perspective:** Reflects Self Study Report, Standard 3C, Technology Resources, 3C1.
"The institution assures that any technology support it provides is designed to meet the needs of learning, teaching, college-wide communications, research and operational systems."

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A Client/Customer Service Survey relative to information technology resources as previously developed, and published will be made available, again, both online and on hardcopy, and will be initiated and distributed via e-mails, online campus announcements, in meetingss, and in face-to-face engagements with the college's user community.<br><br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey<br><br>**Related Documents:**<br>MIS Customer-User Satisfaction Survey.pdf<br>MIS Customer/User Satisfaction Survey | At least 75% surveyed will be satisfied with the level of computer technology resources meeting their needs and efforts towards SLO and AUO goals. | Before or by Spring 2011, the client/customer service survey for computer technology resources will be administered via the web, e-mails, hardcopy drop-offs, one-on-one, and office meetings with various departments, committees, and groups. The collection, tabulation, analysis and reporting of the survey results will be conducted by or before October 2012, and will be used to affect changes by March 2013. | Yes |

## Related Activities

- Client/Customer Satisfaction Survey
- Self-Study Report, Standards 3C. Technology Resources
- Self-Study Report, Standards 3C. Technology Resources, 3C1.

## Related Tasks

* **Task Name: Re-establish Client/Customer Service Survey**
  **Task Description:** Re-establish Client/Customer Service Survey and administered in multiple ways, via Web, E-mails, campus announcements, and Face-to-Face.

### Guam Community College

* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.
* 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#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.
* 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.

### Finance and Administration (F&A)

* Division Level - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill
  requirements of the workforce through periodic employers needs assessment in order to improve the skill levels and productivity of the island s workforce.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1 (ASD)
  Provide support services in the most efficient and cost effective manner to the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1 (F&AD)
  To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.

### Management Information Systems Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide sufficient technology support by hiring, training, and retaining managerial, technical, and operational personnel, or outsourcing services, to help meet the computer needs of students, programs and service areas.

## Outcome Description: Enterprise Information Technology Needs Priorities

AUO #3 FA2011-SP2013:
MIS will ensure and facilitate the adherence of Information Technology (IT) operations and action items according to the Enterprise Architecture (EA) and to the Information Technology Strategic Plan (ITSP) by actively participating in decision-making and advisory committees, as well as, conducting reviews and comparisons of actual events versus priority plans.

**Outcome Type:** AUO
**Start Date:** 11/10/2011
**End Date:** 04/11/2013
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** Reflects the Information Technology Strategic Plan (ITSP) component of the ISMP and in conjunction with the Information Technology Enterprise Architecture (EA) document.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Activity inspections and comprehensive document reviews of the EA and ITSP will be used to directly gauge adherence by the college based on operations and action items, as written, versus what is in place, what is upcoming, in actual plans, and what remaining technology-related activity items not yet addressed.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Activity audit<br>**Related Documents:**<br>2011 GCC EA_11012011 - undergoing updates.pdf<br>2011 GCC ITSP - undergoing update.pdf<br>2011 IT Audit Proposal.pdf<br>ISMP_with_ITSP.pdf | Findings will indicate that at least 60% of all identified operational and action items, or activities, from the EA and the ITSP are in place, upcoming, or in actual plans. | The activity audit will begin immediately and will last to October 2012. The Summary of Results will be ready by or before the end of October 2012, and will show how it leads changes by March 2013. | Yes |

## Related Activities

- Projects
- Self-Study Report, Standards 3C. Technology Resources

## Related Tasks

* **Task Name: Activity Audits Comparison with EA and ITSP**

  **Task Description:** To conduct actual technology activity audits and compare with the EA and ITSP dcouments.

## Related Items

### Guam Community College

* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.
* 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#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.
* 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.

### Finance and Administration (F&A)

* Division Level - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill
  requirements of the workforce through periodic employers needs assessment in order to improve the skill levels and productivity of the island s workforce.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1 (F&AD)
  To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.

### Management Information Systems Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Manage the acquisition, integration, deployment, and maintenance of computer hardware, software, and related equipment and applications to continually enhance the information technology

infrastructure of the college.

### Outcome Description: 2013-2015 Internet Capacity, Reliability, and Management

AUO #1 FA2013-SP2015:
MIS will ensure sufficient bandwidth to accomodate distance education, cloud-based resources, the internationalization initiative, and any other future projects as needed and planned for.

**Outcome Type:** AUO
**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**Outcome Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** Based on prior technology audit and the upcoming distance education project's scope of work, MIS will continue to explore its role within the overall distance education strategic plan. Cloud-based resources are systems used by the College outside of the campus network including outsourced hosted systems (Gmail, Mathxl, SirsiDynix Symphony Library System, GCC website, etc.). The internationalization initiative (AVP) may require additional bandwidth resources to support global collaboration and communications.
**Budget Goals:** .

#### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| MIS will collect and analyze one year worth of Internet traffic activities to evaluate bandwidth capacity utilization and reliability. In addition to all tools developed and used in the previous assessment cycle, the Enterprise Architecture (EA), the Information Technology Strategic Plan (ITSP), and the anticipated distance education strategic plan will be used as a method to gauge whether reliable access and sufficient Internet bandwidth is being provided and managed effectively.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>GCC Distance Education Board of Trustees Policy 340.pdf<br>Internationalization Session with Dr Leon Richards<br>Baseline capture of Internet bandwidth<br>INTERNATIONALIZING THE GCC CAMPUS.pdf<br>INTERNATIONALIZING THE GCC CAMPUS ANNOUNCEMENT.pdf | GCC faculty, staff, administrators, and students will not exceed 75% of available incoming and outgoing Internet bandwidth, as its daily average use, while having 100% access of on-campus networked and online resources to and from the Internet. A baseline measure of the 110Mbps current bandwidth will be taken in Fall 2013. Thereafter, measures will demonstrate efforts towards ensuring sufficient bandwidth. | By October 15, 2013, a baseline report will be conducted. Monthly and consolidated semester reports will be conducted thereafter. By March 10, 2014, a six-month report will be completed, and by March 9, 2015, an overall report on bandwidth usage covering each semester starting from Fall 2013 to Spring 2015, will be completed. | Yes |

### Related Activities

- Internet Line Improvement
- Self-Study Report, Standards 3C. Technology Resources
- Self-Study Report, Standards 3C. Technology Resources, 3C1.
- Self-Study Report, Standards 3C. Technology Resources, 3C1.d.
- Self-Study Report, Standards 3C. Technology Resources, 3C2.
- Technology Infrastructure and Equipment (Standard III. Resources / Technology Resources. III.C.1.c.)
- Technology Services, Professional Support, Facilities, Hardware and Software Design (Standard III. Resources / Technology Resources. III.C.1.a.)

### Related Tasks

* **Task Name: Gather Bandwidth Utilization Data from Monitoring System**
  **Task Description:** MIS will capture bandwidth utilization every month to analyze usage to ensure that we are always operating optimally at 75% or less of total bandwidth capacity.
* **Task Name: Procure Internet Bandwidth Services from Internet Service Providers**

**Task Description:** Create Internet bandwidth bid specifications, and follow through with the procurement process.

* **Task Name: Strategies Development**

**Task Description:** Create strategies to help in planning for sufficient network and Internet capacity and to optimize these resources for current environment and future growth inclusive of emerging technologies and services.

## Related Items

### Guam Community College

* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.
* 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#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.
* 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  To ensure the coordination of the operations of GCC's Finance and Administration Division.

### Management Information Systems Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To provide effective management of computer technology and related resources in order for the college to carry out its mission and to provide students access to tools that will help them meet their educational goals.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide sufficient technology support by hiring, training, and retaining managerial, technical, and operational personnel, or outsourcing services, to help meet the computer needs of students, programs and service areas.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To manage the acquisition, integration, deployment, and maintenance of computer hardware, software, and related equipment and applications to continually enhance the information technology infrastructure of the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide effective management of computer technology and related resources in order for the college to carry out its mission and to provide students access to tools that will help them meet their educational goals.

## Outcome Description: 2013-2015 Enterprise Resource Planning System

AUO #2 FA2013-SP2015:
MIS will ensure ERP system resources, which is part of the Enterprise Architecture (EA), are sufficient and optimal to meet the needs of learning, teaching, college-wide communications, research, and operations in support of Student Learning, Administrative, and Student Services Unit Outcomes (SLO, AUO, & SSUO).

**Outcome Type:** AUO

**Start Date:** 10/14/2013

**End Date:** 03/09/2015

**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** The ITSP (Information Technology Strategic Plan) which is part of the ISMP (Institutional Strategic Master Plan) specifies at least 4 Strategic Goals (#1, #2, #3, & #4) related to this AUO. The first 4 strategic goals of the ITSP encompass the development, implementation, funding, and expansion of the Enterprise Archictecture which involve critical hardware, software, technical/professional services, and training upgrades in support of GCC's current ERP (Enterprise Resource Planning) system.

**Budget Goals:** .

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| An analysis and reporting of our current ERP HW/SW and technical support services environment will be conducted to assess and plan for the level of upgrades necessary to meet or be closer to realizing the first 4 strategic goals of the ITSP.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Needs Assessment Review/Plan<br>**Related Documents:**<br>ISMP with ITSP 2009-2014 updated February 2012.pdf<br>db01-performance_files.zip<br>ITSP Actions-Opportunities-Goals.pdf<br>ERP System Overall Measuring Tool.pdf<br>Example ERP Server Measuring Tool.pdf<br>Current Capacity Measurements of ERP and other critical Server Systems.pdf<br>InterMapper Another Example of another System Tool to actively monitor system resources.pdf | VM (Virtual Machine) Hardware storage space to be less than 75% utilization of total capacity. VM Hardware CPU (Central Processing Unit) resources to be less than 75% utilization of total available resources. At least 10% of the existing legacy systems will be virtualized with the old NIAS Student Information System being the first. VM main UPS (Uninterruptible Power Source) backup or uptime will not go above 75% utilization when and while accommodating additional VM hardware upgrades. MIS will assess, identify, compile, and develop a training needs plan for 100% of its personnel. | By or before March 10, 2014, the Needs Assessment Review/Plan will be completed.<br>Every month, assess and review all work orders to determine level of completion and report findings by or before March 10, 2014.<br>By March 10, 2014, a comprehensive MIS Training Plan will be completed as part of the ITSP's Strategic Goal #1, one of the recommendations from the Accreditation Team's Evaluation Report for Standard IIIC, Technology Resources, and as an Actionable Improvement Plan (AIP) for Standard 3 of the Institutional Self Evaluation Report (ISER).<br>By or before March 9, 2015, the determined level of upgrades and related activities will be completed.<br>Continue to assess and review every month all work orders to determine level of completion and report consolidated findings by or before March 9, 2015. | Yes |

## Related Activities

- Projects
- Self-Study Report, Standards 3C. Technology Resources
- Self-Study Report, Standards 3C. Technology Resources, 3C1.
- Self-Study Report, Standards 3C. Technology Resources, 3C2.
- Technology Services, Professional Support, Facilities, Hardware and Software Design (Standard III. Resources / Technology Resources. III.C.1.a.)
- Weekly Reports
- Work Requests

## Related Tasks

* **Task Name: Conduct Needs Assessment Review/Plan**

**Task Description:** Coordinate activities necessary to provide access for the assessment and reporting of ERP and legacy systems environment, and to extract information for review and planning of level of upgrades for HW, SW, and technical support services.

* **Task Name: Create an MIS Training Plan**

**Task Description:** Assess current MIS personnel's technical background to identify, compile, and develop a training needs plan.

## Related Items

### Guam Community College

* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.
* 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#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.
* 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.

### Finance and Administration (F&A)

* Division Level - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill
  requirements of the workforce through periodic employers needs assessment in order to improve the skill levels and productivity of the island s workforce.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1 (ASD)
  Provide support services in the most efficient and cost effective manner to the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1 (F&AD)
  To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  To ensure the coordination of the operations of GCC's Finance and Administration Division.

### Management Information Systems Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide sufficient technology support by hiring, training, and retaining managerial, technical, and operational personnel, or outsourcing services, to help meet the computer needs of students, programs and service areas.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  To provide sufficient technology support by hiring, training, and retaining managerial, technical, and operational personnel, or outsourcing services, to help meet the computer needs of students, programs and service areas.

## Outcome Description: 2013-2015 Disaster Recovery-Continuity of Operations

AUO #3 FA2013-SP2015:
MIS will improve GCC's EA and IT ERP systems' redundancy and data protection by implementing an offsite database replication solution for Disaster Recovery (DR) and Continuity of Operations (COOP).

**Outcome Type:** AUO
**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**Outcome Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** Reflects the Information Technology Strategic Plan (ITSP) component of the ISMP and in conjunction with the Information Technology Enterprise Architecture (EA) document. This is stated in the ITSP's "Desired Future State of Information Technology Resources" and as highlighted in the EA's "System Management Principles" and "One-to-Five Year Initiatives" sections.

**Budget Goals:** .

## Means of Assessment

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| MIS, the CTC (College Technology Committee), and GCC's outsourced Remote Technical Professional Services Consultant, TechProven, will look into the recommendation and feasibility of putting in place an offsite Oracle Database Replication system, or similar alternative solution.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Instititutional Strategic Master Plan (ISMP)<br>**Related Documents:**<br>2011 GCC EA_11012011 - undergoing updates.pdf<br>Baseline capture of Internet bandwidth<br>ITSP Actions-Opportunities-Goals.pdf<br>InterMapper Internet and Local Network Monitoring System.pdf | Findings will indicate that an offsite Oracle Database Replication system or a similar alternative solution will be available, financially feasible, and will not consume over 20% of available Internet bandwidth resources. Financial feasibility will be determined based on government appropriations, actual funding availability, funding sources, and/or future cash flow status. | By or before March 10, 2014, the implementation of the database replication system or a similar alternative solution for GCC's current ERP system will be initiated.<br>By or before the end of FY2014 (9/30/2014), and with the goal of reducing costs associated with the current outsourced technical database support, and the anticipated need for an onsite in-house expert, MIS will have submitted a request to evaluate and recruit for the position of Database Administrator (DBA) as an alternative means of providing needed technical support to database systems.<br>By or before March 9, 2015, installation of the database replication system for GCC's current ERP system will be completed. | Yes |

## Related Activities

- Network Monitor
- Self-Study Report, Standards 3C. Technology Resources
- Technology Infrastructure and Equipment (Standard III. Resources / Technology Resources. III.C.1.c.)
- Technology Services, Professional Support, Facilities, Hardware and Software Design (Standard III. Resources / Technology Resources. III.C.1.a.)

## Related Tasks

* **Task Name: DR and COOP Assessment**

  **Task Description:** To conduct an assessment and research to determine availability of DR and COOP solutions, funding resources, and Internet bandwidth upgrade needs based on estimates of consumption rates of offsite database replication systems.

## Related Items

### Guam Community College

* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.
* 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#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.
* 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) - 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.

### Finance and Administration (F&A)

* Division Level - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill
  requirements of the workforce through periodic employers needs assessment in order to improve the skill levels and productivity of the island s workforce.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1 (F&AD)
  To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  To ensure the coordination of the operations of GCC's Finance and Administration Division.

### Management Information Systems Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Manage the acquisition, integration, deployment, and maintenance of computer hardware, software, and related equipment and applications to continually enhance the information technology infrastructure of the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  To manage the acquisition, integration, deployment, and maintenance of computer hardware, software, and related equipment and applications to continually enhance the information technology infrastructure of the college.

## Outcome Description: 2015-2017 Internet Bandwidth Capacity, Reliability, and Management

AUO #1 FA2015-SP2017:
MIS will ensure sufficient bandwidth to accommodate distance education, cloud-based resources, the internationalization initiative, and any other future projects as needed and planned for.

**Outcome Type:** AUO
**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Other

**Historical Assessment Perspective:** 1) Expand wireless accessibility to other under-served areas of the campus;
2) Continue to renew, as well as update or upgrade both the InterMapper and Solarwinds network monitoring systems so that we can have the ability to look deeper into the different types of Internet or local traffic that may have an impact on the bandwidth's throughput or performance;
3) Work closer with our current Internet Service Providers (ISP) to further configure our Internet links for better routing of incoming and outgoing Internet traffic;
4) Monitor through GCC's Procurement Office transactions for subscriptions of online services and applications that can impact bandwidth utilization in order to plan for and gauge these types traffic to ensure sufficient and optimal bandwidth is available to and from the campus;
5) Request for non-contractual ISP's (DOCOMOPacific) to continue to donate bandwidth either for local or Internet traffic and/or expertise services towards improving as well as adding a certain level of backup and redundancy to our Internet connections.

**Budget Goals:** IT Management. Provide effective management of computer technology and related resources in order for the college to carry out its mission and to provide students access to tools that will help them meet their educational goals.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| MIS will collect and analyze two years worth of Internet traffic activities to evaluate bandwidth capacity utilization and reliability. In addition to all tools developed and used in the previous assessment cycle, the Enterprise Architecture (EA), the Information Technology Strategic Plan (ITSP), and the anticipated distance education strategic plan will be used as a method to gauge whether reliable access and sufficient Internet bandwidth is being provided and managed effectively.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>09-15-14UPDATED Web Carrier Utilization (In_Out) Comparison % v2.pdf<br>09-15-15 Updated Carrier Utilization (In_Out) Comparison %.pdf<br>10-15-2015 BASELINE INTERNET BANDWIDTH FULL REPORT.pdf | GCC faculty, staff, administrators, and students will not exceed 75% of available incoming and outgoing Internet bandwidth, as its daily average use, while having 100% access of on-campus networked and online resources to and from the Internet. A baseline measure of the 110Mbps current bandwidth will be taken in Fall 2015. Thereafter, measures will demonstrate efforts towards ensuring sufficient bandwidth. | By October 15, 2015, a baseline report will be conducted. Monthly and consolidated semester reports will be conducted thereafter. By March 14, 2016, a six-month report will be completed, by September 14, 2016, a 1-year report, and by March 13, 2017, an overall report on bandwidth usage covering each semester starting from Fall 2015 to Spring 2017, will be completed. (As point of reference from previous assessment see Related Documents comparing last year's 9-15-2014 bandwidth utilization to this year's 9-15-2015.) | Yes |

## Related Activities

- Internet Line Improvement
- Network Equipment and Supplies Procurement and Upgrades
- Network Monitor

## Related Tasks

* **Task Name: Bandwidth Utilization Data Monitoring and Analysis**
  **Task Description:** MIS will capture bandwidth utilization every month to analyze usage to ensure that we are always operating optimally at 75% or less of total bandwidth capacity.
* **Task Name: Internet Bandwidth Upgrades**
  **Task Description:** Create Internet bandwidth bid specifications, and follow through with the procurement process.
* **Task Name: Strategies Development**
  **Task Description:** Create strategies to help in planning for sufficient network and Internet capacity and to optimize these resources for current environment and future growth inclusive of emerging technologies and services.

## Related Items

### Guam Community College

* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.
* 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#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* 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) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
* 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 II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.
* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.
* 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)

* 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.
* 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  To ensure the coordination of the operations of GCC's Finance and Administration Division.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #2
  To ensure the coordination of the operations of GCC's Finance and Administration Division.

### Management Information Systems Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To provide effective management of computer technology and related resources in order for the college to carry out its mission and to provide students access to tools that will help them meet their educational goals.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide sufficient technology support by hiring, training, and retaining managerial, technical, and operational personnel, or outsourcing services, to help meet the computer needs of students, programs and service areas.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To manage the acquisition, integration, deployment, and maintenance of computer hardware, software, and related equipment and applications to continually enhance the information technology infrastructure of the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide effective management of computer technology and related resources in order for the college to carry out its mission and to provide students access to tools that will help them meet their educational goals.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  IT Management.  Provide effective management of computer technology and related resources in order for the college to carry out its mission and to provide students access to tools that will help them meet their educational goals.

## Outcome Description: 2015-2017 Enterprise Resource Planning (ERP) System Cloud Migration

AUO #2 FA2015-SP2017:
In the Cloud, MIS will ensure the ERP system, is effective in meeting current and future needs of learning, teaching, college-wide communications, research, and operations in support of Institutional Learning, Student Learning,  Administrative, and Student Services Unit Outcomes (ILO, SLO, AUO, & SSUO).

**Outcome Type:** AUO
**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Other

**Historical Assessment Perspective:** 1) Continue to fine tune the ERP system and reclaim as much system resources as possible by removing old virtualized servers and implementing automated housekeeping scripts to get rid of old and unnecessary files and or file systems such as logs and stale or unused databases;
2) Increase RAM and storage capacity of the VM host hardware as well as add one or more blade physical servers to increase CPU resources so as to prepare for upcoming ERP software upgrades, improve system response or performance for our users, and to finally allow for more legacy servers to be virtualized; UPDATE NOTE: Due to the new direction of moving the ERP to the Cloud, this is no longer being pursued.
3) Put the VM main UPS on preventive maintenance agreement and assess and fix equipment of any potential damages as a result of generator failure that lead to the UPS system getting drained, and so that the system can be considered as
reliable as when it was initially installed back in 2010; UPDATE NOTE: Last assessment of equipment did not require repairs.
4) At least upgrade the UPS by adding more batteries so that backup or up-time can be increased beyond 2 hours and to allow more time for a graceful shutdown of the entire ERP system, and just in case the D-Wing generator fails, again; UPDATE NOTE: Again, due to the new direction of moving the ERP to the Cloud, this UPS upgrade is no longer being pursued.
5) Put in place a UPS backup system for the entire server room in order to provide backup power to all network communication and surveillance systems and to add as a primary backup system to the VM's main UPS--this will also replace legacy UPS system that are taking up too much floor space, are no longer reliable, and currently only provides about 10 minutes of backup power or up-time. UPDATE NOTE: This is still being pursued but reduced to primarily provide backup power or up-time to core networking equipment;
6) Seek ways to reduce ERP-related costs associated with technical support and licenses maintenance and renewals by continuing to outsource to 3rd-party vendors and renegotiating for lower prices, going directly to software manufacturers, and/or implementing less expensive but viable alternative license subscriptions;
7) Seek additional funding sources such as grants, CIP funds, Foundation Board monies, etc. to make the above upgrades become a reality.

**Budget Goals:** IT Support. To provide sufficient technology support by hiring, training, and retaining managerial, technical, and operational personnel, or outsourcing services, to help meet the computer needs of students, programs and service areas.

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| An analysis and reporting of our current ERP HW/SW environment and technical support services will be conducted to assess, plan, and budget for the level of Cloud resources and services necessary to meet or be closer to realizing the first 4 strategic goals of the ITSP.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Needs Assessment Review/Plan<br>**Related Documents:**<br>Ellucian Banner_Cloud_Data_Collection_v20141112.pdf<br>Ellucian ROI Calculator Cost Categories.pdf<br>Work Orders Analysis Mid-Year 2015.pdf<br>MIS Training Log as of June 2015.pdf<br>Ellucian Cloud discussion with Guam CC.pdf<br>TechProven ERP Cloud Quote QUO103.pdf<br>TechProven ERP Remote Technical Services Quote QUO111.pdf.pdf<br>Updated TechProven ERP Cloud Quote_QUO103 with Backup Retention.pdf | Within the Cloud environment: 1) VM (Virtual Machine) Hardware storage space must not exceed 75% allocated capacity; 2) VM Hardware CPU (Central Processing Unit) resources must not exceed 75% system resources; 3) RAM (Random Access Memory) must not exceed 75% of total capacity; For MIS Personnel: 1) MIS will assess overall expertise level, skill sets and/or know-how of personnel to identify and address weaknesses, and transition current job roles and duties for 100% of MIS personnel. (See "MIS Training Log as of June 2015") | By November 30, 2015, a growth estimated FY17 budget submitted for the ERP Cloud environment based on informal quotes and Requests for Information (RFI). March 13, 2016, draft Cloud plan completed. * See "Updated TechProven ERP Cloud Quote_QUO103 with Backup Retention", and Ellucian's e-mail, "Ellucian Cloud discussion with Guam CC", for rough quote estimates. By May 31, 2016, final Cloud plan completed. August 31, 2016, Cloud Migration bid specifications finalized. By October 31, 2016, the Cloud Migration bid announced. By November 30th, bid award issued. By January 2017, Cloud Implementation begins. (See "Ellucian ROI Calculator Cost Categories" and "Ellucian Banner Cloud Data Collection v20141112"). Every month, assess and review all work orders to determine level of completion and report findings by March 13, 2016. (See "Work Order Analysis Mid-Year 2015"). By March 13, 2016, an updated MIS Training Plan will be completed as part of meeting the ITSP's Strategic Goal #1. | Yes |

## Related Activities

- Cloud Migration Needs Assessment Review and Plan

- Projects
- Technical Personnel Recruitment
- Technical Training of MIS Personnel
- Weekly Reports
- Work Requests

## Related Tasks

* **Task Name: Conduct Cloud Needs Assessment Review and Plan**

  **Task Description:** Within the Cloud: Coordinate activities necessary to provide access for the assessment and reporting of ERP Cloud systems environment, and to extract information for review and planning of level of HW, SW, and technical support services.

* **Task Name: Create an MIS Training Plan**

  **Task Description:** Assess current MIS personnel's technical background to identify, compile, and develop a training needs plan.

* **Task Name: ERP Cloud Migration Bid**

  **Task Description:** Bid process to identify and award lowest, most responsive and responsible bidder to provide GCC with Cloud migration services, Cloud Hosting, Cloud-base technical support, and remote professional-technical ERP services.

## Related Items

### Guam Community College

* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.
* 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#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #2 Conducive Learning Environment
  Transform the campus into a facility conducive for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.
* 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) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.

### Board of Trustees (BOT)

* 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.
* 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) - 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.

### Finance and Administration (F&A)

* Division Level - ISMP GOAL #1

Pioneering:
This goal seeks to identify the career and technical as well as basic educational skill
requirements of the workforce through periodic employers needs assessment in order to improve the skill levels and productivity of the island s workforce.

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1 (ASD)
Provide support services in the most efficient and cost effective manner to the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1 (F&AD)
To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
To ensure the coordination of the operations of GCC's Finance and Administration Division.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #2
To ensure the coordination of the operations of GCC's Finance and Administration Division.

### Management Information Systems Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
Provide sufficient technology support by hiring, training, and retaining managerial, technical, and operational personnel, or outsourcing services, to help meet the computer needs of students, programs and service areas.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
To provide sufficient technology support by hiring, training, and retaining managerial, technical, and operational personnel, or outsourcing services, to help meet the computer needs of students, programs and service areas.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
IT Support. To provide sufficient technology support by hiring, training, and retaining managerial, technical, and operational personnel, or outsourcing services, to help meet the computer needs of students, programs and service areas.

## Outcome Description: 2015-2017 Improvement of Disaster Recovery Operations

AUO #3 FA2015-SP2017:
MIS will improve GCC's EA and IT ERP systems' redundancy and data protection by identifying and addressing weaknesses of the Disaster Recovery (DR) site's operation during quarterly training and testing.

**Outcome Type:** AUO
**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**Outcome Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Other

**Historical Assessment Perspective:** 1) Continuing support from upper management and having a firm commitment of the available and allocated budget as submitted for our ERP remote technical support services projects list;
2) Continuing with all appropriate testing schedules of ERP applications and processes with the DR site to ensure operational status;
3) Continue to seek ways to go from a basic level implementation to a more robust and high-availability DR site system in tandem with the ERP Cloud environment.

**Budget Goals:** IT Infrastructure. To manage the acquisition, integration, deployment, and maintenance of computer hardware, software, and related equipment and applications to continually enhance the information technology infrastructure of the college.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| MIS, the CTC (College Technology Committee), BANNER Core Group Module Leaders, and GCC's outsourced Remote Technical Professional Services Consultant, TechProven, will look into weaknesses and improvement ideas of the college's Disaster Recovery setup.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Activity audit<br>**Related Documents:**<br>09232015 Banner Minutes.pdf<br>TechProven Disaster Recovery Hosting Invoice GCC_00560 for FY16.pdf<br>TechProven Disaster Recovery Hosting check payment for FY16.pdf<br>E-Mail Message evidence for Disaster Recovery Training-Testing 10-9-2015 and 6-26-2015.pdf | Findings will indicate that our offsite DR environment will continue being available and accessible 100% at every quarterly training and testing activity; that it will be funded 100% annually, and will not force the utilization of available Internet bandwidth resources beyond 75% capacity. | MIS will continue training and Functional BANNER users will continue conducting tests of the DR site on a quarterly schedule starting October 2015, and recommend improvements of the DR site environment in tandem with the plans of moving the ERP to the Cloud. (See Relate Document, "E-Mail Message evidence for Disaster Recovery Training-Testing 10-9-2015 and 6-26-2015", with BANNER Functional Users. See also "TechProven Disaster Recovery Hosting Invoice GCC_00560 for FY16" and "TechProven Disaster Recovery Hosting check payment for FY16" for $12,000 payment for DR services.) | Yes |

## Related Activities

- DR Site Improvements and Testing

## Related Tasks

* **Task Name: DR Tests and Improvement Assessment**

  **Task Description:** To conduct tests and assessment of the DR site for any necessary improvements in tandem with the ERP Cloud environment.

## Related Items

### Guam Community College

* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.
* 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#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.

### Board of Trustees (BOT)

* 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.

* 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) - 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) - 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.

### Finance and Administration (F&A)

* Division Level - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill
  requirements of the workforce through periodic employers needs assessment in order to improve the skill levels and productivity of the island s workforce.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1 (F&AD)
  To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  To ensure the coordination of the operations of GCC's Finance and Administration Division.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #2
  To ensure the coordination of the operations of GCC's Finance and Administration Division.

### Management Information Systems Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Manage the acquisition, integration, deployment, and maintenance of computer hardware, software, and related equipment and applications to continually enhance the information technology infrastructure of the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  To manage the acquisition, integration, deployment, and maintenance of computer hardware, software, and related equipment and applications to continually enhance the information technology infrastructure of the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  IT Infrastructure. To manage the acquisition, integration, deployment, and maintenance of computer hardware, software, and related equipment and applications to continually enhance the information technology infrastructure of the college.

## Marketing (Secondary)

**Mission Statement:** The mission of the Marketing program is to develop a marketing workforce reflecting the needs arising from the continual changing economic business environment in the Guam community and the region.

**Vision Statement:** The Marketing program envisions to produce marketing graduates who are knowledgeable and skillful in generally accepted marketing principles so that they will meaningfully contribute to their respective organizations.

### Outcome Description: 2011-2012 Catalog SLO#1

SLO#1 SP 2012-FA 2013 Students will be able to integrate the latest technology effectively in business and marketing communications.

**Outcome Type:** SLO-Cognitive outcomes

**Start Date:** 03/12/2012

**End Date:** 10/14/2013

**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Type of Industry National Certification:** N/A

**Program SLO/AUO Plan reflects/incorporates:** Other

**Historical Assessment Perspective:** Use implementation results from previous cycle in the upcoming cycle.

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students are required to complete a faculty developed test.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Textbook/Author Designed Tests<br>**Related Documents:**<br>Assessment Artifact VEMK050 Cognitive.pdf | 80% of the students will score 80% or higher in the test. | At the end of each semester | Yes |

## Related Courses

- CTMK050 - Marketing I

  **Related Documents:**
  VEMK050 2007-05-16 SR.pdf
  VEMK050_2NSR_2010-03-19.pdf
  VEMK050_1SR_1997-12-04
  VEMK050_2NSR_2001-02-12
  VEMK050_2NSR_2011-01-03.pdf
  VEMK050_1SR_2011 12 12.pdf
  CTMK050 Marketing I.pdf

- CTMK060 - Marketing II

  **Related Documents:**
  VEMK060 2007-04-25 SR.pdf
  VEMK060_2NSR_2010-03-19.pdf
  VEMK060_1SR_2005-04-06
  VEMK060_1SR_2007-04-25
  VEMK060_2NSR_2011-01-03.pdf
  VEMK060_1SR_2011 12 12.pdf
  CTMK060 Marketing II.pdf

- CTMK062 - Marketing Sales and Services Lab II

  **Related Documents:**
  VEMK062_2NSR_2010-03-25.pdf
  VEMK062_1SR_2012_05_28.pdf

- CTMK072 - Marketing, Sales & Services Lab III

  **Related Documents:**
  VEMK072_2NSR_2010-03-25.pdf
  VEMK072_1SR_2010-04-21.pdf
  VEMK072_1SR_2012_05_28.pdf

## Related Tasks

* **Task Name: Integrate the latest technology**

  **Task Description:** Students will use the latest techonolgy, such as computer software programs and Point-of-Sale(POS) cash registering system on a daily basis.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Guide and monitor campus compliance with all ACCJC standards to maintain its excellent accreditation standing.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Develop a comprehensive professional development plan that would provide for continuous education for board members.
* 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.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Provide general education curricula for all college students.

### Marketing (Secondary)

* Program/Unit Level - To produce marketing graduates who have a high level of self confidence about their knowledge and skills.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Incorporate up-to-date software in the delivery of instruction in all secondary and postsecondary courses.

## Related Course SLO

* CTMK050 - Marketing I: Functions and foundations involved in Marketing - SLO#1 SP 2010-FA 2012:
  Upon successful completion, the students will understand the functions and foundations involved in Marketing.
* CTMK060 - Marketing II: Recall terms associated to functions of marketing - SLO#1 SP 2010-FA 2011
  Upon successful completion of this course, students will be able to recall terms associated with the functions of marketing: marketing information management, pricing, and product/service planning
* CTMK072 - Marketing, Sales & Services Lab III: SLO #1 Demonstrate the managerial skills - SLO#1 SP 2012-FA 2013 Upon successful completion of this course, students will be able to demonstrate the managerial skills

## Outcome Description: 2011-2012 Catalog SLO#2

SLO#2 SP 2012-FA 2013 Students will be able to demonstrate an understanding of the functions and foundations of marketing.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/12/2012
**End Date:** 10/14/2013
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** Use Implementation results from the previous cycle in the next cycle.

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students are required to complete a textbook derived test.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Textbook/Author Designed Tests<br>**Related Documents:**<br>Assessment Artifact VEMK060 Cognitive.pdf | 80% of the students will score 80% or higher in this criterion | At the end of each semester. | Yes |

## Related Courses

- CTMK050 - Marketing I

  **Related Documents:**
  VEMK050 2007-05-16 SR.pdf
  VEMK050_2NSR_2010-03-19.pdf
  VEMK050_1SR_1997-12-04
  VEMK050_2NSR_2001-02-12
  VEMK050_2NSR_2011-01-03.pdf
  VEMK050_1SR_2011 12 12.pdf
  CTMK050 Marketing I.pdf

- CTMK060 - Marketing II

  **Related Documents:**
  VEMK060 2007-04-25 SR.pdf
  VEMK060_2NSR_2010-03-19.pdf
  VEMK060_1SR_2005-04-06
  VEMK060_1SR_2007-04-25
  VEMK060_2NSR_2011-01-03.pdf
  VEMK060_1SR_2011 12 12.pdf
  CTMK060 Marketing II.pdf

- CTMK062 - Marketing Sales and Services Lab II

  **Related Documents:**
  VEMK062_2NSR_2010-03-25.pdf
  VEMK062_1SR_2012_05_28.pdf

- CTMK072 - Marketing, Sales & Services Lab III

  **Related Documents:**
  VEMK072_2NSR_2010-03-25.pdf
  VEMK072_1SR_2010-04-21.pdf
  VEMK072_1SR_2012_05_28.pdf

## Related Tasks

* **Task Name: Competency Test**

  **Task Description:** Students will complete a test, which derived from the National DECA recommended textbook and materials, to determine their competency level in this course and whether the students need additional assistance in understanding the topics taught.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)

Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Update board policies on general, finance, curriculum, faculty/employees, students, foundation and apprenticeship through a systematic review process that reflect changing institutional and community needs and demands.
* 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.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* School Level - Provide the necessary support for all courses in terms of equipment and supplies.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Provide general education curricula for all college students.

### Marketing (Secondary)

* Program/Unit Level - To produce marketing graduates who have a high level of self confidence about their knowledge and skills.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Enhance students' knowledge by employing the latest technology in the curriculum.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Equip all secondary marketing sales and services labs with state-of-the-art technology.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Incorporate up-to-date software in the delivery of instruction in all secondary and postsecondary courses.

### Related Course SLO

* CTMK050 - Marketing I: Functions and foundations involved in Marketing - SLO#1 SP 2010-FA 2012:
  Upon successful completion, the students will understand the functions and foundations involved in Marketing.
* CTMK050 - Marketing I: SLO# 1 Describe the Marketing functions and foundations - SP 2012-FA 2013 Upon successful completion, students will describe the understanding of the functions and foundations involved in Marketing.

### Outcome Description: 2011-2012 Catalog SLO#3

SLO#3 SP 2012-FA 2013 Students will be able to identify desirable personality traits important to business.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 03/12/2012
**End Date:** 10/14/2013
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** N/A

**Program SLO/AUO Plan reflects/incorporates:** Other

**Historical Assessment Perspective:** Use Implementation results from the previous cycle in the next cycle.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students are required to take textbook derived and store lab tests to check their proficiency and competency of the lessons taught<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Textbook/Author Designed Tests<br>**Related Documents:**<br>VEMK062 ASSESSMENT TOOL.pdf<br>VEMK 072 Marketing Service Lab Manager Checklists.pdf | 80% of the students will score 80% or higher in this criterion | At the end of each semester | Yes |

## Related Courses

- CTMK050 - Marketing I

  **Related Documents:**
  VEMK050 2007-05-16 SR.pdf
  VEMK050_2NSR_2010-03-19.pdf
  VEMK050_1SR_1997-12-04
  VEMK050_2NSR_2001-02-12
  VEMK050_2NSR_2011-01-03.pdf
  VEMK050_1SR_2011 12 12.pdf
  CTMK050 Marketing I.pdf

- CTMK060 - Marketing II

  **Related Documents:**
  VEMK060 2007-04-25 SR.pdf
  VEMK060_2NSR_2010-03-19.pdf
  VEMK060_1SR_2005-04-06
  VEMK060_1SR_2007-04-25
  VEMK060_2NSR_2011-01-03.pdf
  VEMK060_1SR_2011 12 12.pdf
  CTMK060 Marketing II.pdf

- CTMK062 - Marketing Sales and Services Lab II

  **Related Documents:**
  VEMK062_2NSR_2010-03-25.pdf
  VEMK062_1SR_2012_05_28.pdf

- CTMK072 - Marketing, Sales & Services Lab III

  **Related Documents:**
  VEMK072_2NSR_2010-03-25.pdf
  VEMK072_1SR_2010-04-21.pdf
  VEMK072_1SR_2012_05_28.pdf

## Related Tasks

* **Task Name: Matching test and a self checklist**

**Task Description:** Students will be exposed to both textbook knowledge and hands-on experiences at the Marketing and Service store lab which simulates a retail based business

## Related Items

**Guam Community College**

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Update board policies on general, finance, curriculum, faculty/employees, students, foundation and apprenticeship through a systematic review process that reflect changing institutional and community needs and demands.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* School Level - Keep all curriculum updated and current.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Provide general education curricula for all college students.

### Marketing (Secondary)

* Program/Unit Level - To produce marketing graduates who have a high level of self confidence about their knowledge and skills.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Enhance students' knowledge by employing the latest technology in the curriculum.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Incorporate up-to-date software in the delivery of instruction in all secondary and postsecondary courses.

### Related Course SLO

* CTMK050 - Marketing I: Functions and foundations involved in Marketing - SLO#1 SP 2010-FA 2012:
  Upon successful completion, the students will understand the functions and foundations involved in Marketing.
* CTMK062 - Marketing Sales and Services Lab II: SLO #1 Roles in Retail Operation - SLO#1 SP 2012-FA 2013 Upon successful completion of this course, students will be able define the roles in retail operation.

## Marketing AS

**Mission Statement:** The mission of the Marketing program is to develop a marketing workforce reflecting the needs arising from the continual changing economic business environment in the Guam community and the region.

**Vision Statement:** The Marketing program envisions to produce marketing graduates who are knowledgeable and skillful in generally accepted marketing principles so that they will meaningfully contribute to their respective organizations.

## Outcome Description: AY08-09 SLO#1 Basic Core Course Knowledge

Students will demonstrate the basic knowledge taught in the core courses of the Marketing program.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/13/2008
**End Date:** 03/10/2010
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The students will take a multiple choice question test, which includes lessons in Principles of Marketing, Retailing, Selling, Advertising, and Entrepreneurship, upon graduation.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Faculty-developed tests<br>**Related Documents:**<br>AS Marketing Assessment Exam | 75% of the students will score 75% or above. | Examination will be administered to students ready to graduate in the Spring 2009 Semester. | Yes |

### Related Courses

- MK123 (formerly SM210) - Principles of Marketing
  **Related Documents:**
  MK123_2NSR_2003-07-10.pdf
  MK123_2NSR_SLO_2007-12-11.pdf
  MK123_1SR_2002-10-09.pdf
  MK123_1SR_2008-05-22.pdf
  MK123_2NSR_2010-03-19.pdf
  MK123_0Adopt_1994-08-24
  MK123_2NSR_1994-02-24
  MK123_1SR_2016.11.29.pdf
- MK124 (formerly HS220 & MK220) - Selling
  **Related Documents:**
  MK124_1SR_2003-03-03.pdf
  MK124_1SR_2008-04-21
  MK124_2NSR_1994-02-24
  MK124_2NSR_2007-12-11
  MK124_1SR_2017.02.23.pdf
- MK205 (formerly HS230 & MK221) - Entrepreneurship
  **Related Documents:**
  MK205_1SR_2003-03-24.pdf
  MK205_2NSR_SLO_2007-12-11.pdf
  MK205_1SR_2008-04-21
  MK205_1SR_2017.02.23.pdf
- MK206 (formerly HS242 & MK223) - Retailing
  **Related Documents:**
  MK206_1SR_2003-03-24.pdf
  MK206_2NSR_SLO_2007-12-11.pdf

MK206_1SR_2004-03-21
MK206_1SR_2016.12.05.pdf

- MK207 - E-Marketing

**Related Documents:**

MK207_0Adopt_2003-03-24.pdf
MK207_2NSR_SLO_2007-12-11.pdf
MK207_2NSR_2008-08-26.pdf
MK207_1SR_2009-11-23.pdf
MK207_1SR_2008-04-21
MK207_2NSR_2008-08-11

- MK208 - International Marketing

**Related Documents:**

MK208_0Adopt_2003-03-26.pdf
MK208_2NSR_SLO_2007-12-11.pdf
MK208_1SR_2008-04-21
MK208_1SR_2016.11.29.pdf

- MK224 (formerly HS243) - Advertising

**Related Documents:**

MK224_1SR_2003-03-24.pdf
MK224_2NSR_SLO_2007-12-11.pdf
MK224_1SR_SLO_2008-04-04.pdf
MK224_1SR_2008-04-04
MK224_2NSR_1994-02-24
MK224_2NSR_1998-01-05
MK224_1SR_2016.11.29.pdf

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Marketing AS

* Program/Unit Level - To provide employees within the Guam community to upgrade their job skills and knowledge in marketing.

## Related Course SLO

* MK123 (formerly SM210) - Principles of Marketing: SLO # 1 Cognitive - SLO#1 AY:
  Upon successful completion of this course, students will be able to research a marketing environment in order to identify a marketing opportunity and formulate strategies to deliver promotional messages to the target markets.
* MK123 (formerly SM210) - Principles of Marketing: SLO # 3 Cognitive - SLO#3 AY:
  Upon successful completion of this course, students will be able to describe how cost, profitability, pricing strategies, and promotional strategies change over the entire Product Life Cycle of a product.
* MK123 (formerly SM210) - Principles of Marketing: SLO # 4 Cognitive - SLO#4 AY:
  Upon successful completion of this course, students will be able to justify their selection of the most efficient means of distribution for a product.
* MK124 (formerly HS220 & MK220) - Selling: SLO # 1 Behavioral - SLO#1 AY:
  Upon successful completion of this course, students will be able to prepare and execute both a consumer oriented and business-to-business oriented sales presentation.

* MK124 (formerly HS220 & MK220) - Selling: SLO # 2 Cognitive - SLO#2 AY08-09:
  Upon successful completion of this course, students will be able to demonstrate understanding of the importance and techniques of relationship marketing.
* MK124 (formerly HS220 & MK220) - Selling: SLO # 4 Cognitive - SLO#4 AY:
  Upon successful completion of this course, students will be able to describe sales management structures.
* MK205 (formerly HS230 & MK221) - Entrepreneurship: SLO # 3 Cognitive - SLO#3 AY:
  Upon successful completion of this course, students will be able to understand the advantages and disadvantages of a startup, a buyout, and a franchise arrangement.
* MK205 (formerly HS230 & MK221) - Entrepreneurship: SLO # 4 Cognitive - SLO#4 AY:
  Upon successful completion of this course, students will be able to determine the factors necessary to gain a competitive advantage.
* MK205 (formerly HS230 & MK221) - Entrepreneurship: SLO # 5 Behavioral - SLO#5 AY:
  Upon successful completion of this course, students will be able to develop a business plan.
* MK205 (formerly HS230 & MK221) - Entrepreneurship: SLO # 6 Cognitive - SLO#6 AY:
  Upon successful completion of this course, students will be able to understand the legal organization of a small business.
* MK206 (formerly HS242 & MK223) - Retailing: SLO # 1 - Behavioral - SLO#1 AY:
  Upon successful completion of this course, students will be able to list major aspects of a retail career and the prerequisites for success in retailing.
* MK206 (formerly HS242 & MK223) - Retailing: SLO # 2 Behavioral - SLO#2 AY:
  Upon successful completion of this course, students will be able to explain the importance of retail customers to the retail manager.
* MK206 (formerly HS242 & MK223) - Retailing: SLO # 3 Behavioral - SLO#3 AY:
  Upon successful completion of this course, students will be able to discuss how the legal and ethical environment affects the retailer in making decisions.
* MK206 (formerly HS242 & MK223) - Retailing: SLO # 4 Behavioral - SLO#4 AY:
  Upon successful completion of this course, students will be able to explain how retailers select and reach their target market through the location decision.
* MK206 (formerly HS242 & MK223) - Retailing: SLO # 5 Behavioral - SLO#5 AY:
  Upon successful completion of this course, students will be able to explain a retailer's merchandise buying and handling.
* MK207 - E-Marketing: 2012-2013 Acalog SLO # 3 Behavioral - SLO#3 FA-SP:
  Upon successful completion of this course, students will be able to develop product strategies for global competition.
* MK207 - E-Marketing: 2012-2013 Acalog SLO # 5 Cognitive - SLO#5 FA-SP:
  Upon successful completion of this course, students will be able to understand why interactivity is a fundamental and vital aspect of an Internet retail strategy.
* MK207 - E-Marketing: 2012-2013 Acalog SLO # 6 Behavioral - SLO#6 FA-SP:
  Upon successful completion of this course, students will be able to explain how international channels of distribution have become key factors in determining competitive advantage.
* MK208 - International Marketing: 2012-2013 Acalog SLO # 1 Cognitive - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to gain a truly global perspective rather than just from the U.S. point of view by addressing, confronting, and analyzing the existence of different environments, expectations, and market conditions.
* MK208 - International Marketing: 2012-2013 Acalog SLO # 4 Behavioral - SLO#4 FA-SP:
  Upon successful completion of this course, students will be develop marketing and management strategies for international companies.
* MK224 (formerly HS243) - Advertising: Advertising Campaign - Behavioral - SLO#1 AY08-09:
  Upon successful completion of this course, students will be able to develop a comprehensive and effective Advertising Plan.
* MK224 (formerly HS243) - Advertising: 2012-2013 Acalog SLO # 4 Cognitive - SLO#4 FA-SP:
  Upon successful completion of this course, students will be able to comprehend the strategic function of advertising within the broader context of business and marketing.
* MK224 (formerly HS243) - Advertising: 2012-2013 Acalog SLO # 5 Behavioral - SLO#5 FA-SP:
  Upon successful completion of this course, students will be able to discover what people in advertising do, how they do it, and the career opportunities these fields offer.
* MK298 - Co-Op/Work-Learn: SLO # 1 Behavioral - SLO#1 AY:
  Upon successful completion of this course, students will be able to develop marketing skills in a dynamic environment.

### Outcome Description: AY08-09 SLO#2 Communication and Technology Skills

Students will demonstrate effective communication skills and technology skills in the basic fields of marketing.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/13/2008
**End Date:** 03/10/2010
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |
| Students will demonstrate effective communication skills and technology skills in the basic fields of marketing.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Multimedia presentation evaluations<br><br>**Related Documents:**<br>AS Marketing Power Point Rubrics<br>AS Marketing Power Point | 75% of the students will score 4 or higher in the technology skills rubric scale of 5.0 and average 3.0 or higher on the communication skills rubric scale of 5.0 | Presentations will be collected in the Principles of Marketing class during the Spring 2009 Semester. | Yes |

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Marketing AS

* Program/Unit Level - To train individuals for employment in a variety of marketing-related occupations, such as sales representatives, account executives, retail buyers, and supervisors, among many others.

## Related Course SLO

* MK123 (formerly SM210) - Principles of Marketing: Power Point Presentation - SLO#5 AY08-09:
  Upon successful completion of this course, students will be able to demonstrate effective communication skills by developing a Power Point presentation.
* MK123 (formerly SM210) - Principles of Marketing: Power Point Presentation (FA10-SP12) - SLO#5 FA2010-SP2012:
  Upon successful completion of this course, students will be able to demonstrate effective communication skills by developing a Power Point presentation.
* MK124 (formerly HS220 & MK220) - Selling: SLO # 1 Behavioral - SLO#1 AY:
  Upon successful completion of this course, students will be able to prepare and execute both a consumer oriented and business-to-business oriented sales presentation.
* MK207 - E-Marketing: 2012-2013 Acalog SLO # 1 Behavioral - SLO#1 AY:
  Upon successful completion of this course, students will be able to explain the basic models for engaging in commerce on the Internet.
* MK208 - International Marketing: 2012-2013 Acalog SLO # 3 Behavioral - SLO#3 FA-SP:
  Upon successful completion of this course, students will be able to explain how businesses work with governments and what role governmental considerations can play for the international marketer.
* MK298 - Co-Op/Work-Learn: SLO # 4 Behavioral - SLO#4 AY:
  Upon successful completion of this course, students will be able to communicate more effectively, follow directions, and handle business conflict.

## Outcome Description: AY08-09 SLO#3 Successful Marketing Profession

Students will display fundamental knowledge and attitudes to be successful in a marketing profession.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/13/2008
**End Date:** 03/10/2010
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete a survey upon graduation.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey<br>**Related Documents:**<br>AS Marketing Student Survey Rubrics<br>AS Marketing Student Survey | 80% of the students will rate 4 or above, indicating that Marketing has prepared them for a marketing career. 70% of the students will rate 4 or above, indicating that the work -learn program was beneficial. 80% of the students will rate 4 or above, indicating that marketing has made them customer oriented. 75% of the students will rate 4 or above, indicating that marketing has made them consider the ethical implications of their actions. | Students ready to graduate with an Associate of Science will complete the survey not later than the end of the Spring 2009 Semester. | Yes |

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Marketing AS

* Program/Unit Level - To produce marketing graduates who have a high level of self confidence about their knowledge and skills.

## Related Course SLO

* MK123 (formerly SM210) - Principles of Marketing: SLO # 2 Cognitive - SLO#2 AY:
  Upon successful completion of this course, students will be able to apply elements of the Promotional Mix in a marketing campaign.
* MK124 (formerly HS220 & MK220) - Selling: SLO # 3 Behavioral - SLO#3 AY:
  Upon successful completion of this course, students will be able to exhibit ethical behavior in selling.
* MK205 (formerly HS230 & MK221) - Entrepreneurship: Characteristics & Skills of Entrepreneur - SLO#1 AY08-09:
  Upon successful completion of this course, students will be able to understand the characteristics and skills of a successful entrepreneur.
* MK205 (formerly HS230 & MK221) - Entrepreneurship: Risks & Rewards - SLO#2 AY08-09:
  Upon successful completion of this course, students will be able to calculate the risks and rewards of an entrepreneurial venture.
* MK207 - E-Marketing: 2012-2013 Acalog SLO # 4 Cognitive - SLO#4 FA-SP:
  Upon successful completion of this course, students will be able to learn techniques for relationship marketing and customer services on the Internet.
* MK208 - International Marketing: 2012-2013 Acalog SLO # 1 Cognitive - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to gain a truly global perspective rather than just from the U.S. point of view by addressing, confronting, and analyzing the existence of different environments, expectations, and market conditions.
* MK208 - International Marketing: 2012-2013 Acalog SLO # 5 Cognitive - SLO#5 FA-SP:
  Upon successful completion of this course, students will be able to understand that there are different political and legal environments in which international companies must operate.
* MK224 (formerly HS243) - Advertising: 2012-2013 Acalog SLO # 2 Cognitive - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to Think and plan strategically; gather and analyze research data; compute and evaluate the potential of alternate courses of action; cooperate with a team in developing creative solutions to a problem; analyze competitive proposals; understand why people behave the way they do; express themselves and their ideas with clarity; persuade others to their point of view; speak with knowledge, confidence and conviction.
* MK224 (formerly HS243) - Advertising: 2012-2013 Acalog SLO # 3 Affective - SLO#3 FA-SP:
  Upon successful completion of this course, students will be able to appreciate the effect of marketing and advertising on business, industry, and national economics.
* MK298 - Co-Op/Work-Learn: Work Behavior - SLO#2 AY08-09:
  Upon successful completion of this course, students will be able to demonstrate appropriate work behavior with coworkers, clients, and supervisors.

* MK298 - Co-Op/Work-Learn: SLO # 3 Behavioral - SLO#3 AY:
  Upon successful completion of this course, students will be able to exhibit ethical behavior at work.
* MK298 - Co-Op/Work-Learn: Affective & Behavioral - SLO#5 AY08-09:
  Upon successful completion of this course, students will be able to exhibit professionalism in the conduct of marketing as stated in rubric/rating scale.

## Outcome Description: AY06-07 SLO#1 Basic Core Course Knowledge

Students will demonstrate the basic knowledge taught in the core courses of the Marketing program.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 09/14/2006
**End Date:** 03/12/2007
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The students will take a multiple choice question test, which includes lessons in Principles of Marketing, Retailing, Selling, Advertising, and Entrepreneurship, upon graduation.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Locally Developed Tests | 75% of the students will score 75% or higher on the test. | A list of Marketing graduates will be requested from the Registrar at the end of each semeseter. Students who will be graduating wil be asked to take a multiple choice test. | Yes |
| The students will take a multiple choice question test, which includes lessons in Principles of Marketing, Retailing, Selling, Advertising, and Entrepreneurship, upon graduation. | | | Yes |

## Related Courses

- MK124 (formerly HS220 & MK220) - Selling
  **Related Documents:**
  MK124_1SR_2003-03-03.pdf
  MK124_1SR_2008-04-21
  MK124_2NSR_1994-02-24
  MK124_2NSR_2007-12-11
  MK124_1SR_2017.02.23.pdf
- MK206 (formerly HS242 & MK223) - Retailing
  **Related Documents:**
  MK206_1SR_2003-03-24.pdf
  MK206_2NSR_SLO_2007-12-11.pdf
  MK206_1SR_2004-03-21
  MK206_1SR_2016.12.05.pdf
- MK224 (formerly HS243) - Advertising
  **Related Documents:**
  MK224_1SR_2003-03-24.pdf
  MK224_2NSR_SLO_2007-12-11.pdf
  MK224_1SR_SLO_2008-04-04.pdf
  MK224_1SR_2008-04-04

MK224_2NSR_1994-02-24
MK224_2NSR_1998-01-05
MK224_1SR_2016.11.29.pdf

### Related Tasks

* **Task Name: Implementation Status**

**Task Description:** The Department Chair has given the Instructor of the Principles of Marketing course (MK123) detailed instructions concerning what should be taught about the Product Life Cycle. The Instructor of the Retailing course (MK206) has been notified that more emphasis should be placed on financial reports. The Instructor of the Entrepreneurship course (MK205) has also been notified that the purpose of the Business Plan and risk management need to be emphasized.

### Related Items

#### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division provides leadership for the region through continuing education and workforce development.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### Marketing AS

* Program/Unit Level - To provide employees within the Guam community to upgrade their job skills and knowledge in marketing.

## Outcome Description: AY06-07 SLO#2 Communication and Technology Skills

Students will demonstrate effective communication skills and technology skills in the basic fields of marketing.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 09/14/2006
**End Date:** 03/12/2007
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will demonstrate effective communication skills and technology skills in the basic fields of marketing.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Multimedia presentation evaluations | 75% of the students will score 4 or higher in the technology skills rubric scale of 5.0 and average 3.0 or higher on the communication skills rubric scale of 5.0 | Students' Power Point prsentations in the Principles of Marketing class will be collected during the Fall 2006 semester and rated by the Marketing Advisory Committee not later than March 12, 2007. | Yes |

### Related Tasks

* **Task Name: Implementation Status**

**Task Description:** The Department Chair has arranged for videotaping of student presentations. This will help the students assess their own performance, as well as assist the rating of artifacts.

### Related Items

#### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Marketing AS

* Program/Unit Level - To train individuals for employment in a variety of marketing-related occupations, such as sales representatives, account executives, retail buyers, and supervisors, among many others.

## Outcome Description: AY06-07 SLO#3 Successful Marketing Profession

Students will display fundamental knowledge and attitudes to be successful in a marketing profession.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 09/14/2006
**End Date:** 03/12/2007
**Outcome Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Program SLO/AUO Plan** Other
**reflects/incorporates:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will fill out a survey upon graduation.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey | 80% of the students will rate 4 or above, indicating that Marketing has prepared them for a marketing career. 70% of the students will rate 4 or above, indicating that the work -learn program was beneficial. 80% of the students will rate 4 or above, indicating that marketing has made them customer oriented. 75% of the students will rate 4 or above, indicating that marketing has made them consider the ethical implications of their actions. | Graduating students will fill out a hard copy survey during either the Fall or Spring semesters. | Yes |
| Students will fill out a survey upon graduation. | | | Yes |

## Related Courses

- MK124 (formerly HS220 & MK220) - Selling

**Related Documents:**

MK124_1SR_2003-03-03.pdf
MK124_1SR_2008-04-21
MK124_2NSR_1994-02-24
MK124_2NSR_2007-12-11
MK124_1SR_2017.02.23.pdf

- MK206 (formerly HS242 & MK223) - Retailing

  **Related Documents:**

  MK206_1SR_2003-03-24.pdf
  MK206_2NSR_SLO_2007-12-11.pdf
  MK206_1SR_2004-03-21
  MK206_1SR_2016.12.05.pdf

- MK207 - E-Marketing

  **Related Documents:**

  MK207_0Adopt_2003-03-24.pdf
  MK207_2NSR_SLO_2007-12-11.pdf
  MK207_2NSR_2008-08-26.pdf
  MK207_1SR_2009-11-23.pdf
  MK207_1SR_2008-04-21
  MK207_2NSR_2008-08-11

- MK208 - International Marketing

  **Related Documents:**

  MK208_0Adopt_2003-03-26.pdf
  MK208_2NSR_SLO_2007-12-11.pdf
  MK208_1SR_2008-04-21
  MK208_1SR_2016.11.29.pdf

- MK224 (formerly HS243) - Advertising

  **Related Documents:**

  MK224_1SR_2003-03-24.pdf
  MK224_2NSR_SLO_2007-12-11.pdf
  MK224_1SR_SLO_2008-04-04.pdf
  MK224_1SR_2008-04-04
  MK224_2NSR_1994-02-24
  MK224_2NSR_1998-01-05
  MK224_1SR_2016.11.29.pdf

## Related Tasks

* **Task Name: Implementation Status**

  **Task Description:** As reported in minutes from the last Marketing Advisory Committee, the Department Chair is working on training modules for, among other things, customer service training. A draft of the customer service training module was sent to all marketing faculty this past week for their review. Once the module is finalized it will become an instructional component. Being customer oriented is necessary for success in marketing professions.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Marketing AS

* Program/Unit Level - To produce marketing graduates who have a high level of self confidence about their knowledge and skills.

## Student Learning Outcome (SLO): AY 04-05 BASIC CORE COURSE KNOWLEDGE

Students will learn the basic knowledge taught in the core courses of the Marketing program.

**Start Date:** 11/30/2004
**End Date:** 10/03/2005
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The students will take a multiple choice question test, which includes lessons in Principles of Marketing, Retailing, Selling, Advertising, and Entrepreneurship, upon graduation.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Textbook/Author Designed Tests | 75% of the students will score 75% or higher on the test. | A list of Marketing graduates will be requested from the registrar's office at the end of each semester. Students who will be graduating each semester will be asked to schedule to take a multiple choice test. | Yes |

### Related Activities

- MK124 (formerly HS220 & MK220) - Selling
  **Related Documents:**
  MK124_1SR_2003-03-03.pdf
  MK124_1SR_2008-04-21
  MK124_2NSR_1994-02-24
  MK124_2NSR_2007-12-11
  MK124_1SR_2017.02.23.pdf
- MK206 (formerly HS242 & MK223) - Retailing
  **Related Documents:**
  MK206_1SR_2003-03-24.pdf
  MK206_2NSR_SLO_2007-12-11.pdf
  MK206_1SR_2004-03-21
  MK206_1SR_2016.12.05.pdf
- MK224 (formerly HS243) - Advertising
  **Related Documents:**
  MK224_1SR_2003-03-24.pdf
  MK224_2NSR_SLO_2007-12-11.pdf
  MK224_1SR_SLO_2008-04-04.pdf
  MK224_1SR_2008-04-04
  MK224_2NSR_1994-02-24
  MK224_2NSR_1998-01-05
  MK224_1SR_2016.11.29.pdf

### Related Items

#### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

* Division Level - The Academic Affairs Division provides leadership for the region through continuing education and workforce development.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Marketing AS

* Program/Unit Level - To train individuals for employment in a variety of marketing-related occupations, such as sales representatives, account executives, retail buyers, and supervisors, among many others.
* Program/Unit Level - To produce marketing graduates who have a high level of self confidence about their knowledge and skills.
* Program/Unit Level - To provide employees within the Guam community to upgrade their job skills and knowledge in marketing.

## Student Learning Outcome (SLO): AY 04-05 COMMUNICATION AND TECHNOLOGY SKILLS

Students will demonstrate effective communication skills and technology skills used in the basic fields of marketing.

**Start Date:** 11/30/2004
**End Date:** 10/03/2005
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will conduct presentations using Power Point.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Multimedia presentation evaluations | 75% of the students will score 4 or higher in the technology skills rubric scale of 5.0 and an average of 3 or higher on the communication skills rubric scale of 5.0. | Students' Power Point presentations in Principles of Marketing class will be collected on a disk every Spring semester and shown to the Advisory Committee for rating. | Yes |

### Related Activities

- MK124 (formerly HS220 & MK220) - Selling
  **Related Documents:**
  MK124_1SR_2003-03-03.pdf
  MK124_1SR_2008-04-21
  MK124_2NSR_1994-02-24
  MK124_2NSR_2007-12-11
  MK124_1SR_2017.02.23.pdf
- MK206 (formerly HS242 & MK223) - Retailing
  **Related Documents:**
  MK206_1SR_2003-03-24.pdf
  MK206_2NSR_SLO_2007-12-11.pdf
  MK206_1SR_2004-03-21
  MK206_1SR_2016.12.05.pdf
- MK208 - International Marketing
  **Related Documents:**
  MK208_0Adopt_2003-03-26.pdf

MK208_2NSR_SLO_2007-12-11.pdf
MK208_1SR_2008-04-21
MK208_1SR_2016.11.29.pdf

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division remains an integral part of Guam's economic development through the offering of quality educational programs.
* Division Level - The Academic Affairs Division integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Division Level - The Academic Affairs Division provides leadership for the region through continuing education and workforce development.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Marketing AS

* Program/Unit Level - To train individuals for employment in a variety of marketing-related occupations, such as sales representatives, account executives, retail buyers, and supervisors, among many others.
* Program/Unit Level - To produce marketing graduates who have a high level of self confidence about their knowledge and skills.
* Program/Unit Level - To provide employees within the Guam community to upgrade their job skills and knowledge in marketing.

## Student Learning Outcome (SLO): AY 04-05 SUCCESSFUL MARKETING PROFESSION

Students will display fundamental knowledge and attitudes to be successful in a marketing profession.

**Start Date:** 11/30/2004
**End Date:** 10/03/2005
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will fill out a survey upon graduation.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Exit Interviews/Survey | 75% of the students surveyed will rate an average of 3 or higher in a rubric scale of 5.0. | Graduating students will fill out a hard copy survey or via email during Fall and Spring semesters. | Yes |

## Related Activities

- MK124 (formerly HS220 & MK220) - Selling

**Related Documents:**
MK124_1SR_2003-03-03.pdf
MK124_1SR_2008-04-21
MK124_2NSR_1994-02-24
MK124_2NSR_2007-12-11
MK124_1SR_2017.02.23.pdf

- MK206 (formerly HS242 & MK223) - Retailing

  **Related Documents:**

  MK206_1SR_2003-03-24.pdf
  MK206_2NSR_SLO_2007-12-11.pdf
  MK206_1SR_2004-03-21
  MK206_1SR_2016.12.05.pdf

- MK207 - E-Marketing

  **Related Documents:**

  MK207_0Adopt_2003-03-24.pdf
  MK207_2NSR_SLO_2007-12-11.pdf
  MK207_2NSR_2008-08-26.pdf
  MK207_1SR_2009-11-23.pdf
  MK207_1SR_2008-04-21
  MK207_2NSR_2008-08-11

- MK208 - International Marketing

  **Related Documents:**

  MK208_0Adopt_2003-03-26.pdf
  MK208_2NSR_SLO_2007-12-11.pdf
  MK208_1SR_2008-04-21
  MK208_1SR_2016.11.29.pdf

- MK224 (formerly HS243) - Advertising

  **Related Documents:**

  MK224_1SR_2003-03-24.pdf
  MK224_2NSR_SLO_2007-12-11.pdf
  MK224_1SR_SLO_2008-04-04.pdf
  MK224_1SR_2008-04-04
  MK224_2NSR_1994-02-24
  MK224_2NSR_1998-01-05
  MK224_1SR_2016.11.29.pdf

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division remains an integral part of Guam's economic development through the offering of quality educational programs.
* Division Level - The Academic Affairs Division integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Division Level - The Academic Affairs Division provides leadership for the region through continuing education and workforce development.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Marketing AS

* Program/Unit Level - To train individuals for employment in a variety of marketing-related occupations, such as sales representatives, account executives, retail buyers, and supervisors, among many others.

* Program/Unit Level - To produce marketing graduates who have a high level of self confidence about their knowledge and skills.
* Program/Unit Level - To provide employees within the Guam community to upgrade their job skills and knowledge in marketing.

### Student Learning Outcome (SLO): Describe Factors Influencing Price and The Methods of Determining Prices

Students will be able to describe factors influencing price and the methods of determining prices; understanding of the function of intermediaries; describe produce/service decisions; and identify the elements, strategies, and influences of the Promotional Mix.

**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Program SLO/AUO Plan** Other
**reflects/incorporates:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will be able to describe factors influencing price and the methods of determining prices; understanding of the function of intermediaries; describe produce/service decisions; and identify the elements, strategies, and influences of the Promotional Mix. | 85% of the students pursuing an Associates of Science in Marketing will be able to write an essay on the Promotional Mix with a score 2.0 or higher on a rubric. | | Yes |

### Related Activities

- MK124 (formerly HS220 & MK220) - Selling
  **Related Documents:**
  MK124_1SR_2003-03-03.pdf
  MK124_1SR_2008-04-21
  MK124_2NSR_1994-02-24
  MK124_2NSR_2007-12-11
  MK124_1SR_2017.02.23.pdf
- MK206 (formerly HS242 & MK223) - Retailing
  **Related Documents:**
  MK206_1SR_2003-03-24.pdf
  MK206_2NSR_SLO_2007-12-11.pdf
  MK206_1SR_2004-03-21
  MK206_1SR_2016.12.05.pdf
- MK208 - International Marketing
  **Related Documents:**
  MK208_0Adopt_2003-03-26.pdf
  MK208_2NSR_SLO_2007-12-11.pdf
  MK208_1SR_2008-04-21
  MK208_1SR_2016.11.29.pdf
- MK224 (formerly HS243) - Advertising
  **Related Documents:**
  MK224_1SR_2003-03-24.pdf
  MK224_2NSR_SLO_2007-12-11.pdf
  MK224_1SR_SLO_2008-04-04.pdf

MK224_1SR_2008-04-04
MK224_2NSR_1994-02-24
MK224_2NSR_1998-01-05
MK224_1SR_2016.11.29.pdf

## Related Items

### Guam Community College

* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.

## Student Learning Outcome (SLO): Gather and Analyze Data

Students will be able to gather and analyze data relative to the identification of a target market and the firm's competitive position; develop an advertising theme and strategy; produce promotional materials which deliver an advertising message appropriate to the product/ services and media utilized; and develop and advertising budget.

**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will be able to gather and analyze data relative to the identification of a target market and the firm's competitive position; develop an advertising theme and strategy; produce promotional materials which deliver an advertising message appropriate to the product/ services and media utilized; and develop and advertising budget. | 80% of the students pursuing and Associate of Science in Marketing will demonstrate proficiency in developing an Advertising Plan. The rate of proficiency will not be less than 2.5 on a rubric score. | | Yes |

## Related Activities

- MK207 - E-Marketing

  **Related Documents:**
  MK207_0Adopt_2003-03-24.pdf
  MK207_2NSR_SLO_2007-12-11.pdf
  MK207_2NSR_2008-08-26.pdf
  MK207_1SR_2009-11-23.pdf
  MK207_1SR_2008-04-21
  MK207_2NSR_2008-08-11

- MK208 - International Marketing

  **Related Documents:**
  MK208_0Adopt_2003-03-26.pdf
  MK208_2NSR_SLO_2007-12-11.pdf
  MK208_1SR_2008-04-21
  MK208_1SR_2016.11.29.pdf

- MK224 (formerly HS243) - Advertising

  **Related Documents:**
  MK224_1SR_2003-03-24.pdf
  MK224_2NSR_SLO_2007-12-11.pdf
  MK224_1SR_SLO_2008-04-04.pdf

MK224_1SR_2008-04-04
MK224_2NSR_1994-02-24
MK224_2NSR_1998-01-05
MK224_1SR_2016.11.29.pdf

## Related Items

### Guam Community College

* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.

## Student Learning Outcome (SLO): Basic Core Course Knowledge

SLO#1 FA2010-SP2012
Students will demonstrate the basic knowledge taught in the core courses of the Marketing program.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/11/2010
**End Date:** 03/14/2012
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Those students eligible to graduate in the Spring will take a multiple choice question test, which includes lessons in Principles of Marketing, Retailing, Selling, Advertising, and Entrepreneurship. | 75% of the students will score 75% or above. | Examination will be administered to students eligible to graduate in the Spring 2011 Semester. | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Faculty-developed tests

**Related Documents:**
AS Marketing Assessment Exam

## Related Activities

- MK123 (formerly SM210) - Principles of Marketing

**Related Documents:**
MK123_2NSR_2003-07-10.pdf
MK123_2NSR_SLO_2007-12-11.pdf
MK123_1SR_2002-10-09.pdf
MK123_1SR_2008-05-22.pdf
MK123_2NSR_2010-03-19.pdf
MK123_0Adopt_1994-08-24
MK123_2NSR_1994-02-24
MK123_1SR_2016.11.29.pdf

- MK124 (formerly HS220 & MK220) - Selling

**Related Documents:**
MK124_1SR_2003-03-03.pdf
MK124_1SR_2008-04-21
MK124_2NSR_1994-02-24

MK124_2NSR_2007-12-11
MK124_1SR_2017.02.23.pdf

- MK205 (formerly HS230 & MK221) - Entrepreneurship

**Related Documents:**
MK205_1SR_2003-03-24.pdf
MK205_2NSR_SLO_2007-12-11.pdf
MK205_1SR_2008-04-21
MK205_1SR_2017.02.23.pdf

- MK206 (formerly HS242 & MK223) - Retailing

**Related Documents:**
MK206_1SR_2003-03-24.pdf
MK206_2NSR_SLO_2007-12-11.pdf
MK206_1SR_2004-03-21
MK206_1SR_2016.12.05.pdf

- MK224 (formerly HS243) - Advertising

**Related Documents:**
MK224_1SR_2003-03-24.pdf
MK224_2NSR_SLO_2007-12-11.pdf
MK224_1SR_SLO_2008-04-04.pdf
MK224_1SR_2008-04-04
MK224_2NSR_1994-02-24
MK224_2NSR_1998-01-05
MK224_1SR_2016.11.29.pdf

## Related Tasks

* **Task Name: Robin Roberson**

**Task Description:** Test will be administered to eligible graduates of the Marketing Program (elibility for Spring 2011 graduation).

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

### School of Trades & Professional Services (TPS)

* School Level - Provide the necessary support for all courses in terms of equipment and supplies.

### Marketing AS

* Program/Unit Level - To train individuals for employment in a variety of marketing-related occupations, such as sales representatives, account executives, retail buyers, and supervisors, among many others.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Enhance students' knowledge by employing the latest technology in the curriculum.

### Student Learning Outcome (SLO): Communication and Technology Skills

SLO#2 FA2010-SP2012
Students will demonstrate effective communication skills and technology skills in the basic fields of marketing.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students in MK123 will demonstrate effective communication skills and technology skills in the basic fields of marketing. Groups of 2-4 students may be formed for this purpose.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Multimedia presentation evaluations<br>**Related Documents:**<br>AS Marketing Power Point<br>Assessment - Power Point Outcome MK123 | 75% of the students will score 4 or higher in the technology skills rubric scale of 4.0 and average 3.0 or higher on the communication skills rubric scale of 4.0 | Presentations will be collected in the Selling class during the Fall 2010 Semester. | Yes |

### Related Activities

- MK124 (formerly HS220 & MK220) - Selling

**Related Documents:**
MK124_1SR_2003-03-03.pdf
MK124_1SR_2008-04-21
MK124_2NSR_1994-02-24
MK124_2NSR_2007-12-11
MK124_1SR_2017.02.23.pdf

### Related Tasks

* **Task Name: Nenita Perez**

**Task Description:** Coordinate creation of Power Point presentations with MK124 students. Students may form groups of 2-4 for this project.

### Related Items

#### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide appropriate administrative and technological assistance to faculty and programs.

### Marketing AS

* Program/Unit Level - To train individuals for employment in a variety of marketing-related occupations, such as sales representatives, account executives, retail buyers, and supervisors, among many others.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Enhance students' knowledge by employing the latest technology in the curriculum.

## Student Learning Outcome (SLO): Successful Marketing Profession

SLO#3 FA2010-SP2012
Students will display fundamental knowledge and attitudes to be successful in a marketing profession.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** .
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete a survey upon graduation.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey<br>**Related Documents:**<br>AS Marketing Student Survey | 80% of the students will rate 4 or above, indicating that Marketing has prepared them for a marketing career. 70% of the students will rate 4 or above, indicating that the work -learn program was beneficial. 80% of the students will rate 4 or above, indicating that marketing has made them customer oriented. 75% of the students will rate 4 or above, indicating that marketing has made them consider the ethical implications of their actions. | Students ready to graduate with an Associate of Science will complete the survey not later than the end of the Spring 2011 Semester. | Yes |

## Related Activities

- MK123 (formerly SM210) - Principles of Marketing

  **Related Documents:**
  MK123_2NSR_2003-07-10.pdf
  MK123_2NSR_SLO_2007-12-11.pdf
  MK123_1SR_2002-10-09.pdf
  MK123_1SR_2008-05-22.pdf
  MK123_2NSR_2010-03-19.pdf
  MK123_0Adopt_1994-08-24
  MK123_2NSR_1994-02-24
  MK123_1SR_2016.11.29.pdf

- MK124 (formerly HS220 & MK220) - Selling

  **Related Documents:**
  MK124_1SR_2003-03-03.pdf
  MK124_1SR_2008-04-21
  MK124_2NSR_1994-02-24
  MK124_2NSR_2007-12-11
  MK124_1SR_2017.02.23.pdf

- MK205 (formerly HS230 & MK221) - Entrepreneurship

  **Related Documents:**
  MK205_1SR_2003-03-24.pdf
  MK205_2NSR_SLO_2007-12-11.pdf
  MK205_1SR_2008-04-21
  MK205_1SR_2017.02.23.pdf

- MK206 (formerly HS242 & MK223) - Retailing

  **Related Documents:**
  MK206_1SR_2003-03-24.pdf
  MK206_2NSR_SLO_2007-12-11.pdf
  MK206_1SR_2004-03-21
  MK206_1SR_2016.12.05.pdf

- MK224 (formerly HS243) - Advertising

  **Related Documents:**
  MK224_1SR_2003-03-24.pdf
  MK224_2NSR_SLO_2007-12-11.pdf
  MK224_1SR_SLO_2008-04-04.pdf
  MK224_1SR_2008-04-04
  MK224_2NSR_1994-02-24
  MK224_2NSR_1998-01-05
  MK224_1SR_2016.11.29.pdf

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP  GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes

### Marketing AS

* Program/Unit Level - To produce marketing graduates who have a high level of self confidence about their knowledge and skills.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Enhance students' knowledge by employing the latest technology in the curriculum.

## Student Learning Outcome (SLO): 2012-2013 Catalog SLO#1

SLO#1 FA2012-SP2013:
Upon successful completion of the AS in Marketing program, students will be able to obtain career-sustaining employment in a marketing profession.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/08/2012
**End Date:** 03/11/2013
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** ISMP GOAL #1
Pioneering:
This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete a survey upon graduation.<br><br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey<br><br>**Related Documents:**<br>AY12-13 Marketing Student Survey.pdf<br>AY12-13 Marketing Student Rubric.pdf | 80% of the students will rate 4 or above, indicating that Marketing has prepared them for a marketing career. | Survey will be administered to potential graduating students for Spring 2013 term. | Yes |

### Related Activities

- MK123 (formerly SM210) - Principles of Marketing

**Related Documents:**

MK123_2NSR_2003-07-10.pdf
MK123_2NSR_SLO_2007-12-11.pdf
MK123_1SR_2002-10-09.pdf
MK123_1SR_2008-05-22.pdf
MK123_2NSR_2010-03-19.pdf
MK123_0Adopt_1994-08-24
MK123_2NSR_1994-02-24
MK123_1SR_2016.11.29.pdf

## Related Tasks

* **Task Name: Administer Student Satisfaction Survey**

**Task Description:** Administer the survey prior to the end of spring 2013 semester to potential graduates.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Supply assistance for institutional learning outcomes.

### Marketing AS

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  up-to-date software in the delivery of instruction in all secondary and postsecondary courses.

## Related Course SLO

* MK298 - Co-Op/Work-Learn: 2012-2013 Acalog SLO#2 - SLO#2 Fall 2012 - Spring 2014
  Upon successful completion of this course, students will be able to demonstrate appropriate work behavior with co-workers, clients, and supervisors.

## Student Learning Outcome (SLO): 2012-2013 Catalog SLO#2

SLO#2 FA2012-SP2013:
Upon successful completion of the AS in Marketing program, students will be able to be successful in a marketing career that is increasingly reliant upon the use of technology in the performance of marketing functions.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/08/2012
**End Date:** 03/11/2013
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** ISMP GOAL #1
Pioneering:
This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students in MK123 will demonstrate effective technology skills in the basic fields of marketing. Groups of 2-4 students may be formed for this purpose. Multimedia presentation evaluations. | 75% of the students will score 80% or higher on the multimedia evaluations. | To be administered in Spring 2013. | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Multimedia presentation evaluations

## Related Activities

- MK123 (formerly SM210) - Principles of Marketing

**Related Documents:**
MK123_2NSR_2003-07-10.pdf
MK123_2NSR_SLO_2007-12-11.pdf
MK123_1SR_2002-10-09.pdf
MK123_1SR_2008-05-22.pdf
MK123_2NSR_2010-03-19.pdf
MK123_0Adopt_1994-08-24
MK123_2NSR_1994-02-24
MK123_1SR_2016.11.29.pdf

## Related Tasks

* **Task Name: Administer Powerpoint Evaluation**

**Task Description:** Administer Powerpoint Evaluation to all graduating students in Spring 2013.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2

Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Supply assistance for institutional learning outcomes.

### Marketing AS

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  up-to-date software in the delivery of instruction in all secondary and postsecondary courses.

## Student Learning Outcome (SLO): 2012-2013 Catalog SLO#3

SLO#3 FA2012-SP2013:
Upon successful completion of the AS in Marketing program, students will be able to broaden their academic background and improve their opportunities for advancement in the workplace through up-to-date technical instruction in marketing.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/08/2012
**End Date:** 03/11/2013
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** 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.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will prepare a Powerpoint Presentation in job/career searches.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Multimedia presentation evaluations<br>**Related Documents:**<br>PowerPoint_Presentation_AY2012_13.pdf<br>Powerpoint_Rubrics_AY2012_13[a].pdf | Students will identify a job search site and will be able to submit an online application for at least two career-related positions. | To be completed during Spring 2013. | Yes |

## Related Activities

- MK124 (formerly HS220 & MK220) - Selling
  **Related Documents:**
  MK124_1SR_2003-03-03.pdf
  MK124_1SR_2008-04-21
  MK124_2NSR_1994-02-24
  MK124_2NSR_2007-12-11
  MK124_1SR_2017.02.23.pdf

## Related Tasks

* **Task Name: Power Point Presentation**
  **Task Description:** Collect and evaluate Power Point presentation results.

## 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#1 (Institutional Learning Outcome)
Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
Supply assistance for institutional learning outcomes.

### Marketing AS

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
up-to-date software in the delivery of instruction in all secondary and postsecondary courses.

## Related Course SLO

* MK123 (formerly SM210) - Principles of Marketing: 2012-2013 Acalog SLO#1 - SLO#1 Fall 2012 - Spring 2014
Upon successful completion of this course, students will be able to integrate the latest technology effectively in business and marketing communications.
* MK124 (formerly HS220 & MK220) - Selling: 2012-2013 Acalog SLO#1 - SLO#1 Fall 2012 - Spring 2014
Upon successful completion of this course, students will be able to prepare and execute both a consumer oriented and a business-to-business oriented sales presentation.
* MK124 (formerly HS220 & MK220) - Selling: 2012-2013 Acalog SLO#2 - SLO#2 FA-SP:
Upon successful completion of this course, students will be able to demonstrate an understanding of the importance and techniques of relationship marketing.
* MK205 (formerly HS230 & MK221) - Entrepreneurship: 2012-2013 Acalog SLO#1 - SLO#1 Fall 2012 - Spring 2014
Upon successful completion of this course, students will be able to understand the characteristics and skills of a successful entrepreneur.
* MK206 (formerly HS242 & MK223) - Retailing: 2012-2013 Acalog SLO#2 - SLO#2 Fall 2012 - Spring 2014
Upon successful completion of this course, students will be able to explain the importance of retail customers to the retail manager.
* MK207 - E-Marketing: 2012-2013 Acalog SLO # 2 Behavioral - SLO#2 Fall 2012 - Spring 2014
Upon successful completion of this course, students will be able to explain how information technology can create a competitive advantage.
* MK208 - International Marketing: 2012-2013 Acalog SLO # 2 Behavioral - SLO#2 Fall 2012 - Spring 2014
Upon successful completion of this course, students will be able to describe export and import operations.

## Student Learning Outcome (SLO): FA2014-SP2016 Catalog SLO#1

SLO#1 FA2012-SP2013:
Upon successful completion of the AS in Marketing program, students will be able to obtain career-sustaining employment in a marketing profession.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/08/2012
**End Date:** 03/11/2013
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Program SLO/AUO Plan** Use and Implementation of Results from the previous cycle
**reflects/incorporates:**
**Historical Assessment** The department will continue assessing how effective the program has been in preparing students for careers in the marketing profession.
**Perspective:**
**Budget Goals:** Students will prepare for careers in the marketing profession.

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete a survey upon graduation.<br><br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey | 80% of the students will rate 4 or above, indicating that Marketing has prepared them for a marketing career. | Survey will be administered to potential graduating students for Spring 2013 term. | Yes |

## Related Activities

- MK123 (formerly SM210) - Principles of Marketing
  **Related Documents:**
  MK123_2NSR_2003-07-10.pdf
  MK123_2NSR_SLO_2007-12-11.pdf
  MK123_1SR_2002-10-09.pdf
  MK123_1SR_2008-05-22.pdf
  MK123_2NSR_2010-03-19.pdf
  MK123_0Adopt_1994-08-24
  MK123_2NSR_1994-02-24
  MK123_1SR_2016.11.29.pdf
- MK124 (formerly HS220 & MK220) - Selling
  **Related Documents:**
  MK124_1SR_2003-03-03.pdf
  MK124_1SR_2008-04-21
  MK124_2NSR_1994-02-24
  MK124_2NSR_2007-12-11
  MK124_1SR_2017.02.23.pdf
- MK205 (formerly HS230 & MK221) - Entrepreneurship
  **Related Documents:**
  MK205_1SR_2003-03-24.pdf
  MK205_2NSR_SLO_2007-12-11.pdf
  MK205_1SR_2008-04-21
  MK205_1SR_2017.02.23.pdf
- MK206 (formerly HS242 & MK223) - Retailing
  **Related Documents:**
  MK206_1SR_2003-03-24.pdf
  MK206_2NSR_SLO_2007-12-11.pdf
  MK206_1SR_2004-03-21
  MK206_1SR_2016.12.05.pdf
- MK207 - E-Marketing
  **Related Documents:**
  MK207_0Adopt_2003-03-24.pdf
  MK207_2NSR_SLO_2007-12-11.pdf
  MK207_2NSR_2008-08-26.pdf
  MK207_1SR_2009-11-23.pdf
  MK207_1SR_2008-04-21
  MK207_2NSR_2008-08-11
- MK208 - International Marketing

**Related Documents:**

MK208_0Adopt_2003-03-26.pdf
MK208_2NSR_SLO_2007-12-11.pdf
MK208_1SR_2008-04-21
MK208_1SR_2016.11.29.pdf

- MK224 (formerly HS243) - Advertising

**Related Documents:**

MK224_1SR_2003-03-24.pdf
MK224_2NSR_SLO_2007-12-11.pdf
MK224_1SR_SLO_2008-04-04.pdf
MK224_1SR_2008-04-04
MK224_2NSR_1994-02-24
MK224_2NSR_1998-01-05
MK224_1SR_2016.11.29.pdf

## Related Tasks

* **Task Name: Administer Student Satisfaction Survey**

**Task Description:** Administer the survey prior to the end of spring 2015 semester to potential graduates.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

### Board of Trustees (BOT)

* 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) - 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Supply assistance for institutional learning outcomes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply appropriate administrative and technological assistance to faculty and programs.

### Marketing AS

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  up-to-date software in the delivery of instruction in all secondary and postsecondary courses.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 PRG#3
  To provide all Marketing classrooms and labs with necessary instructional resources, supplies, and materials in order to meet course SLOs.

## Student Learning Outcome (SLO): FA2015-SP2017 SLO#2

SLO#2 FA2015-SP2017:
Upon successful completion of the AS in Marketing program, students will be able to be successful in a marketing career that is increasingly reliant upon the use of technology in the performance of marketing functions.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students in MK123 will demonstrate effective technology skills in the basic fields of marketing. Groups of 2-4 students may be formed for this purpose. Multimedia presentation evaluations. | 75% of the students will score 80% or higher on the multimedia evaluations. | To be administered in Spring 2013. | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Multimedia presentation evaluations

## Related Activities

- MK123 (formerly SM210) - Principles of Marketing

**Related Documents:**
MK123_2NSR_2003-07-10.pdf
MK123_2NSR_SLO_2007-12-11.pdf
MK123_1SR_2002-10-09.pdf
MK123_1SR_2008-05-22.pdf
MK123_2NSR_2010-03-19.pdf
MK123_0Adopt_1994-08-24
MK123_2NSR_1994-02-24
MK123_1SR_2016.11.29.pdf

## Related Tasks

* **Task Name: Administer Powerpoint Evaluation**

**Task Description:** Administer Powerpoint Evaluation to all graduating students in Spring 2013.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.

* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Supply assistance for institutional learning outcomes.

### Marketing AS

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  up-to-date software in the delivery of instruction in all secondary and postsecondary courses.

## Student Learning Outcome (SLO): FA2015-SP2017 SLO#3

SLO#3 FA2015-SP2017:
Upon successful completion of the AS in Marketing program, students will be able to broaden their academic background and improve their opportunities for advancement in the workplace through up-to-date technical instruction in marketing.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will prepare a Powerpoint Presentation in job/career searches.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Multimedia presentation evaluations | Students will identify a job search site and will be able to submit an online application for at least two career-related positions. | To be completed during Spring 2013. | Yes |

## Related Activities

- MK124 (formerly HS220 & MK220) - Selling

**Related Documents:**
MK124_1SR_2003-03-03.pdf
MK124_1SR_2008-04-21
MK124_2NSR_1994-02-24
MK124_2NSR_2007-12-11
MK124_1SR_2017.02.23.pdf

### Related Tasks

* **Task Name: Power Point Presentation**

**Task Description:** Collect and evaluate Power Point presentation results.

### 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#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

#### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

#### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Supply assistance for institutional learning outcomes.

#### Marketing AS

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  up-to-date software in the delivery of instruction in all secondary and postsecondary courses.

## Masonry Certificate (Archive)

**No Student Learning Outcomes (SLOs) were returned for this Group C: Student Services Unit based upon the selected parameters.**

## Materials Management

**Mission Statement:** The Materials Management Office seeks to provide support for the acquisition of goods and services for the College community as well as ensuring procurement policies are met.

**Vision Statement:** Materials Management seeks to help faculty and staff understand the integration of economic resources with institutional programs. As a result of this activity Materials Management expects that all members of the College Community will more effectively utilize the College's material resources in accomplishing their own mission.

### Student Learning Outcome (SLO): FA09-SP11 AUO#1 COMMUNICATION WITH THE CAMPUS COMMUNITY

To support educational programs by communicating and working closely with the campus community in confirming receipt of goods and services to ensure receipt of invoices and recording of assets.

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

**Means of Assessment**

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Materials Management will conduct training on the electronic procurement process for faculty and staff.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Workshop/Conference/Training | Training will assist faculty and staff on the electronic procurement process. The success of this training will be measured by the number of successful requisitions processed into purchase orders within ten working days. At least two training sessions on electronic requisitions will be held by March 2010 once requisition approval queues haved been tested. 100% of the participants of these trainings will improve in processing requisitions. 60% of requisitions will be processed into a purchase order within 10 working days. | Traning for procurement process will be held at least once a year; At least two Electronic requisition trainings will be held by March 2010. | Yes |

## Related Activities

- On-line electronic requisition Training

## Related Tasks

* **Task Name: On-line electronic requisition training**

  **Task Description:** On-line electronic Training for faculty and staff on processing requisitions in Banner.

## Related Items

### Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.
* 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.

### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful aquisition of the College's resources through the operation of the Materials Management Office [Program]

### President/CEO

* Division Level - The President (CEO) will sustain the financial viability of the college to ensure a conducive learning and working environment for all college constituents.

### Materials Management

* Program/Unit Level - To assist faculty and staff in the thoughtful and timely acquisition of services, supplies, equipment, capital goods, and other materials so the college will effectively carry out its mission.
* Program/Unit Level - To serve as a central point for the receipt and subsequent distribution of goods that have been ordered.

## Student Learning Outcome (SLO): FA09-SP11 AUO#2 TIMELINESS IN PROCURING SUPPLIES, EQUIPMENT & SERVICES

To support educational programs by ensuring the timeliness in procurement of supplies, equipment, and services needed in support of college programs and acitivities.

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

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A monthly review of the timeliness of purchase orders will be done by monitoring the electronic requisitions log in the new Banner system<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | 90% of the requisitions received by Materials Management will be processed into a purchase order within 10 working days. | Monthly reviews | Yes |
| A monthly review of the open purchase order report will determine outstanding purchase orders and the action need to complete each purchase.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | 90% of the purchase orders will be current (no older than 6 months). | Monthly | Yes |

### Related Activities

- Monthly open purchase order report
- Review of number of requisitions processed into purchase orders

### Related Tasks

* **Task Name: Monitoring of requisitions processed into Purchase Orders**
  **Task Description:** Determining how many requisitions were processed into a purchase order.

### Related Items

#### Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.
* 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

#### Board of Trustees (BOT)

* 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.

#### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful aquisition of the College's resources through the operation of the Materials Management Office [Program]

#### President/CEO

* Division Level - The President (CEO) will sustain the financial viability of the college to ensure a conducive learning and working environment for all college constituents.

#### Materials Management

* Program/Unit Level - To assist faculty and staff in the thoughtful and timely acquisition of services, supplies, equipment, capital goods, and other materials so the college will effectively carry out its mission.
* Program/Unit Level - To serve as a central point for the receipt and subsequent distribution of goods that have been ordered.

## Student Learning Outcome (SLO): FA09-SP11 AUO#3 MONITOR PROCUREMENT COMPLIANCE

To support educational programs through oversight of the procurement process, Materials Management ensures that the college follows GovGuam and federal rules and regulations in procuring goods and services, insuring applicable assets, and tracking college inventory.

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

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A review of the annual audit report and reporting requirements for GCC.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Financial/Budget Review and/or Audit Report | The annual audit report will identify "material findings" relative to procurement processes. Public law will stipulate the reporting requirements necessary to ensure government transparency and accountability. | Annual review of the auditor's report. | Yes |
| Procurement & Inventory Administrator will facilitate the completion of the annual insurance policies.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | Meeting the applicable deadlines for insurance renewals (crime, property, auto, and United Educators). | Annually | Yes |
| Physically affix applicable tagging on all assets, in addition to surveying and removing surplus equipment identified. Conduct physical inventory for fixed assets by the end the fiscal year<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | 100% of fixed assets will be inventoried, in addition to surveying and removing surplus equipment identified. | Annually | Yes |

### Related Activities

- Annual Audit
- Conduct Physical Inventory and Tag Fixed Assets
- Insurance renewal

### Related Tasks

* **Task Name: Annual Audit Report Review**
  **Task Description:** Review Annual Audit Report
* **Task Name: Annual Insurance Policy Renewals**
  **Task Description:** Obtain insurance policies annually
* **Task Name: Conduct Physical Inventory and tag fixed assets**
  **Task Description:** Perform a physical inventory and tag fixed assets

### Related Items

#### Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.

### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful aquisition of the College's resources through the operation of the Materials Management Office [Program]

### President/CEO

* Division Level - The President (CEO) will sustain the financial viability of the college to ensure a conducive learning and working environment for all college constituents.

### Materials Management

* Program/Unit Level - To manage the risk management insurance program to protect the college from major risks such as fires, typhoons, and earthquakes and other risks such as theft and injury.

## Student Learning Outcome (SLO): FA09-SP11 AUO#4 BOOKSTORE QUALITY SERVICE

To support educational programs by ensuring student satisfaction in providing quality services, including adequate supply of books and supplies in a timely manner.

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

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Inventory will be taken before the start of each semester to determine the projected needs for each class based on the schedule of classes.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | 90% of the required textbooks will be available for students to purchase by the start of the semester. | Fall, Spring and Summer Semesters | Yes |
| On-line digital book order or text book purchase. Bookstore will pilot at least one course to be tested for e-books.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | 70% of this course being piloted will be purchased through e book orders. | This pilot program will be conducted in Spring 2010. | Yes |

### Related Activities

- Bookstore inventory of all textbooks
- On line digital book order

### Related Tasks

* **Task Name: Textbook inventory**
  **Task Description:** Take an inventory of textbooks prior to the start of each semester.

### Related Items

#### Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.
* 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

#### Board of Trustees (BOT)

* 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.

### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful aquisition of the College's resources through the operation of the Materials Management Office [Program]

### President/CEO

* Division Level - The President (CEO) will sustain the financial viability of the college to ensure a conducive learning and working environment for all college constituents.

### Materials Management

* Program/Unit Level - To assist faculty and staff in the thoughtful and timely acquisition of services, supplies, equipment, capital goods, and other materials so the college will effectively carry out its mission.
* Program/Unit Level - To serve as a central point for the receipt and subsequent distribution of goods that have been ordered.

## Student Learning Outcome (SLO): AUO#1 COMMUNICATION WITH THE CAMPUS COMMUNITY

FA2011-SP2013 AUO#1
To support educational programs by communicating and working closely with the campus community in confirming receipt of goods and services to ensure receipt of invoices and recording of assets.

**Outcome Type:** AUO
**Start Date:** 11/10/2011
**End Date:** 04/11/2013
**SLO Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** MM went live with Banner 8 in February 2011. The on-line requisiton process was not implemented since the server was assigned for the Banner 8 upgrade. MM plans to implement the on-line requisition process in Banner in February 2012. Procurement training will still be conducted at least 2 times per year.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Materials Management will conduct training on the procurement process for department chairpersons, administrative assistants, and staff who prepare and process requisitions in their departments.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Workshop/Conference/Training<br>**Related Documents:**<br>Materials Management SOP.pdf | 90% of the requisitions received by Materials Management will be processed into a purchase order within 10 working days. | Training in the procurement process will be held twice a year. | Yes |

### Related Activities

- Annual Procurement Training

### Related Tasks

* **Task Name: Procurement Process Training**
**Task Description:** Training for faculty and staff in processing requisitions and ensuring that purchase orders are approved and distributed to the department.

### Related Items

#### Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
Educational Excellence:
This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
Students will demonstrate ability to access, assimilate and use information ethically and legally.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful aquisition of the College's resources through the operation of the Materials Management Office [Program]
* Division Level - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill
  requirements of the workforce through periodic employers needs assessment in order to improve the skill levels and productivity of the island s workforce.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2 (F&AD)
  To ensure the coordination of the operations of GCC's business and finance division.

### Materials Management

* Program/Unit Level - To assist faculty and staff in the thoughtful and timely acquisition of services, supplies, equipment, capital goods, and other materials so the college will effectively carry out its mission.
* Program/Unit Level - To serve as a central point for the receipt and subsequent distribution of goods that have been ordered.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2 (MM)
  To support educational programs by ensuring timeliness in procurement of supplies, equipment and services needed in support of college programs and activities.

## Student Learning Outcome (SLO): AUO#2 TIMELINESS IN PROCURING SUPPLIES, EQUIPMENT & SERVICES

FA2011-SP2013 AUO#2:
To support educational programs by ensuring the timely procurement of supplies, equipment, and services needed in support of college programs and activities.

**Outcome Type:** AUO
**Start Date:** 11/10/2011
**End Date:** 04/11/2013
**SLO Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** MM found that returning the requisitions to the department helped the requestor address the requisition problem faster. Going forward, MM will make a list of the departments with frequent issues/returns and ensure that they attend the Procurement training.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A monthly review of the requisitions received and processed into purchase orders will be done by monitoring the requisition log maintained by Materials Management.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>requisition log.pdf | 90% of the requisitions received by Materials Management will be processed into a purchase order within 10 working days. | Monthly review of requisition log | Yes |

### Related Activities

- Review of number of requisitions processed into purchase orders

### Related Tasks

* **Task Name: Monthly review of the requisition log**
  **Task Description:** Review of the requisition log will be done on a monthly basis.

### Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.
* 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#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful aquisition of the College's resources through the operation of the Materials Management Office [Program]
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2:
  Ensure the coordination of the operations of GCC's Business and Finance Division.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3 (F&AD)
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

### Materials Management

* Program/Unit Level - To assist faculty and staff in the thoughtful and timely acquisition of services, supplies, equipment, capital goods, and other materials so the college will effectively carry out its mission.
* Program/Unit Level - To serve as a central point for the receipt and subsequent distribution of goods that have been ordered.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2 (MM)
  To support educational programs by ensuring timeliness in procurement of supplies, equipment and services needed in support of college programs and activities.

## Student Learning Outcome (SLO): AUO#3 PROCUREMENT COMPLIANCE

FA2011-SP2013 AUO#3:
To support educational programs through oversight of the procurement process, Materials Management ensures that the college follows local and federal rules and regulations in procuring goods and services, insuring applicable assets, and tracking college inventory.

**Outcome Type:** AUO
**Start Date:** 11/10/2011
**End Date:** 04/11/2013
**SLO Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** MM will continue to be in compliance with the audit requirements. This AUO will help manage the risk of the college by ensuring that MM updates standard contracts for small construction projects or other capital improvements.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Develop, implement, and continue to update standard contracts for small construction or capital improvement projects for the college to manage risk.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | 100% of the small construction or capital improvement projects for the college will have a contractual agreement in place prior to the start of the work. | upon award of a small construction project | Yes |

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Physically affix applicable tagging on all fixed assets and continue to maintain the inventory to ensure that the data is updated and accurate.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | 100% of fixed assets will be tagged and inventoried upon receipt and items will be compiled into a monthly schedule. | Monthly | Yes |

### Related Activities

- Conduct Physical Inventory and Tag Fixed Assets

### Related Tasks

* **Task Name: Conduct Physical Inventory and tag fixed assets**
  **Task Description:** Update the physical inventory listing and tag fixed assets as items are received.
* **Task Name: Contract for small construction/capital improvement project**
  **Task Description:** Prepare contractual agreement

### Related Items

#### Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

#### Board of Trustees (BOT)

* 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.
* 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.

#### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful aquisition of the College's resources through the operation of the Materials Management Office [Program]
* Division Level - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill
  requirements of the workforce through periodic employers needs assessment in order to improve the skill levels and productivity of the island s workforce.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3:
  Ensure the financial integrity of the institution and responsible allocation and use of financial resources.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3 (F&AD)
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

#### Materials Management

* Program/Unit Level - To manage the risk management insurance program to protect the college from major risks such as fires, typhoons, and earthquakes and other risks such as theft and injury.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3 (MM)
  To support educational programs through oversight of the procurement process, mm ensures the college follows GovGuam and federal rules and regulations in procuring goods and services, ensuring applicable assets, and tracking college inventory.

## Student Learning Outcome (SLO): AUO#4 BOOKSTORE CUSTOMER SERVICE

FA2011-SP2013 AUO#4:
To support educational programs by ensuring student satisfaction in providing quality services, including adequate supply of books and supplies in a timely manner.

**Outcome Type:** AUO
**Start Date:** 11/10/2011
**End Date:** 04/11/2013
**SLO Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** There were some delays in the books received for Fall 2011 due to outstanding invoices in which vendors put holds on orders until payments were made. This was resolved by processing all invoices for payment. Spring 2012 orders started to trickle in at the end of November 2011. Deadlines for book orders from DC was October 26, 2011. MM will continue to find alternate solution to reduce cost of textbooks to students. Bookstore will continue to give an opportunity to students to rent textbooks at 50% off the purchase price.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Inventory will be taken before the start of each semester to determine the projected needs for each class based on the textbook orders placed by the department chairs.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>Book Order Worksheet and Memo.pdf | 90% of the required textbooks will be available for students to purchase by the start of the semester. | Fall, Spring and Summer Semesters | Yes |
| Research and evaluate alternate solutions to reduce the cost of textbooks for the students.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>textbook rental policy.pdf<br>Rental Book List.pdf | 25% of the alternate solution proposed to reduce the cost of textbooks will be used. | Each semester | Yes |

### Related Activities

- Bookstore inventory of all textbooks

### Related Tasks

* **Task Name: Review alternate solution**
  **Task Description:** Review list of textbooks being piloted and determine if the students are using the alternate solution being proposed.
* **Task Name: Textbook physical inventory**
  **Task Description:** Take physical inventory of textbooks prior to the start of each semester.

### Related Items

#### Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.
* 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#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student

understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* 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.

### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful aquisition of the College's resources through the operation of the Materials Management Office [Program]
* Division Level - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill
  requirements of the workforce through periodic employers needs assessment in order to improve the skill levels and productivity of the island s workforce.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3 (F&AD)
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

### Materials Management

* Program/Unit Level - To assist faculty and staff in the thoughtful and timely acquisition of services, supplies, equipment, capital goods, and other materials so the college will effectively carry out its mission.
* Program/Unit Level - To serve as a central point for the receipt and subsequent distribution of goods that have been ordered.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1 (Bookstore)
  To support educational programs by ensuring student satisfaction in providing quality services, including adequate supply of books and supplies in a timely manner.

## Student Learning Outcome (SLO): FA13-SP15 AUO#1 Communication with the Campus Community

FA13-SP15 AUO#1 To support educational programs by communicating and working closely with the campus community in understanding the procurement process and ensure receipt of goods and services needed for their departments.

**Outcome Type:** AUO
**Start Date:** 11/05/2013
**End Date:** 04/01/2015
**SLO Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** MMO hopes to implement the on-line requisition process in Banner by Spring 2015. The dedicated scanner is required to allow for the quotes and other supporting procurement documents to be scanned and routed through the electronic approval process. Procurement trainings will continue to be held at least 2 times each year.

**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Materials Management will conduct training on the procurement process for department chairpersons, administrative assistants, administrative aides, faculty, administrators, and all other staff who prepare and process requisitions in their departments.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Workshop/Conference/Training | 80% of the faculty, staff, and administrators who prepare and process requisitions will attend at least one (1) procurement training each year. | Procurement Process Training will be held at least two (2) times a year. | Yes |

**Related Documents:**
DC myGCC Procurement Training
Procurement Training Evaluation Sheet and sample attendance sheet
Materials Management SOP

### Related Activities

- Annual Procurement Training

## Related Tasks

* **Task Name: Conduct Procurement Trainings**

**Task Description:** Procurement Trainings will be held at two (2) times per year.

## 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.
* 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 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  To ensure the coordination of the operations of GCC's Finance and Administration Division.

### Materials Management

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 Materials Management TO SUPPORT EDUCATIONAL PROGRAMS BY COMMUNICATING AND WORKING CLOSELY WITH THE CAMPUS COMMUNITY

## Student Learning Outcome (SLO): FA13-SP15 AUO#2 Timeliness in procuring goods and services

FA13-SP15 AUO#2 To support educational programs by ensuring the timely procurement of goods and services needed for college programs, departments, courses, and other student activities.

**Outcome Type:** AUO
**Start Date:** 11/05/2013
**End Date:** 04/01/2015
**SLO Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** MMO will continue to assess this AUO since it is an important monitoring tool for processing requisitions into purchase orders.

**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Materials Management will continue to conduct a monthly review of the requisitions received and processed into purchase orders by reviewing and updating the requisition log.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>Assessment of Requisition to PO | 90% of the requisitions received in Materials Management will be processed into a purchase order within 10 working days. | Monthly review of requisition log. | Yes |

## Related Activities

- Review of number of requisitions processed into purchase orders

## Related Tasks

* **Task Name: Update and monitor requisition log**

  **Task Description:** Update and Monitor Requisition log

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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.
* 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 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #1
  To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.

### Materials Management

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 Materials Management TO SUPPORT EDUCATIONAL PROGRAMS BY ENSURING THE TIMELY PROCUREMENT OF SUPPLIES , EQUIPMENT, AND SERVICES NEEDED IN SUPPORT OF COLLEGE PROGRAMS AND ACTIVITIES

## Student Learning Outcome (SLO): FA13-SP15 AUO#3 Procurement Compliance

FA13-SP15 AUO#3 To support educational programs through oversight of the procurement process, Materials Management ensures that the college follows local and federal rules and regulations in procuring goods and services.

**Outcome Type:** AUO
**Start Date:** 11/05/2013
**End Date:** 04/01/2015
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** ACCJC Standards

**Historical Assessment Perspective:** MMO will continue to improve in ensuring compliance with federal, local, and audit requirements. This AUO will assist the risk management of the college by ensuring that Materials Management updates contracts for small construction projects and other capital improvements.

**Budget Goals:** 100% OF THE SMALL CONSTRUCTION OR CAPITAL IMPROVEMENT PROJECTS FOR THE COLLEGE WILL HAVE A CONTRACTUAL AGREEMENT PREPARED AND APPROVED; TAGGING OF FIXED ASSETS WILL BE COMPLETED AS EQUIPMENT IS RECEIVED; MM WILL MAINTAIN INSURANCE COVERAGE FOR AUTO, CRIME, PROPERTY, AND EDUCATORS

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Continue to review and update contracts for small construction, capital improvement projects, and contractual services to manage risk for the college.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>contract sample of small construction (restroom renovation) Z4 Corporation | 100% of the small construction, contractual services, or capital improvement projects for the college will have contractual agreeement in place prior to the start of the project. | Upon award of each contract | Yes |
| Physically affix tags on all fixed assets (equipment $5000 and over) and continue to maintain the inventory to ensure that the data is updated and accurate.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Work Request Log<br>**Related Documents:**<br>FY2013 Fixed Asset List | 100% of fixed assets will be tagged and inventoried upon receipt and equipment will be compiled into a spreadsheet. | Monthly | Yes |

### Related Activities

- Conduct Physical Inventory and Tag Fixed Assets

### Related Tasks

* **Task Name: Prepare and route contracts for approval**
  **Task Description:** Prepare and route contracts for approval
* **Task Name: Tag Fixed Assets (equipment or capital outlay $5000 and over)**
  **Task Description:** Tag Fixed Assets (equipment or capital outlay $5000 and over)

### 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.
* 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  To ensure the coordination of the operations of GCC's Finance and Administration Division.

### Materials Management

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 Materials Management TO SUPPORT EDUCATIONAL PROGRAMS THROUGH OVERSIGHT OF THE PROCUREMENT PROCESS, MM ENSURES THAT THE COLLEGE FOLLOWS LOCAL AND FEDERAL RULES AND REGULATIONS IN PROCURING GOODS AND SERVICES, INSURING ASSETS, AND TRACKING COLLEGE INVENTORY

## Student Learning Outcome (SLO): FA13-SP15 AUO#4 Bookstore Customer Service

FA13- SP15 AUO#4 To support educational programs by ensuring student satisfaction in providing quality service, variety of book rental options and ensuring that books, supplies, uniforms, and other items are in stock.

**Start Date:** 11/05/2013
**End Date:** 04/01/2015
**SLO Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** MMO continues to find alternate solutions to reduce the cost of textbooks to the students. The Bookstore continues to review the book rental listing to offer more courses at 50% off the retail price.

**Budget Goals:** 95% OF THE REQUIRED TEXTBOOKS WILL BE AVAILABLE FOR STUDENTS TO PURCHASE AT THE START OF THE SEMESTER

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Physical inventory will be taken before the start of each semester to determine the projected quantity needed for each course based on the textbook orders placed by the department chairperson, Special Projects Coordinator, Apprenticeship, Adult Education, and other selected departments. Bookstore Manager will conduct training and provide deadlines to Department Chairs for book orders. | 95% of the required textbooks will be available for students to purchase before the start of each semester. | Fall, Spring, and Summer Semesters. | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Document Review

**Related Documents:**
Spring 2014 Book Order Memo
Spring 2014 Book Order List

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Review the book rental list each semester to determine if list needs to be updated. Determination of books for rent will depend on the following: will textbook be used the following semester, is retail cost of textbook $200 or more, is software/access code included in the textbook?<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>Spring 2014 Book Rental List | There will be a 25% increase in textbooks rented compared to the same courses/textbooks rented the previous semester. | Fall, Spring, Summer Semesters | Yes |

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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.
* 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 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #1
  To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.

### Materials Management

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 Bookstore TO SUPPORT EDUCATIONAL PROGRAMS BY ENSURING THAT BOOKS ARE IN STOCK AT THE BOOKSTORE BY THE START OF EACH SEMESTER

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 Bookstore TO SUPPORT EDUCATIONAL PROGRAMS BY ENSURING THAT STUDENTS HAVE OTHER WAYS IN WHICH BOOKS CAN BE PURCHASED AT A REDUCED COST

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 Bookstore TO SUPPORT EDUCATIONAL PROGRAMS BY ENSURING STUDENT SATISFACTION IN PROVIDING QUALITY SERVICE AND THE BOOKS ARE ORDERED AND DELIVERED BEFORE THE START OF EACH SEMESTER

## Student Learning Outcome (SLO): FA2015-SP2017 AUO#1 Communication with the Campus Community

FA2015-SP2017 AUO#1 To support educational programs by communicating and working closely with the campus community in understanding the procurement process and ensure receipt of goods and services needed for their departments.

**Outcome Type:** AUO

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**SLO Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** The use and implementation of results from the previous cycle will be assessed since the MMO will reduce the processing time of purchase orders from 10 work days to 7 work days.

Standard III. D. 8. The institution's financial and internal control systems are evaluated and assessed for validity and effectiveness and the results of this assessment are used for improvement.

**Budget Goals:** FY2016 Goal and Objective

To support educational programs by providing procurement training and communicating with the campus community

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Materials Management will conduct training on the procurement process for department chairpersons, administrative assistants, administrative aides, faculty, administrators, and all other staff who prepare and process requisitions in their departments.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Workshop/Conference/Training<br>**Related Documents:**<br>Procurement Training Evaluation Sheet and sample attendance sheet | 80% of the faculty, staff, and administrators who prepare and process requisitions will attend at least one (1) procurement training each year. | Procurement Process Training will be held at least two (2) times a year. | Yes |

## Related Activities

- Procurement, Inventory, Bookstore Annual Training

## Related Tasks

* **Task Name: Conduct Procurement Trainings**

**Task Description:** Procurement Trainings will be held at two (2) times per year.

## 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.
* 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 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.

### Board of Trustees (BOT)

* 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) - 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  To ensure the coordination of the operations of GCC's Finance and Administration Division.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #1
  To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.

### Materials Management

* Program Review Goal (Budget Related Goals & Objectives) - FY2016 Goal and Objective
  To support educational programs by providing procurement training and communicating with the campus community

## Student Learning Outcome (SLO): FA2015-SP2017 AUO#2 Timeliness in procuring goods and services

FA2015-SP2017 AUO#2 To support educational programs by ensuring the timely procurement of goods and services needed for college programs, departments, courses, and other student activities.

**Outcome Type:** AUO
**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**SLO Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** MMO will use the implementation results from the previous cycle since this is a critical goal in our department.

Standard III. D. 8. The institution's financial and internal control systems are evaluated and assessed for validity and effectiveness and the results of this assessment are used for improvement.

**Budget Goals:** FY2016 Goal and Objective
To support educational programs by ensuring the timely procurement of supplies, equipment, and services needed in support of college and activities.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Materials Management will continue to conduct a monthly review of the requisitions received and processed into purchase orders by reviewing and updating the requisition log. | 90% of the requisitions received in Materials Management will be processed into a purchase order within 7 working days. | Monthly review of requisition log. | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Document Review

**Related Documents:**
requisition log.pdf

## Related Activities

- Review of number of requisitions processed into purchase orders

## Related Tasks

* **Task Name: Update and monitor requisition log**
  **Task Description:** Update and Monitor Requisition log

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment

that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

* 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.
* 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 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.

### Board of Trustees (BOT)

* 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) - 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #1
  To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #1
  To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #2
  To ensure the coordination of the operations of GCC's Finance and Administration Division.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #3
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

### Materials Management

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 Materials Management TO SUPPORT EDUCATIONAL PROGRAMS BY ENSURING THE TIMELY PROCUREMENT OF SUPPLIES , EQUIPMENT, AND SERVICES NEEDED IN SUPPORT OF COLLEGE PROGRAMS AND ACTIVITIES

* Program Review Goal (Budget Related Goals & Objectives) - FY2016 Goal and Objective
  To support educational programs by ensuring the timely procurement of supplies, equipment, and services needed in support of college and activities.

## Student Learning Outcome (SLO): FA2015-SP2017 AUO#3 Procurement Compliance

FA2015-SP2017 AUO#3 To support educational programs through oversight of the procurement process, Materials Management ensures that the college follows local and federal rules and regulations in procuring goods and services.

**Outcome Type:** AUO
**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**SLO Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** Standard III. D. 8. The institution's financial and internal control systems are evaluated and assessed for validity and effectiveness and the results of this assessment are used for improvement.

Standard III. D. 16. Contractual agreements with external entities are consistent with the mission and goals of the institution, governed by institutional policies, and

contain appropriate provisions to maintain to maintain the integrity of the institution and the quality of its programs, services, and operations.

**Budget Goals:** FY2016 Goal and Objective

To support educational programs through the oversight of the procurement process. MMO ensures that the college follows local and federal rules and regulations in procuring goods and services.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Continue to review and update contracts for small construction, capital improvement projects, and contractual services to manage risk for the college.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>contract sample of small construction (restroom renovation) Z4 Corporation | 100% of the small construction, contractual services, or capital improvement projects for the college will have contractual agreements in place prior to the start of the project. | Upon award of each contract | Yes |

## Related Activities

- Prepare contractual agreement for each bid or RFP award

## Related Tasks

* **Task Name: Prepare and route contracts for approval**

**Task Description:** Prepare and route contracts for approval

## 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.
* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.

### 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) - 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.

### Finance and Administration (F&A)

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

To ensure the coordination of the operations of GCC's Finance and Administration Division.

* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #1
  To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #2
  To ensure the coordination of the operations of GCC's Finance and Administration Division.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #3
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

### Materials Management

* Program Review Goal (Budget Related Goals & Objectives) - FY2016 Goal and Objective
  To support educational programs by ensuring the timely procurement of supplies, equipment, and services needed in support of college and activities.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016 Goal and Objective
  To support educational programs through the oversight of the procurement process. MMO ensures that the college follows local and federal rules and regulations in procuring goods and services.

## Student Learning Outcome (SLO): FA2015-SP2017 AUO#4 Bookstore Customer Service

FA2015- SP2017 AUO#4 To support educational programs by ensuring student satisfaction in providing quality service, variety of book rental options and ensuring that books, supplies, uniforms, and other items are in stock.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**SLO Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** Standard III. D. 8. The institution's financial and internal control systems are evaluated and assessed for validity and effectiveness and the results of this assessment are used for improvement.

**Budget Goals:** To support educational programs by ensuring student satisfaction in providing excellent customer service and ensure that the books and all required supplies, uniforms, etc. are in stock prior to the start of the semester. To support educational programs by ensuring that students have an option to purchase a book or rent a book for a reduced retail.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Physical inventory will be taken before the start of each semester to determine the projected quantity needed for each course based on the textbook orders placed by the department chairperson, Special Projects Coordinator, Apprenticeship, Adult Education, and other selected departments. Bookstore Manager will conduct training and provide deadlines to Department Chairs for book orders.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>Spring 2014 Book Order List<br>Spring 2014 Book Order Memo | 95% of the required textbooks will be available for students to purchase before the start of each semester. | Fall, Spring, and Summer Semesters. | Yes |
| Review the book rental list each semester to determine if list needs to be updated. Determination of books for rent will depend on the following: will textbook be used the following semester, is retail cost of textbook $200 or more, is software/access code included in the textbook?<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | There will be a 30% increase in textbooks rented compared to the same courses/textbooks rented the previous semester (only for Fall and Spring Semesters) | Fall, Spring, Summer Semesters | Yes |

### Related Activities

- Bookstore inventory of all textbooks

- Procurement, Inventory, Bookstore Annual Training

### Related Tasks

* **Task Name: Book Order Memo and Worksheet**

  **Task Description:** Issue book order memo and worksheet

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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.
* 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 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.

#### Board of Trustees (BOT)

* 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 #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.

#### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #1
  To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #3
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

#### Materials Management

* Program Review Goal (Budget Related Goals & Objectives) - FY2016 Goal and Objective
  To support educational programs by providing procurement training and communicating with the campus community
* Program Review Goal (Budget Related Goals & Objectives) - FY2016 Goal and Objective
  To support educational programs through the oversight of the procurement process. MMO ensures that the college follows local and federal rules and regulations in procuring goods and services.

## Math & Science Department Courses

**Mission Statement:** Our Mission is to teach and advise students. The department is committed to excellence in teaching. We strive to provide a high quality basic program in science and mathematics for students in academics and, vocational technical division as well as the community. We encourage our students to continue educational endeavors beyond GCC and believe that our courses provide the foundation needed for higher learning.

**Vision Statement:** The GCC Math and Sciences Department aims to advance student knowledge, understanding and use of Math and Science by offering courses that enhance skills in developmental, associate degree, diploma and certificate requirements, college transfer prerequisites and a variety of individual academic and personal goals.

**No Student Learning Outcomes (SLOs) were returned for this Group C: Student Services Unit based upon the selected parameters.**

## Medical Assisting AS & Certificate

**Mission Statement:** The mission of the Medical Assisting program is to prepare high quality medical assistant students for employment as medical assistants in physician's offices or clinics and to provide students opportunities to further their career in the medical assisting field, and promote individual development and improve the overall quality of life in our multicultural community.

**Vision Statement:** To provide a high quality medical assistant program that prepares students to be competent in the medical assisting field.

### Student Learning Outcome (SLO): AY 04-05 Professionalism in performing administrative and clinical duties.

Students will be able to display professionalism in performing administrative and clinical duties.

**Start Date:** 09/19/2004
**End Date:** 03/16/2006
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Program SLO/AUO Plan** Other
**reflects/incorporates:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will display professional characteristics at the clinical site, including recognizing ethical and legal responsibilities and communicating effectively.<br><br>Based on rating sheet, a passing score should be an average of at least 3.0 on all competencies, with at least 70% of students receiving a passing score. | At least 70% of students will display professional characteristics by receiving a passing score of a minimum 3.0 out of 4.0 on the rubrics. | Students will be evaluated at the end of MS292 every spring semester by instructor. | Yes |

### Related Activities

- MS292 (now MS225) - Medical Assisting Practicum

**Related Documents:**
MS292_0Adopt_1999-10-12.pdf
MS292_1SR_2004-12-03.pdf
MS292_Repcl_MS192_6Arch_2010-03-25.pdf
MS292_0Adopt_2000-04-25
MS292_2NSR_1999-10-07
MS292_2NSR_2000-10-25
MS292_2NSR_2008-09-26

### Related Items

#### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division remains an integral part of Guam's economic development through the offering of quality educational programs.

**ACCJC/WASC**

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Student Learning Outcome (SLO): AY 04-05 Administrative duties in the clinic or physician's office.

AY 04-05 Students will be able to meet National Standards for Medical Assistants in performing administrative duties in the clinic or physician's office.

**Start Date:** 03/07/2004
**End Date:** 03/13/2006
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Program SLO/AUO Plan** Self Study Report
**reflects/incorporates:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will perform administrative duties, including managing care of office property. | Based on an rating sheet, a passing score should be and average of at least 3.0 with administrative duties on the rating sheets, with at least 70% of students receiving a passing score. Students will perform administrative duties including managing care of office property. | Evaluation sheets will be compiled at the end of MS292 (in Spring semester). | Yes |

### Related Activities

- MS125 - Clinical Office Experience
  **Related Documents:**
  MS125 2002-10-09 SR.pdf
  MS125 2008-09-26 NSR SLO Mapping.pdf
  MS125_0Adopt-1999-10-05
- MS140 - Administrative Medical Assisting
  **Related Documents:**
  MS140_1SR_2004-12-16.pdf
  MS140_0_Pilot_1996-08-05
  MS140_0Adopt_1999-10-05
  MS140_2NSR_2008-09-26
  MS 140_1SR_2017.02.23.pdf
- MS292 (now MS225) - Medical Assisting Practicum
  **Related Documents:**
  MS292_0Adopt_1999-10-12.pdf
  MS292_1SR_2004-12-03.pdf
  MS292_Repcl_MS192_6Arch_2010-03-25.pdf
  MS292_0Adopt_2000-04-25

MS292_2NSR_1999-10-07
MS292_2NSR_2000-10-25
MS292_2NSR_2008-09-26

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Student Learning Outcome (SLO): AY 04-05 Performing Clinical Procedures

AY 04-05 Students will be able to meet National Standards for Medical Assistants in performing administrative duties in the clinic or physician's office.

**Start Date:** 03/07/2004
**End Date:** 03/13/2006
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Program SLO/AUO Plan** Other
**reflects/incorporates:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Perform clinical procedures, including managing patients and handling emergencies.<br><br>Based on rating sheet, a passing score should be an average of at least 3.0 on all competencies, with at least 70% of students receiving a passing score. | Perform clinical procedures based on rating sheet, a passing score should be an average of at least 3.0 on all competencies, with at least 70% of students receiving a passing score. | Rating sheets will be evaluated by the clinical instructor at the end of every Spring MS292 course. | Yes |

## Related Activities

- MS125 - Clinical Office Experience

  **Related Documents:**
  MS125 2002-10-09 SR.pdf
  MS125 2008-09-26 NSR SLO Mapping.pdf
  MS125_0Adopt-1999-10-05

- MS292 (now MS225) - Medical Assisting Practicum

  **Related Documents:**
  MS292_0Adopt_1999-10-12.pdf
  MS292_1SR_2004-12-03.pdf
  MS292_Repcl_MS192_6Arch_2010-03-25.pdf

MS292_0Adopt_2000-04-25
MS292_2NSR_1999-10-07
MS292_2NSR_2000-10-25
MS292_2NSR_2008-09-26

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division remains an integral part of Guam's economic development through the offering of quality educational programs.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Related Course SLO

* MS125 - Clinical Office Experience: SLO #1 - SLO#1 AY: FA2008-SP2010
Upon completion of this course, students will be able to demonstrate in an office or clinical setting knowledge of basic medical assistant procedures.

## Student Learning Outcome (SLO): AY 05-06 Administrative Duties in Clinical Setting

Students will be able to meet National Standards for Medical Assistants in performing administrative duties in the clinic or physician's office.

**Start Date:** 01/20/2006
**End Date:** 10/12/2007
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Clinical Supervisor in collaboration with the clinical instructor will conduct and observation using the Practicum Rating Sheet. | Based on the Bank rating sheet, selected by the instructor, a passing score should be an average of at least 3.0 out of 4.0 on competency #3 (Administrative Duties in Clinical Setting) with at least 70% of students receiving a passing score. | Clinical Supervisor for MS292 will observe students at the end of the course or after students complete the required 225 hours. | Yes |
| Students will submit a Bank Procedures Worksheet as an artifact which will be evaluated by the course instructor. | 70% of students in MS141 will score a 3.0 out of 3.0 on the Bank Procedures Worksheet. | The MS141 course instructor will administer worksheet during the middle of the course. | Yes |
| MS 141 course instructor and Department Chair will complete the Bank Worksheet Rubrics for every student enrolled in MS141. | 70% of the students in MS141 will score a 3.0 out of 3.0 on the Bank Procedures Worksheet. | The rubric will be completed at the end of MS141 but no later than the following Fall semester. | Yes |

## Related Activities

- MS140 - Administrative Medical Assisting

**Related Documents:**
MS140_1SR_2004-12-16.pdf

MS140_0_Pilot_1996-08-05
MS140_0Adopt_1999-10-05
MS140_2NSR_2008-09-26
MS 140_1SR_2017.02.23.pdf

- MS292 (now MS225) - Medical Assisting Practicum

**Related Documents:**

MS292_0Adopt_1999-10-12.pdf
MS292_1SR_2004-12-03.pdf
MS292_Repcl_MS192_6Arch_2010-03-25.pdf
MS292_0Adopt_2000-04-25
MS292_2NSR_1999-10-07
MS292_2NSR_2000-10-25
MS292_2NSR_2008-09-26

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Related Course SLO

* MS141 - Administrative Medical Assisting Lab: SLO #3 - SLO#3 AY:FA2008-SP2010
  Upon successful completion of MS141, students will be able to demonstrate use of professional written communication techniques.
* MS145 - Administrative Medical Assisting Clinical: 2011-2012 Catalog SLO#1 - SLO#1 FA2011-FA2012:
  Upon successful completion of this course, students will be able to demonstrate administrative office procedures in a clinical setting.

## Student Learning Outcome (SLO): AY 05-06 Performing Clinical Procedures

Students will be able to meet National Standards for Medical Assistants in performing administrative duties in the clinic or physician's office.

**Start Date:** 01/20/2006
**End Date:** 10/12/2007
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Rating Sheet observation by Clinical Supervisor of Competency #2 | Perform clinical procedures based on rating sheet, a passing score should be an average of at least 3.0 on all competencies, with at least 70% of students receiving a passing score. | At the end of every Spring semester in MS292. Observation will be administered in the clinical setting. | Yes |

## Related Activities

- MS292 (now MS225) - Medical Assisting Practicum

**Related Documents:**
MS292_0Adopt_1999-10-12.pdf
MS292_1SR_2004-12-03.pdf
MS292_Repcl_MS192_6Arch_2010-03-25.pdf
MS292_0Adopt_2000-04-25
MS292_2NSR_1999-10-07
MS292_2NSR_2000-10-25
MS292_2NSR_2008-09-26

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Related Course SLO

* MS140 - Administrative Medical Assisting: SLO #1 - SLO#1 AY:
Upon completion of this course, students will be able to demonstrate office procedures as performed by a Medical Assistant in an office setting.

## Student Learning Outcome (SLO): AY 05-06 Preparedness in the MA field

Students will feel that the Medical Assisting program adequately prepared by being hired in their field of study.

**Start Date:** 10/04/2005
**End Date:** 10/12/2007
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** AAMA American Association of Medical Assistants National Exam
**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** Comptencies requrierd by CAAHEP Commission on Accreditation of Allied Health Educational Programs. Information gained will be used in self-study report to maintain national accreditation of certificate program.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A post graduate survey will be sent/faxed/emailed to students who completed MS292 and received their degree. | At least 40% of the surveys sent out will be returned with all students who are gainfully employed responding positively on the survey items. | At the end of summer or beginning of Fall 2006 semester. | Yes |

## Related Activities

- MS101 - Introduction to Medical Assisting

**Related Documents:**
MS101_1SR_2002-02-15.pdf
MS101_2NSR_2003-11-26.pdf

MS101_0_Pilot_1996-08-05
MS101_0Adopt_1999-10-27
MS101_2NSR_2008-09-26
MS 101_1SR_2016.12.12.pdf

- MS121 - Clinical Medical Assisting II

**Related Documents:**

MS121_1SR_2002-10-09.pdf
MS121_0_Pilot_1996-08-05
MS121_0Adopt_1999-11-01
MS121_2NSR_2008-09-26

- MS125 - Clinical Office Experience

**Related Documents:**

MS125 2002-10-09 SR.pdf
MS125 2008-09-26 NSR SLO Mapping.pdf
MS125_0Adopt-1999-10-05

- MS140 - Administrative Medical Assisting

**Related Documents:**

MS140_1SR_2004-12-16.pdf
MS140_0_Pilot_1996-08-05
MS140_0Adopt_1999-10-05
MS140_2NSR_2008-09-26
MS 140_1SR_2017.02.23.pdf

- MS201 - Medical Law and Ethics

**Related Documents:**

MS201_1SR_2004-12-03.pdf
MS201_0Adopt_1999-11-01
MS201_2NSR_2008-09-26
MS201_NSR_AY1617-FINALacalog_2016-03-17.pdf

- MS210 - Medical Assisting Critique

**Related Documents:**

MS210_1SR_2005-04-01.pdf
MS210_2NSR_2005-10-17.pdf
MS210_0Adopt_1999-10-05
MS210_2NSR_2008-09-26

- MS220 - Medical Assisting Specialties

**Related Documents:**

MS220_1SR_2004-12-16.pdf
MS220_0Adopt_2000-04-04
MS220_2NSR_2008-09-26

- MS292 (now MS225) - Medical Assisting Practicum

**Related Documents:**

MS292_0Adopt_1999-10-12.pdf
MS292_1SR_2004-12-03.pdf
MS292_Repcl_MS192_6Arch_2010-03-25.pdf
MS292_0Adopt_2000-04-25
MS292_2NSR_1999-10-07
MS292_2NSR_2000-10-25

MS292_2NSR_2008-09-26

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Related Course SLO

* MS101 - Introduction to Medical Assisting: SLO #1-2008 - SLO#1 AY:FA2008-SP2010
  Upon successful completion of MS101, students will be able to demonstrate basic knowledge of administration and clinical skills.
* MS120 - Clinical Medical Assisting I: SLO #1 - SLO#1 AY: FA2008-SP2010
  Upon successful completion of MS120, students will be able to demonstrate knowledge of basic medical assistant procedures in a lab and clinical setting.

## Student Learning Outcome (SLO): AY07-08 SLO#1 ICD-9 Coding

Students will meet National Standards for Medical Assistants 80% of the time when applying ICD-9 Codes to the medical record/billing as evaluated by hand-on competency and written exams.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 08/15/2007
**End Date:** 05/07/2008
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** Yes
**National Certification:**
**Type of Industry National** AAMA Certified Medical Assisting
**Certification:**

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Hands-on coding competency evaluation and written test<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test | 80% | These tests will be given mid-semester and at the conclusion of the course. | Yes |

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division remains an integral part of Guam's economic development through the offering of quality educational programs.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Medical Assisting AS & Certificate

* Program/Unit Level - Provide learning experience for students that lead to employment or continued higher education in the medical assisting field.

Ensure that cirricula reflect current practice and information in the medical assiting field.

Ensure instructors are academically prepared and possess current knowledge and skills in content areas.

## Related Course SLO

* MS140 - Administrative Medical Assisting: SLO #1 - SLO#1 AY:
Upon completion of this course, students will be able to demonstrate office procedures as performed by a Medical Assistant in an office setting.

## Student Learning Outcome (SLO): AY07-08 SLO#2 MS221 Specialties

Students will pass the pre-test and post-test examinations with a minimum of 80% in the specialty areas of Medical Assisting.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 08/15/2007
**End Date:** 05/07/2008
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Pre-test and post-test<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Locally Developed Tests | 80% | These tests will be administered at the beggining of the course and again at the conclusion of the course. | Yes |

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division remains an integral part of Guam's economic development through the offering of quality educational programs.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Medical Assisting AS & Certificate

* Program/Unit Level - Provide learning experience for students that lead to employment or continued higher education in the medical assisting field.

Ensure that cirricula reflect current practice and information in the medical assiting field.

Ensure instructors are academically prepared and possess current knowledge and skills in content areas.

## Student Learning Outcome (SLO): AY07-08 SLO#3 MS292 Capstone Course

Students will pass the Externship Evaluations with a minimum of 80% for this cumulative Medical Assisting course.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 08/15/2007
**End Date:** 05/07/2008
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Externship Evaluation | 80% | Evaluation at conclusion of course | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Capstone Experience

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division remains an integral part of Guam's economic development through the offering of quality educational programs.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Medical Assisting AS & Certificate

* Program/Unit Level - To train individuals to enter the health service field as certified medical assistants.

## Student Learning Outcome (SLO): FA10-SP12:SLO#1

SLO#1 FA10-SP12:
Upon successful completion of this program, students will be able to display professionalism, including adherence to ethical and legal responsibilities, in performing administrative and clinical duties.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** Certified Medical Assistant (CMA) American Association of Medical Assistants or RMA
**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** Competencies required by CAAHEP Commission on Accreditation of Allied Health Educational Programs. Information gained will be used in self-study report to maintain national standards. To measure outcome of program, tracking of passage of national exam is done through a comprehensive annual report to the AAMA due the first quarter of each year.
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Capstone course Practicum Rating Sheet / completer survey | Student will be evaluated with a medical assisting practicum rating sheet and achieve a score of 85% or higher. | Students will be evaluated during the Spring semester prior to medical assisting program completion, using a rubric rating sheet. | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Rubric

**Related Documents:**
CMA app
survey
completer survey
exam outline

## Related Activities

- MS101 - Introduction to Medical Assisting

  **Related Documents:**

  MS101_1SR_2002-02-15.pdf
  MS101_2NSR_2003-11-26.pdf
  MS101_0_Pilot_1996-08-05
  MS101_0Adopt_1999-10-27
  MS101_2NSR_2008-09-26
  MS 101_1SR_2016.12.12.pdf

- MS120 - Clinical Medical Assisting I

  **Related Documents:**

  MS120 1SR_2002-10-09.pdf
  MS120_0_Pilot_1996-08-05
  MS120_0Adopt_1999-10-05
  MS120_2NSR_2008-09-26

- MS121 - Clinical Medical Assisting II

  **Related Documents:**

  MS121_1SR_2002-10-09.pdf
  MS121_0_Pilot_1996-08-05
  MS121_0Adopt_1999-11-01
  MS121_2NSR_2008-09-26

- MS125 - Clinical Office Experience

  **Related Documents:**

  MS125 2002-10-09 SR.pdf
  MS125 2008-09-26 NSR SLO Mapping.pdf
  MS125_0Adopt-1999-10-05

- MS140 - Administrative Medical Assisting

  **Related Documents:**

  MS140_1SR_2004-12-16.pdf
  MS140_0_Pilot_1996-08-05
  MS140_0Adopt_1999-10-05
  MS140_2NSR_2008-09-26
  MS 140_1SR_2017.02.23.pdf

- MS141 - Administrative Medical Assisting Lab

  **Related Documents:**

  MS141_2NSR_2005-10-17.pdf
  MS141_1SR_2004-12-03.pdf
  MS141_0Adopt_1999-10-05
  MS141_2NSR_2008-09-26
  MS141_1SR_2016.12.02.pdf

- MS145 - Administrative Medical Assisting Clinical

  **Related Documents:**

  MS145_1SR_2004-12-16.pdf
  MS145_2NSR_2005-10-17.pdf
  MS145_0Adopt_1999-12-13
  MS145_2NSR_2008-09-26
  MS 145_1SR_2017.02.23.pdf

- MS201 - Medical Law and Ethics

  **Related Documents:**

  MS201_1SR_2004-12-03.pdf
  MS201_0Adopt_1999-11-01
  MS201_2NSR_2008-09-26
  MS201_NSR_AY1617-FINALacalog_2016-03-17.pdf

- MS210 - Medical Assisting Critique

  **Related Documents:**

  MS210_1SR_2005-04-01.pdf
  MS210_2NSR_2005-10-17.pdf
  MS210_0Adopt_1999-10-05
  MS210_2NSR_2008-09-26

- MS220 - Medical Assisting Specialties

  **Related Documents:**

  MS220_1SR_2004-12-16.pdf
  MS220_0Adopt_2000-04-04
  MS220_2NSR_2008-09-26

- MS221 - Medical Assisting Specialties Laboratory

  **Related Documents:**

  MS221_1SR_2003-12-03.pdf
  MS221_0Adopt_1999-12-13
  MS221_1SR_2004-12-03
  MS221_2NSR_2008-09-26

- MS225 (formerly MS292) - Medical Assisting Specialties Clinical

  **Related Documents:**

  MS225_1SR_2004-12-03.pdf
  MS225_2NSR_2000-10-25
  MS225_2NSR_2008-09-26

- MS292 (now MS225) - Medical Assisting Practicum

  **Related Documents:**

  MS292_0Adopt_1999-10-12.pdf
  MS292_1SR_2004-12-03.pdf
  MS292_Repcl_MS192_6Arch_2010-03-25.pdf
  MS292_0Adopt_2000-04-25
  MS292_2NSR_1999-10-07
  MS292_2NSR_2000-10-25
  MS292_2NSR_2008-09-26

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1

Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### Board of Trustees (BOT)

* 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.

### School of Trades & Professional Services (TPS)

* School Level - Look for new and innovative ways to deliver the curriculum.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

### Medical Assisting AS & Certificate

* Program/Unit Level - To train individuals to enter the health service field as certified medical assistants.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide learning experiences for students that lead to employment or continued higher education in the medical assistant field.

## Student Learning Outcome (SLO): FA10-SP12:SLO#2

SLO#2 FA10-SP12:
Upon successful completion of this program, students will be able to meet National Standards for Medical Assistants in carrying out administrative duties in the clinic or physician?s office.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** Certified Medical Assistant (CMA) certified through the American Association of Medical Assistants or RMA.
**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** Competencies required by CAAHEP Commission of Accreditation of Allied Health Educational Programs. Information will be used in self-study report for contiuned accreditation of the certificate program.
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| National certification exam<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>National & International Certification Exam<br>**Related Documents:**<br>AAMA app<br>Admin results | After completion of the Medical Assisting Program, 80% of the students will take the certification exam with 70% pass rate. | The certification exam is administered by the American Association of Medical Assistant (AAMA),and offered every month by Prometric testing. | Yes |
| This is a 200 question test with emphasis on Front Office, Back Office and general knowledge.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Industry/National Standardized Exams | Students will pass with a 70% or better, the AAMA National Certification Exam, to receive creditials for CMA-AAMA. Students currently have the option to take the RMA natioanl exam as well. | Students must use the application process to sit for the exam. Once approved, the test is offered and given several times a year at a prometric test site. | Yes |

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Practice exams in preparation for National Exam<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>National & International Certification Exam<br>**Related Documents:**<br>Practice exam<br>practice exam 2<br>exam outline<br>examapplication | 75% of students who complete the program will pass the national certification exam with a 70% or higher. | National Prometric testing offered several times a year scheduled by national office. | Yes |

## Related Activities

- MS101 - Introduction to Medical Assisting
  **Related Documents:**
  MS101_1SR_2002-02-15.pdf
  MS101_2NSR_2003-11-26.pdf
  MS101_0_Pilot_1996-08-05
  MS101_0Adopt_1999-10-27
  MS101_2NSR_2008-09-26
  MS 101_1SR_2016.12.12.pdf
- MS120 - Clinical Medical Assisting I
  **Related Documents:**
  MS120 1SR_2002-10-09.pdf
  MS120_0_Pilot_1996-08-05
  MS120_0Adopt_1999-10-05
  MS120_2NSR_2008-09-26
- MS121 - Clinical Medical Assisting II
  **Related Documents:**
  MS121_1SR_2002-10-09.pdf
  MS121_0_Pilot_1996-08-05
  MS121_0Adopt_1999-11-01
  MS121_2NSR_2008-09-26
- MS125 - Clinical Office Experience
  **Related Documents:**
  MS125 2002-10-09 SR.pdf
  MS125 2008-09-26 NSR SLO Mapping.pdf
  MS125_0Adopt-1999-10-05
- MS140 - Administrative Medical Assisting
  **Related Documents:**
  MS140_1SR_2004-12-16.pdf
  MS140_0_Pilot_1996-08-05
  MS140_0Adopt_1999-10-05
  MS140_2NSR_2008-09-26
  MS 140_1SR_2017.02.23.pdf
- MS141 - Administrative Medical Assisting Lab
  **Related Documents:**

MS141_2NSR_2005-10-17.pdf
MS141_1SR_2004-12-03.pdf
MS141_0Adopt_1999-10-05
MS141_2NSR_2008-09-26
MS141_1SR_2016.12.02.pdf

- MS145 - Administrative Medical Assisting Clinical

**Related Documents:**
MS145_1SR_2004-12-16.pdf
MS145_2NSR_2005-10-17.pdf
MS145_0Adopt_1999-12-13
MS145_2NSR_2008-09-26
MS 145_1SR_2017.02.23.pdf

- MS201 - Medical Law and Ethics

**Related Documents:**
MS201_1SR_2004-12-03.pdf
MS201_0Adopt_1999-11-01
MS201_2NSR_2008-09-26
MS201_NSR_AY1617-FINALacalog_2016-03-17.pdf

- MS210 - Medical Assisting Critique

**Related Documents:**
MS210_1SR_2005-04-01.pdf
MS210_2NSR_2005-10-17.pdf
MS210_0Adopt_1999-10-05
MS210_2NSR_2008-09-26

- MS220 - Medical Assisting Specialties

**Related Documents:**
MS220_1SR_2004-12-16.pdf
MS220_0Adopt_2000-04-04
MS220_2NSR_2008-09-26

- MS221 - Medical Assisting Specialties Laboratory

**Related Documents:**
MS221_1SR_2003-12-03.pdf
MS221_0Adopt_1999-12-13
MS221_1SR_2004-12-03
MS221_2NSR_2008-09-26

- MS225 (formerly MS292) - Medical Assisting Specialties Clinical

**Related Documents:**
MS225_1SR_2004-12-03.pdf
MS225_2NSR_2000-10-25
MS225_2NSR_2008-09-26

- MS292 (now MS225) - Medical Assisting Practicum

**Related Documents:**
MS292_0Adopt_1999-10-12.pdf
MS292_1SR_2004-12-03.pdf
MS292_Repcl_MS192_6Arch_2010-03-25.pdf
MS292_0Adopt_2000-04-25
MS292_2NSR_1999-10-07

MS292_2NSR_2000-10-25
MS292_2NSR_2008-09-26

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.

### School of Trades & Professional Services (TPS)

* School Level - Provide the necessary support for all courses in terms of equipment and supplies.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

### Medical Assisting AS & Certificate

* Program/Unit Level - To train individuals to enter the health service field as certified medical assistants.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Ensure that curricula reflect current practice and information in the medical assistant field.

## Student Learning Outcome (SLO): FA10-SP12:SLO#3

SLO#3 FA10-SP12:
Upon successful completion of this program, students will be able to enter the health service field as certified medical assistants.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** Certified Medical Assistant (CMA) American Association of Medical Assistants or RMA Registered Medical Assistant
**Program SLO/AUO Plan reflects/incorporates:** Self Study Report
**Historical Assessment Perspective:** Competencies required by CAAHEP Commission on Accreditation of Allied Health Educational Programs. Information gained will be used in self-study report to maintain accreditation of certificate program.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Candidate Application and handbook<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Industry/National Standardized Exams<br>**Related Documents:**<br>Candidate Application Handbook | At least 70% of qualifying students will apply for the national exam and successfully pass. | Exam dates are set by AAMA National Office and assigned to students at a Prometric test site upon application acceptance and once payment is received. | Yes |

## Related Activities

- MS101 - Introduction to Medical Assisting

  **Related Documents:**
  MS101_1SR_2002-02-15.pdf
  MS101_2NSR_2003-11-26.pdf
  MS101_0_Pilot_1996-08-05
  MS101_0Adopt_1999-10-27
  MS101_2NSR_2008-09-26
  MS 101_1SR_2016.12.12.pdf

- MS120 - Clinical Medical Assisting I

  **Related Documents:**
  MS120 1SR_2002-10-09.pdf
  MS120_0_Pilot_1996-08-05
  MS120_0Adopt_1999-10-05
  MS120_2NSR_2008-09-26

- MS121 - Clinical Medical Assisting II

  **Related Documents:**
  MS121_1SR_2002-10-09.pdf
  MS121_0_Pilot_1996-08-05
  MS121_0Adopt_1999-11-01
  MS121_2NSR_2008-09-26

- MS125 - Clinical Office Experience

  **Related Documents:**
  MS125 2002-10-09 SR.pdf
  MS125 2008-09-26 NSR SLO Mapping.pdf
  MS125_0Adopt-1999-10-05

- MS140 - Administrative Medical Assisting

  **Related Documents:**
  MS140_1SR_2004-12-16.pdf
  MS140_0_Pilot_1996-08-05
  MS140_0Adopt_1999-10-05
  MS140_2NSR_2008-09-26
  MS 140_1SR_2017.02.23.pdf

- MS141 - Administrative Medical Assisting Lab

  **Related Documents:**
  MS141_2NSR_2005-10-17.pdf
  MS141_1SR_2004-12-03.pdf
  MS141_0Adopt_1999-10-05

MS141_2NSR_2008-09-26
MS141_1SR_2016.12.02.pdf

- MS145 - Administrative Medical Assisting Clinical

**Related Documents:**
MS145_1SR_2004-12-16.pdf
MS145_2NSR_2005-10-17.pdf
MS145_0Adopt_1999-12-13
MS145_2NSR_2008-09-26
MS 145_1SR_2017.02.23.pdf

- MS201 - Medical Law and Ethics

**Related Documents:**
MS201_1SR_2004-12-03.pdf
MS201_0Adopt_1999-11-01
MS201_2NSR_2008-09-26
MS201_NSR_AY1617-FINALacalog_2016-03-17.pdf

- MS210 - Medical Assisting Critique

**Related Documents:**
MS210_1SR_2005-04-01.pdf
MS210_2NSR_2005-10-17.pdf
MS210_0Adopt_1999-10-05
MS210_2NSR_2008-09-26

- MS220 - Medical Assisting Specialties

**Related Documents:**
MS220_1SR_2004-12-16.pdf
MS220_0Adopt_2000-04-04
MS220_2NSR_2008-09-26

- MS221 - Medical Assisting Specialties Laboratory

**Related Documents:**
MS221_1SR_2003-12-03.pdf
MS221_0Adopt_1999-12-13
MS221_1SR_2004-12-03
MS221_2NSR_2008-09-26

- MS225 (formerly MS292) - Medical Assisting Specialties Clinical

**Related Documents:**
MS225_1SR_2004-12-03.pdf
MS225_2NSR_2000-10-25
MS225_2NSR_2008-09-26

- MS292 (now MS225) - Medical Assisting Practicum

**Related Documents:**
MS292_0Adopt_1999-10-12.pdf
MS292_1SR_2004-12-03.pdf
MS292_Repcl_MS192_6Arch_2010-03-25.pdf
MS292_0Adopt_2000-04-25
MS292_2NSR_1999-10-07
MS292_2NSR_2000-10-25
MS292_2NSR_2008-09-26

## 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#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### 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.

### School of Trades & Professional Services (TPS)

* School Level - Keep all curriculum updated and current.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

### Medical Assisting AS & Certificate

* Program/Unit Level - Provide learning experience for students that lead to employment or continued higher education in the medical assisting field.

  Ensure that cirricula reflect current practice and information in the medical assiting field.

  Ensure instructors are academically prepared and possess current knowledge and skills in content areas.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Ensure that curricula reflect current practice and information in the medical assistant field.

### Student Learning Outcome (SLO): 2011-2012 Catalog SLO#1

SLO#1 FA-SP:
Upon successful completion of the Certificate and AS in Medical Assisting program, students will be able to display professionalism, including adherence to ethical and legal responsibilities, in performing administrative and clinical duties.

**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Student Learning Outcome (SLO): 2011-2012 Catalog SLO#2

SLO#2 FA-SP:
Upon successful completion of the Certificate and AS in Medical Assisting program, students will be able to meet national Standards for Medical Assistants in carrying out administrative duties in the clinic or physician?s office.

**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Student Learning Outcome (SLO): 2011-2012 Catalog SLO#3

SLO#3 FA-SP:
Upon successful completion of the Certificate and AS in Medical Assisting program, students will be able to enter the health service field as certified medical assistants.

**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Program SLO/AUO Plan** Other
**reflects/incorporates:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Student Learning Outcome (SLO): Display professionalism

SLO# 1 FA2012-SP2014
Upon successful completion of the Medical Assisting program, students will be able to demonstrate professionalism, including adherence to ethical and legal responsibilities, in performing administrative and clinical duties

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** Yes
**National Certification:**
**Type of Industry National** American Association of Medical Assistants (AAMA) National Exam or American Medical Technologist (AMT) National Certification Examination
**Certification:**
**Program SLO/AUO Plan** Use and Implementation of Results from the previous cycle
**reflects/incorporates:**
**Historical Assessment** The department will continue to monitor local legislation that may impact program demands.
**Perspective:**

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The students will demonstrate professionalism and adherence to ethical and legal responsibilities by achieving an overall average of 3 on a scale of 0-4, on the internship/co-op/practicum evaluation designed for the specific clinical specialty area the student is assigned. | 90% of the graduating students will receive an average of 3 on a scale of 0-4, on their internship/co-op/practicum evaluation. | Evaluations will be completed in Spring, after program completion. | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Internship/Co-op/Practicum Evaluation

**Related Documents:**
rating sheet

### Related Activities

- MS101 - Introduction to Medical Assisting

**Related Documents:**
MS101_1SR_2002-02-15.pdf
MS101_2NSR_2003-11-26.pdf
MS101_0_Pilot_1996-08-05
MS101_0Adopt_1999-10-27

MS101_2NSR_2008-09-26
MS 101_1SR_2016.12.12.pdf

- MS120 - Clinical Medical Assisting I

**Related Documents:**
MS120 1SR_2002-10-09.pdf
MS120_0_Pilot_1996-08-05
MS120_0Adopt_1999-10-05
MS120_2NSR_2008-09-26

- MS121 - Clinical Medical Assisting II

**Related Documents:**
MS121_1SR_2002-10-09.pdf
MS121_0_Pilot_1996-08-05
MS121_0Adopt_1999-11-01
MS121_2NSR_2008-09-26

- MS125 - Clinical Office Experience

**Related Documents:**
MS125 2002-10-09 SR.pdf
MS125 2008-09-26 NSR SLO Mapping.pdf
MS125_0Adopt-1999-10-05

- MS140 - Administrative Medical Assisting

**Related Documents:**
MS140_1SR_2004-12-16.pdf
MS140_0_Pilot_1996-08-05
MS140_0Adopt_1999-10-05
MS140_2NSR_2008-09-26
MS 140_1SR_2017.02.23.pdf

- MS141 - Administrative Medical Assisting Lab

**Related Documents:**
MS141_2NSR_2005-10-17.pdf
MS141_1SR_2004-12-03.pdf
MS141_0Adopt_1999-10-05
MS141_2NSR_2008-09-26
MS141_1SR_2016.12.02.pdf

- MS145 - Administrative Medical Assisting Clinical

**Related Documents:**
MS145_1SR_2004-12-16.pdf
MS145_2NSR_2005-10-17.pdf
MS145_0Adopt_1999-12-13
MS145_2NSR_2008-09-26
MS 145_1SR_2017.02.23.pdf

- MS201 - Medical Law and Ethics

**Related Documents:**
MS201_1SR_2004-12-03.pdf
MS201_0Adopt_1999-11-01
MS201_2NSR_2008-09-26
MS201_NSR_AY1617-FINALacalog_2016-03-17.pdf

- MS210 - Medical Assisting Critique

**Related Documents:**
MS210_1SR_2005-04-01.pdf
MS210_2NSR_2005-10-17.pdf
MS210_0Adopt_1999-10-05
MS210_2NSR_2008-09-26

- MS220 - Medical Assisting Specialties

**Related Documents:**
MS220_1SR_2004-12-16.pdf
MS220_0Adopt_2000-04-04
MS220_2NSR_2008-09-26

- MS221 - Medical Assisting Specialties Laboratory

**Related Documents:**
MS221_1SR_2003-12-03.pdf
MS221_0Adopt_1999-12-13
MS221_1SR_2004-12-03
MS221_2NSR_2008-09-26

- MS225 (formerly MS292) - Medical Assisting Specialties Clinical

**Related Documents:**
MS225_1SR_2004-12-03.pdf
MS225_2NSR_2000-10-25
MS225_2NSR_2008-09-26

- MS292 (now MS225) - Medical Assisting Practicum

**Related Documents:**
MS292_0Adopt_1999-10-12.pdf
MS292_1SR_2004-12-03.pdf
MS292_Repcl_MS192_6Arch_2010-03-25.pdf
MS292_0Adopt_2000-04-25
MS292_2NSR_1999-10-07
MS292_2NSR_2000-10-25
MS292_2NSR_2008-09-26

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  To supply adequate assistance to program growth.

### Medical Assisting AS & Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To ensure that curricula reflect current practice and information in the Medical Assistant field.

## Student Learning Outcome (SLO): Meet National Standards

SLO# 2 FA2012-SP2014
Upon successful completion of the Medical Assisting program, students will be able to meet National Standards for Medical Assistants in carrying out administrative duties in the clinic or physician?s office.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** American Association of Medical Assistants (AAMA) National Exam or American Medical Technologist (AMT) National Certification Examination
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** The department will continue to monitor local legislation that may impact program demands.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The students will voluntarily take the National Certification Examination by either the American Association of Medical Assistants (AAMA) or the American Medical Technologist (AMT).<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>National & International Certification Exam<br>**Related Documents:**<br>handbook application | 95% of the graduated medical assistants who take the national examination will successfully attain their national certification. | Students will be eligible for the National Certification Exam once they have received there certificate in Medical Assisting or their Associates of Science in Medical Assisting. | Yes |

## Related Activities

- MS101 - Introduction to Medical Assisting
  **Related Documents:**
  MS101_1SR_2002-02-15.pdf
  MS101_2NSR_2003-11-26.pdf
  MS101_0_Pilot_1996-08-05
  MS101_0Adopt_1999-10-27
  MS101_2NSR_2008-09-26
  MS 101_1SR_2016.12.12.pdf
- MS120 - Clinical Medical Assisting I
  **Related Documents:**
  MS120 1SR_2002-10-09.pdf
  MS120_0_Pilot_1996-08-05

MS120_0Adopt_1999-10-05
MS120_2NSR_2008-09-26

- MS121 - Clinical Medical Assisting II

**Related Documents:**
MS121_1SR_2002-10-09.pdf
MS121_0_Pilot_1996-08-05
MS121_0Adopt_1999-11-01
MS121_2NSR_2008-09-26

- MS125 - Clinical Office Experience

**Related Documents:**
MS125 2002-10-09 SR.pdf
MS125 2008-09-26 NSR SLO Mapping.pdf
MS125_0Adopt-1999-10-05

- MS140 - Administrative Medical Assisting

**Related Documents:**
MS140_1SR_2004-12-16.pdf
MS140_0_Pilot_1996-08-05
MS140_0Adopt_1999-10-05
MS140_2NSR_2008-09-26
MS 140_1SR_2017.02.23.pdf

- MS141 - Administrative Medical Assisting Lab

**Related Documents:**
MS141_2NSR_2005-10-17.pdf
MS141_1SR_2004-12-03.pdf
MS141_0Adopt_1999-10-05
MS141_2NSR_2008-09-26
MS141_1SR_2016.12.02.pdf

- MS145 - Administrative Medical Assisting Clinical

**Related Documents:**
MS145_1SR_2004-12-16.pdf
MS145_2NSR_2005-10-17.pdf
MS145_0Adopt_1999-12-13
MS145_2NSR_2008-09-26
MS 145_1SR_2017.02.23.pdf

- MS201 - Medical Law and Ethics

**Related Documents:**
MS201_1SR_2004-12-03.pdf
MS201_0Adopt_1999-11-01
MS201_2NSR_2008-09-26
MS201_NSR_AY1617-FINALacalog_2016-03-17.pdf

- MS210 - Medical Assisting Critique

**Related Documents:**
MS210_1SR_2005-04-01.pdf
MS210_2NSR_2005-10-17.pdf
MS210_0Adopt_1999-10-05
MS210_2NSR_2008-09-26

- MS220 - Medical Assisting Specialties

**Related Documents:**
MS220_1SR_2004-12-16.pdf
MS220_0Adopt_2000-04-04
MS220_2NSR_2008-09-26

- MS221 - Medical Assisting Specialties Laboratory

**Related Documents:**
MS221_1SR_2003-12-03.pdf
MS221_0Adopt_1999-12-13
MS221_1SR_2004-12-03
MS221_2NSR_2008-09-26

- MS225 (formerly MS292) - Medical Assisting Specialties Clinical

**Related Documents:**
MS225_1SR_2004-12-03.pdf
MS225_2NSR_2000-10-25
MS225_2NSR_2008-09-26

- MS292 (now MS225) - Medical Assisting Practicum

**Related Documents:**
MS292_0Adopt_1999-10-12.pdf
MS292_1SR_2004-12-03.pdf
MS292_Repcl_MS192_6Arch_2010-03-25.pdf
MS292_0Adopt_2000-04-25
MS292_2NSR_1999-10-07
MS292_2NSR_2000-10-25
MS292_2NSR_2008-09-26

## 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.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  To supply adequate assistance to program growth.

### Medical Assisting AS & Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To ensure that curricula reflect current practice and information in the Medical Assistant field.

## Student Learning Outcome (SLO): Achive Certificaion as a Certified Medical Assistant (CMA).

SLO# 3 FA2012-SP2014
Upon successful completion of the Medical Assisting program, students will be able to enter the health service field as certified medical assistants.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** American Association of Medical Assistants (AAMA) National Exam or American Medical Technologist (AMT) National Certification Examination
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** The department will continue to monitor local legislation that may impact program demands.
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The students will voluntarily take the National Certification Examination by either the American Association of Medical Assistants (AAMA) or the American Medical Technologist (AMT).<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Industry/National Standardized Exams<br>**Related Documents:**<br>example exam | 95% of the graduated medical assistants who take the national examination will successfully attain their national certification. | Students will be eligible for the National Certification Exam once they have received their certificate in Medical Assisting or their Associates of Science in Medical Assisting. Certification examination can now be taken, at any time after graduation with a two-year deadline for the CMA (AAMA) examination. | Yes |

### Related Activities

- MS101 - Introduction to Medical Assisting
  **Related Documents:**
  MS101_1SR_2002-02-15.pdf
  MS101_2NSR_2003-11-26.pdf
  MS101_0_Pilot_1996-08-05
  MS101_0Adopt_1999-10-27
  MS101_2NSR_2008-09-26
  MS 101_1SR_2016.12.12.pdf
- MS120 - Clinical Medical Assisting I
  **Related Documents:**
  MS120 1SR_2002-10-09.pdf
  MS120_0_Pilot_1996-08-05
  MS120_0Adopt_1999-10-05
  MS120_2NSR_2008-09-26
- MS121 - Clinical Medical Assisting II
  **Related Documents:**
  MS121_1SR_2002-10-09.pdf
  MS121_0_Pilot_1996-08-05
  MS121_0Adopt_1999-11-01

MS121_2NSR_2008-09-26

- MS125 - Clinical Office Experience

**Related Documents:**

MS125 2002-10-09 SR.pdf
MS125 2008-09-26 NSR SLO Mapping.pdf
MS125_0Adopt-1999-10-05

- MS140 - Administrative Medical Assisting

**Related Documents:**

MS140_1SR_2004-12-16.pdf
MS140_0_Pilot_1996-08-05
MS140_0Adopt_1999-10-05
MS140_2NSR_2008-09-26
MS 140_1SR_2017.02.23.pdf

- MS141 - Administrative Medical Assisting Lab

**Related Documents:**

MS141_2NSR_2005-10-17.pdf
MS141_1SR_2004-12-03.pdf
MS141_0Adopt_1999-10-05
MS141_2NSR_2008-09-26
MS141_1SR_2016.12.02.pdf

- MS145 - Administrative Medical Assisting Clinical

**Related Documents:**

MS145_1SR_2004-12-16.pdf
MS145_2NSR_2005-10-17.pdf
MS145_0Adopt_1999-12-13
MS145_2NSR_2008-09-26
MS 145_1SR_2017.02.23.pdf

- MS201 - Medical Law and Ethics

**Related Documents:**

MS201_1SR_2004-12-03.pdf
MS201_0Adopt_1999-11-01
MS201_2NSR_2008-09-26
MS201_NSR_AY1617-FINALacalog_2016-03-17.pdf

- MS210 - Medical Assisting Critique

**Related Documents:**

MS210_1SR_2005-04-01.pdf
MS210_2NSR_2005-10-17.pdf
MS210_0Adopt_1999-10-05
MS210_2NSR_2008-09-26

- MS220 - Medical Assisting Specialties

**Related Documents:**

MS220_1SR_2004-12-16.pdf
MS220_0Adopt_2000-04-04
MS220_2NSR_2008-09-26

- MS221 - Medical Assisting Specialties Laboratory

**Related Documents:**

MS221_1SR_2003-12-03.pdf

MS221_0Adopt_1999-12-13
MS221_1SR_2004-12-03
MS221_2NSR_2008-09-26

- MS225 (formerly MS292) - Medical Assisting Specialties Clinical

**Related Documents:**

MS225_1SR_2004-12-03.pdf
MS225_2NSR_2000-10-25
MS225_2NSR_2008-09-26

- MS292 (now MS225) - Medical Assisting Practicum

**Related Documents:**

MS292_0Adopt_1999-10-12.pdf
MS292_1SR_2004-12-03.pdf
MS292_Repcl_MS192_6Arch_2010-03-25.pdf
MS292_0Adopt_2000-04-25
MS292_2NSR_1999-10-07
MS292_2NSR_2000-10-25
MS292_2NSR_2008-09-26

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### 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) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  To supply adequate assistance to program growth.

### Medical Assisting AS & Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To ensure that curricula reflect current practice and information in the Medical Assistant field.

# Medical Assisting Certificate (Archive)

**Mission Statement:** To prepare students for employment as medical assistants in physician's offices or clinics and to prepare students to be eligible to take the Certified Medical Assistant (CMA) exam.

Note: Per the 9-29-05 memo from DC to archive this program unit.

**Vision Statement:** To provide a high quality nationally accredited medical assistant program.

**No Student Learning Outcomes (SLOs) were returned for this Group C: Student Services Unit based upon the selected parameters.**

## Medium/Heavy Truck Diesel Technology Certificate

**Mission Statement:** The mission of the Medium Heavy Truck program is to engage in efforts of continuous improvement towards perfecting the process in which we educate our students.

**Vision Statement:** It is the vision of the Medium Heavy Truck program to become the premier certificate program in Guam and the rest of Micronesia.

**No Student Learning Outcomes (SLOs) were returned for this Group C: Student Services Unit based upon the selected parameters.**

## Nursing & Allied Health Department Courses

**Mission Statement:** The mission of the Allied Health Department is to prepare students for employment in health care fields by providing the required courses needed to enter into the different Allied Health Programs offered at Guam Community College.

**Vision Statement:** The vision of the Allied Health Department is to provide a high quality health care related programs and courses to help support the islands health care community. The current and technologically current courses and program will provide a high quality health care workforce for Guam and the Pacific region.

**No Student Learning Outcomes (SLOs) were returned for this Group C: Student Services Unit based upon the selected parameters.**

## Nursing and Allied Health (Introduction to Health Occupations) (Secondary)

**Mission Statement:** The Mission of the Introduction to Health Occupation Secondary Program is to prepare and motivate students to pursue further education towards a career in the medical sciences with emphasis on nursing by providing a rigorous specialized curriculum and community based partnerships to inspire students to serve the community with compassion, skill and vision.

**Vision Statement:** The Vision of the Introduction to Health Occupation Secondary Program is to provide Guam Public High School students with the knowledge and skills that will enable them to succeed in a post secondary institution on Guam to obtain a degree and career in the health care industry.

### Student Learning Outcome (SLO): AY2012-13 SLO#1 Identify Health Care Careers

SLO#1 SP2012-FA2013
Upon successful completion of this program, students will be able to analyze and assess the different health occupations in the health care career field.

**Outcome Type:** SLO-Cognitive outcomes

**Start Date:** 03/12/2012

**End Date:** 10/14/2013

**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

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

**Historical Assessment Perspective:** Standardized written test has been changed to meet the SLO. New Test will be implemented Fall 2012.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete a 50 question multiple choice (worth 100 points). Questions are taken from the Instructor CD by Simmers, Louise. Diversified Health Occupations 6th Edition.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Textbook/Author Designed Tests<br>**Related Documents:**<br>AHO.pdf | 80% of students taking the first quarter test will have an overall score of 70% or greater on a 100 total possible points 50 question test. | The test will be administed once in the first quarter. | Yes |

## Related Activities

- VEHO050A/B - Introduction to Health Occupations

  **Related Documents:**
  HO050A & HO050B 2000-04-25 Adoption
  Intro_to_Health_Occup_Approved_2008-8-25

- VENU062 - Allied Health Occupations

  **Related Documents:**
  VENU062 2008-08-25 SR.pdf
  VENU062_2NSR_2010-04-30
  VENU062_2NSR_2010-10-12.pdf

- VESI050 - Applied Anatomy and Physiology

  **Related Documents:**
  VESI050 2006-04-03 SR.pdf
  VESI050_0Adopt_2000-04-25
  VESI050_0Pilot-Not approved-1998-02-03
  VESI050_1SR_2006-04-03
  VESI050_2NSR_2010-04-30
  VESI050_1989-05

## Related Tasks

* **Task Name: Data input**

  **Task Description:** Collect data and input into tracdat

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

### Nursing and Allied Health (Introduction to Health Occupations) (Secondary)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Ensure that instructors are academically prepared and possess current knowledge and skills in content area.

## Related Course SLO

* VEHO050A/B - Introduction to Health Occupations: Qualities of health care professionals - SLO#2 SP2012-FA2013:
  Upon successful completion of this course, students will be able to describe the qualities needed to be a health care professional.

## Student Learning Outcome (SLO): AY2012-13 SLO#2 Distinguish different body systems

SLO#2 SP2012-FA2013:
Upon successful completion of this program, students will be able to distinguish between the different systems in the human body and compare how illness affects these systems.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/12/2012
**End Date:** 10/14/2013
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** None
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** New testing materials will be utilized Fall of 2012.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete a 50 question (100 total possible points) faculty developed test which includes multiple choices<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Textbook/Author Designed Tests<br>**Related Documents:**<br>SI.pdf | 80% of students taking the test will have an overall score of 70% or greater on a 100 total possible points 50 question test. | The test will be administered once in the first quarter. | Yes |

## Related Activities

- VEHO050A/B - Introduction to Health Occupations
  **Related Documents:**
  HO050A & HO050B 2000-04-25 Adoption
  Intro_to_Health_Occup_Approved_2008-8-25
- VENU062 - Allied Health Occupations
  **Related Documents:**
  VENU062 2008-08-25 SR.pdf
  VENU062_2NSR_2010-04-30

VENU062_2NSR_2010-10-12.pdf

- VESI050 - Applied Anatomy and Physiology

**Related Documents:**

VESI050 2006-04-03 SR.pdf
VESI050_0Adopt_2000-04-25
VESI050_0Pilot-Not approved-1998-02-03
VESI050_1SR_2006-04-03
VESI050_2NSR_2010-04-30
VESI050_1989-05

## Related Tasks

* **Task Name: Anatomy Text books**

**Task Description:** review new text books for Anatomy Fall 2013 for implementation Fall 2014

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.

### Nursing and Allied Health (Introduction to Health Occupations) (Secondary)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Ensure that instructors are academically prepared and possess current knowledge and skills in content area.

## Student Learning Outcome (SLO): AY2012-13 SLO#3 Demonstrate basic nursing skills

SLO#3 SP2012-FA2013:
Upon successful completion of this program, students will be able to interpret and demonstrate basic nursing skills.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/12/2012
**End Date:** 10/14/2013
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** None

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

**Historical Assessment Perspective:** Students will be evaluated using standardized written test.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students in VENU062 will complete a 50 question (100 total possible points) textbook/author developed test which includes multiple choices,<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Textbook/Author Designed Tests<br>**Related Documents:**<br>AHO.pdf<br>AHO Skills Checklist FA-12.pdf | 80% of students taking the test will have an overall score of 70% or greater on a 100 total possible points 50 question test | The exam will be administered once during the first quarter. | Yes |
| Students will be given a standardized skills test on a basic nursing skill using a skills checklist from "Mosby's Textbook for Nursing Assistants". Skills that may be tested are 1. Hand Washing 2. Range of Motion 3. Pulse and Blood Pressure 4. Transferring a patient from the bed to a chair 5. Making an unoccupied bed<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Skills proficiency checklist<br>**Related Documents:**<br>AHO Skills Checklist FA-12.pdf | 80% of students taking the test will have an overall score of 70% or greater on the total number of points for any given checklist. If a critical step is missed the student may be remediated and demonstrate the skill correctly or a score of 0 will be given. | Skills demonstration and testing will be given at the end of the school year during final exams. | Yes |

## Related Activities

- VEHO050A/B - Introduction to Health Occupations

  **Related Documents:**
  HO050A & HO050B 2000-04-25 Adoption
  Intro_to_Health_Occup_Approved_2008-8-25

- VENU062 - Allied Health Occupations

  **Related Documents:**
  VENU062 2008-08-25 SR.pdf
  VENU062_2NSR_2010-04-30
  VENU062_2NSR_2010-10-12.pdf

- VESI050 - Applied Anatomy and Physiology

  **Related Documents:**
  VESI050 2006-04-03 SR.pdf
  VESI050_0Adopt_2000-04-25
  VESI050_0Pilot-Not approved-1998-02-03
  VESI050_1SR_2006-04-03
  VESI050_2NSR_2010-04-30
  VESI050_1989-05

## Related Tasks

* **Task Name: New Skills Checklist**

**Task Description:** Input new skills check list

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
Educational Excellence:

This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

* 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)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Ensure that the accreditation website is fully operational for visiting team's use.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.

### Nursing and Allied Health (Introduction to Health Occupations) (Secondary)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Ensure that instructors are academically prepared and possess current knowledge and skills in content area.

## Related Course SLO

* VEHO50A/B - Introduction to Health Occupations: Identify health care careers - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to identify a minimum of five (5) health care careers.

## Student Learning Outcome (SLO): AY2008-09 SLO #2 Human Body

Upon successful completion of the Introduction to Health Occupations Secondary Program, students will be able to identify systems in the human body and how illness effects these systems. (SLO #1 on Map)

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/13/2008
**End Date:** 10/12/2009
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

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

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A combination textbook/author and instructor designed test from Unit 6:1 will be utilized.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Textbook/Author Designed Tests<br>**Related Documents:**<br>Human Body Test | Eighty percent of the students in the spring semester will pass Unit 6:1 Basic Structure of the Human Body test by at least 80% competency. It is important that students understand basic structure before identifying abnormalities and illnesses. After exam, instructor will have classroom discussion on how adnormalities/illnesses effect patients' health. | Joann Canovas will administer and collect data during Spring semester. | No |

## Related Activities

- VESI050 - Applied Anatomy and Physiology

**Related Documents:**

VESI050 2006-04-03 SR.pdf
VESI050_0Adopt_2000-04-25
VESI050_0Pilot-Not approved-1998-02-03
VESI050_1SR_2006-04-03
VESI050_2NSR_2010-04-30
VESI050_1989-05

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Related Course SLO

* VESI050 - Applied Anatomy and Physiology: Understanding common diseases and disorders. - SLO#3 SP10-FA11:
Upon successful completion of this course, students will be able to demonstrate knowledge and understanding of the pathophysiology of common diseases & disorders and its application to the health care field.

## Student Learning Outcome (SLO): AY2008-09 SLO #1 Health Occupation Career Field

Upon successful completion of the Introducation to Health Occupations program, students will be able to identify and explain different health occupations in the health care career field. (SLO #5 in Map)

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/13/2008
**End Date:** 10/12/2009
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

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

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Instructor will assign students one of various fields related to allied health.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects<br>**Related Documents:**<br>Health Occupations Presentation.doc | Eighty percent of students will score 80% or better on the grading rubrics (see presentation rubrics). | Instructors will assess during the AY2008-09 school year. | No |

## Related Activities

- VEHO050A/B - Introduction to Health Occupations

**Related Documents:**

HO050A & HO050B 2000-04-25 Adoption

Intro_to_Health_Occup_Approved_2008-8-25

- VENU062 - Allied Health Occupations

**Related Documents:**

VENU062 2008-08-25 SR.pdf

VENU062_2NSR_2010-04-30

VENU062_2NSR_2010-10-12.pdf

## Related Tasks

* **Task Name: Presentation Tool**

**Task Description:** Presentation Grading Rubrics needs to be modified to better relate to program outcome.

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Nursing and Allied Health (Introduction to Health Occupations) (Secondary)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Ensure that instructors are academically prepared and possess current knowledge and skills in content area.

## Student Learning Outcome (SLO): AY2008-09 SLO #3 Basic Nurse Skills

Upon successful completion of this program, students will be able to identify and demonstrate basic nursing skills.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/13/2008
**End Date:** 10/12/2009
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A skills proficiency textbook developed checklist will be used (see attached related document). Measuring input and output are considered the most important area to do a skills checklist.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Skills proficiency checklist<br>**Related Documents:**<br>Intake and Output Skills Checklist | Eighty percent of students in VENU062 Allied Health Occupations will score 100% on the Measuring Intake and Output skills checklist (see attached document). | All secondary teachers will gather and collect data during spring 2008 semester. | No |

### Related Activities

- VEHO050A/B - Introduction to Health Occupations

  **Related Documents:**
  HO050A & HO050B 2000-04-25 Adoption
  Intro_to_Health_Occup_Approved_2008-8-25

- VENU062 - Allied Health Occupations

  **Related Documents:**
  VENU062 2008-08-25 SR.pdf
  VENU062_2NSR_2010-04-30
  VENU062_2NSR_2010-10-12.pdf

- VESI050 - Applied Anatomy and Physiology

  **Related Documents:**
  VESI050 2006-04-03 SR.pdf
  VESI050_0Adopt_2000-04-25
  VESI050_0Pilot-Not approved-1998-02-03
  VESI050_1SR_2006-04-03
  VESI050_2NSR_2010-04-30
  VESI050_1989-05

### Related Items

**Guam Community College**

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

**Academic Affairs Division (AAD)**

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.

**ACCJC/WASC**

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Nursing Assistant Secondary (Archive)

**Mission Statement:** To prepare students to function professionally and competently as Nursing Assistants under the supervision of the LPN, RN, or MD in clinical areas as hospitals, nursing homes, and private medical offices.

**Vision Statement:** To prepare students to successfully pass the CNA exam.

**No Student Learning Outcomes (SLOs) were returned for this Group C: Student Services Unit based upon the selected parameters.**

## Office of the President

**Mission Statement:** The Office of the President upholds the college's mission statement through its comprehensive and meaningful oversight of the institution's academic, financial, infrastructure and accreditation requirements.

**Vision Statement:** The President envisions Guam Community College to be a premier institution committed to providing quality education and vocational training that leads to student success in career and lifelong learning.

### Student Learning Outcome (SLO): FA09-SP11 AUO#1: Integrating Workforce Development Initiatives (The Pioneer)

AUO#1:
Identifying the community's career and technical as well as basic educational skill requirements and increase capacity for better integration of the opportunites and services offered by GCC with the need of island businesses.

**Start Date:** 10/12/2009

**End Date:** 03/14/2011
**SLO Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Analysis of documents that incorporate the activities and project objectives towards meeting GCC's vision for the college's Pioneering strategic goal.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | 85% of reviewed documents will point to the President's involvement in furthering the strategic initiative Pioneering, especially in the leveraging of public and private resources. | GCC outlined several initiatives based on it's 2009-2014 Institutional Strategic Masterplan (ISMP). | Yes |

### Related Activities

- Annual Convocation

### Related Tasks

* **Task Name: VP for Business & Finance**

**Task Description:** The college will remain a visible and important partner in community developments as it attempts to improve the skill levels & ecomonic requirements of its own workforce.

### Related Items

#### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.

#### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

#### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

#### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

#### Office of the President

* Program/Unit Level - Goal 1: Fulfill the duties and representations set forth in Section II of employment contract.
* Program/Unit Level - Goal 2: Increase vocational opportunities for students based on labor statistics, institutional statistics, and dialog with and recommendations from program advisory committees and the civilian military Task Force on Education.
* Program/Unit Level - Goal 4: Coordinate an institutional planning event to develop a vision statement and general goals for the college that will be included in the ISMP and will set the agenda for the rest of the college.

## Student Learning Outcome (SLO): FA09-SP11 AUO#2: Pursuing Accreditation Quality Programs (Educational Excellence)

AUO#2:
Improvements in program effectiveness and the determination of the institution's overall effectiveness will be derived from GCC's success in meeting student learning outcomes.

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

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Documented progress towards meeting the GCC's vision for the college's Educational Excellence strategic goals.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | 85% of reviewed documents will point to the President's involvement in furthering the strategic initiative - Educational Excellence, especially improvements on GCC's reputation and performance. | GCC outlined several initiatives based on it's 2009-2014 Institutional Strategic Masterplan (ISMP). | Yes |
| Documented progress towards meeting the GCC's vision for the college's Educational Excellence strategic goals.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | 85% of reviewed documents will point to the President's involvement in furthering the strategic initiative - Educational Excellence, especially improvements on GCC's reputation and performance. | GCC outlined several initiatives based on it's 2009-2014 Institutional Strategic Masterplan (ISMP). | Yes |

### Related Activities

- Annual Convocation

### Related Tasks

* **Task Name: VP for Academic Affairs**

  **Task Description:** The college systemically strives to improve SLO outcomes and makes results available to appropriate constituents.

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

#### President/CEO

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

#### Office of the President

* Program/Unit Level - Goal 2: Increase vocational opportunities for students based on labor statistics, institutional statistics, and dialog with and recommendations from program advisory committees and the civilian military Task Force on Education.
* Program/Unit Level - Goal 7: Maintain current accreditation status with the Accrediting Commission for Community and Junior Colleges, ACCJC.

## Student Learning Outcome (SLO): FA09-SP11 AUO#3: Branding GCC in the Community (Community Interaction)

AUO#3:
To improve awareness of the College and increase public support for its vision & activities.

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

**Means of Assessment**

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Analysis of documents towards meeting GCC's vision for the college's Community Interaction strategic goal.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | 85% of reviewed documents will point to the President's involvement in furthering the strategic initiative - Community Interaction. The President will strengthen the college's visibility in the community, by communicating its strengths, successes, and accomplishments to solidify its mission of workforce development in Guam and in the region. | GCC outlined several initiatives based on it's 2009-2014 Institutional Strategic Masterplan (ISMP). | Yes |

### Related Activities

- Annual Convocation

### Related Tasks

* **Task Name: President/CEO**

  **Task Description:** The College engages the community through business presentations, village outreach meetings, and presentations to other government entities.

### Related Items

#### Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.
* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.

#### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

#### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

#### Office of the President

* Program/Unit Level - Goal 5: Develop a plan to increase and diversify financial resources for college operations.
* Program/Unit Level - Goal 6: Increase fundraising activities.
* Program/Unit Level - Goal 10: Enhance Community relationships in the following ways: Work effectively with leaders in K-12, university administrators, government officials, and other community organizations; Ensure college involvement in appropriate civic and community initiatives; Attend, as appropriate, all college activities and events; Regularly appear before and make presentations to civic groups, at conferences, and before businesses and government meetings; Arrange for appropriate representation of the college on various boards and commissions.

## Student Learning Outcome (SLO): FA09-SP11 AUO#4: Continue efforts for Collobration (Dedicated Planning)

AUO#4:
Develop a process of providing a means to measure progress towards attaining the vision for the College each year through a systematic review.

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

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |
| Analysis of documents that incorporate the activities and project objectives in meeting the College's Dedicated Planning strategic goals.<br><br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | 80% of reviewed documents will point to the President's involvement in furthering the strategic intiative - Dedicated Planning. The President will facilitate better integration of various stakeholders' voices for advancing the mission & vision of the college through assessment & reaccreditation. | GCC outlined several initiatives based on it's 2009-2014 Institutional Strategic Master plan (ISMP). | Yes |

### Related Activities

- Annual Convocation

### Related Tasks

* **Task Name: President/CEO**

**Task Description:** Physical resources are used to support student learning programs & services and to improve institutional effectiveness.

### Related Items

#### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.
* 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.

#### Office of the President

* Program/Unit Level - Goal 4: Coordinate an institutional planning event to develop a vision statement and general goals for the college that will be included in the ISMP and will set the agenda for the rest of the college.

## Student Learning Outcome (SLO): FA11-SP13 AUO#1: Integrating Workforce Development Initiatives (The Pioneer)

AUO#1:
To identify the community's career and technical as well as basic educational skill requirements and increase capacity for better integration of the opportunities and services offered by GCC with the need of island businesses.

**Outcome Type:** AUO
**Start Date:** 10/10/2011
**End Date:** 03/13/2013
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** ISMPs are inclusive of the President's goals approved by the Board of Trustees.

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| DOCUMENT ANALYSIS: The review of the President's public remarks, text of speeches, and presentations about GCC, that speak directly to curriculum matters, in particular, and institutional effectiveness, in general which incorporates further GCC's vision for the college's Pioneering strategic goal.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | Based on the GCC 2009-2014 ISMP, 85% of reviewed documents will point to the President's involvement in furthering the strategic initiative Pioneering, especially in the leveraging of public and private resources. | GCC outlined several initiatives based on it's 2009-2014 Institutional Strategic Masterplan (ISMP). Data will be collected from various college offices and key administrators as part of the President's monthly reporting requirements to the Board of Trustees. | Yes |

### Related Activities

- Annual Convocation
- Review of email communication, publication remarks, convocation speeches

### Related Tasks

* **Task Name: VP for Business & Administration**

  **Task Description:** The college will remain a visible and important partner in community developments as it attempts to improve the skill levels & economic requirements of its own workforce.

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.

#### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.
* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Update board policies on general, finance, curriculum, faculty/employees, students, foundation and apprenticeship through a systematic review process that reflect changing institutional and community needs and demands.
* 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.

#### President/CEO

* Division Level - The President (CEO) will promote continuous curriculum development and program improvement efforts leading toward improved student learning outcomes.
* Division Level - The President (CEO) will sustain the financial viability of the college to ensure a conducive learning and working environment for all college constituents.
* 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.
* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.

### Office of the President

* Individual/Administrator Level - The President (CEO) will promote continuous curriculum development and program improvement efforts leading toward improved student learning outcomes.
* Individual/Administrator Level - The President will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide leadership and direction for the activities of the institution to ensure that the college carries out its mission.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide leadership and direction for the activities of the institution to ensure that the college carries out its mission while maintaining accreditation.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.

## Student Learning Outcome (SLO): FA11-SP13 AUO#2: Pursuing Accreditation Quality Programs (Educational Excellence)

AUO#2:
To improve program effectiveness and the determination of the institution's overall effectiveness in meeting student learning outcomes.

**Outcome Type:** AUO
**Start Date:** 10/10/2011
**End Date:** 03/13/2013
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** ISMPs are inclusive of the President's goals approved by the Board of Trustees.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| DOCUMENT ANALYSIS: Based on qualitative content analysis, themes touching on resilience, educational value, and community will be found in the President's public remarks, text of speeches, and presentations about GCC which also incorporates further the activities and project objectives towards meeting GCC's vision for the college's Educational Excellence strategic goal.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | Based on the GCC 2009-2014 ISMP, 85% of reviewed documents will point to the President's involvement in furthering the strategic initiative - Educational Excellence, especially improvements on GCC's reputation and performance. | GCC outlined several initiatives based on it's 2009-2014 Institutional Strategic Masterplan (ISMP). Data will be collected from various college offices and key administrators as part of the President's monthly reporting requirements to the Board of Trustees. | Yes |

### Related Activities

- Annual Convocation
- Review of email communication, publication remarks, convocation speeches

### Related Tasks

* **Task Name: VP for Academic Affairs**
  **Task Description:** The college systemically strives to improve SLO outcomes and makes results available to appropriate constituents.

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning

support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### President/CEO

* Division Level - The President (CEO) will promote continuous curriculum development and program improvement efforts leading toward improved student learning outcomes.
* Division Level - The President (CEO) will sustain the financial viability of the college to ensure a conducive learning and working environment for all college constituents.
* 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.
* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  To provide leadership and direction for the activities of the institution to ensure that the college carries out its mission.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide leadership and direction for the activities of the institution to ensure that the college carries out its mission while maintaining accreditation.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.

### Office of the President

* Individual/Administrator Level - The President (CEO) will promote continuous curriculum development and program improvement efforts leading toward improved student learning outcomes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide leadership and direction for the activities of the institution to ensure that the college carries out its mission.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide leadership and direction for the activities of the institution to ensure that the college carries out its mission while maintaining accreditation.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.

## Student Learning Outcome (SLO): FA11-SP13 AUO#3: Branding GCC in the Community (Community Interaction)

AUO#3:
To improve awareness of the College and increase public support for its vision & activities.

**Outcome Type:** AUO
**Start Date:** 10/10/2011
**End Date:** 03/13/2012
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** ISMPs are inclusive of the President's goals approved by the Board of Trustees.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| DOCUMENT ANALYSIS: Based on qualitative content analysis, themes touching on resilience, educational value, and community will be found in the President's public remarks, text of speeches, and presentations about GCC, which also incorporates further GCC's vision for the college's Community Interaction strategic goal.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | Based on the GCC 2009-2014 ISMP, 85% of reviewed documents will point to the President's involvement in furthering the strategic initiative - Community Interaction. The President will strengthen the college's visibility in the community, by communicating its strengths, successes, and accomplishments to solidify its mission of workforce development in Guam and in the region. | GCC outlined several initiatives based on it's 2009-2014 Institutional Strategic Masterplan (ISMP). Data will be collected from various college offices and key administrators as part of the President's monthly reporting requirements to the Board of Trustees. | Yes |

### Related Activities

- Annual Convocation
- Review of email communication, publication remarks, convocation speeches

### Related Tasks

* **Task Name: President/CEO**

  **Task Description:** The College engages the community through business presentations, village outreach meetings, and presentations to other government entities.

### Related Items

#### Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.
* Institution Level - The College must continue its long history of demonstrated effective management practices, fiscal responsibility, and academic integrity.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.

#### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

#### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

#### President/CEO

* Division Level - The President (CEO) will promote continuous curriculum development and program improvement efforts leading toward improved student learning outcomes.
* Division Level - The President (CEO) will sustain the financial viability of the college to ensure a conducive learning and working environment for all college constituents.
* 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.
* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  To provide leadership and direction for the activities of the institution to ensure that the college carries out its mission.

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide leadership and direction for the activities of the institution to ensure that the college carries out its mission while maintaining accreditation.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.

### Office of the President

* Individual/Administrator Level - The President (CEO) will promote continuous curriculum development and program improvement efforts leading toward improved student learning outcomes.
* Individual/Administrator Level - The President will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide leadership and direction for the activities of the institution to ensure that the college carries out its mission.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide leadership and direction for the activities of the institution to ensure that the college carries out its mission while maintaining accreditation.

## Student Learning Outcome (SLO): FA11-SP13 AUO#4: Continue efforts for Collaboration (Dedicated Planning)

AUO#4:
To develop a process of providing a means to measure progress towards attaining the vision for the College each year through a systematic review.

**Outcome Type:** AUO
**Start Date:** 10/10/2011
**End Date:** 03/13/2013
**SLO Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** ISMPs are inclusive of the President's goals approved by the Board of Trustees.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| DOCUMENT ANALYSIS: Based on analysis of the President's public remarks, text of speeches, presentations, and Annual Report that speak directly to curriculum/ assessment matters, in particular, and institutional effectiveness, in general which further incorporates the activities and project objectives in meeting the College's Dedicated Planning strategic goals.<br><br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | Based on the GCC 2009-2014 ISMP, 80% of reviewed documents will point to the President's involvement in furthering the strategic intiative - Dedicated Planning. The President will facilitate better integration of various stakeholders' voices for advancing the mission & vision of the college through assessment & reaccreditation. | GCC outlined several initiatives based on it's 2009-2014 Institutional Strategic Masterplan (ISMP). Data will be collected from various college offices and key administrators as part of the President's monthly reporting requirements to the Board of Trustees. | Yes |

### Related Activities

- Annual Convocation
- Review of email communication, publication remarks, convocation speeches

### Related Tasks

* **Task Name: President/CEO**
  **Task Description:** Physical resources are used to support student learning programs & services and to improve institutional effectiveness.

### Related Items

#### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.
* 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.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* 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.
* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Develop a comprehensive professional development plan that would provide for continuous education for board members.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Update board policies on general, finance, curriculum, faculty/employees, students, foundation and apprenticeship through a systematic review process that reflect changing institutional and community needs and demands.
* 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.

### President/CEO

* Division Level - The President (CEO) will promote continuous curriculum development and program improvement efforts leading toward improved student learning outcomes.
* Division Level - The President (CEO) will sustain the financial viability of the college to ensure a conducive learning and working environment for all college constituents.
* 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.
* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  To provide leadership and direction for the activities of the institution to ensure that the college carries out its mission.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  To ensure college maintains or exceeds its resources in support of its mission.

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide leadership and direction for the activities of the institution to ensure that the college carries out its mission while maintaining accreditation.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To ensure the college acquires the necessary resources to support its mission.

### Office of the President

* Individual/Administrator Level - The President (CEO) will promote continuous curriculum development and program improvement efforts leading toward improved student learning outcomes.
* Individual/Administrator Level - The President (CEO) will sustain the financial viability of the college to ensure a conducive learning and working environment for all college constituents.
* Course 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.
* Individual/Administrator Level - The President will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide leadership and direction for the activities of the institution to ensure that the college carries out its mission.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Ensure college maintains or exceeds its resources in support of its mission.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide leadership and direction for the activities of the institution to ensure that the college carries out its mission while maintaining accreditation.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To ensure the college acquires the necessary resources to support its mission.

## Student Learning Outcome (SLO): FA13-SP15 AUO#1-Retention and Completion

AUO#1:
Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** The AUOs in t he President Assessment Plan are linked to the four (4) initiatives found in the Institutional Strategic Masterplan ( ISMP).
**Budget Goals:** To provide leadership and direction for the activities of the institution to ensure that the college carries out its mission while maintaining accreditation.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| DOCUMENT ANALYSIS: Based on qualitative content analysis, themes touching on retention and completion, educational value, and community will be found in the President's public remarks, text of speeches, and presentations about GCC which also incorporates further the activities and project objectives towards meeting GCC's vision for the college's Retention and Completion strategic goal.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>20132014convocationscriptscombined.pdf | Based on GCC's 2014-2020 ISMP, 85% of reviewed documents will point to the President's involvement in furthering the strategic initiative - Retention & Completion. | GCC outlined several initiatives based on it's 2014-2020 Institutional Strategic Masterplan (ISMP). Data will be collected from various college offices and key administrators as part of the President's monthly reporting requirements to the Board of Trustees. | Yes |

### Related Activities

- Annual Convocation
- Review of email communication, publication remarks, convocation speeches
- Special Events

### Related Tasks

* **Task Name: Collect President's public remarks, speeches, presentations**
  **Task Description:** Esther be sure to save all the President's evidence for assessment.

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill

levels and productivity of the island's workforce.

* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### 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.

### Office of the President

* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To provide leadership and direction for the activities of the institution to ensure that the college carries out its mission while maintaining accreditation.

## Student Learning Outcome (SLO): FA13-SP15 AUO#2-Conducive Learning Environment

AUO#2
Transform the campus into a facility conducive for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.

**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** The AUOs in t he President Assessment Plan are linked to the four (4) initiatives found in the Institutional Strategic Masterplan ( ISMP).

**Budget Goals:** To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| DOCUMENT ANALYSIS: The review of the President's public remarks, text of speeches, and presentations about GCC, that speak to heighten learning, and institutional effectiveness which incorporates further GCC's vision for the college's Conducive Learning Environment strategic goal.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>ISMP | Based on GCC's 2014-2020 ISMP, 85% of reviewed documents will point to the President's involvement in furthering the strategic initiative Conducive Learning Environment. | GCC outlined several initiatives based on it's 2014-2020 Institutional Strategic Masterplan (ISMP). Data will be collected from various college offices and key administrators as part of the President's monthly reporting requirements to the Board of Trustees | Yes |

### Related Activities

- Annual Convocation
- Review of email communication, publication remarks, convocation speeches
- Special Events

## Related Tasks

* **Task Name: Collect President's public remarks, speeches, presentations**

**Task Description:** Esther be sure to save all the President's evidence for assessment.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #2 Conducive Learning Environment
  Transform the campus into a facility conducive for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### Office of the President

* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technology advancement.

## Student Learning Outcome (SLO): FA13-SP15 AUO#3-Improvement and Accountability

AUO#3
Enhance the existing integrated planning, review, and evaluation process that provides the allocation of resources based on assessment results and college-wide priorities that boost improvement and accountability.

**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** The AUOs in t he President Assessment Plan are linked to the four (4) initiatives found in the Institutional Strategic Masterplan ( ISMP).

**Budget Goals:** To provide leadership and direction for the activities of the institution to ensure that the college carries out its mission while maintaining accreditation.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| DOCUMENT ANALYSIS: Based on analysis of the President's public remarks, text of speeches, presentations, and Annual Report that incorporate the activities and project objectives in meeting the college's Improvement and Accountability strategic goals.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>13TH AIAR | Based on GCC's 2014-2020 ISMP, 85% of reviewed documents will point to the President's involvement in furthering the strategic initiative - Improvement and Accountability. The President will facilitate better integration of various stakeholders' voices for advancing the mission and vision of the college through assessment and reaccreditation. | GCC outlined several initiatives based on it's 2014-2020 Institutional Strategic Masterplan (ISMP). Data will be collected from various college offices and key administrators as part of the President's monthly reporting requirements to the Board of Trustees. | Yes |

## Related Activities

- Annual Convocation
- Review of email communication, publication remarks, convocation speeches
- Special Events

## Related Tasks

* **Task Name: Esther be sure to save all the President's evidence for assessment.**
  **Task Description:** Collect President's public remarks, speeches, presentations

## 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.
* 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.

### Board of Trustees (BOT)

* 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.

### Office of the President

* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To provide leadership and direction for the activities of the institution to ensure that the college carries out its mission while maintaining accreditation.

## Student Learning Outcome (SLO): FA13-SP15 AUO#4-Visibility and Engagement

AUO#4
Promote the Guam Community College brand to achieve regional, national, and international recognition.

**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** The AUOs in t he President Assessment Plan are linked to the four (4) initiatives found in the ISMP.
**Budget Goals:** To ensure the college acquires the necessary resources to support its mission.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| DOCUMENT ANALYSIS: Based on qualitative content analysis, themes touching on resilience, education value, and community will be found in the President's public remarks, text of speeches, and presentations about GCC, which also incorporates further GCC's vision for the college's Visibility and Engagement strategic goal.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>GCC Recruitment Video | Based on GCC's 2014-2020 ISMP, 85% of reviwed documents will point to the President's involvement in furthering the strategic initiative - Visibility and Engagement. The President will strengthen the college's visibility in the community, by communicating its strengths, successes, and accomplishments to solidify its mission. | GCC outlined several initiatives based on it's 2014-2020 Institutional Strategic Masterplan (ISMP). Data will be collected from various college offices and key administrators as part of the President's monthly reporting requirements to the Board of Trustees. | Yes |

### Related Activities

- Annual Convocation
- Review of email communication, publication remarks, convocation speeches
- Special Events

### Related Tasks

* **Task Name: Collect President's public remarks, speeches, presentations**
  **Task Description:** Esther be sure to save all the President's evidence for assessment.

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #4 Visibility and Engagement
  Promote the Guam Community College brand to achieve regional, national, and international recognition.

#### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

#### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### Board of Trustees (BOT)

* 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.

### Office of the President

* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To provide leadership and direction for the activities of the institution to ensure that the college carries out its mission while maintaining accreditation.

## Student Learning Outcome (SLO): FA15-SP17 AUO#1 Retention and Completion

AUO#1
Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** The AUOs in the President's Assessment Plan are linked to the four (4) initiatives found in the Institutional Strategic Masterplan. (ISMP)
**Budget Goals:** To provide leadership and direction for the activities of the institutions to ensure that the college carries outs its mission while maintaining accreditation.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| DOCUMENT ANALYSIS: Based on qualitative content analysis, themes touching on retention and completion, educational value, and community will be found in the President's public remarks, text of speeches, and presentations about GCC which also incorporates further the activities and project objectives towards meeting GCC's vision for the college's Retention and Completion strategic goal.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | Based on GCC's 2014-2020 Institutional Strategic Masterplan (ISMP), 85% of reviewed documents will point to the President's involvement in furthering the strategic initiative - Retention and Completion. | GCC outlined several initiatives based on it's 2014-2020 Institutional Strategic Masterplan (ISMP). Data will be collected from various college offices and key administrators as part of the President's monthly reporting requirements to the Board of Trustees. | Yes |

**Related Documents:**
Call to Action

### Related Activities

- Annual Convocation
- Review of email communication, publication remarks, convocation speeches

### Related Tasks

* **Task Name: Collect President's public remarks, speeches, presentations**
  **Task Description:** Esther be sure to save all the President's evidence for assessment.

### Related Items

#### Guam Community College

* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

#### Office of the President

* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To provide leadership and direction for the activities of the institution to ensure that the college carries out its mission while maintaining accreditation.

## Student Learning Outcome (SLO): FA15-SP17 AUO#2 Conducive Learning Environment

AUO#2
Transform the campus into a conducive facility for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** The AUOs in the President's Assessment Plan are linked to the four (4) initiatives found in the Institutional Strategic Masterplan. (ISMP)
**Budget Goals:** To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| DOCUMENT ANALYSIS: The review of the President's public remarks, text of speeches, and presentations about GCC, that speak to heighten learning, and institutional effectiveness which incorporates further GCC's vision for the college's Conducive Learning Environment strategic goal.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>ISMP | Based on GCC's 2014-2020 ISMP, 85% of reviewed documents will point to the President's involvement in furthering the strategic initiative Conducive Learning Environment. | GCC outlined several initiatives based on it's 2014-2020 Institutional Strategic Masterplan (ISMP). Data will be collected from various college offices and key administrators as part of the President's monthly reporting requirement to the Board of Trustees. | Yes |

### Related Activities

- Annual Convocation
- Review of email communication, publication remarks, convocation speeches
- Special Events

### Related Tasks

* **Task Name: Collect President's public remarks, speeches, presentations**
  **Task Description:** Esther be sure to save all the President's evidence for assessment.

### Related Items

#### Guam Community College

* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #2 Conducive Learning Environment
  Transform the campus into a facility conducive for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.

#### Office of the President

* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technology advancement.

## Student Learning Outcome (SLO): FA15-SP17 AUO#3 Improvement and Accountability

AUO#3
Enhance the existing integrated planning, review, and evaluation process that provides the allocation of resources based on assessment results and college-wide priorities that boost Improvement and Accountability.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017

**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** The AUOs in the President's Assessment Plan are linked to the four (4) initiatives found in the Institutional Strategic Masterplan. (ISMP)

**Budget Goals:** To provide leadership and direction for the activities of the institutions to ensure that the college carries outs its mission while maintaining accreditation.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| DOCUMENT ANALYSIS: Based on analysis of the President's public remarks, text of speeches, presentations, and Annual Report that incorporate the activities and project objectives in meeting the college's Improvement and Accountability strategic goals.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>13TH AIAR | Based on GCC's 2014-2020 ISMP, 85% of reviewed documents will point to the President's involvement in furthering the strategic initiative Improvement and Accountability. The President will facilitate better integration of various stakeholders' voices for advancing the mission and vision of the college through assessment and re accreditation. | GCC outlined several initiatives based on it's 2014-2020 Institutional Strategic Masterplan (ISMP). Data will be collected from various college offices and key administrators as part of the President's monthly reporting requirement to the Board of Trustees. | Yes |

## Related Activities

- Annual Convocation
- Review of email communication, publication remarks, convocation speeches
- Special Events

## Related Tasks

* **Task Name: Collect President's public remarks, speeches, presentations**

**Task Description:** Esther be sure to save all the President's evidence for assessment.

## Related Items

### Guam Community College

* 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.
* 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.

### Office of the President

* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To provide leadership and direction for the activities of the institution to ensure that the college carries out its mission while maintaining accreditation.

## Student Learning Outcome (SLO): FA15-SP17 AUO#4 Visibility and Engagement

AUO#4
Promote the Guam Community College brand to achieve regional, national, and international recognition.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** The AUOs in the President's Assessment Plan are linked to the four (4) initiatives found in the Institutional Strategic Masterplan. (ISMP)

**Budget Goals:** To ensure the college acquires the necessary resources to support its mission.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| DOCUMENT ANALYSIS: Based on qualitative content analysis, themes touching on resilience, education value and community will be found in the President's public remarks, text of speeches, presentations about GCC, which also incorporates further GCC's vision for the college's Visibility and Engagement strategic goal.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>GCC Recruitment Video | Based on GCC's 2014-2020 ISMP, 85% of reviewed documents will point to the President's involvement in furthering the strategic initiative Visibility and Engagement. The President will strengthen the college's visibility in the community, by communicating its strengths, successes, and accomplishments to solidify its mission. | GCC outlined several iniatives based on it's 2014-2020 Institional Strategic Masterplan (ISMP). Data will be collected from various college offices and key administrators as part of the President's monthly reporting requirement to the Board of Trustees. | Yes |

### Related Activities

- Annual Convocation
- Review of email communication, publication remarks, convocation speeches
- Special Events

### Related Tasks

* **Task Name: Collect President's public remarks, speeches, presentations**

  **Task Description:** Esther be sure to save all the President's evidence for assessment.

### Related Items

#### Guam Community College

* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #4 Visibility and Engagement
  Promote the Guam Community College brand to achieve regional, national, and international recognition.

#### Office of the President

* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To provide leadership and direction for the activities of the institution to ensure that the college carries out its mission while maintaining accreditation.

## Office Technology AS & Certificate

**Mission Statement:** The Associate of Science in Office Technology Program in the School of Technology and Student Services at Guam Community College is committed to be the premier provider of office workforce development through building office knowledge and expertise by providing valuable learning opportunities in technology, communication, and professional skills to meet the needs of the individual and the community.

**Vision Statement:** The Office Technology Program enables students to be life-long learners excelling in the use of office technology and adapting to the needs of today's technological workforce.

### Student Learning Outcome (SLO): AY 2004-05 Students will be equipped with the necessary administrative terminology and principles to work in a legal or medical office.

AY 2004-05 Students will be equipped with the necessary administrative terminology and principles to work in a legal or medical office. COGNITIVE SLO

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/07/2005
**End Date:** 03/13/2006
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| 5-minute straight copy timed writings will be administered in OA240, Machine Transcription. | 80% of students will average 50 net wpm or better on 5-minute writings. | Will begin to collect data in Spring 2006. | Yes |

## Related Activities

- OA240 - Machine Transcription

  **Related Documents:**

  OA240_XMemo1_1987_04_02.pdf
  OA240_XMemo2_1987_04_02.pdf
  OA240_1SR_1987_09_22.pdf
  OA240_1SR_1996_12_11.pdf
  OA240_2NSR_2003_04_08.pdf
  OA240_4Delete_2004_01_21.pdf
  OA240_2NSR_2008_09_26.pdf
  OA240_1SR_SLO_2009_04_21.pdf
  OA240_2NSR_2009-04-08
  OA240_4Delete_2009-05-06
  OA240_2NSR_2010-10-25.pdf
  OA240_1SR_2013_10_14.pdf
  OA240_1SR_2013-10-14 Feb252015.pdf
  AY2014-2015 Task Status Report OA 240 - Machine Transcription .htm
  OA240_XEmail2_2015-03-20 Mar232015.pdf
  OA240_SR_AY1617-FINAL_2016-03-17acalog.pdf

- OA250 - Office Procedures

  **Related Documents:**

  OA250_1SR_1987_09_22.pdf
  OA250_1SR_1995_10_16.pdf
  OA250_1SR_1998_11_19.pdf
  OA250_2NSR_2008_09_26.pdf
  OA250_1SR_SLO_2009_03_18.pdf
  OA250_2NSR_2009-04-08

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division remains an integral part of Guam's economic development through the offering of quality educational programs.
* Division Level - The Academic Affairs Division provides leadership for the region through continuing education and workforce development.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

**Student Learning Outcome (SLO): AY 2004-05 Students will be prepared to be employed in a legal, medical or other office related occupation with the necessary attitude and values reflective of their training.**

AY 2004-05 Students will be prepared to be employed in a legal, medical or other office related occupation with the necessary attitude and values reflective of their training. AFFECTIVE SLO

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 03/07/2005
**End Date:** 03/06/2006
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Employer information survey to be sent to employer 3 months after hiring students. | 80% of surveyed employers will respond that graduate students were well prepared with administrative skills necessary to succeed in the work place. | Will begin to collect data in Spring 2006. | Yes |

## Related Activities

- OA101 - Keyboarding and Document Processing

  **Related Documents:**
  OA101_1989-04-12.pdf
  OA101_2NSR_2009-04-08
  OA101_2NSR_2009-04-08
  OA101_2NSR_2010-06-18
  OA101_CourseGuide_1989-04-12
  OA101_2NSR_2010-10-25.pdf
  OA101_1SR_2011-10-31.pdf
  OA101_2NSR_2013_11_12.pdf
  OA101_2NSR_2013-11-12.pdf

- OA103 - Filing Systems

  **Related Documents:**
  OA103_CourseGuide_1980-10.pdf
  OA103_2NSR_1992-06-17.pdf
  OA103_1SR_1996-10-17.pdf
  OA103_2NSR_2009-04-08
  OA103_1SR_2011-10-10.pdf
  OA103_SR_AY1617-FINAL_2016-02-09acalog.pdf

- OA109 (formerly OA104) - Business Math Using Excel

  **Related Documents:**
  OA109_1SR_OA104_1992-06-15.pdf
  OA109_2NSR_OA104_1993-11-29.pdf
  OA109_1SR_2006-02-01.pdf
  OA109_2NSR_2006-02-01.pdf
  OA109_1SR_2009-03-18.pdf

OA109_1SR_OA104_1999-10-29
OA109_2NSR_2009-04-08
OA109_2NSR_2010-10-25.pdf
OA109_SR_AY1617-FINAL_2016-05-16acalog.pdf

- OA130 - Information Processing

**Related Documents:**

OA130_1SR_1987-09-22.pdf
OA130_CourseGuide_1989-05-01.pdf
OA130_1SR_1996-10-17.pdf
OA130_1SR_2009-03-18.pdf
OA130_2NSR_2009-04-08
OA130_2NSR_2010-10-25.pdf
OA130_SR_AY1617-FINAL_2016-05-16acalog.pdf

- OA210 - Database Management Systems

**Related Documents:**

OA210_1SR_1997-08-04.pdf
OA210_2NSR_2002-11-27.pdf
OA210_1SR_1989_10-12.pdf
OA210_2NSR_2009-04-08
OA210_1SR_2011-10-10.pdf
OA210_SR_AY1617-FINAL_2016-02-09acalog.pdf

- OA240 - Machine Transcription

**Related Documents:**

OA240_XMemo1_1987_04_02.pdf
OA240_XMemo2_1987_04_02.pdf
OA240_1SR_1987_09_22.pdf
OA240_1SR_1996_12_11.pdf
OA240_2NSR_2003_04_08.pdf
OA240_4Delete_2004_01_21.pdf
OA240_2NSR_2008_09_26.pdf
OA240_1SR_SLO_2009_04_21.pdf
OA240_2NSR_2009-04-08
OA240_4Delete_2009-05-06
OA240_2NSR_2010-10-25.pdf
OA240_1SR_2013_10_14.pdf
OA240_1SR_2013-10-14 Feb252015.pdf
AY2014-2015 Task Status Report OA 240 - Machine Transcription .htm
OA240_XEmail2_2015-03-20 Mar232015.pdf
OA240_SR_AY1617-FINAL_2016-03-17acalog.pdf

- OA250 - Office Procedures

**Related Documents:**

OA250_1SR_1987_09_22.pdf
OA250_1SR_1995_10_16.pdf
OA250_1SR_1998_11_19.pdf
OA250_2NSR_2008_09_26.pdf
OA250_1SR_SLO_2009_03_18.pdf
OA250_2NSR_2009-04-08

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division provides leadership for the region through continuing education and workforce development.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Student Learning Outcome (SLO): AY 2004-05 Students will demonstrate efficiency in legal and medical transcription through the use of computer application software according to industry standards.

AY 2004-05 Students will demonstrate efficiency in legal and medical transcription through the use of computer application software according to industry standards. BEHAVIORAL SLO

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/07/2005
**End Date:** 03/13/2006
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| 50-minute production tests will be administered in OA240. | 80% of students will average 25 production words per minute or better on legal document production tests. | Production Tests will be given every spring semester beginning Spring 2006. | Yes |

### Related Activities

- OA130 - Information Processing

**Related Documents:**
OA130_1SR_1987-09-22.pdf
OA130_CourseGuide_1989-05-01.pdf
OA130_1SR_1996-10-17.pdf
OA130_1SR_2009-03-18.pdf
OA130_2NSR_2009-04-08
OA130_2NSR_2010-10-25.pdf
OA130_SR_AY1617-FINAL_2016-05-16acalog.pdf

- OA240 - Machine Transcription

**Related Documents:**
OA240_XMemo1_1987_04_02.pdf
OA240_XMemo2_1987_04_02.pdf
OA240_1SR_1987_09_22.pdf
OA240_1SR_1996_12_11.pdf
OA240_2NSR_2003_04_08.pdf
OA240_4Delete_2004_01_21.pdf

OA240_2NSR_2008_09_26.pdf
OA240_1SR_SLO_2009_04_21.pdf
OA240_2NSR_2009-04-08
OA240_4Delete_2009-05-06
OA240_2NSR_2010-10-25.pdf
OA240_1SR_2013_10_14.pdf
OA240_1SR_2013-10-14 Feb252015.pdf
AY2014-2015 Task Status Report OA 240 - Machine Transcription .htm
OA240_XEmail2_2015-03-20 Mar232015.pdf
OA240_SR_AY1617-FINAL_2016-03-17acalog.pdf

- OA250 - Office Procedures

**Related Documents:**

OA250_1SR_1987_09_22.pdf
OA250_1SR_1995_10_16.pdf
OA250_1SR_1998_11_19.pdf
OA250_2NSR_2008_09_26.pdf
OA250_1SR_SLO_2009_03_18.pdf
OA250_2NSR_2009-04-08

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

## Student Learning Outcome (SLO): AY06-07 SLO#1 Legal or Medical Office Administrative Skills

Students will be equipped with the necessary administrative skills to work in a legal or medical office. COGNITIVE SLO-#1

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 02/01/2007
**End Date:** 02/18/2007
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| 5-minute straight copy timed writings will be administered in OA240, Machine Transcription.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Skills proficiency checklist | 100% of students will average 50 net wpm or better on 5-minute writings. | Data was collected on February 1, 2007. | Yes |

## Related Activities

- OA101 - Keyboarding and Document Processing

  **Related Documents:**

  OA101_1989-04-12.pdf
  OA101_2NSR_2009-04-08
  OA101_2NSR_2009-04-08
  OA101_2NSR_2010-06-18
  OA101_CourseGuide_1989-04-12
  OA101_2NSR_2010-10-25.pdf
  OA101_1SR_2011-10-31.pdf
  OA101_2NSR_2013_11_12.pdf
  OA101_2NSR_2013-11-12.pdf

- OA103 - Filing Systems

  **Related Documents:**

  OA103_CourseGuide_1980-10.pdf
  OA103_2NSR_1992-06-17.pdf
  OA103_1SR_1996-10-17.pdf
  OA103_2NSR_2009-04-08
  OA103_1SR_2011-10-10.pdf
  OA103_SR_AY1617-FINAL_2016-02-09acalog.pdf

- OA109 (formerly OA104) - Business Math Using Excel

  **Related Documents:**

  OA109_1SR_OA104_1992-06-15.pdf
  OA109_2NSR_OA104_1993-11-29.pdf
  OA109_1SR_2006-02-01.pdf
  OA109_2NSR_2006-02-01.pdf
  OA109_1SR_2009-03-18.pdf
  OA109_1SR_OA104_1999-10-29
  OA109_2NSR_2009-04-08
  OA109_2NSR_2010-10-25.pdf
  OA109_SR_AY1617-FINAL_2016-05-16acalog.pdf

- OA130 - Information Processing

  **Related Documents:**

  OA130_1SR_1987-09-22.pdf
  OA130_CourseGuide_1989-05-01.pdf
  OA130_1SR_1996-10-17.pdf
  OA130_1SR_2009-03-18.pdf
  OA130_2NSR_2009-04-08
  OA130_2NSR_2010-10-25.pdf
  OA130_SR_AY1617-FINAL_2016-05-16acalog.pdf

- OA210 - Database Management Systems

  **Related Documents:**

  OA210_1SR_1997-08-04.pdf
  OA210_2NSR_2002-11-27.pdf
  OA210_1SR_1989_10-12.pdf
  OA210_2NSR_2009-04-08
  OA210_1SR_2011-10-10.pdf

OA210_SR_AY1617-FINAL_2016-02-09acalog.pdf

- OA211 (formerly OA206) - Business Communication

**Related Documents:**

OA211_2NSR_2006_02_01.pdf
OA211_1SR_2006_05_02.pdf
OA211_2NSR_2009-04-08
OA211_1SR_2013_10_14 (2).pdf

- OA220 - Spreadsheet Systems

**Related Documents:**

OA220_1989-07-15.pdf
OA220_0Adopt_1989_10_12.pdf
OA220_2NSR_2002_11_27.pdf
OA220_2NSR_2009-04-08
OA220_CourseGuide_1989-07-15
OA220_2NSR_2017.03.06.pdf

- OA230 - Advanced Information Processing

**Related Documents:**

OA230_1SR_1987_09_22.pdf
OA230_1989_05_01.pdf
OA230_2NSR_1992_06.pdf
OA230_2NSR_1993_11_01.pdf
OA230_3Deletion_Withdrawn_1997_10_07.pdf
OA230_2NSR_2009-04-08
OA230_CourseGuide_1989_05-01
OA230_XMemo_1997-10-07
OA230_2NSR_2010-10-25.pdf
RE OA230 RE SLOILO Map Feb252015.htm

- OA240 - Machine Transcription

**Related Documents:**

OA240_XMemo1_1987_04_02.pdf
OA240_XMemo2_1987_04_02.pdf
OA240_1SR_1987_09_22.pdf
OA240_1SR_1996_12_11.pdf
OA240_2NSR_2003_04_08.pdf
OA240_4Delete_2004_01_21.pdf
OA240_2NSR_2008_09_26.pdf
OA240_1SR_SLO_2009_04_21.pdf
OA240_2NSR_2009-04-08
OA240_4Delete_2009-05-06
OA240_2NSR_2010-10-25.pdf
OA240_1SR_2013_10_14.pdf
OA240_1SR_2013-10-14 Feb252015.pdf
AY2014-2015 Task Status Report OA 240 - Machine Transcription  .htm
OA240_XEmail2_2015-03-20 Mar232015.pdf
OA240_SR_AY1617-FINAL_2016-03-17acalog.pdf

- OA250 - Office Procedures

**Related Documents:**

OA250_1SR_1987_09_22.pdf
OA250_1SR_1995_10_16.pdf
OA250_1SR_1998_11_19.pdf
OA250_2NSR_2008_09_26.pdf
OA250_1SR_SLO_2009_03_18.pdf
OA250_2NSR_2009-04-08

### Related Tasks

* **Task Name: No action taken.**

**Task Description:** OA240 Machine Transcription was canceled Spring Semester 2008 due to low enrollment. This course will be offered again in Spring Semester 2009 at which time data collection will be gathered.

### Related Items

#### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

#### Office Technology AS & Certificate

* Program/Unit Level - To provide educational opportunities for students to develop office technology skills through career tracks instruction.
* Program/Unit Level - To provide students with instruction by qualified, professionally prepared faculty.
* Program/Unit Level - To provide students with progress levels of educational opportunities leading to satisfying employment.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Review and update program/curriculum to reflect current standards/practices in the workplace locally, nationally, and/or globally.

## Student Learning Outcome (SLO): AY06-07 SLO#2 Employment Preparedness in a Legal or Medical Office

AY06-07 Students will be prepared to be employed in a legal, medical or other office related occupation with the necessary attitude and values reflective of their training. AFFECTIVE SLO-#2

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 12/14/2006
**End Date:** 02/18/2007
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Historical Assessment Perspective:** .
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Employer information survey and student survey.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Industry (Employer) Satisfaction Survey | 80% of surveyed employers will respond that graduate students were well prepared with administrative skills necessary to succeed in the work place. And 80% of surveyed students will respond with a ratings of 5, highest rating, in respect to their education, training, and experience in the Office Technology Program. | Data collections will begin in Fall 2006. | Yes |

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Employer Satisfaction Survey 2006<br>Student survey 2006<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey<br>**Related Documents:**<br>Office Tech Student Survey 2006 | | | Yes |

## Related Activities

- OA211 (formerly OA206) - Business Communication

  **Related Documents:**
  OA211_2NSR_2006_02_01.pdf
  OA211_1SR_2006_05_02.pdf
  OA211_2NSR_2009-04-08
  OA211_1SR_2013_10_14 (2).pdf

- OA240 - Machine Transcription

  **Related Documents:**
  OA240_XMemo1_1987_04_02.pdf
  OA240_XMemo2_1987_04_02.pdf
  OA240_1SR_1987_09_22.pdf
  OA240_1SR_1996_12_11.pdf
  OA240_2NSR_2003_04_08.pdf
  OA240_4Delete_2004_01_21.pdf
  OA240_2NSR_2008_09_26.pdf
  OA240_1SR_SLO_2009_04_21.pdf
  OA240_2NSR_2009-04-08
  OA240_4Delete_2009-05-06
  OA240_2NSR_2010-10-25.pdf
  OA240_1SR_2013_10_14.pdf
  OA240_1SR_2013-10-14 Feb252015.pdf
  AY2014-2015 Task Status Report OA 240 - Machine Transcription .htm
  OA240_XEmail2_2015-03-20 Mar232015.pdf
  OA240_SR_AY1617-FINAL_2016-03-17acalog.pdf

- OA250 - Office Procedures

  **Related Documents:**
  OA250_1SR_1987_09_22.pdf
  OA250_1SR_1995_10_16.pdf
  OA250_1SR_1998_11_19.pdf
  OA250_2NSR_2008_09_26.pdf
  OA250_1SR_SLO_2009_03_18.pdf
  OA250_2NSR_2009-04-08

## Related Tasks

*** Task Name: No action taken.**

**Task Description:** No action taken. OA240 Machine Transcription was canceled Spring Semester 2008 due to low enrollment. This course will be offered again in Spring Semester 2009 at which time data collection will be gathered.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Office Technology AS & Certificate

* Program/Unit Level - To provide educational opportunities for students to develop office technology skills through career tracks instruction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Promote business programs; Accounting, Office Technology, and Supervision & Management to increase student enrollment.

## Student Learning Outcome (SLO): AY06-07 SLO#3 Demonstrate Transcription Efficiency Skills

AY06-07 Students will demonstrate efficiency in legal and medical transcription through the use of computer application software according to industry standards. BEHAVIORAL SLO-#3

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 04/18/2006
**End Date:** 04/27/2006
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| 50-minute production tests will be administered in OA240.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Skills proficiency checklist | 80% of students will average 25 production words per minute or better on legal document production tests. | Production Tests will be given every spring semester beginning Spring 2006. | Yes |

## Related Activities

- OA130 - Information Processing

  **Related Documents:**
  OA130_1SR_1987-09-22.pdf
  OA130_CourseGuide_1989-05-01.pdf
  OA130_1SR_1996-10-17.pdf
  OA130_1SR_2009-03-18.pdf
  OA130_2NSR_2009-04-08
  OA130_2NSR_2010-10-25.pdf
  OA130_SR_AY1617-FINAL_2016-05-16acalog.pdf

- OA240 - Machine Transcription

  **Related Documents:**
  OA240_XMemo1_1987_04_02.pdf
  OA240_XMemo2_1987_04_02.pdf
  OA240_1SR_1987_09_22.pdf
  OA240_1SR_1996_12_11.pdf
  OA240_2NSR_2003_04_08.pdf
  OA240_4Delete_2004_01_21.pdf
  OA240_2NSR_2008_09_26.pdf
  OA240_1SR_SLO_2009_04_21.pdf
  OA240_2NSR_2009-04-08

OA240_4Delete_2009-05-06
OA240_2NSR_2010-10-25.pdf
OA240_1SR_2013_10_14.pdf
OA240_1SR_2013-10-14 Feb252015.pdf
AY2014-2015 Task Status Report OA 240 - Machine Transcription .htm
OA240_XEmail2_2015-03-20 Mar232015.pdf
OA240_SR_AY1617-FINAL_2016-03-17acalog.pdf

- OA250 - Office Procedures

**Related Documents:**

OA250_1SR_1987_09_22.pdf
OA250_1SR_1995_10_16.pdf
OA250_1SR_1998_11_19.pdf
OA250_2NSR_2008_09_26.pdf
OA250_1SR_SLO_2009_03_18.pdf
OA250_2NSR_2009-04-08

## Related Tasks

* **Task Name: No action taken.**

**Task Description:** OA240 Machine Transcription was canceled Spring Semester 2008 due to low enrollment. This course will be offered again in Spring Semester 2009 at which time data collection will be gathered.

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

### Office Technology AS & Certificate

* Program/Unit Level - To provide students with instruction by qualified, professionally prepared faculty.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Strengthen industry partnerships.

## Student Learning Outcome (SLO): SLO#1 FA10-SP12 OFFICE TECH KNOWLEDGE

SLO#1 FA10-SP12
Upon completion of this program, students will obtain knowledge and skills in various computer applications so that they will be able to adapt to the technological needs of their respective organizations.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** ISMP GOAL #1
Pioneering:
This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.

Program SLOs from prior assessment AY06-07 has been changed.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A blended Teacher Designed/Course Embedded Office Simulation Production Test or Project<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test | Provided that students take the pre-requisite courses in sequence, 80% of the students will be able to demonstrate the ability to apply correct layout design and format to produce a variety of office documents with 75% overall accuracy. | Production Test/Project will be administered during the Spring semester. | Yes |

## Related Activities

- OA101 - Keyboarding and Document Processing

  **Related Documents:**

  OA101_1989-04-12.pdf
  OA101_2NSR_2009-04-08
  OA101_2NSR_2009-04-08
  OA101_2NSR_2010-06-18
  OA101_CourseGuide_1989-04-12
  OA101_2NSR_2010-10-25.pdf
  OA101_1SR_2011-10-31.pdf
  OA101_2NSR_2013_11_12.pdf
  OA101_2NSR_2013-11-12.pdf

- OA103 - Filing Systems

  **Related Documents:**

  OA103_CourseGuide_1980-10.pdf
  OA103_2NSR_1992-06-17.pdf
  OA103_1SR_1996-10-17.pdf
  OA103_2NSR_2009-04-08
  OA103_1SR_2011-10-10.pdf
  OA103_SR_AY1617-FINAL_2016-02-09acalog.pdf

- OA109 (formerly OA104) - Business Math Using Excel

  **Related Documents:**

  OA109_1SR_OA104_1992-06-15.pdf
  OA109_2NSR_OA104_1993-11-29.pdf
  OA109_1SR_2006-02-01.pdf
  OA109_2NSR_2006-02-01.pdf
  OA109_1SR_2009-03-18.pdf
  OA109_1SR_OA104_1999-10-29
  OA109_2NSR_2009-04-08
  OA109_2NSR_2010-10-25.pdf
  OA109_SR_AY1617-FINAL_2016-05-16acalog.pdf

- OA130 - Information Processing

  **Related Documents:**

  OA130_1SR_1987-09-22.pdf
  OA130_CourseGuide_1989-05-01.pdf
  OA130_1SR_1996-10-17.pdf
  OA130_1SR_2009-03-18.pdf
  OA130_2NSR_2009-04-08

OA130_2NSR_2010-10-25.pdf
OA130_SR_AY1617-FINAL_2016-05-16acalog.pdf

- OA210 - Database Management Systems

**Related Documents:**

OA210_1SR_1997-08-04.pdf
OA210_2NSR_2002-11-27.pdf
OA210_1SR_1989_10-12.pdf
OA210_2NSR_2009-04-08
OA210_1SR_2011-10-10.pdf
OA210_SR_AY1617-FINAL_2016-02-09acalog.pdf

- OA220 - Spreadsheet Systems

**Related Documents:**

OA220_1989-07-15.pdf
OA220_0Adopt_1989_10_12.pdf
OA220_2NSR_2002_11_27.pdf
OA220_2NSR_2009-04-08
OA220_CourseGuide_1989-07-15
OA220_2NSR_2017.03.06.pdf

- OA230 - Advanced Information Processing

**Related Documents:**

OA230_1SR_1987_09_22.pdf
OA230_1989_05_01.pdf
OA230_2NSR_1992_06.pdf
OA230_2NSR_1993_11_01.pdf
OA230_3Deletion_Withdrawn_1997_10_07.pdf
OA230_2NSR_2009-04-08
OA230_CourseGuide_1989_05-01
OA230_XMemo_1997-10-07
OA230_2NSR_2010-10-25.pdf
RE OA230 RE SLOILO Map Feb252015.htm

- OA240 - Machine Transcription

**Related Documents:**

OA240_XMemo1_1987_04_02.pdf
OA240_XMemo2_1987_04_02.pdf
OA240_1SR_1987_09_22.pdf
OA240_1SR_1996_12_11.pdf
OA240_2NSR_2003_04_08.pdf
OA240_4Delete_2004_01_21.pdf
OA240_2NSR_2008_09_26.pdf
OA240_1SR_SLO_2009_04_21.pdf
OA240_2NSR_2009-04-08
OA240_4Delete_2009-05-06
OA240_2NSR_2010-10-25.pdf
OA240_1SR_2013_10_14.pdf
OA240_1SR_2013-10-14 Feb252015.pdf
AY2014-2015 Task Status Report OA 240 - Machine Transcription  .htm
OA240_XEmail2_2015-03-20 Mar232015.pdf
OA240_SR_AY1617-FINAL_2016-03-17acalog.pdf

- OA250 - Office Procedures

**Related Documents:**

OA250_1SR_1987_09_22.pdf
OA250_1SR_1995_10_16.pdf
OA250_1SR_1998_11_19.pdf
OA250_2NSR_2008_09_26.pdf
OA250_1SR_SLO_2009_03_18.pdf
OA250_2NSR_2009-04-08

## Related Tasks

* **Task Name: Lab/Skills Test**

**Task Description:** Students in the OA250 course will be given a Test during Spring 2011 semester.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.

### Office Technology AS & Certificate

* Program/Unit Level - Students will be proficient in the usage of various computer applications and the operation of office equipment.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Review and update program/curriculum to reflect current standards/practices in the workplace locally, nationally, and/or globally.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Strengthen industry partnerships.

## Related Course SLO

* OA101 - Keyboarding and Document Processing: Work Habits2 - SLO #2 FA10 - SP12:
  Upon successful completion of this course, students will be able to demonstrate good work habits, acceptable typing techniques and skill in using the microcomputer and printer.
* OA103 - Filing Systems: SLO #3 FA10-SP12: Electronic Filing - SLO #3 FA10 - SP12:
  Upon successful completion of this course, students will be able to create, maintain, and access a computerized records management database.
* OA109 (formerly OA104) - Business Math Using Excel: Software Application. - SLO #4 FA10 - SP12:
  Upon successful completion of this course, students will be able to use Excel to solve business problems.
* OA210 - Database Management Systems: SLO#1 FA10-SP12: Database Creation - SLO#1 FA10 - SP12:
  Upon successful completion of this course, students will be able to design, create, and modify a database.
* OA220 - Spreadsheet Systems: SLO#1 FA10 - SP12: Worksheet Creation - SLO#1 FA10 - SP12:
  Upon successful completion of this course, students will be able to create, save, retrieve, edit, format, and print an electronic worksheet using formulas, built-in functions, and charts.

## Student Learning Outcome (SLO): SLO#2 FA10-SP12 OFFICE TECH SKILLS

SLO#2 FA10-SP12
Upon completion of this program, students will use previously learned skills and information to format and produce various office documents.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** ISMP GOAL#2 Educational Excellence:
This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

Program SLOs from prior assessment AY06-07 has been changed.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A blended Teacher Designed/Course Embedded Integrated Office Simulation Production Test or Project<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects | Provided that students take the pre-requisite courses in sequence, 80% of the students will demonstrate the ability to integrate and link different software applications to enhance document productivity with a score of 75% or better. | Production test will be administered during the Spring semester. | Yes |

### Related Activities

- OA101 - Keyboarding and Document Processing

  **Related Documents:**
  OA101_1989-04-12.pdf
  OA101_2NSR_2009-04-08
  OA101_2NSR_2009-04-08
  OA101_2NSR_2010-06-18
  OA101_CourseGuide_1989-04-12
  OA101_2NSR_2010-10-25.pdf
  OA101_1SR_2011-10-31.pdf
  OA101_2NSR_2013_11_12.pdf
  OA101_2NSR_2013-11-12.pdf

- OA103 - Filing Systems

  **Related Documents:**
  OA103_CourseGuide_1980-10.pdf
  OA103_2NSR_1992-06-17.pdf
  OA103_1SR_1996-10-17.pdf
  OA103_2NSR_2009-04-08
  OA103_1SR_2011-10-10.pdf
  OA103_SR_AY1617-FINAL_2016-02-09acalog.pdf

- OA109 (formerly OA104) - Business Math Using Excel

**Related Documents:**
OA109_1SR_OA104_1992-06-15.pdf
OA109_2NSR_OA104_1993-11-29.pdf
OA109_1SR_2006-02-01.pdf
OA109_2NSR_2006-02-01.pdf
OA109_1SR_2009-03-18.pdf
OA109_1SR_OA104_1999-10-29
OA109_2NSR_2009-04-08
OA109_2NSR_2010-10-25.pdf
OA109_SR_AY1617-FINAL_2016-05-16acalog.pdf

- OA130 - Information Processing

**Related Documents:**
OA130_1SR_1987-09-22.pdf
OA130_CourseGuide_1989-05-01.pdf
OA130_1SR_1996-10-17.pdf
OA130_1SR_2009-03-18.pdf
OA130_2NSR_2009-04-08
OA130_2NSR_2010-10-25.pdf
OA130_SR_AY1617-FINAL_2016-05-16acalog.pdf

- OA210 - Database Management Systems

**Related Documents:**
OA210_1SR_1997-08-04.pdf
OA210_2NSR_2002-11-27.pdf
OA210_1SR_1989_10-12.pdf
OA210_2NSR_2009-04-08
OA210_1SR_2011-10-10.pdf
OA210_SR_AY1617-FINAL_2016-02-09acalog.pdf

- OA211 (formerly OA206) - Business Communication

**Related Documents:**
OA211_2NSR_2006_02_01.pdf
OA211_1SR_2006_05_02.pdf
OA211_2NSR_2009-04-08
OA211_1SR_2013_10_14 (2).pdf

- OA220 - Spreadsheet Systems

**Related Documents:**
OA220_1989-07-15.pdf
OA220_0Adopt_1989_10_12.pdf
OA220_2NSR_2002_11_27.pdf
OA220_2NSR_2009-04-08
OA220_CourseGuide_1989-07-15
OA220_2NSR_2017.03.06.pdf

- OA230 - Advanced Information Processing

**Related Documents:**
OA230_1SR_1987_09_22.pdf
OA230_1989_05_01.pdf
OA230_2NSR_1992_06.pdf
OA230_2NSR_1993_11_01.pdf

OA230_3Deletion_Withdrawn_1997_10_07.pdf
OA230_2NSR_2009-04-08
OA230_CourseGuide_1989_05-01
OA230_XMemo_1997-10-07
OA230_2NSR_2010-10-25.pdf
RE OA230 RE SLOILO Map Feb252015.htm

- OA240 - Machine Transcription

**Related Documents:**

OA240_XMemo1_1987_04_02.pdf
OA240_XMemo2_1987_04_02.pdf
OA240_1SR_1987_09_22.pdf
OA240_1SR_1996_12_11.pdf
OA240_2NSR_2003_04_08.pdf
OA240_4Delete_2004_01_21.pdf
OA240_2NSR_2008_09_26.pdf
OA240_1SR_SLO_2009_04_21.pdf
OA240_2NSR_2009-04-08
OA240_4Delete_2009-05-06
OA240_2NSR_2010-10-25.pdf
OA240_1SR_2013_10_14.pdf
OA240_1SR_2013-10-14 Feb252015.pdf
AY2014-2015 Task Status Report OA 240 - Machine Transcription .htm
OA240_XEmail2_2015-03-20 Mar232015.pdf
OA240_SR_AY1617-FINAL_2016-03-17acalog.pdf

- OA250 - Office Procedures

**Related Documents:**

OA250_1SR_1987_09_22.pdf
OA250_1SR_1995_10_16.pdf
OA250_1SR_1998_11_19.pdf
OA250_2NSR_2008_09_26.pdf
OA250_1SR_SLO_2009_03_18.pdf
OA250_2NSR_2009-04-08

## Related Tasks

* **Task Name: Course Project**

**Task Description:** Students in the OA250 course will be given a production test to be administered Spring 2011

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.

### Office Technology AS & Certificate

* Program/Unit Level - Students will be able to format and produce various types of business correspondence and other office-related documents.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Review and update program/curriculum to reflect current standards/practices in the workplace locally, nationally, and/or globally.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Review and update program/curriculum to reflect current standards/practices in the workplace locally, nationally, and/or globally.

### Related Course SLO

* OA101 - Keyboarding and Document Processing: Document Formats2 - SLO #1 FA10 - SP12:
  Upon successful completion of this course, students will be able to demonstrate the ability to key memorandums, letters, reports, tables, and other related items in an acceptable manner.
* OA103 - Filing Systems: SLO #1 FA10-SP12: Filing Basics - SLO #1 FA10 - SP12:
  Upon successful completion of this course, students will be able to Index, code, cross-reference, and arrange personal names, business names, and organization names in correct filing order.
* OA103 - Filing Systems: SLO #2 FA10-SP12: Filing Classifications - SLO #2 FA10 - SP12:
  Upon successful completion of this course, students will be able to store and retrieve records using alphabetic, subject, numeric, and/or geographic methods of filing.
* OA109 (formerly OA104) - Business Math Using Excel: Bank Statements. - SLO #1 FA10 - SP12:
  Upon successful completion of this course, students will be able to prepare bank statement reconciliations.

* OA109 (formerly OA104) - Business Math Using Excel: Payroll. - SLO #2 FA10 - SP12:
  Upon successful completion of this course, students will be able to calculate the components of payroll.
* OA109 (formerly OA104) - Business Math Using Excel: Interest. - SLO #3 FA10 - SP12:
  Upon successful completion of this course, students will be able to solve simple interest and compound interest problems.
* OA130 - Information Processing: Document Formats. - SLO #1 FA10 - SP12:
  Upon successful completion of this course, students will be able to demonstrate proper technique for keying business correspondence; including, letters, memorandums, reports, tables, and forms.
* OA130 - Information Processing: Work Projects - SLO#2 FA10 - SP12
  Upon successful completion of this course, students will be able to apply skills in completing projects.
* OA210 - Database Management Systems: SLO#2 FA10-SP12: Database Manipulation - SLO#2 FA10 - SP12:
  Upon successful completion of this course, students will be able to design, generate, and modify queries, forms, and/or reports for the input and/or extraction of data.
* OA211 (formerly OA206) - Business Communication: SLO#1 FA10-SP12: Correspondence - SLO#1 FA10 - SP12:
  Upon successful completion of this course, students will be able to write effective business memos, letters, and reports.
* OA220 - Spreadsheet Systems: SLO#2 FA10-SP12: Worksheet Manipulation - SLO#2 FA10 - SP12:
  Upon successful completion of this course, students will be able to create and manipulate electronic spreadsheet databases, templates, and macros.
* OA230 - Advanced Information Processing: Document Formats - SLO#2 FA10 - SP12:
  Upon successful completion of this course, students will be able to apply proper document formats when keying business correspondence--memorandums, letters, reports, tables, and forms.
* OA240 - Machine Transcription: 2010-2012 SLO#2 - SLO#2 FA10 - SP12:
  Upon successful completion of this course, students will be able to apply correct spelling, grammar usage, and style to documents.

## Student Learning Outcome (SLO): SLO#3 FA10-SP12 OFFICE TECH PERCEPTION

SLO#3 FA10-SP12
Upon completion of this program, students will express confidence in their ability to use and integrate several office applications.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Program SLO/AUO Plan** N/A

**reflects/incorporates:**

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Student Self-Assessment Questionnaire<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey<br>**Related Documents:**<br>OA250 Questionnaire | 1. At least 80% of the students who responded to the questionnaire will be able to "Agree" or "Strongly Agree" on their ability to utilize various office applications to perform specific tasks.<br><br>2. At least 80% of the students who responded to the questionnaire will be able to "Agree" or "Strongly Agree" on their ability to integrate different software applications easily.<br><br>3. At least 75% of the students who responded to the questionnaire will be able to "Agree" or "Strongly Agree" that their learning experiences in the Office Technology program was positive. | Questionnaire will be administered during the Spring semester. The students will complete the questionnaire at the beginning and towards the end of the semester. | Yes |

## Related Activities

- OA130 - Information Processing

  **Related Documents:**
  OA130_1SR_1987-09-22.pdf
  OA130_CourseGuide_1989-05-01.pdf
  OA130_1SR_1996-10-17.pdf
  OA130_1SR_2009-03-18.pdf
  OA130_2NSR_2009-04-08
  OA130_2NSR_2010-10-25.pdf
  OA130_SR_AY1617-FINAL_2016-05-16acalog.pdf

- OA210 - Database Management Systems

  **Related Documents:**
  OA210_1SR_1997-08-04.pdf
  OA210_2NSR_2002-11-27.pdf
  OA210_1SR_1989_10-12.pdf
  OA210_2NSR_2009-04-08
  OA210_1SR_2011-10-10.pdf
  OA210_SR_AY1617-FINAL_2016-02-09acalog.pdf

- OA230 - Advanced Information Processing

  **Related Documents:**
  OA230_1SR_1987_09_22.pdf
  OA230_1989_05_01.pdf
  OA230_2NSR_1992_06.pdf
  OA230_2NSR_1993_11_01.pdf
  OA230_3Deletion_Withdrawn_1997_10_07.pdf
  OA230_2NSR_2009-04-08
  OA230_CourseGuide_1989_05-01

OA230_XMemo_1997-10-07
OA230_2NSR_2010-10-25.pdf
RE OA230 RE SLOILO Map Feb252015.htm

- OA250 - Office Procedures

**Related Documents:**
OA250_1SR_1987_09_22.pdf
OA250_1SR_1995_10_16.pdf
OA250_1SR_1998_11_19.pdf
OA250_2NSR_2008_09_26.pdf
OA250_1SR_SLO_2009_03_18.pdf
OA250_2NSR_2009-04-08

## Related Tasks

* **Task Name: Office Tech Perception Survey**

**Task Description:** Survey will be administered to Office Technology majors who will complete their degree requirements in Spring 2011.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.

### Office Technology AS & Certificate

* Program/Unit Level - Students will be able to evaluate and incorporate the appropriate technology tools in the work place using the skills and knowledge learned.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Review and update program/curriculum to reflect current standards/practices in the workplace locally, nationally, and/or globally.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Promote office technology to increase student enrollment.

## Related Course SLO

* OA101 - Keyboarding and Document Processing: Time-Writing - SLO #3 FA10 - SP12:
  Upon successful completion of this course, students will be able to demonstrate keyboard knowledge by completing a 3-minute timed-writing keying at least 40 words per minute with no more than 5 errors.
* OA103 - Filing Systems: SLO #4 FA10-SP12: Records Management - SLO #4 FA10 - SP12:
  Upon successful completion of this course, students will be able to demonstrate the procedures for records control and retention, including charge-out systems, electronic files control, and transfer methods.
* OA130 - Information Processing: 2012-2013 Acalog SLO#4. - SLO #4 FA10 - SP12:
  Upon successful completion of this course, students will be able to demonstrate keyboarding knowledge by completing a 5-minute timed-writing keying at least 50 words a minute with no more than

5 errors.

* OA130 - Information Processing: Work Habits. - SLO #3 FA10 - SP12:
  Upon successful completion of this course, students will be able to demonstrate proper work attitudes for business.
* OA210 - Database Management Systems: SLO#3 FA10-SP12: Database Integration - SLO#3 FA10 - SP12:
  Upon successful completion of this course, students will be able to integrate with other office applications and collaborate and secure data.
* OA211 (formerly OA206) - Business Communication: SLO#2 FA10-SP12: Oral Presentations - SLO#2 FA10 - SP12:
  Upon successful completion of this course, students will be able to prepare and deliver effective oral presentations.
* OA211 (formerly OA206) - Business Communication: SLO#3 FA10-SP12: Interpersonal Skills - SLO#3 FA10 - SP12:
  Upon successful completion of this course, students will be able to demonstrate effective interpersonal communications skills.
* OA211 (formerly OA206) - Business Communication: SLO#4 FA10-SP12: Group Dynamics - SLO#4 FA10 - SP12:
  Upon successful completion of this course, students will be able to communicate orally in one-to-one, small group and large group situations.
* OA211 (formerly OA206) - Business Communication: SLO#5 FA10-SP12: Job Preparation - SLO#5 FA10 - SP12:
  Upon successful completion of this course, students will be able to develop a practical job search strategy, including writing successful resumes.
* OA220 - Spreadsheet Systems: SLO#3 FA10-SP12: Worksheet Integration - SLO#3 FA10 - SP12:
  Upon successful completion of this course, students will be able to integrate with other office applications and collaborate and secure data.
* OA230 - Advanced Information Processing: Software Integration - SLO#1 FA10 - SP12:
  Upon successful completion of this course, students will be able to create compound documents by integrating word processing, spreadsheet, database, and/or presentation applications.
* OA230 - Advanced Information Processing: Software Collabaoration - SLO#3 FA10 - SP12:
  Upon successful completion of this course, students will be able to create and manage documents using teamwork.
* OA230 - Advanced Information Processing: Time-Writing - SLO#4 FA10 - SP12:
  Upon successful completion of this course, students will be able to demonstrate keyboarding knowledge by completing a 5-minute timed-writing keying at least 60 words a minute with no more than 5 errors.
* OA240 - Machine Transcription: 2010-2012 SLO#1 - SLO#1 FA10 - SP12:
  Upon completion of this course, students will be able to develop the ability to think and use judgment while keying correspondence.
* OA240 - Machine Transcription: 2010-2012 SLO#3 - SLO#3 FA10 -SP12:
  Upon successful completion of this course, students will be able to examine and use appropriate reference materials.
* OA250 - Office Procedures: 2010-2012 SLO#1 - SLO#1 FA10 - SP12:
  Upon completion of this course, students will be able to demonstrate professional image, appropriate job attitudes, and interpersonal relationships of the administrative assistant.
* OA250 - Office Procedures: 2010-2012 SLO#2 - SLO#2 FA10 - SP12:
  Upon successful completion of this course, students will be able to work independently and as a member of an internal team.
* OA250 - Office Procedures: 2010-2012 SLO#3 - SLO#3 FA10 - SP12:
  Upon successful completion of this course, students will be able to display skills in obtaining, organizing, evaluating, and managing information.

### Student Learning Outcome (SLO): 2011-2012 Catalog SLO#1

SLO#1 FA-SP:
Upon successful completion of the Certificate and AS in Office Technology program, students will be able to obtain knowledge and skills in various computer applications so that they will be able to adapt to the technological needs of their respective organizations.

**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Student Learning Outcome (SLO): 2011-2012 Catalog SLO#2

SLO#2 FA-SP:
Upon successful completion of the Certificate and AS in Office Technology program, students will be able to use previously learned skills and information to format and produce various office documents.

**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**

**Budget Goals:** .

## Student Learning Outcome (SLO): 2011-2012 Catalog SLO#3

SLO#3 FA-SP:
Upon successful completion of the Certificate and AS in Office Technology program, students will be able to express confidence in their ability to use and integrate several office applications.

**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

## Student Learning Outcome (SLO): SLO#1 FA12-SP14 OFFICE TECH KNOWLEDGE

SLO#1 FA12-SP14
Upon completion of this program, students will obtain knowledge and skills in various computer applications so that they will be able to adapt to the technological needs of their respective organizations.

**Outcome Type:** SLO-Behavioral outcomes
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** The results will be derived from a course project completed during the OA250 Office Procedures course.
**Budget Goals:** Review and update program/curriculum to reflect currents standards/practices in the workplace locally, nationally, and/or globally.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A blended Teacher Designed/Course Embedded Office Simulation Production Test or Project<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test<br>**Related Documents:**<br>OA250 Booth Display Project[1].pdf | Provided that students take the pre-requisite courses in sequence, 80% of the students will be able to demonstrate the ability to apply correct layout design and format to produce a variety of office documents with 75% overall accuracy. | Production Test/Project will be administered during the Spring semester. | Yes |

### Related Activities

- OA101 - Keyboarding and Document Processing
  **Related Documents:**
  OA101_1989-04-12.pdf
  OA101_2NSR_2009-04-08
  OA101_2NSR_2009-04-08
  OA101_2NSR_2010-06-18
  OA101_CourseGuide_1989-04-12
  OA101_2NSR_2010-10-25.pdf
  OA101_1SR_2011-10-31.pdf
  OA101_2NSR_2013_11_12.pdf
  OA101_2NSR_2013-11-12.pdf
- OA103 - Filing Systems
  **Related Documents:**

OA103_CourseGuide_1980-10.pdf
OA103_2NSR_1992-06-17.pdf
OA103_1SR_1996-10-17.pdf
OA103_2NSR_2009-04-08
OA103_1SR_2011-10-10.pdf
OA103_SR_AY1617-FINAL_2016-02-09acalog.pdf

- OA109 (formerly OA104) - Business Math Using Excel

**Related Documents:**

OA109_1SR_OA104_1992-06-15.pdf
OA109_2NSR_OA104_1993-11-29.pdf
OA109_1SR_2006-02-01.pdf
OA109_2NSR_2006-02-01.pdf
OA109_1SR_2009-03-18.pdf
OA109_1SR_OA104_1999-10-29
OA109_2NSR_2009-04-08
OA109_2NSR_2010-10-25.pdf
OA109_SR_AY1617-FINAL_2016-05-16acalog.pdf

- OA130 - Information Processing

**Related Documents:**

OA130_1SR_1987-09-22.pdf
OA130_CourseGuide_1989-05-01.pdf
OA130_1SR_1996-10-17.pdf
OA130_1SR_2009-03-18.pdf
OA130_2NSR_2009-04-08
OA130_2NSR_2010-10-25.pdf
OA130_SR_AY1617-FINAL_2016-05-16acalog.pdf

- OA210 - Database Management Systems

**Related Documents:**

OA210_1SR_1997-08-04.pdf
OA210_2NSR_2002-11-27.pdf
OA210_1SR_1989_10-12.pdf
OA210_2NSR_2009-04-08
OA210_1SR_2011-10-10.pdf
OA210_SR_AY1617-FINAL_2016-02-09acalog.pdf

- OA220 - Spreadsheet Systems

**Related Documents:**

OA220_1989-07-15.pdf
OA220_0Adopt_1989_10_12.pdf
OA220_2NSR_2002_11_27.pdf
OA220_2NSR_2009-04-08
OA220_CourseGuide_1989-07-15
OA220_2NSR_2017.03.06.pdf

- OA230 - Advanced Information Processing

**Related Documents:**

OA230_1SR_1987_09_22.pdf
OA230_1989_05_01.pdf
OA230_2NSR_1992_06.pdf

OA230_2NSR_1993_11_01.pdf
OA230_3Deletion_Withdrawn_1997_10_07.pdf
OA230_2NSR_2009-04-08
OA230_CourseGuide_1989_05-01
OA230_XMemo_1997-10-07
OA230_2NSR_2010-10-25.pdf
RE OA230 RE SLOILO Map Feb252015.htm

- OA250 - Office Procedures

**Related Documents:**

OA250_1SR_1987_09_22.pdf
OA250_1SR_1995_10_16.pdf
OA250_1SR_1998_11_19.pdf
OA250_2NSR_2008_09_26.pdf
OA250_1SR_SLO_2009_03_18.pdf
OA250_2NSR_2009-04-08

## Related Tasks

* **Task Name: Lab/Skills Test**

**Task Description:** Students in the OA250 course will be given a Test during Spring semester.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To provide support for institutional learning outcomes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide support for institutional learning outcomes.

### Office Technology AS & Certificate

* Program/Unit Level - Students will be proficient in the usage of various computer applications and the operation of office equipment.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Review and update program/curriculum to reflect current standards/practices in the workplace locally, nationally, and/or globally.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  PRG#1:
  To review and update program/curriculum to reflect current standards/practices in the workplace locally, nationally, and/or globally.

## Related Course SLO

* OA210 - Database Management Systems: 2012-2013 Acalog SLO#1 - SLO#1 FA12 - SP14: Database Creation
  Upon successful completion of this course, students will be able to design, create, and modify database.
* OA211 (formerly OA206) - Business Communication: 2012-2013 Acalog SLO#5 - SLO#5 FA12 - SP14: Job Preparation
  Upon successful completion of this course, students will be able to develop a practical job search strategy, including writing successful resumes.
* OA220 - Spreadsheet Systems: 2012-2013 Acalog SLO#1 - SLO#1 FA12 - SP14: Worksheet Creation
  Upon successful completion of this course, students will be able to create, save, retrieve, edit, format, and print an electronic worksheet using formulas, built-in functions, and charts.
* OA292 - Office Technology Practicum: 2011-2012 Catalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to demonstrate appropriate worksite behavior.
* OA298 - CO-OP/Work Learn: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to develop administrative skills in a workplace environment.

## Student Learning Outcome (SLO): SLO#2 FA12-SP14 OFFICE TECH SKILLS

SLO#2 FA12-SP14
Upon completion of this program, students will use previously learned skills and information to format and produce various office documents.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** The results will be derived from an office simulation project completed during the OA230 Advanced Information Processing course.
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A blended Teacher Designed/Course Embedded Integrated Office Simulation Production Test or Project<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects<br>**Related Documents:**<br>OA230 Simulation Project-Test.pdf | Provided that students take the pre-requisite courses in sequence, 80% of the students will demonstrate the ability to integrate and link different software applications to enhance document productivity with a score of 75% or better. | Production Test/Project will be administered during the Spring semester. | Yes |

## Related Activities

- OA101 - Keyboarding and Document Processing
  **Related Documents:**

OA101_1989-04-12.pdf
OA101_2NSR_2009-04-08
OA101_2NSR_2009-04-08
OA101_2NSR_2010-06-18
OA101_CourseGuide_1989-04-12
OA101_2NSR_2010-10-25.pdf
OA101_1SR_2011-10-31.pdf
OA101_2NSR_2013_11_12.pdf
OA101_2NSR_2013-11-12.pdf

- OA103 - Filing Systems

**Related Documents:**

OA103_CourseGuide_1980-10.pdf
OA103_2NSR_1992-06-17.pdf
OA103_1SR_1996-10-17.pdf
OA103_2NSR_2009-04-08
OA103_1SR_2011-10-10.pdf
OA103_SR_AY1617-FINAL_2016-02-09acalog.pdf

- OA109 (formerly OA104) - Business Math Using Excel

**Related Documents:**

OA109_1SR_OA104_1992-06-15.pdf
OA109_2NSR_OA104_1993-11-29.pdf
OA109_1SR_2006-02-01.pdf
OA109_2NSR_2006-02-01.pdf
OA109_1SR_2009-03-18.pdf
OA109_1SR_OA104_1999-10-29
OA109_2NSR_2009-04-08
OA109_2NSR_2010-10-25.pdf
OA109_SR_AY1617-FINAL_2016-05-16acalog.pdf

- OA130 - Information Processing

**Related Documents:**

OA130_1SR_1987-09-22.pdf
OA130_CourseGuide_1989-05-01.pdf
OA130_1SR_1996-10-17.pdf
OA130_1SR_2009-03-18.pdf
OA130_2NSR_2009-04-08
OA130_2NSR_2010-10-25.pdf
OA130_SR_AY1617-FINAL_2016-05-16acalog.pdf

- OA210 - Database Management Systems

**Related Documents:**

OA210_1SR_1997-08-04.pdf
OA210_2NSR_2002-11-27.pdf
OA210_1SR_1989_10-12.pdf
OA210_2NSR_2009-04-08
OA210_1SR_2011-10-10.pdf
OA210_SR_AY1617-FINAL_2016-02-09acalog.pdf

- OA220 - Spreadsheet Systems

**Related Documents:**

OA220_1989-07-15.pdf
OA220_0Adopt_1989_10_12.pdf
OA220_2NSR_2002_11_27.pdf
OA220_2NSR_2009-04-08
OA220_CourseGuide_1989-07-15
OA220_2NSR_2017.03.06.pdf

- OA230 - Advanced Information Processing

**Related Documents:**

OA230_1SR_1987_09_22.pdf
OA230_1989_05_01.pdf
OA230_2NSR_1992_06.pdf
OA230_2NSR_1993_11_01.pdf
OA230_3Deletion_Withdrawn_1997_10_07.pdf
OA230_2NSR_2009-04-08
OA230_CourseGuide_1989_05-01
OA230_XMemo_1997-10-07
OA230_2NSR_2010-10-25.pdf
RE OA230 RE SLOILO Map Feb252015.htm

- OA250 - Office Procedures

**Related Documents:**

OA250_1SR_1987_09_22.pdf
OA250_1SR_1995_10_16.pdf
OA250_1SR_1998_11_19.pdf
OA250_2NSR_2008_09_26.pdf
OA250_1SR_SLO_2009_03_18.pdf
OA250_2NSR_2009-04-08

## Related Tasks

* **Task Name: Course Project**

**Task Description:** Students in the OA230 course will be given a Production Test/Project during the Spring Semester.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To provide support for institutional learning outcomes.

### Office Technology AS & Certificate

* Program/Unit Level - Students will be able to format and produce various types of business correspondence and other office-related documents.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Review and update program/curriculum to reflect current standards/practices in the workplace locally, nationally, and/or globally.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To review and update program/curriculum to reflect current standards/practices in the workplace locally, nationally, and/or globally.

## Related Course SLO

* OA103 - Filing Systems: 2012-2013 Acalog SLO#1 - SLO#1 FA12 - SP14: Filing Basics
  Upon successful completion of this course, students will be able to index, code, cross-reference, and arrange personal names, business names, and organization names in correct filing order.

## Student Learning Outcome (SLO): SLO#3 FA12-SP14 OFFICE TECH PERCEPTION

SLO#3 FA12-SP14
Upon completion of this program, students will express confidence in their ability to use and integrate several office applications.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/18/2012
**End Date:** 03/10/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Program SLO/AUO Plan** Use and Implementation of Results from the previous cycle
**reflects/incorporates:**
**Historical Assessment** The results will derive from the Office Technology satisfaction survey taken after the capstone course OA250 Office Procedures.
**Perspective:**
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Student Self-Assessment Questionnaire<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey | 1. At least 80% of the students who responded to the questionnaire will be able to "Agree" or "Strongly Agree" on their ability to utilize various office applications to perform specific tasks.<br><br>2. At least 80% of the students who responded to the questionnaire will be able to "Agree" or "Strongly Agree" on their ability to integrate different software applications easily.<br><br>3. At least 75% of the students who responded to the questionnaire will be able to "Agree" or "Strongly Agree" that their learning experiences in the Office Technology program was positive. | Questionnaire will be administered during the Spring semester. The students will complete the questionnaire at the beginning and towards the end of the semester. | Yes |

## Related Activities

- OA101 - Keyboarding and Document Processing

  **Related Documents:**
  OA101_1989-04-12.pdf
  OA101_2NSR_2009-04-08
  OA101_2NSR_2009-04-08
  OA101_2NSR_2010-06-18
  OA101_CourseGuide_1989-04-12
  OA101_2NSR_2010-10-25.pdf
  OA101_1SR_2011-10-31.pdf
  OA101_2NSR_2013_11_12.pdf
  OA101_2NSR_2013-11-12.pdf

- OA103 - Filing Systems

  **Related Documents:**
  OA103_CourseGuide_1980-10.pdf
  OA103_2NSR_1992-06-17.pdf
  OA103_1SR_1996-10-17.pdf
  OA103_2NSR_2009-04-08
  OA103_1SR_2011-10-10.pdf
  OA103_SR_AY1617-FINAL_2016-02-09acalog.pdf

- OA109 (formerly OA104) - Business Math Using Excel

  **Related Documents:**
  OA109_1SR_OA104_1992-06-15.pdf
  OA109_2NSR_OA104_1993-11-29.pdf
  OA109_1SR_2006-02-01.pdf
  OA109_2NSR_2006-02-01.pdf
  OA109_1SR_2009-03-18.pdf
  OA109_1SR_OA104_1999-10-29

OA109_2NSR_2009-04-08
OA109_2NSR_2010-10-25.pdf
OA109_SR_AY1617-FINAL_2016-05-16acalog.pdf

- OA130 - Information Processing

**Related Documents:**

OA130_1SR_1987-09-22.pdf
OA130_CourseGuide_1989-05-01.pdf
OA130_1SR_1996-10-17.pdf
OA130_1SR_2009-03-18.pdf
OA130_2NSR_2009-04-08
OA130_2NSR_2010-10-25.pdf
OA130_SR_AY1617-FINAL_2016-05-16acalog.pdf

- OA210 - Database Management Systems

**Related Documents:**

OA210_1SR_1997-08-04.pdf
OA210_2NSR_2002-11-27.pdf
OA210_1SR_1989_10-12.pdf
OA210_2NSR_2009-04-08
OA210_1SR_2011-10-10.pdf
OA210_SR_AY1617-FINAL_2016-02-09acalog.pdf

- OA220 - Spreadsheet Systems

**Related Documents:**

OA220_1989-07-15.pdf
OA220_0Adopt_1989_10_12.pdf
OA220_2NSR_2002_11_27.pdf
OA220_2NSR_2009-04-08
OA220_CourseGuide_1989-07-15
OA220_2NSR_2017.03.06.pdf

- OA230 - Advanced Information Processing

**Related Documents:**

OA230_1SR_1987_09_22.pdf
OA230_1989_05_01.pdf
OA230_2NSR_1992_06.pdf
OA230_2NSR_1993_11_01.pdf
OA230_3Deletion_Withdrawn_1997_10_07.pdf
OA230_2NSR_2009-04-08
OA230_CourseGuide_1989_05-01
OA230_XMemo_1997-10-07
OA230_2NSR_2010-10-25.pdf
RE OA230 RE SLOILO Map Feb252015.htm

- OA250 - Office Procedures

**Related Documents:**

OA250_1SR_1987_09_22.pdf
OA250_1SR_1995_10_16.pdf
OA250_1SR_1998_11_19.pdf
OA250_2NSR_2008_09_26.pdf
OA250_1SR_SLO_2009_03_18.pdf

OA250_2NSR_2009-04-08

## Related Tasks

* **Task Name: Office Tech Perception Survey**

**Task Description:** Survey will be administered to Office Technology majors who will complete their degree requirements in Spring.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To provide support for institutional learning outcomes.

### Office Technology AS & Certificate

* Program/Unit Level - Students will be able to evaluate and incorporate the appropriate technology tools in the work place using the skills and knowledge learned.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Review and update program/curriculum to reflect current standards/practices in the workplace locally, nationally, and/or globally.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Promote office technology to increase student enrollment.

## Related Course SLO

* OA101 - Keyboarding and Document Processing: 2012-2013 Acalog SLO#3 - SLO#3 FA12 - SP14: Time-Writing
  Upon successful completion of this course, students will be able to demonstrate keyboard knowledge by completing a 3-minute timed-writing keying at least 40 words per minute with no more than 5 errors.
* OA230 - Advanced Information Processing: 2012-2013 Acalog SLO#4 - SLO#4 FA12 - SP14: Time-Writing
  Upon successful completion of this course, students will be able to demonstrate keyboarding knowledge by completing a 5-minute timed-writing keying at least 60 words a minute with no more than 5 errors.

## Student Learning Outcome (SLO): SLO#1 FA14-SP16 OFFICE TECH KNOWLEDGE

SLO#1 FA14-SP16
Upon completion of this program, students will obtain knowledge and skills in various computer applications so that they will be able to adapt to the technological needs of their respective organizations.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/13/2014
**End Date:** 03/14/2016
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A blended Teacher Designed/Course Embedded Office Simulation Production Test or Project (OA250 Conference)<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test | Provided that students take the pre-requisite courses in sequence, 80% of the students will be able to demonstrate the ability to professionally communicate by producing a variety of business communication documents using emerging technologies with 75% overall accuracy. | Project will be administered during the Spring semester. | Yes |

### Related Activities

- OA101 - Keyboarding and Document Processing
  **Related Documents:**
  OA101_1989-04-12.pdf
  OA101_2NSR_2009-04-08
  OA101_2NSR_2009-04-08
  OA101_2NSR_2010-06-18
  OA101_CourseGuide_1989-04-12
  OA101_2NSR_2010-10-25.pdf
  OA101_1SR_2011-10-31.pdf
  OA101_2NSR_2013_11_12.pdf
  OA101_2NSR_2013-11-12.pdf
- OA103 - Filing Systems
  **Related Documents:**
  OA103_CourseGuide_1980-10.pdf
  OA103_2NSR_1992-06-17.pdf
  OA103_1SR_1996-10-17.pdf
  OA103_2NSR_2009-04-08
  OA103_1SR_2011-10-10.pdf
  OA103_SR_AY1617-FINAL_2016-02-09acalog.pdf
- OA109 (formerly OA104) - Business Math Using Excel
  **Related Documents:**
  OA109_1SR_OA104_1992-06-15.pdf
  OA109_2NSR_OA104_1993-11-29.pdf

OA109_1SR_2006-02-01.pdf
OA109_2NSR_2006-02-01.pdf
OA109_1SR_2009-03-18.pdf
OA109_1SR_OA104_1999-10-29
OA109_2NSR_2009-04-08
OA109_2NSR_2010-10-25.pdf
OA109_SR_AY1617-FINAL_2016-05-16acalog.pdf

- OA130 - Information Processing

**Related Documents:**
OA130_1SR_1987-09-22.pdf
OA130_CourseGuide_1989-05-01.pdf
OA130_1SR_1996-10-17.pdf
OA130_1SR_2009-03-18.pdf
OA130_2NSR_2009-04-08
OA130_2NSR_2010-10-25.pdf
OA130_SR_AY1617-FINAL_2016-05-16acalog.pdf

- OA210 - Database Management Systems

**Related Documents:**
OA210_1SR_1997-08-04.pdf
OA210_2NSR_2002-11-27.pdf
OA210_1SR_1989_10-12.pdf
OA210_2NSR_2009-04-08
OA210_1SR_2011-10-10.pdf
OA210_SR_AY1617-FINAL_2016-02-09acalog.pdf

- OA220 - Spreadsheet Systems

**Related Documents:**
OA220_1989-07-15.pdf
OA220_0Adopt_1989_10_12.pdf
OA220_2NSR_2002_11_27.pdf
OA220_2NSR_2009-04-08
OA220_CourseGuide_1989-07-15
OA220_2NSR_2017.03.06.pdf

- OA230 - Advanced Information Processing

**Related Documents:**
OA230_1SR_1987_09_22.pdf
OA230_1989_05_01.pdf
OA230_2NSR_1992_06.pdf
OA230_2NSR_1993_11_01.pdf
OA230_3Deletion_Withdrawn_1997_10_07.pdf
OA230_2NSR_2009-04-08
OA230_CourseGuide_1989_05-01
OA230_XMemo_1997-10-07
OA230_2NSR_2010-10-25.pdf
RE OA230 RE SLOILO Map Feb252015.htm

- OA250 - Office Procedures

**Related Documents:**
OA250_1SR_1987_09_22.pdf

OA250_1SR_1995_10_16.pdf
OA250_1SR_1998_11_19.pdf
OA250_2NSR_2008_09_26.pdf
OA250_1SR_SLO_2009_03_18.pdf
OA250_2NSR_2009-04-08

## Related Tasks

* **Task Name: Lab/Skills Test**

  **Task Description:** Students in the OA250 course will be given a Test during Spring semester.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To provide support for institutional learning outcomes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide adequate support of program growth.

### Office Technology AS & Certificate

* Program/Unit Level - Students will be proficient in the usage of various computer applications and the operation of office equipment.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Review and update program/curriculum to reflect current standards/practices in the workplace locally, nationally, and/or globally.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  PRG#1:

To review and update program/curriculum to reflect current standards/practices in the workplace locally, nationally, and/or globally.

## Related Course SLO

* OA109 (formerly OA104) - Business Math Using Excel: 2012-2013 Acalog SLO#1 - SLO#1 FA12-SP14:
  Upon successful completion of this course, students will be able to prepare bank statement reconciliations.
* OA130 - Information Processing: 2014-2016 Acalog SLO#4 - SLO #4 FA14 - SP16:
  Upon successful completion of this course, students will be able to apply skills in completing projects.
* OA240 - Machine Transcription: 2014-2016 Acalog SLO#2 - SLO#2 FA14- SP16:
  Upon successful completion of this course, students will be able to apply correct spelling, grammar usage, and style to documents.
* OA250 - Office Procedures: 2014-2016 Acalog SLO#3 - SLO#3 FA14 - SP16:
  Upon successful completion of this course, students will be able to display skills in obtaining, organizing, evaluating, and managing information.

## Student Learning Outcome (SLO): SLO#2 FA14-SP16 OFFICE TECH SKILLS

SLO#2 FA16-SP16
Upon completion of this program, students will use previously learned skills and information to format and produce various office documents.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/13/2014
**End Date:** 03/14/2016
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A blended Teacher Designed/Course Embedded Integrated Office Simulation Production Test or Project (OA230)<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects | Provided that students take the pre-requisite courses in sequence, 80% of the students will demonstrate the ability to integrate and link different software applications to enhance document productivity with a score of 75% or better. | Production Test/Project will be administered during the Spring semester. | Yes |

## Related Activities

- OA101 - Keyboarding and Document Processing
  **Related Documents:**
  OA101_1989-04-12.pdf
  OA101_2NSR_2009-04-08
  OA101_2NSR_2009-04-08
  OA101_2NSR_2010-06-18
  OA101_CourseGuide_1989-04-12
  OA101_2NSR_2010-10-25.pdf
  OA101_1SR_2011-10-31.pdf
  OA101_2NSR_2013_11_12.pdf
  OA101_2NSR_2013-11-12.pdf
- OA103 - Filing Systems
  **Related Documents:**
  OA103_CourseGuide_1980-10.pdf

OA103_2NSR_1992-06-17.pdf
OA103_1SR_1996-10-17.pdf
OA103_2NSR_2009-04-08
OA103_1SR_2011-10-10.pdf
OA103_SR_AY1617-FINAL_2016-02-09acalog.pdf

- OA109 (formerly OA104) - Business Math Using Excel

**Related Documents:**

OA109_1SR_OA104_1992-06-15.pdf
OA109_2NSR_OA104_1993-11-29.pdf
OA109_1SR_2006-02-01.pdf
OA109_2NSR_2006-02-01.pdf
OA109_1SR_2009-03-18.pdf
OA109_1SR_OA104_1999-10-29
OA109_2NSR_2009-04-08
OA109_2NSR_2010-10-25.pdf
OA109_SR_AY1617-FINAL_2016-05-16acalog.pdf

- OA130 - Information Processing

**Related Documents:**

OA130_1SR_1987-09-22.pdf
OA130_CourseGuide_1989-05-01.pdf
OA130_1SR_1996-10-17.pdf
OA130_1SR_2009-03-18.pdf
OA130_2NSR_2009-04-08
OA130_2NSR_2010-10-25.pdf
OA130_SR_AY1617-FINAL_2016-05-16acalog.pdf

- OA210 - Database Management Systems

**Related Documents:**

OA210_1SR_1997-08-04.pdf
OA210_2NSR_2002-11-27.pdf
OA210_1SR_1989_10-12.pdf
OA210_2NSR_2009-04-08
OA210_1SR_2011-10-10.pdf
OA210_SR_AY1617-FINAL_2016-02-09acalog.pdf

- OA220 - Spreadsheet Systems

**Related Documents:**

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OA220_0Adopt_1989_10_12.pdf
OA220_2NSR_2002_11_27.pdf
OA220_2NSR_2009-04-08
OA220_CourseGuide_1989-07-15
OA220_2NSR_2017.03.06.pdf

- OA230 - Advanced Information Processing

**Related Documents:**

OA230_1SR_1987_09_22.pdf
OA230_1989_05_01.pdf
OA230_2NSR_1992_06.pdf
OA230_2NSR_1993_11_01.pdf

OA230_3Deletion_Withdrawn_1997_10_07.pdf
OA230_2NSR_2009-04-08
OA230_CourseGuide_1989_05-01
OA230_XMemo_1997-10-07
OA230_2NSR_2010-10-25.pdf
RE OA230 RE SLOILO Map Feb252015.htm

- OA250 - Office Procedures

**Related Documents:**

OA250_1SR_1987_09_22.pdf
OA250_1SR_1995_10_16.pdf
OA250_1SR_1998_11_19.pdf
OA250_2NSR_2008_09_26.pdf
OA250_1SR_SLO_2009_03_18.pdf
OA250_2NSR_2009-04-08

## Related Tasks

* **Task Name: Course Project**

**Task Description:** Students in the OA230 course will be given a Production Test/Project during the Spring Semester.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013

PRG#3:
To provide support for institutional learning outcomes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
Provide support for institutional learning outcomes.

### Office Technology AS & Certificate

* Program/Unit Level - Students will be able to format and produce various types of business correspondence and other office-related documents.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
Review and update program/curriculum to reflect current standards/practices in the workplace locally, nationally, and/or globally.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
PRG#1:
To review and update program/curriculum to reflect current standards/practices in the workplace locally, nationally, and/or globally.

### Related Course SLO

* OA109 (formerly OA104) - Business Math Using Excel: 2012-2013 Acalog SLO#1 - SLO#1 FA12-SP14:
Upon successful completion of this course, students will be able to prepare bank statement reconciliations.
* OA130 - Information Processing: 2014-2016 Acalog SLO#4 - SLO #4 FA14 - SP16:
Upon successful completion of this course, students will be able to apply skills in completing projects.
* OA240 - Machine Transcription: 2014-2016 Acalog SLO#2 - SLO#2 FA14- SP16:
Upon successful completion of this course, students will be able to apply correct spelling, grammar usage, and style to documents.
* OA250 - Office Procedures: 2014-2016 Acalog SLO#3 - SLO#3 FA14 - SP16:
Upon successful completion of this course, students will be able to display skills in obtaining, organizing, evaluating, and managing information.

## Student Learning Outcome (SLO): SLO#3 FA16-SP17 OFFICE TECH PERCEPTION

Upon completion of this program, students will express confidence in their ability to use and integrate several office applications.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/06/2016
**End Date:** 03/13/2017
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** The results will derive from the Office Technology satisfaction survey taken after the capstone course OA250 Office Procedures.
**Budget Goals:** Promote Office Technology to increase student enrollment.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| OA250 Semester Project<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects | 1. At least 80% of the students who responded to the questionnaire will be able to "Agree" or "Strongly Agree" on their ability to utilize various office applications to perform specific tasks. 2. At least 80% of the students who responded to the questionnaire will be able to "Agree" or "Strongly Agree" on their ability to integrate different software applications easily. 3. At least 75% of the students who responded to the questionnaire will be able to "Agree" or "Strongly. | Questionnaire will be administered during the Spring semester. The students will complete the questionnaire at the beginning and towards the end of the semester. | Yes |

## Related Activities

- OA250 - Office Procedures

**Related Documents:**

OA250_1SR_1987_09_22.pdf
OA250_1SR_1995_10_16.pdf
OA250_1SR_1998_11_19.pdf
OA250_2NSR_2008_09_26.pdf
OA250_1SR_SLO_2009_03_18.pdf
OA250_2NSR_2009-04-08

## Related Items

### Guam Community College

* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### ACCJC/WASC

* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2016 #1
  SUPPLY APPROPRIATE ADMINISTRATIVE AND TECHNOLOGICAL ASSISTANCE TO FACULTY AND PROGRAMS.

### Office Technology AS & Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 (Updated)
  PRG#2:
  Review and update program/curriculum to reflect current standards/practices in the workplace locally, nationally, and/or globally.

## Related Course SLO

* OA101 - Keyboarding and Document Processing: 2015-2017 Acalog SLO #3 - SLO #3 FA15 - SP17: Time-Writing
  Upon successful completion of this course, students will be able to demonstrate keyboard knowledge by completing a 3-minute timed-writing keying at least 40 words per minute with no more than 5 errors.
* OA130 - Information Processing: FA16-SP17_SLO #1_OA130 - Upon successful completion of this course, students will be able to apply skills in completing projects.

## Student Learning Outcome (SLO): SLO#3 FA14-SP16 OFFICE TECH PERCEPTION

SLO#3 FA14-SP16
Upon completion of this program, students will express confidence in their ability to use and integrate several office applications.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/13/2014
**End Date:** 03/14/2016
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Student Self-Assessment Questionnaire (OA250)<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey | 1. At least 80% of the students who responded to the questionnaire will be able to "Agree" or "Strongly Agree" on their ability to utilize various office applications to perform specific tasks.<br><br>2. At least 80% of the students who responded to the questionnaire will be able to "Agree" or "Strongly Agree" on their ability to integrate different software applications easily.<br><br>3. At least 75% of the students who responded to the questionnaire will be able to "Agree" or "Strongly Agree" that their learning experiences in the Office Technology program was positive. | Questionnaire will be administered during the Spring semester. The students will complete the questionnaire at the beginning and towards the end of the semester. | Yes |

## Related Activities

- OA101 - Keyboarding and Document Processing

  **Related Documents:**
  OA101_1989-04-12.pdf
  OA101_2NSR_2009-04-08
  OA101_2NSR_2009-04-08
  OA101_2NSR_2010-06-18
  OA101_CourseGuide_1989-04-12
  OA101_2NSR_2010-10-25.pdf
  OA101_1SR_2011-10-31.pdf
  OA101_2NSR_2013_11_12.pdf
  OA101_2NSR_2013-11-12.pdf

- OA103 - Filing Systems

  **Related Documents:**
  OA103_CourseGuide_1980-10.pdf
  OA103_2NSR_1992-06-17.pdf
  OA103_1SR_1996-10-17.pdf
  OA103_2NSR_2009-04-08
  OA103_1SR_2011-10-10.pdf
  OA103_SR_AY1617-FINAL_2016-02-09acalog.pdf

- OA109 (formerly OA104) - Business Math Using Excel

  **Related Documents:**
  OA109_1SR_OA104_1992-06-15.pdf
  OA109_2NSR_OA104_1993-11-29.pdf
  OA109_1SR_2006-02-01.pdf
  OA109_2NSR_2006-02-01.pdf
  OA109_1SR_2009-03-18.pdf
  OA109_1SR_OA104_1999-10-29

OA109_2NSR_2009-04-08
OA109_2NSR_2010-10-25.pdf
OA109_SR_AY1617-FINAL_2016-05-16acalog.pdf

- OA130 - Information Processing

**Related Documents:**

OA130_1SR_1987-09-22.pdf
OA130_CourseGuide_1989-05-01.pdf
OA130_1SR_1996-10-17.pdf
OA130_1SR_2009-03-18.pdf
OA130_2NSR_2009-04-08
OA130_2NSR_2010-10-25.pdf
OA130_SR_AY1617-FINAL_2016-05-16acalog.pdf

- OA210 - Database Management Systems

**Related Documents:**

OA210_1SR_1997-08-04.pdf
OA210_2NSR_2002-11-27.pdf
OA210_1SR_1989_10-12.pdf
OA210_2NSR_2009-04-08
OA210_1SR_2011-10-10.pdf
OA210_SR_AY1617-FINAL_2016-02-09acalog.pdf

- OA220 - Spreadsheet Systems

**Related Documents:**

OA220_1989-07-15.pdf
OA220_0Adopt_1989_10_12.pdf
OA220_2NSR_2002_11_27.pdf
OA220_2NSR_2009-04-08
OA220_CourseGuide_1989-07-15
OA220_2NSR_2017.03.06.pdf

- OA230 - Advanced Information Processing

**Related Documents:**

OA230_1SR_1987_09_22.pdf
OA230_1989_05_01.pdf
OA230_2NSR_1992_06.pdf
OA230_2NSR_1993_11_01.pdf
OA230_3Deletion_Withdrawn_1997_10_07.pdf
OA230_2NSR_2009-04-08
OA230_CourseGuide_1989_05-01
OA230_XMemo_1997-10-07
OA230_2NSR_2010-10-25.pdf
RE OA230 RE SLOILO Map Feb252015.htm

- OA250 - Office Procedures

**Related Documents:**

OA250_1SR_1987_09_22.pdf
OA250_1SR_1995_10_16.pdf
OA250_1SR_1998_11_19.pdf
OA250_2NSR_2008_09_26.pdf
OA250_1SR_SLO_2009_03_18.pdf

OA250_2NSR_2009-04-08

## Related Tasks

* **Task Name: Office Tech Perception Survey**

  **Task Description:** Survey will be administered to Office Technology majors who will complete their degree requirements in Spring.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To provide support for institutional learning outcomes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide support for institutional learning outcomes.

### Office Technology AS & Certificate

* Program/Unit Level - Students will be able to evaluate and incorporate the appropriate technology tools in the work place using the skills and knowledge learned.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Review and update program/curriculum to reflect current standards/practices in the workplace locally, nationally, and/or globally.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  PRG#1:
  To review and update program/curriculum to reflect current standards/practices in the workplace locally, nationally, and/or globally.

## Related Course SLO

* OA240 - Machine Transcription: 2014-2016 Acalog SLO#2 - SLO#2 FA14- SP16:
  Upon successful completion of this course, students will be able to apply correct spelling, grammar usage, and style to documents.

* OA250 - Office Procedures: 2014-2016 Acalog SLO#3 - SLO#3 FA14 - SP16:
Upon successful completion of this course, students will be able to display skills in obtaining, organizing, evaluating, and managing information.

## Office Technology Certificate (Archive)

**Mission Statement:** To prepare students for entry- through mid-level positions in an automated office environment by providing educational opportunities that will enable them to obtain, enhance, and/or strengthen their knowledge, skills, and attitudes necessary to succeed in a constantly evolving technological world.

**Vision Statement:** The program envisions to produce office technology graduates who are knowledgeable and skillful in various computer applications so that they will be will be able to adapt to the technological needs of their respective organization.

**No Student Learning Outcomes (SLOs) were returned for this Group C: Student Services Unit based upon the selected parameters.**

## Peace Officer Standards & Training (POST)

**Mission Statement:** The Peace Officer Standards & Training Commission is endowed with the authority to establish and set standards for hiring, training, ethical conduct and retention of peace officers for Guam through certification and approval.

**Vision Statement:** To become the leading organization in establishing professional law enforcement standards, providing quality training, and supporting the development and education of the best peace officers in Guam and Micronesia.

**No Student Learning Outcomes (SLOs) were returned for this Group C: Student Services Unit based upon the selected parameters.**

## Planning & Development: Facilities

**Mission Statement:** Facility Maintenance Department's mission is to maintain the integrity and quality of GCC's physical resources in support of student learning programs and services.

**Vision Statement:** The vision of the Facility Maintenance Department is to ensure that students, faculty, and staff, have a conducive learning and working environment.

### Student Learning Outcome (SLO): AUO#1 Quality Maintenance and Repair Services

FA11-SP13 AUO#1:
To provide maintenance and repair of facilities through department's preventative maintenance and inspection process.

**Outcome Type:** AUO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** This plan will use information from the GCC Fact Book and ISMP such as enrollment to gauge usage of facilities.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Facilities will use the PM and Inspection checklist to assess GCC's physical resources such as classrooms, generators, etc.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Activity audit<br>**Related Documents:**<br>PM and Inspection Template.pdf | Seventy five percent (75%) of the issues identified in the PM and Inspection checklist will be addressed in 30 days. | Monthly. In the past staff shortage and absenteeism affected full implementation of this monthly activity. The recently hired maintenance worker (10/10/11) will be assigned to this project. | Yes |

### Related Activities

- Preventive Maintenance and Inspection

## Related Tasks

* **Task Name: PM and Inspection (PM&I)**

**Task Description:** Implement PM&I.

## 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### President/CEO

* Division Level - The President (CEO) will sustain the financial viability of the college to ensure a conducive learning and working environment for all college constituents.

### Planning & Development: Facilities

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Quality maintenance and repair services - we will provide quality maintenance and repair services for college facilities to include cleanliness and sanitation, and the assurance that college grounds are well-kept and aesthetics are properly maintained.

## Student Learning Outcome (SLO): AUO#2 Responsive Maintenance and Repair Services

FA11-SP13 AUO#2:
To provide responsive maintenance and repair services for a conducive learning and working environment.

**Outcome Type:** AUO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** ACCJC Standards

**Historical Assessment Perspective:** This document supports department's plans to maintain and replace physical resources to support student programs and services.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Services are requested through "work.order@guamcc.edu". Upon completion of a work order the requestor is automatically sent an email and asked to complete a customer service survey.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey<br>**Related Documents:**<br>Work Order Evaluation Survey.pdf<br>Customer Satisfaction Survey.pdf | Eighty five percent (85%) of customer service surveys will indicate that they were satisfied with the maintenance and repair services provided. | Surveys will be compiled by the administrative assistant each fiscal year (October 1-September 30). | Yes |

## Related Activities

- Maintenance Work Request Log
- Survey Cards

## Related Tasks

* **Task Name: Work Orders**

**Task Description:** Review and compile work orders and corresponding surveys. Administratie Assistant will provide a list of work orders and survey results to Assistant Director.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### President/CEO

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To ensure the college acquires the necessary resources to support its mission.

### Planning & Development: Facilities

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Responsive maintenance and repair services - we will provide responsive repair services for college facilities to insure that these facilities are fully capable of supporting the educational mission of the Guam Community College.

## Student Learning Outcome (SLO): AUO#3 Professional Development

FA11-SP13 AUO#3:
To ensure proper maintenance of physical resources.

**Outcome Type:** AUO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** ACCJC Standards

**Historical Assessment Perspective:** Standard describes how physical resources should be maintained in support of student learning. With new buildings and technologies (e.g. photovoltaic) professional development is required to maintain resources.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| GCC has a an energy audit and facility master plan which identifies retrofitting fixtures or the construction of new buildings. As such, it is critical for maintenance staff to obtain training in order to safely service these physical resources. Accordingly, training plan will be developed for each maintenance staff.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Training Plan<br>**Related Documents:**<br>Professional Development.pdf | Eighty percent (80%) of those trained will complete workshop or obtain a grade of "passing" or "C" or better on the training obtained. | Assistant Director will compile data of those who obtained professional development training on a semester basis. | Yes |

## Related Activities

- Professional Development

## Related Tasks

* **Task Name: Professional Development Schedule**

  **Task Description:** Complete a schedule for maintenance staff to obtain professional development (e.g., classes, workshops, apprenticeship).

## 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### President/CEO

* Division Level - The President (CEO) will sustain the financial viability of the college to ensure a conducive learning and working environment for all college constituents.

### Planning & Development: Facilities

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Responsive maintenance and repair services - we will provide responsive repair services for college facilities to insure that these facilities are fully capable of supporting the educational mission of the Guam Community College.

## Student Learning Outcome (SLO): FA13-SP15 AUO#1 Preventive Maintenance and Inspection (PM&I)

AUO#1 Upon successful completion of receiving services from the Facility/Maintenance office, students will benefit by having a safe learning environment.

**Start Date:** 10/14/2013
**End Date:** 03/16/2015
**SLO Status:** Completed the Assessment Cycle

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

**Historical Assessment** The Preventive Maintenance and Inspection checklist will be used to ensure facilities are maintained.

**Perspective:**

**Budget Goals:** Provide a conducive work/learn environment by maintaining facilities.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Staff/Faculty/Administrators will complete a PM&I form<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey<br>**Related Documents:**<br>Data - October 14 2013 AUO#1.pdf | At least ninety percent (90%) of the maintenance staff will submit a PM&I form monthly. | Forms will be submitted monthly to the assistant director via the administrative assistant. | Yes |

## Related Activities

- Preventive Maintenance and Inspection

## Related Tasks

* **Task Name: PM&I Monitor**

**Task Description:** It is critical for PM&I to be conducted.

## 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#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.

### President/CEO

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To ensure the college acquires the necessary resources to support its mission.

### Planning & Development: Facilities

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To provide a conducive work/learn environment by maintaining facilities.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To manage projects so that they complete as scheduled.

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#3:
To conduct preventative maintenance and inspection of facilities.

### Student Learning Outcome (SLO): FA15-SP17 AUO#1 Preventive Maintenance and Inspection (PM&I)

AUO#1 Upon successful completion of services (using the PM&I form) by the Facility/Maintenance Office, an improved safe learning environment is achieved for students/faculty/staff.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**SLO Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** To facilitate inspection and responsiveness to work orders, facility maintenance staff are assigned quarterly to one of four zones. Staff inspect assigned zone by using the Preventive Maintenance Checklist (PMC). Work orders, resulting from PMC are processed and addressed (e.g., repair or replace etc.). Occasionally, purchase orders are necessary to procure supplies, equipment, etc. It takes approximately 5-business days to generate a purchase order which impacts staff's ability to obtain an "excellent" rating on the Facility Maintenance Customer Service survey.

**Budget Goals:** Submission, completion, and inspection of Preventative Maintenance Checklist and Inspection (PM&I) forms by facility maintenance supervisor.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Facility Maintenance staff will complete a Preventive Maintenance & Inspection (PM&I) form as their checklist when conducting their daily walk thru inspection.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Observations<br>**Related Documents:**<br>Preventive Maintenance Checklist 23SEP15 final.pdf | At least 90% of the maintenance staff will conduct daily walk thru of assigned zone in the morning between 7:30 am. to 8:30 a.m., Monday - Friday. | PM&I forms will be submitted daily to the Facility Maintenance Supervisor for review and attach to work order requests. | Yes |

### Related Activities

- Preventive Maintenance and Inspection

### Related Tasks

* **Task Name: PM&I Monitor**
**Task Description:** It is critical for PM&I to be conducted.

### 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.
* 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.

### Board of Trustees (BOT)

* 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.

### President/CEO

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To ensure the college acquires the necessary resources to support its mission.

* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technology advancement.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #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.

### Planning & Development: Facilities

* Program Review Goal (Budget Related Goals & Objectives) - 2016 Budget Goal #1:
  Upon successful completion of receiving services from the facility maintenance office, students will benefit by having a safe learning environment.

## Student Learning Outcome (SLO): FA13-SP15 AUO#2 Work Orders

AUO#2 Upon successful completion of receiving services from the Facility/Maintenance office, students will benefit by having work orders addressed within fifteen (15) business days.

**Start Date:** 10/14/2013
**End Date:** 03/16/2015
**SLO Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** Often, supplies/materials are not readily available to address a work order. A facility engineer administrator was hired November 2012 and a maintenance supervisor (earlier) to address work order issues.

**Budget Goals:** Manage projects so that they complete as scheduled.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Individuals will complete a survey to include their satisfaction of work performed.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey<br>**Related Documents:**<br>Data - October 14 2013 AUO#2.pdf | Eighty percent (80%) of the individuals who completed a survey will indicate that they were satisfied with the responsiveness and workmanship received. | A report of survey results will be provided to the assistant director via the administrative assistant. | Yes |

### Related Activities

- Maintenance Work Request Log
- Survey Cards

### Related Tasks

* **Task Name: Monitor activity**
  **Task Description:** Assess the WO Productivities, Assignments & Timesheets weekly.

### 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#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.

### President/CEO

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To ensure the college acquires the necessary resources to support its mission.

### Planning & Development: Facilities

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To provide a conducive work/learn environment by maintaining facilities.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To manage projects so that they complete as scheduled.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To conduct preventative maintenance and inspection of facilities.

## Student Learning Outcome (SLO): FA15-SP17 AUO#2 Work Orders

AUO#2 Upon successfully providing services from the Facility/Maintenance Office, students will benefit by having work orders addressed within five (5) business days.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**SLO Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** Last assessment cycle reported 5% of survey respondents indicated services were marginal or poor.

For this cycle, focus is to assess whether there is a relationship between ratings and facility maintenance staff performance/skills thereby requiring advanced certification/training or adequate tools.

**Budget Goals:** To minimize the percent of responses having a rating of "marginal" or "poor".

### Means of Assessment

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Work order requester will complete a survey to include their satisfaction of work performed.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey<br>**Related Documents:**<br>WO SURVEY.pdf | Criterion #1:<br>90% of the work orders received will be addressed within 5 business days.<br><br>Criterion #2:<br>100% of individuals that indicated unsatisfied on the survey will be interviewed to identify specifics and resolve problems which resulted in a "marginal" or "poor" comment. | Work orders received daily will be distributed to facility maintenance staff based on zones with utmost priority focused on health and safety of students, visitors and staff. | Yes |

## Related Activities

- Maintenance Work Request Log
- Survey Cards

## Related Tasks

* **Task Name: Monitor activity**

  **Task Description:** Assess the WO Productivities, Assignments & Timesheets weekly.

## 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.
* 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.

### Board of Trustees (BOT)

* 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.

### President/CEO

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To ensure the college acquires the necessary resources to support its mission.

* Program Review Goal (Budget Related Goals & Objectives) - FY 2014

To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technology advancement.

* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #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.

### Planning & Development: Facilities

* Program Review Goal (Budget Related Goals & Objectives) - 2016 Budget Goal #2:
  Upon successful completion of receiving services from the Facility Maintenance Office, students will benefit by having work orders addressed within fifteen (15) business days.

## Student Learning Outcome (SLO): FA13-SP15 AUO#3 Capital Improvement Projects (CIP)

AUO#3 Upon successful completion of receiving services from the Facility/Maintenance office, students will benefit by having timely completion of CIP projects and thereby a safe learning environment.

**Start Date:** 10/14/2013
**End Date:** 03/16/2015
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** CIP projects are identified and later approved by the board of trustees annually. As such, it is important for the facility/maintenance office to ensure projects are completed by August of each year.

**Budget Goals:** Conduct preventative maintenance and inspection of facilities.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Audit will reflect progress to ensure work is completed by August barring unexpected problems such as a natural disaster.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Activity audit<br>**Related Documents:**<br>Data - October 14 2013 AUO#3.pdf | Ninety percent (90%) of projects will be completed by August 30 annually. | Activity audit will be conducted weekly. | Yes |

### Related Activities

- Maintenance Work Request Log

### Related Tasks

* **Task Name: CIP Assessment**
  **Task Description:** It is important to announce, compile, and issue directive (bid, quotes, awards) in a timely manner.

### 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#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.

### President/CEO

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To ensure the college acquires the necessary resources to support its mission.

### Planning & Development: Facilities

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To provide a conducive work/learn environment by maintaining facilities.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To manage projects so that they complete as scheduled.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To conduct preventative maintenance and inspection of facilities.

## Student Learning Outcome (SLO): FA15-SP17 AUO#3 Capital Improvement Projects (CIP)

AUO#3 Upon successfully receiving services, students will have a measurable timeline of completion dates of CIP projects that improve and provide a safe learning environment.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** During February of every year, CIP projects are solicited from the campus community and compiled. The Scope of Work is developed and a government estimate is obtained. This information is presented to the Resource Planning and Facilities (RPF) committee, and when approved, to the College Governing Council (CGC) who would then recommendation the projects to the Board of Trustees (BOT) for consideration/approval. When approved by the BOT, formal bids/Request for Quotes are issued.

**Budget Goals:** Upon successful completion of receiving services from the facility maintenance office, students will benefit by having timely completion of CIP projects and thereby a safe learning environment.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Audit will reflect progress to ensure work is completed by August barring unexpected problems such as a natural disaster. | Ninety percent (90%) of projects will be completed by August 30 annually. | Activity audit will be conducted weekly. | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Activity audit

**Related Documents:**
CIP Projects for 2015-2017.pdf

### Related Activities

- Campus Improvement Projects (CIP)

### Related Tasks

* **Task Name: CIP Assessment**
  **Task Description:** To announce, compile, and issue directive (bid, quotes, awards) in a timely manner.

**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.
* 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 III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.

### Board of Trustees (BOT)

* 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.

### President/CEO

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To ensure the college acquires the necessary resources to support its mission.

* Program Review Goal (Budget Related Goals & Objectives) - FY 2014
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technology advancement.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #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.

### Planning & Development: Facilities

* Program Review Goal (Budget Related Goals & Objectives) - 2016 Budget Goal #2:
  Upon successful completion of receiving services from the Facility Maintenance Office, students will benefit by having work orders addressed within fifteen (15) business days.

## Planning & Development: High School Equivalency Office

**Mission Statement:** The High School Equivalency (HSE) Office is a leader in providing individuals who are 16 years and older, not enrolled in a high school, and do not have a high school diploma, an opportunity to obtain a high school equivalency diploma on Guam.

**Vision Statement:** Adult learners will earn a diploma by passing a high school equivalency test (GED® or HiSET®) computer or paper-pencil based test with a minimum score (GED® - 145 on each of the four subject test areas and minimum total score of 580 or HiSET® individuals should achieve a total scaled score on all five HiSET® subtests of at least 45 out of 100).

### Student Learning Outcome (SLO): Test Schedule - AUO#1

AUO#1 SP2011-FA2012.
Candidates will be scheduled to take the GED Battery test within a month of their request date.

**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**SLO Status:** Completed the Assessment Cycle

**Type of Industry National Certification:** GED diploma

**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A Monthly Log Book (electronic) to show waiting period from the date candidate applied to take the GED Battery and the actual scheduled test date will be maintained.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>October 2011 Retake GED Test Schedule.pdf<br>October 2011 Actual GED Test Schedule.pdf | 75% of the candidates applying to take the GED Battery will be scheduled to take the test within a month of his/her application. | GED tests to be scheduled monthly (up to 20 candidates per testing date). | Yes |

## Related Activities

- Administering tests
- Ordering testing materials

## Related Tasks

* **Task Name: Log Book**

  **Task Description:** Log Book to be maintained by GED Chief Examiner which will show the waiting period for taking the GED Battery (date candidate applied and date test was scheduled).

* **Task Name: Ordering testing materials**

  **Task Description:** Test materials to be ordered annually at least three months prior to the start of the calendar year.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Provide the necessary support for all courses in terms of equipment and supplies.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide appropriate administrative and technological assistance to faculty and programs.

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Provide general education curricula for all college students.

### Planning & Development: High School Equivalency Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  To test a maximum 300 students in FY 2011 and 2012

## Student Learning Outcome (SLO): Test Results - AUO#2

AUO#2 SP2011-FA2012
Test results will be available to candidates within two weeks.

**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**SLO Status:** Completed the Assessment Cycle

**Type of Industry National Certification:** GED diploma

**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Log Book<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>October 2011 Actual GED Test Schedule.pdf<br>October 2011 Retake GED Test Schedule.pdf | 90% of all candidates who take the GED Battery will receive their test results or transcript issued by the GED Chief Examiner within two weeks. | GED Chief Examiner to maintain a log of the test dates, the dates the results were given to the candidates, and the dates the candidates (who passed) were issued their transcripts (electronic log book). | Yes |

### Related Activities

- Ordering testing materials
- Providing test results
- Renewing annual license

### Related Tasks

* **Task Name: Providing results**
  **Task Description:** Test results provided to candidates

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

#### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Provide the necessary support for all courses in terms of equipment and supplies.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide appropriate administrative and technological assistance to faculty and programs.

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Supply assistance for institutional learning outcomes.

### Planning & Development: High School Equivalency Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  To increase efficiency of test scoring and reporting

## Student Learning Outcome (SLO): GED - Transition - AUO#3

AUO #3 SP2011-FA2012
The GED office will provide information to and forward recipients' name to participate in the Career Pathway for Adult Learners workshop.

**Start Date:** 10/10/2011
**End Date:** 03/13/2013
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** Track GED recipients completing the Career Pathway for Adult Learners workshop to assess successful registration into PS/Training/Military.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Develop and provide a GED brochure at pre-registration. Maintain a log sheet of those referred to and completed the workshop. Track workshop completers to assess successful registration to PS/Training/Military. | Of those completing the 5.5-hour workshop, 5% will successfully transition to PS/Training/Military. | Develop brochure & maintain log book; coordinate (workshop) registration through with AEO. | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Workshop/Conference/Training

**Related Documents:**
Adult Learners Career Pathway _July 15 2011_ FINAL.pdf

## Related Activities

- Providing test results

## Related Tasks

* **Task Name: Transition**

**Task Description:** Develop and provide a GED brochure at pre-registration. Maintain a log sheet of those referred to and completed the workshop. Track workshop completers to assess successful registration to PS/Training/Military.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Keep all curriculum updated and current.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Supply assistance for institutional learning outcomes.

### Planning & Development: High School Equivalency Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  To increase efficiency of test scoring and reporting
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  To provide administrative support to the GED testing center operation

## Student Learning Outcome (SLO): AUO#1 SP2014 - FA2015

The GED(R) Office will provide computer based test (CBT) results for awareness and to assist in strengthening curricula.

**Start Date:** 03/10/2014
**End Date:** 10/12/2015
**SLO Status:** Completed the Assessment Cycle

**Type of Industry National** GED(R) certificate

**Certification:**

**Program SLO/AUO Plan reflects/incorporates:** Other

**Historical Assessment Perspective:** The Guam 2010 Census identified over 18000 adults without a high school diploma.

**Budget Goals:** 1. The GED® office will provide computer based test (CBT) results for awareness and to assist in strengthening curricula.
2. The GED® office will provide information regarding career pathways for adult learners' workshop and College Access Grant Program to those in pursuit of postsecondary education and or training.
3. The GED® office will analyze whether candidates are offered the computer based test at a convenient day/time.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A logbook will be maintained to include at a minimum, the subject matter tested (math, social studies, etc.), corresponding test score, and whether test candidate took an adult education class. | One Hundred (100%) of test candidates that took the 2014 CBT version will be reported on in the logbook. | Monthly | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Other (indicate the specific tool in the Method field/box)

**Related Documents:**
Plan - March 2014 AUO#1.pdf

## Related Tasks

* **Task Name: GED(R) computer based test (CBT) results**

**Task Description:** Maintain data and report required information monthly.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply adequate assistance to program growth.

### Planning & Development: High School Equivalency Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To provide administrative support to the GED testing center operation.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:

To ensure highest quality of services.

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To monitor program scheduling.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To provide clients with prompt and courteous assistance.

### Student Learning Outcome (SLO): AUO#2 SP2014 - FA2015

The GED(R) Office will provide information regarding Career Pathway for Adult Learners workshop and College Access Grant Program to those in pursuit of postsecondary education and or training.

**Start Date:** 03/10/2014
**End Date:** 10/12/2015
**SLO Status:** Completed the Assessment Cycle

**Type of Industry National Certification:** GED(R) Certificate

**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book

**Historical Assessment Perspective:** GCC Fact Book will show an increase in the number of GED(R) diploma recipients.

**Budget Goals:** 1. The GED® office will provide computer based test (CBT) results for awareness and to assist in strengthening curricula.
2. The GED® office will provide information regarding career pathways for adult learners' workshop and College Access Grant Program to those in pursuit of postsecondary education and or training.
3. The GED® office will analyze whether candidates are offered the computer based test at a convenient day/time.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Logbook. The GED(R) test candidate will complete the sign in logbook and identify reason for taking GED(R) (e.g., join military, further education, etc.).<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>Plan - March 2014 AUO#2.pdf | One Hundred (100%) of test candidates that took the 2014 CBT version will be provided information regarding Career Pathway for Adult Learners and College Access Grant Program. A list of interested candidates will be forwarded to appropriate office. | Monthly | Yes |

### Related Tasks

* **Task Name: College Information**
  **Task Description:** Test examiner will compile information from sign-in sheet.

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* 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 #2

Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply appropriate administrative and technological assistance to faculty and programs.

### Planning & Development: High School Equivalency Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To provide administrative support to the GED testing center operation.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To ensure highest quality of services.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To monitor program scheduling.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To provide clients with prompt and courteous assistance.

## Student Learning Outcome (SLO): AUO#3 SP2014 - FA2015

The GED(R) Office will analyze whether candidates are offered the computer based test at a convenient day/time.

**Start Date:** 03/10/2014
**End Date:** 10/12/2015
**SLO Status:** Completed the Assessment Cycle

**Type of Industry National Certification:** GED(R) certificate

**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book

**Historical Assessment Perspective:** GCC Fact Book will show an increase in the number of HSE diploma recipients.

**Budget Goals:** 1. The GED® office will provide computer based test (CBT) results for awareness and to assist in strengthening curricula.
2. The GED® office will provide information regarding career pathways for adult learners' workshop and College Access Grant Program to those in pursuit of postsecondary education and or training.
3. The GED® office will analyze whether candidates are offered the computer based test at a convenient day/time.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Test candidates will complete the sign-in sheet and indicate whether test days/hours are convenient.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box) | One Hundred (100%) of test candidates that took the 2014 CBT version will indicate whether test hours are convenient. | Monthly | Yes |

**Related Documents:**
Plan - March 2014 AUO#3.pdf

## Related Tasks

* **Task Name: Convenient Date/Time**

**Task Description:** The test examiner provides test Monday/Wednesday/Friday from 9A-noon and Tuesday/Thursday 2-5P. Test examiner and the assistant director will review sign in sheets and assess whether service hours/days are convenient and or sufficient.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #2 Conducive Learning Environment
  Transform the campus into a facility conducive for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply adequate assistance to program growth.

### Planning & Development: High School Equivalency Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To provide administrative support to the GED testing center operation.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To ensure highest quality of services.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To monitor program scheduling.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To provide clients with prompt and courteous assistance.

## Student Learning Outcome (SLO): AUO#2 SP2016 - FA2017

AUO#2 SP2016 - FA2017 – The HSE Office will provide a list of HSE graduates/completers to the Deans who indicated interest in pursuing higher education (Certificate or Associate Degree), Career Pathways, College Access Grant Program and other services in efforts of recruitment into higher education.

**Start Date:** 03/14/2016
**End Date:** 10/16/2017
**SLO Status:** Completed the Assessment Cycle

**Type of Industry National** High School Equivalency diploma is issued by Guam Community College when HSE candidates pass GED® or HiSET® computer or paper based test/exam.

**Certification:**

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

**Historical Assessment Perspective:** GCC Fact Books provide historic data on the number of candidates completing HSE diplomas. It should be noted, the cost for GED® has increased from $30, $60, $90 and currently $125. GED® transitioned to computer based testing January 1, 2014. HiSET® testing (paper based) began June 2015, computer based is now available.

**Budget Goals:** Budget Goals (2016)

1. The GED® office will provide computer based test (CBT) results for awareness and to assist in strengthening curricula.
2. The GED® office will provide information regarding career pathways for adult learners' workshop and College Access Grant Program to those in pursuit of postsecondary education and or training.
3. The GED® office will analyze whether candidates are offered the computer based test at a convenient day/time.

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The HSE candidate will complete the sign in sheet and identify reason for taking HSE exam (e.g., join military, further education, etc.).<br><br>An electronic log/matrix (Excel file) is used to collect data on HSE candidates' interests in higher education program or services as well as those who successfully passed HSE test/battery exam.<br><br>Candidates who passed HSE test/battery exam will be notified via email of their accomplishment and a HSE Graduate Flyer will be attached to the email with information about GCC's programs and links to GCC site in search of Job Announcements.<br><br>Memo listing HSE graduate/completers will be submitted to the Deans on a monthly basis in efforts to recruit HSE graduates into postsecondary education.<br><br>The HSE Graduate Congratulations Notice uploaded to AUO#2 is in draft form and was forwarded to PIO for review and final edit with expected completion by March 18, 2016. | 1.<br>One Hundred (100%) of test candidates that took the paper and computer based tests and passed will be provided Graduate Congratulations Notice with information on GCC's program and services (www.guamcc.edu).<br><br>2.<br>100% of candidates, who passed HSE test/battery exam and indicated interest in postsecondary program and services, will be forwarded (via memo) to appropriate office (Deans) on a monthly basis. | 1. Monthly monitor candidates who passed HSE battery exam.<br><br>2. For recruitment into postsecondary programs and services, provide a list of HSE graduates/completers' name, contact numbers, and/or email information via memo to appropriate office. | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Document Review

**Related Documents:**
Student Job Announcements
High School Equivalency graduate notice.pdf
February 2016 HSE Candidate Test Status.pdf
AUO#2 ~ interest in GCC programs.pdf

## Related Activities

- HSE Graduate Flyer
- Providing test results

## Related Tasks

* **Task Name: College Information**
  **Task Description:** Test examiner will compile information from sign-in sheet.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2

Educational Excellence:
This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Infuse internationalizing components in curriculum and faculty professional development to expose the entire college to enriching learning experiences brought about by an international scholar on campus.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* 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.

### Board of Trustees (BOT)

* 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) - 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.

### President/CEO

* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #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.

### Planning & Development: High School Equivalency Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To provide clients with prompt and courteous assistance.
* Program Review Goal (Budget Related Goals & Objectives) - RFY2016
  PG#2
  The GED® office will provide information regarding career pathways for adult learners' workshop and College Access Grant Program to those in pursuit of postsecondary education and or training.

## Student Learning Outcome (SLO): AUO#3 SP2016 - FA2017

AUO#3 SP2016 - FA2017 - The HSE Office will establish Standard Operation Procedures (SOPs) to insure administration of paper-pencil and computer based test/exam is in accordance with GED® and HiSET® standards.

**Start Date:** 03/14/2016
**End Date:** 10/16/2017
**SLO Status:** Completed the Assessment Cycle

**Type of Industry National Certification:** High School Equivalency diploma is issued by Guam Community College when HSE candidates pass GED® or HiSET® computer or paper base test/exam.
**Program SLO/AUO Plan** GCC Fact Book

**reflects/incorporates:**

**Historical Assessment Perspective:** GCC Fact Books provide historic data on the number of candidates completing HSE diplomas. It should be noted, the cost for GED® has increased from $30, $60, $90 and currently $125. GED® transitioned to computer based testing January 1, 2014. HiSET® testing (paper based) began June 2015, computer based is now available.

**Budget Goals:** Budget Goals (2016)

1. The GED® office will provide computer based test (CBT) results for awareness and to assist in strengthening curricula.
2. The GED® office will provide information regarding career pathways for adult learners' workshop and College Access Grant Program to those in pursuit of postsecondary education and or training.
3. The GED® office will analyze whether candidates are offered the computer based test at a convenient day/time.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Update existing SOP to incorporate the process for administering computer base test. It should be noted, the SOP is a work in progress as processes change and update is made to the SOP. Refer to Related Document below.<br><br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br><br>**Related Documents:**<br>ETS-HiSET Website Link<br>Website to various information about GED®<br>HSE SOP Work in progress updated as of 15-April-2016.pdf<br>Email of PearsonVUE update.pdf | SOP for administering paper and computer based test/exam will be 100% completed by Fall 2017 in accordance with GED® and HiSET® standards. | Daily, review email received from vendors (PearsonVue~ GED® and Educational Testing Service (ETS) and HiSET®) and update HSE SOP to insure new information that affect the administration of test is incorporated into the SOP. | Yes |

## Related Activities

- Development of SOPs

## Related Tasks

* **Task Name: Convenient Date/Time**

  **Task Description:** The test examiner provides test Monday/Wednesday/Friday from 9A-noon and Tuesday/Thursday 2-5P. Test examiner and the assistant director will review sign in sheets and assess whether service hours/days are convenient and or sufficient.

* **Task Name: SOP**

  **Task Description:** Test Examiner and Program Specialist will create a binder to include guides to administering HSE computer and paper based exam/test.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #2 Conducive Learning Environment
  Transform the campus into a facility conducive for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

### Board of Trustees (BOT)

* 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) - 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.

### President/CEO

* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #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.

### Planning & Development: High School Equivalency Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To monitor program scheduling.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  PRG#3
  The GED® office will analyze whether candidates are offered the computer based test at a convenient day/time.

## Planning & Development: Office of Sustainability

**Mission Statement:** The Office of Sustainability's mission is to develop a sustainable campus community through education, sustainable technologies, community involvement, and conservation/protection of our natural resources.

**Vision Statement:** The vision of the Office of Sustainability is to foster partnerships that cultivate institutional stewardship of our environment and support a growing culture of sustainability at GCC: "Healthy Environment, Healthy People, Healthy Future."

### Student Learning Outcome (SLO): AUO#1 GCC Sustainability Webpage

AUO#1
Upon successful completion of the Sustainability webpage, students and the campus community will be able to locate and identify sustainability related contents and information.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** As a newly established office, there is no webpage or information on GCC's sustainability related projects/efforts.

The Sustainability webpage will ensure the campus community (and the world) has access to sustainability related information and data.

**Budget Goals:** The budget goal for this AUO is to have the cost remain with the GCC PIO related to web hosting. No additional cost will be required.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Selected GCC students and employees will be asked to take an online/electronic survey regarding their ability to navigate through the website and find relevant GCC Sustainability information and data.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey<br>**Related Documents:**<br>AUO Survey Questions- Draft for AUO_1-_3.pdf | At least eighty percent (80%) of the survey takers will report satisfactory ratings regarding ease of navigation, relevant information and data, and overall appearance. Survey findings will be used to improve the website, if necessary. | Electronic survey will be distributed by end of Spring, Summer and Fall 2016. | Yes |

### Related Activities

- Survey Monkey

### Related Items

#### Guam Community College

* 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.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #4 Visibility and Engagement
  Promote the Guam Community College brand to achieve regional, national, and international recognition.

#### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Infuse internationalizing components in curriculum and faculty professional development to expose the entire college to enriching learning experiences brought about by an international scholar on campus.

#### ACCJC/WASC

* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.

#### 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.

#### President/CEO

* 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.

#### Planning & Development: Office of Sustainability

* Program Review Goal (Budget Related Goals & Objectives) - FY2016 Budget Goal #1 The budget goal for this AUO is to have the cost remain with the GCC PIO related to web hosting and development. However, budget under FOAP 11-1060-7230-22 may be increased for contractual services related media, adverstisment, and other marketing materials.

## Student Learning Outcome (SLO): AUO#2 Campus Wide Recycling Program

AUO#2
Upon successful completion and implementation of the recycling atolls, students and the campus community can identify atolls and items that are recyclable on campus.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** Recycling bins on campus were limited and incomplete resulting in inefficient recycling efforts by the college.
**Budget Goals:** The budget goal for this AUO will be determined from findings related from surveys. Additional funds may be needed to develop a more convenient and effective recycling program on campus.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A survey will be distributed to selected GCC students and employees exposed to recycling atolls on campus. Survey will request for information on their level of knowledge on recyclable materials on campus and level of satisfaction regarding convenience related to recycling on campus.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey<br>**Related Documents:**<br>AUO Survey Questions- Draft for AUO_1-_3.pdf | Ensure that at least eighty percent (80%) of the of survey takers are knowledgeable and satisfied with the location and convenience of recycling atolls placed throughout campus. | Electronic survey will be distributed approximately last week of February 2016; analysis of survey results and the generation of a report will be submitted March 2016. | Yes |

## Related Activities

- Survey Monkey

## Related Items

### Guam Community College

* 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.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #2 Conducive Learning Environment
  Transform the campus into a facility conducive for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.

### 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.

### President/CEO

* 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.

### Planning & Development: Office of Sustainability

* Program Review Goal (Budget Related Goals & Objectives) - FY16 Budget Goal #2: The budget goal for this AUO will be determined from findings related from surveys. Additional funds may be needed to develop a more convenient and effective recycling program on campus. Budget under FOAP 11-10607240-22 will be affected depending on survey results.

## Student Learning Outcome (SLO): AUO#3 Sustainability Educational Projects/Activities

AUO#3
Upon successful completion of sustainability educational projects/activities, student's will be able to identify activities that advance sustainability.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** As this is a new office, Institutional Learning Outcome- Civic Responsibility that fosters respect and understanding of ethical, social, cultural and environmental issues locally and globally, will be assessed through surveys.

**Budget Goals:** Based on the feedback from students through survey evaluations, this will determine the need for more funding to develop more effective programs that will

promote and educate students about GCC's sustainability related programs, courses, events/activities, and best practices.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Survey will be distributed to students to measure their knowledge on related projects/activities that advance sustainability.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey<br>**Related Documents:**<br>AUO Survey Questions- Draft for AUO_1-_3.pdf | At least 70% of students will identify sustainability projects/activities available to them for advancing sustainability related careers. | An electronic survey will be distributed to establish baseline data and a report finalized in January 2017. | Yes |

### Related Activities

- Survey Monkey
- Sustainability Educational Programs

### Related Items

#### Guam Community College

* 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.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #4 Visibility and Engagement
  Promote the Guam Community College brand to achieve regional, national, and international recognition.

#### ACCJC/WASC

* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.

## Planning & Development: CTE-WIOA

**Mission Statement:** The mission of the Planning and Development Office is to initiate, implement, analyze, and report the progress of programs and projects in order to realize GCC's institutional goal of students first - mission always.

**Vision Statement:** The Planning and Development Office esteems to be the administrator of the College's State Plans (institutional plans) in order to deliberately provide meaningful educational programs and services that contribute to the overall growth of Guam's workforce.

### Student Learning Outcome (SLO): FA09-SP11 AUO#1 ADMINISTRATION OF FEDERAL GRANTS

AUO#1: FA2009-SP2011
To support educational programs through the effective administration of federal grants (i.e.., Workforce Investment Act (WIA), Title II Adult Education & Family Literacy, Carl D. Perkins Career and Technical Education Act, Title III, AANAPISIP, etc.).

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

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| 1. Through P&D's effective training, planning, budgeting, and evaluating processes, reports will indicate that at least 80% of the program administrator's approved budget is encumbered by the seventh month a twelve month budget period.<br>2. Through P&D's effective training, planning, budgeting, and evaluating processes, reports will indicate that at least 80% of the State Leadership or State Agency (local program) funds are encumbered by the sixth (January) month budget period.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Financial/Budget Review and/or Audit Report<br>**Related Documents:**<br>AUO#1 Grant Award Notification.pdf<br>AUO #1 Organization Budget Status Report.pdf<br>AUO #1 ACCJC Standard 2.pdf | 1. N = Program Administrator's approved budget<br>2. N = State Leadership and State Local Program budget per Grant Award Notification | 1. Monthly<br>2. Annually | Yes |

## Related Activities

- Application Audit

  **Related Documents:**
  Microsoft Word - Application audit template.pdf

- Briefing Session

  **Related Documents:**
  Briefing Session Agenda Template - Strengthening Prgrams.doc
  Briefing Survey Instrument Template - Strengthening Programs.doc
  Briefing Survey Instrument Template - New Program Administrators.doc
  Briefing Survey Instrument Template - New Program Administrators.doc

- Reports

## Related Tasks

* **Task Name: Administration of grant funds**

  **Task Description:** Financial reports and correspondences to program administrators will be transmitted monthly with emphasis on budget balance and concerns.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Administrative Services Division (ASD) Archive

* Division Level - The Administrative Services Division oversees the administration of federal funds/grants and monitoring the institutional Master Plans.

### Board of Trustees (BOT)

* 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.

### President/CEO

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

### Planning & Development: CTE-WIOA

* Program/Unit Level - To administer federal grants (e.g.., Carl D. Perkins, WIA Title II, etc.);
* Program/Unit Level - To provide individuals/agencies (i.e., program administrators, VPs, deans, president, AHRD, BBMR, Governor's Office, Congresswoman's Office, USDE, USDA, etc.) with selected institutional data and research;
* Program/Unit Level - To carry out initiatives geared to strengthen the college's overall educational programs;
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  Support educational programs through the effective administration of federal grants (i.e., Workforce Investment Act (WIA). Title II Adult Education & Family Literacy, Carl D. Perkins Career and Technical Education Act, Title III, AANAPISIP, etc.).

## Student Learning Outcome (SLO): FA09-SP11 AUO #2 FEDERAL FUNDS IN SUPPORT OF EDUCATIONAL PROGRAMS

AUO#2: FA2009-SP2011
To support career and technical and adult educational programs by awarding federal funds to eligible providers whose proposal is for the development of new or strengthening of existing programs.

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

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Workshop Evaluation Survey and Intake Log Book. Survey results will indicate that at least 85% of participants will indicate "agree or strongly agree" that workshop provides information to develop convincing proposals for new or to strengthen existing programs. | N = Number of workshop participants | Annually | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Document Review

**Related Documents:**
AUO #2 Evaluation.pdf
AUO #1 ACCJC Standard 2.pdf

### Related Activities

- Briefing Session

  **Related Documents:**
  Briefing Session Agenda Template - Strengthening Prgrams.doc
  Briefing Survey Instrument Template - Strengthening Programs.doc
  Briefing Survey Instrument Template - New Program Administrators.doc
  Briefing Survey Instrument Template - New Program Administrators.doc

- Technical Assistance/Workshop

  **Related Documents:**
  Microsoft PowerPoint - Workshop PowerPoint.pdf

### Related Tasks

* **Task Name: Develop/strengthen career and technical and adult education programs**

  **Task Description:** Workshop evaluations are essential to gauge the success of providing funds to eligible providers for the development of new or strengthening of career and technical or adult education programs.

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Administrative Services Division (ASD) Archive

* Division Level - The Administrative Services Division oversees the administration of federal funds/grants and monitoring the institutional Master Plans.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

### President/CEO

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

### Planning & Development: CTE-WIOA

* Program/Unit Level - To administer federal grants (e.g.., Carl D. Perkins, WIA Title II, etc.);
* Program/Unit Level - To provide individuals/agencies (i.e., program administrators, VPs, deans, president, AHRD, BBMR, Governor's Office, Congresswoman's Office, USDE, USDA, etc.) with selected institutional data and research;
* Program/Unit Level - To carry out initiatives geared to strengthen the college's overall educational programs;
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2:
  Support career and technical and Adult Education programs by awarding federal funds to eligible providers whose proposal is for the development of new or strengthening of existing programs.

## Student Learning Outcome (SLO): FA09-SP11 AUO#3 MANAGEMENT of CTE/AEFLA AND OTHER RELATED DATA

AUO#3: FA2009-SP2011
To support career and technical and adult education programs by maintaining accurate and reliable CTE and Adult Education and Family Literacy (AEFL) data for federal reporting requirements.

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

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| By maintaining accurate and reliable data 100% of source document (e.g., graduate follow up database, employer's survey, grad survey, student intake/update form, etc.) will be audited against database to ensure accuracy. | N = Number of source documents | Annually | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Activity audit

**Related Documents:**
AUO #3.pdf
AUO #1 ACCJC Standard 2.pdf

## Related Activities

- Log Sheet

  **Related Documents:**
  Microsoft Word - Task Request Log Sheet Template.pdf
  Microsoft Word - Task Request Log Sheet Template.pdf

- Reports
- Survey

  **Related Documents:**

Microsoft Word - Student Survey.pdf

## Related Tasks

* **Task Name: Management of Data**

**Task Description:** Federal or local reports to program administrators and management will be provided annually to help with decisions related to CTE and AEFL educational programs.

## 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 II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Administrative Services Division (ASD) Archive

* Division Level - The Administrative Services Division oversees the compilation and dissemination of institutional data and research.
* Division Level - The Administrative Services Division oversees the administration of federal funds/grants and monitoring the institutional Master Plans.

### 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 promote continuous curriculum development and program improvement efforts leading toward improved student learning outcomes.

### Planning & Development: CTE-WIOA

* Program/Unit Level - To administer federal grants (e.g.., Carl D. Perkins, WIA Title II, etc.);
* Program/Unit Level - To provide individuals/agencies (i.e., program administrators, VPs, deans, president, AHRD, BBMR, Governor's Office, Congresswoman's Office, USDE, USDA, etc.) with selected institutional data and research;
* Program/Unit Level - To carry out initiatives geared to strengthen the college's overall educational programs;
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3:
  Support career and technical and Adult Education programs by maintaining accurate and reliable CTE and Adult Education & Family Literacy (AEFL) data for federal reporting requirements.

## Student Learning Outcome (SLO): FA11-SP13 AUO#1 Administration of Perkins and WIA, Title II grants

AUO#1 To support educational programs by effectively administering federal grants.

**Outcome Type:** AUO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**SLO Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** Federal funds will be used to expand, update, or strengthen career and technical and adult education programs.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Budget Status Report will be used to assess this AUO.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>Academic Evaluation Template.docx<br>AUO#1 October 2011.pdf | 80% of funds available each program year will be awarded to eligible recipients. | Each July USDOE awards GCC with Perkins and WIA, Title II based on Guam's State Plan and allows 27 months to expend funds. P&D will actively promote these funds so that by the 12th month, 80% will have been awarded. | Yes |

## Related Activities

- Application Audit

  **Related Documents:**
  Microsoft Word - Application audit template.pdf

- Briefing Session

  **Related Documents:**
  Briefing Session Agenda Template - Strengthening Prgrams.doc
  Briefing Survey Instrument Template - Strengthening Programs.doc
  Briefing Survey Instrument Template - New Program Administrators.doc
  Briefing Survey Instrument Template - New Program Administrators.doc

- Reports

## Related Tasks

* **Task Name: Administer grants**

  **Task Description:** Review budget balances to ensure timely use of federal funds.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### President/CEO

* Division Level - The President (CEO) will promote continuous curriculum development and program improvement efforts leading toward improved student learning outcomes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.

### Planning & Development: CTE-WIOA

* Program/Unit Level - To administer federal grants (e.g.., Carl D. Perkins, WIA Title II, etc.);
* Program/Unit Level - To carry out initiatives geared to strengthen the college's overall educational programs;
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1:
  Support educational programs through the effective administration of federal grants (i.e., Workforce Investment Act (WIA). Title II Adult Education & Family Literacy, Carl D. Perkins Career and Technical Education Act, Title III, AANAPISIP, etc.).
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To support educational programs through the effective administration of federal grants (i.e., workforce investment act (WIA), Title II Adult Education & Family Literacy, Carl D. Perkins Career and Technical Education Act, Title III, AANAPISIP, etc.).
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To support career and technical and adult education programs by awarding federal funds to eligible providers whose proposal is for the development of new or strengthening of existing programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To support career and technical and adult education programs by maintaining accurate and reliable CTE and Adult Education & Family Literacy (AEFL) data for federal reporting requirements.

## Student Learning Outcome (SLO): FA11-SP13 AUO#2 Administer Graduate Follow Up Survey

AUO#2 To support educational programs by administering and reporting Graduate/Completer survey results thereby strengthening career and technical and adult education programs.

**Outcome Type:** AUO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** The Guide to Writing a Grant Application will be updated to reflect core standards thereby strengthening career and technical and adult education programs.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Graduate Follow Up Survey instrument for secondary and postsecondary.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box) | 35% of graduates/completers will respond to the survey. | Every August, P&D will administer the survey instruments to a list of graduates/completers. | Yes |

### Related Activities

- Survey

**Related Documents:**
Microsoft Word - Student Survey.pdf

### Related Tasks

* **Task Name: Administer Survey**
  **Task Description:** Administrative Assistant will take lead role to mail survey.

### 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#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### President/CEO

* Division Level - The President (CEO) will promote continuous curriculum development and program improvement efforts leading toward improved student learning outcomes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.

### Planning & Development: CTE-WIOA

* Program/Unit Level - To administer federal grants (e.g.., Carl D. Perkins, WIA Title II, etc.);
* Program/Unit Level - To provide individuals/agencies (i.e., program administrators, VPs, deans, president, AHRD, BBMR, Governor's Office, Congresswoman's Office, USDE, USDA, etc.) with selected institutional data and research;
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2:
  Support career and technical and Adult Education programs by awarding federal funds to eligible providers whose proposal is for the development of new or strengthening of existing programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3:
  Support career and technical and Adult Education programs by maintaining accurate and reliable CTE and Adult Education & Family Literacy (AEFL) data for federal reporting requirements.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To support career and technical and adult education programs by awarding federal funds to eligible providers whose proposal is for the development of new or strengthening of existing programs.

## Student Learning Outcome (SLO): FA11-SP13 AUO#3 ISMP

AUO#3 To support educational programs by ensuring ISMP goals are moving forward.

**Outcome Type:** AUO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**SLO Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** As part of Dedicated Planning, P&D will review each goal to ensure they are progressing.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Template will be used to monitor progress.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>Revised Template May 2011.docx | 100% of goals will be reviewed and status reported at MTM annually on December. | Annually (December) responsible individual will be asked to update key activities. | Yes |

### Related Activities

- Log Sheet

**Related Documents:**
Microsoft Word - Task Request Log Sheet Template.pdf

Microsoft Word - Task Request Log Sheet Template.pdf

## Related Tasks

* **Task Name: Assess website**

**Task Description:** Review website and identify key activities to include on website.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  To ensure college maintains or exceeds its resources in support of its mission.

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To ensure the college acquires the necessary resources to support its mission.

### Planning & Development: CTE-WIOA

* Program/Unit Level - To administer federal grants (e.g.., Carl D. Perkins, WIA Title II, etc.);
* Program/Unit Level - To provide individuals/agencies (i.e., program administrators, VPs, deans, president, AHRD, BBMR, Governor's Office, Congresswoman's Office, USDE, USDA, etc.) with selected institutional data and research;
* Program/Unit Level - To carry out initiatives geared to strengthen the college's overall educational programs;
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3:
  Support career and technical and Adult Education programs by maintaining accurate and reliable CTE and Adult Education & Family Literacy (AEFL) data for federal reporting requirements.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To support career and technical and adult education programs by maintaining accurate and reliable CTE and Adult Education & Family Literacy (AEFL) data for federal reporting requirements.

## Student Learning Outcome (SLO): FA13-SP15 AUO#1 Core Standards

AUO#1 Upon successful completion of receiving services from the Planning and Development Office, students will benefit from programs that incorporate core standards.

**Start Date:** 10/14/2013
**End Date:** 03/16/2015
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book

**Historical Assessment Perspective:** The Guide for Writing a Grant Proposal will be modified to include core standards. In the proposal, an eligible applicant must identify at least two standards in the "Statement of Work" section of the proposal. Although it will several years to assess, the Fact Book should reflect an increase in the number of adult education and

post secondary/secondary students transitioning into 4-year institutions.

**Budget Goals:** * Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
To support educational programs through the effective administration of federal grants (i.e., workforce investment act (WIA), Title II Adult Education & Family Literacy, Carl D. Perkins Career and Technical Education Act, Title III, AANAPISIP, etc.).

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
To support career and technical and adult education programs by awarding federal funds to eligible providers whose proposal is for the development of new or strengthening of existing programs.

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
To support career and technical and adult education programs by maintaining accurate and reliable CTE and Adult Education & Family Literacy (AEFL) data for federal reporting requirements.

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#1:
To develop plans aligned to GCC's mission

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Eligible applicants will use the updated Guide for Writing a Grant Proposal. Workshop participants will complete a survey which includes an open ended questions.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>Workshop - Writing a Gran Proposal-Evaluation Form_March 6 rec'd from Toni 14-Oct-2014.pdf | Eighty percent (80%) of workshop participants who complete a survey will indicate "satisfied" or "somewhat satisfied" with the information and knowledge gained from the workshop. | Workshop will be conducted at least yearly; twice if funding is available. Mini clinics - to assist with technical questions/concerns - will be offered for five consecutive days. | Yes |

## Related Activities

- Application Audit

  **Related Documents:**
  Microsoft Word - Application audit template.pdf

- Evaluation and Scoring of Grant Applications

  **Related Documents:**
  Microsoft Word - Evaluation & Selection - CTE - Perkins IV.pdf
  Microsoft Word - Evaluation & Selection - ABE.pdf

## Related Tasks

* **Task Name: Core Standards**

  **Task Description:** 1. Research and review core standards for CTE and WIA, Title II.
  2. Update guide accordingly.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### President/CEO

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.

### Planning & Development: CTE-WIOA

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To support educational programs through the effective administration of federal grants (i.e., workforce investment act (WIA), Title II Adult Education & Family Literacy, Carl D. Perkins Career and Technical Education Act, Title III, AANAPISIP, etc.).
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To support career and technical and adult education programs by awarding federal funds to eligible providers whose proposal is for the development of new or strengthening of existing programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To support career and technical and adult education programs by maintaining accurate and reliable CTE and Adult Education & Family Literacy (AEFL) data for federal reporting requirements.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To develop plans aligned to GCC's mission.

## Student Learning Outcome (SLO): FA13-SP15 AUO#2 Graduate Follow Up Survey

AUO#2 Upon successful completion of receiving services from the Planning and Development Office, students will be able to receive graduate follow up survey results.

**Start Date:** 10/14/2013
**End Date:** 03/16/2015
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book

**Historical Assessment Perspective:** The number of students surveyed will correspond to the number of graduates identified in the Fact Book to ensure data is consistently extracted and validated. Department Chairs will be provided a "report card" highlighting survey results to share with their students.

**Budget Goals:** * Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
To support educational programs through the effective administration of federal grants (i.e., workforce investment act (WIA), Title II Adult Education & Family Literacy, Carl D. Perkins Career and Technical Education Act, Title III, AANAPISIP, etc.).

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
To support career and technical and adult education programs by awarding federal funds to eligible providers whose proposal is for the development of new or strengthening of existing programs.

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
To support career and technical and adult education programs by maintaining accurate and reliable CTE and Adult Education & Family Literacy (AEFL) data for federal reporting requirements.

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#1:
To develop plans aligned to GCC's mission

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Graduates/completers will complete an annual survey.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Graduate Follow Up Studies<br>**Related Documents:**<br>POSTSECONDARY Survey Form rec'd from Toni 15-Oct-14.pdf<br>Where are they.pdf | At least eighty percent (80%) of department chairs will provide students with the "report card" (Where are they?). | Survey will be conducted quarterly. | Yes |

## Related Activities

- Survey

**Related Documents:**
Microsoft Word - Student Survey.pdf

## Related Tasks

* **Task Name: Standard Operating Procedure**

**Task Description:** 1. Review and update SOP for appropriateness.
2. Develop "report card".
3. Disseminate report card.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
Educational Excellence:
This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
Students will demonstrate mastery of critical thinking and problem-solving techniques.

### 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 II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### President/CEO

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.

### Planning & Development: CTE-WIOA

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#1:
To develop plans aligned to GCC's mission.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#2:
To monitor plans so that activities align with stated goals and objectives.

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#3:
To develop reports that accurately reflect activities during the budget period.

### Student Learning Outcome (SLO): FA13-SP15 AUO#3 ISMP

AUO#3 Upon successful completion of receiving services from the Planning and Development Office, students will be informed of ISMP activities.

**Start Date:** 10/14/2013
**End Date:** 03/16/2015
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** Planning and Development is responsible to report ISMP's "Dedicated Planning". P&D will provide the president an update to share, when appropriate, with students at Meet the President events.

**Budget Goals:** * Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
To support educational programs through the effective administration of federal grants (i.e., workforce investment act (WIA), Title II Adult Education & Family Literacy, Carl D. Perkins Career and Technical Education Act, Title III, AANAPISIP, etc.).

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
To support career and technical and adult education programs by awarding federal funds to eligible providers whose proposal is for the development of new or strengthening of existing programs.

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
To support career and technical and adult education programs by maintaining accurate and reliable CTE and Adult Education & Family Literacy (AEFL) data for federal reporting requirements.

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#1:
To develop plans aligned to GCC's mission

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| An ISMP report will be provided to the president (FA and SP).<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>AUO#3 Faculty Survey Sample for Plan upload.pdf | At least eighty percent (80%) of department chairs will indicate they provided students with ISMP updates. | Twice annually -fall and spring semester. | Yes |

### Related Activities

- Survey

**Related Documents:**
Microsoft Word - Student Survey.pdf

### Related Tasks

* **Task Name: ISMP Standard Operating Procedure (SOP)**

**Task Description:** 1. Develop an SOP on type of information to provide.
2. Compile data and disseminate information to department chairs.

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
Educational Excellence:

This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### President/CEO

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.

### Planning & Development: CTE-WIOA

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To develop plans aligned to GCC's mission.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To monitor plans so that activities align with stated goals and objectives.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To develop reports that accurately reflect activities during the budget period.

## Student Learning Outcome (SLO): FA15-SP17 AUO#1 Core Standards

AUO#1 Upon successful completion of attendees who have completed the Guide for Writing a Grant Proposal workshop, students may avail of goals and objectives in a well written proposal.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** Guam Community College is the State Agency for Carl D. Perkins and WIOA grants. Core Standards are embedded in each grant (e.g., WIOA: employability and CTE: attainment of credential).

**Budget Goals:** Upon completion of receiving services from Planning and Development students will benefit from programs that incorporate core standards.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Eligible applicants will use the updated Guide for Writing a Grant Proposal. Workshop participants will complete a survey which includes an open ended questions. Resources requested are relevant to program's current SLOs.<br><br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br><br>**Related Documents:**<br>WIA GUIDE FOR WRITING A Proposal January 2015.pdf<br>AUO#1 WIA - Evaluation November 2015.pdf | Eighty percent (80%) of workshop participants who complete a survey will indicate "satisfied" or "somewhat satisfied" with the information and knowledge gained from the workshop to enhance obtaining of relevant and current resources that support SLOs. | Workshop will be conducted at least yearly; twice if funding is available. Mini clinics - to assist with technical questions/concerns - will be offered for five consecutive days. | Yes |

## Related Activities

- Survey

**Related Documents:**
Microsoft Word - Student Survey.pdf

## Related Tasks

* **Task Name: Core Standards**

**Task Description:** 1. Research and review core standards for CTE and WIA, Title II.
2. Update guide accordingly.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* 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 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

### Board of Trustees (BOT)

* 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) - 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.

### President/CEO

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #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.

### Planning & Development: CTE-WIOA

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To support educational programs through the effective administration of federal grants (i.e., workforce investment act (WIA), Title II Adult Education & Family Literacy, Carl D. Perkins Career and Technical Education Act, Title III, AANAPISIP, etc.).
* Program Review Goal (Budget Related Goals & Objectives) - FY16 #1
  Upon successful completion of receiving services from the Planning & Development office, students will benefit from programs that incorporate core standards.

## Student Learning Outcome (SLO): FA15-SP17 AUO#2 Graduate Follow Up Survey

AUO#2 Upon successful completion of receiving services from the Planning and Development Office, department chairs will be able to receive Where are They ` report card.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Historical Assessment Perspective:** Survey is conducted by P&D however process will change as Enrollment Services is responsible for administering graduate survey.

**Budget Goals:** Students will be able to receive graduate follow up survey results.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Graduates/completers will complete an annual survey.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Graduate Follow Up Studies<br>**Related Documents:**<br>AUO#2 Plan upload sample of faculty survey re- ISMP Where are they now.pdf | At least eighty percent (80%) of department chairs will provide students with the "report card" (Where are they?). | Survey will be conducted quarterly. | Yes |

### Related Activities

- Survey

**Related Documents:**
Microsoft Word - Student Survey.pdf

### Related Tasks

* **Task Name: Standard Operating Procedure**

**Task Description:**
1. Review and update SOP for appropriateness.
2. Develop "report card".
3. Disseminate report card.

### Related Items

### Guam Community College

* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.

### 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.

### President/CEO

* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #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.

### Planning & Development: CTE-WIOA

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To support educational programs through the effective administration of federal grants (i.e., workforce investment act (WIA), Title II Adult Education & Family Literacy, Carl D. Perkins Career and Technical Education Act, Title III, AANAPISIP, etc.).
* Program Review Goal (Budget Related Goals & Objectives) - PY16 #2
  Upon successful completion of receiving services from the Planning & Development office, students will be able to receive graduate follow up survey results.

## Student Learning Outcome (SLO): FA15-SP17 AUO#3 ISMP

AUO#3 Upon successful completion of receiving services from the Planning and Development Office, students will be informed of ISMP activities.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**SLO Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** P&D will continue to provide support to AIER as information and data is generated for students.

**Budget Goals:** Students will be informed of ISMP activities.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| ISMP information and or report will be provided to the president.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>AU0#3 ISMP Evidence.pdf | At least eighty percent (80%) of department chairs will indicate they provided students with ISMP updates. | Annually | Yes |

## Related Activities

- Survey

**Related Documents:**
Microsoft Word - Student Survey.pdf

## Related Tasks

* **Task Name: ISMP Standard Operating Procedure (SOP)**

**Task Description:** 1. Develop an SOP on type of information to provide.
2. Compile data and disseminate information to department chairs.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
Educational Excellence:
This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #4 Visibility and Engagement
Promote the Guam Community College brand to achieve regional, national, and international recognition.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
Maintain educational excellence through continuous review and update of programs and courses to increase student success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

### Board of Trustees (BOT)

* 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) - 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.

### President/CEO

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
To ensure that the college retains its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #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.

### Planning & Development: CTE-WIOA

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#1:
To develop plans aligned to GCC's mission.

* Program Review Goal (Budget Related Goals & Objectives) - PY16 #3
Upon successful completion of receiving services from the Planning & Development office, students will be informed of ISMP activities.

## Practical Nursing Certificate

**Mission Statement:** The mission of the Practical Nursing Program is to generate locally educated and licensed nurses to work in the various health care provider agencies on Guam as well as the Pacific region. The Guam Community College Nursing Program is committed to provide career guidance and education in nursing to those students of Guam and the Pacific Basin who desire to become Nurse Assistants and/or Practical Nurses. To accomplish this commitment, we offer a Certificate of Completion for Nursing Assistants (NA) and a certificate of completion for Practical Nursing. At the completion of the Practical Nurse program, the graduate is eligible for the NCLEX-PN (National Council Licensure Examination) which leads to a Practical Nurse (LPN) license in the territory of Guam or in the United States.

**Vision Statement:** The vision of the Practical Nursing Program is to increase the number of well-prepared local students to become Nurses. The Department would also like to establish a matriculation agreement with the University of Guam offer a baccalaureate or higher degree in nursing.

### Student Learning Outcome (SLO): Certificate in Practical Nursing

FA10-SP12 Upon successful completion of the Certificate in Practical Nursing program, students will be able to meet local and national standards for practical nurses in performing nursing care.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/14/2011
**End Date:** 10/08/2012
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** Yes
**National Certification:**
**Type of Industry National** 1. NCLEX-PN Exam (National Council Licensure Examination for Practical Nurses)
**Certification:** 2. Licensed Practical Nurse: ie Guam Board of Nurse Examiners State Licence

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students who graduate from the Practical Nursing Program will be eligible to apply through the Guam Board of Nurse Examiners (GBNE) to sit the National Council Licensure Examination for Practical Nurses (NCLEX-PN)<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Industry/National Standardized Exams<br>**Related Documents:**<br>Guam Practical Nursing License | N=34. 70% of graduating students will pass the NCLEX-PN exam. | This computerized examination is available throughout the year, however it is recommended that the exam be taken as soon as possible after graduation for a passing grade. Upon completion of the NCLEX-PN exam students will be issued with a GBNE License. | Yes |

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
Educational Excellence:
This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
Students will demonstrate mastery of critical thinking and problem-solving techniques.

#### Academic Affairs Division (AAD)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
Work with the commission (externally) or the curriculum committee (internally) to respond to curricular needs of industry or the community through the substantive change or curriculum approval processes.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning

support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

### Practical Nursing Certificate

* Program/Unit Level - To produce Practical Nurse graduates who have a high level of self confidence about their knowledge and skills.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Provide learning experiences for students that lead to employment or continued higher education in the nursing field.

## Student Learning Outcome (SLO): NCLEX-PN exam

FA10-SP12 Upon successful completion of the Certificate in Practical Nursing program, students will be eligible for and prepared to take the NCLEX-PN exam in order to become LPNs or to enter more advanced degree nursing programs

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/14/2011
**End Date:** 10/08/2012
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** NCLEX-PN exam (National Council Licensure Examination for Practical Nurses)

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| NCLEX-PN national computer generated exam. Exam consists of multiple choice, select all-that-apply questions, etc.<br><br>This is a copyrighted restriced exam that cannot be uploaded as evidence. What can be uploaded is the NCLEX-PN Candidate Report.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Industry/National Standardized Exams<br><br>**Related Documents:**<br>NCLEX-PN Candidate Report | 80% of the graduate students taking the NCLEX-PN exam will pass it. | This test will be administered to elegible graduate students. | Yes |

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Update board's professional development plan to provide for continuous education for board members.

### School of Trades & Professional Services (TPS)

* School Level - Provide the necessary support for all courses in terms of equipment and supplies.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

### Practical Nursing Certificate

* Program/Unit Level - To produce Practical Nurse graduates who have a high level of self confidence about their knowledge and skills.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Ensure that curricula reflect current practice and information in the practical nurse field.

## Related Course SLO

* NU292 - Practical Nursing Clinical: NCLEX-PN - SLO#3 FA10-SP12
  Upon successful completion of this course, students will be eligible and prepared to take the NCLEX-PN exam in order to become LPN's or to enter more advanced degree nursing programs.

## Student Learning Outcome (SLO): Nursing interventions

FA10-SP12 Upon successful completion of the Certificate in Practical Nursing Program, students will be able to demonstrate therapeutic nursing interventions to include: take and record temperature, blood pressure, pulse, weight & height, dress wounds, prepare injections, collect urine & blood samples, feed, bathe, dress, clean, move patients, observe patients, report changes in their condition, keep patient records, teach patients good health & safety habits, sterilize equipment, give enemas, catheterize.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/14/2011
**End Date:** 10/08/2012
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry Certification:** 1. NCLEX-PN (National Council Licensure Examination for Practical Nurses)
2. Licensed Practical Nurse: Guam Board of Nurse Examiners State Licence

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Hands on skills test | Students will pass lab/clinical skils by 75% | | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Lab/Skills Test

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will learn and perform a return demonstration of all nursing skills throughout the program.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Skills proficiency checklist<br><br>**Related Documents:**<br>NU110 Basic Procedure Checklist<br>NU160 Pharmacology skills checklist<br>NU292 Advanced skills checklist<br>NU230 Maternal Infant skills checklist<br>NU240 Pediatric skill checklist | N=20 All students will perform skills independently. Students will demonstrate skills with a rubric grade of 3 or 4. | Students will perform skills relevant to each class level as stipulated in each course guide. | Yes |

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Update board's professional development plan to provide for continuous education for board members.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

### Practical Nursing Certificate

* Program/Unit Level - To produce Practical Nurse graduates who have a high level of self confidence about their knowledge and skills.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Ensure that instructors are academically prepared and possess current knowledge and skills in content area.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Ensure that instructors are academically prepared and possess current knowledge and skills in content area.

## Student Learning Outcome (SLO): AY2013-2014 SLO#1 Nursing Skills

SLO#1 SP13-FA14
Upon successful completion of the Certificate in Practical Nursing program, students will be able to meet local and national standards for practical nurses in performing nursing care.

**Outcome Type:** SLO-Cognitive outcomes

**Start Date:** 03/11/2013
**End Date:** 10/13/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** NCLEX-PN National Council Licensure Examination for Practical Nurses
**Historical Assessment Perspective:** .
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| NCLEX-PN state board exam which is a computer generated exam. The exam consists of multiple choice, select all that apply questions, etc. This is a copyrighted restricted exam that cannot be uploaded as evidence. Students can provide the department a copy of their exam results as proof of passing NCLEX. | 80% of graduating practical nursing course program completion students will pass the NCLEX-PN exam on first attempt. | Students have to apply to sit this exam following graduation. Students apply to Guam Board of Nurse Examiners (GBNE). | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Industry/National Standardized Exams

## Student Learning Outcome (SLO): AY2013-2014 SLO#2 Nursing Knowledge

SLO#2 SP13-FA14
Upon successful completion of the Certificate in Practical Nursing program, students will be able to be eligible for and prepared to take the NCLEX-PN exam in order to become LPNs or to enter more advanced degree nursing programs.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/11/2013
**End Date:** 10/13/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** NCLEX-PN National Council Licensure Examination for Practical Nurses
**Program SLO/AUO Plan reflects/incorporates:** Self Study Report
**Historical Assessment Perspective:** .
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| NCLEX-PN state board exam which is a computer generated exam. The exam consists of multiple choice, select all that apply questions, etc. This is a copyrighted restricted exam that cannot be uploaded as evidence. | 80% of students will pass the NCLEX-PN exam on first attempt. | Following graduation students are eligible to apply and sit for the NCLEX-PN exam. | Yes |

### Student Learning Outcome (SLO): AY2013-2014 SLO#3 Nursing SkiLLS

SLO#3 SP13-FA14
Upon successful completion of the Certificate in Practical Nursing program, students will be able to demonstrate therapeutic nursing interventions to include the following:
Take and record temperature, blood pressure, pulse, weight and height.
Dress wounds, prepare injections, and collect urine/blood samples.
Feed, bathe, dress, clean, and move patients.
Administer medication when authorized.
Observe patients, report changes in their condition, and keep patients records.
Teach patients good health and safety habits.
Sterilize equipment.
Give enemas and catheterizations.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/11/2013
**End Date:** 10/13/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** NCLEX-PN National Council Licensure Examination for Practical Nurses
**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** .
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| NCLEX-PN state board exam which is a computer generated exam. The exam consists of multiple choice, select all that apply questions, etc. This is a copyrighted restricted exam that cannot be uploaded as evidence. Students can provide the department a copy of their exam results as proof of passing NCLEX.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Industry/National Standardized Exams | 80% of students will pass the NCLEX-PN exam on first attempt | Students have to apply to sit this exam following graduation. Students apply to Guam Board of Nurse Examiners (GBNE). | Yes |
| Students will complete nursing skills in a labratory setting and instructors will document clinical score on each students procedure checklists. Student must pass with a score of 3 or 4, at an independent level to pass the skill. Nursing skills assigned to each nursing course are taught throughout the year long practical nursing course. Students will be taught the skill then will peform a return demonstration of the skill both in the lab and when able in the clinical area.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Skills proficiency checklist<br>**Related Documents:**<br>NU110 Procedure Checklist.pdf<br>NU220 Procedure Checklist.pdf<br>NU292 Advanced Procedure Checklist.pdf | 22 of 22 or 100% of students will perform nursing procedure skills prior to clinical rotations. | NU110, NU220, NU292 class schedule. | Yes |

## Pre-Architectural Drafting AS

**Mission Statement:** The Construction Trades Department of the Guam Community College is committed to providing quality learning opportunities in occupational, career technical,

and continuing education reflective of our community and industry needs in the areas of Construction and related Careers.

**Vision Statement:** The Construction Trades Department of the Guam Community College will continue meeting the educational, career and technical training needs of the Construction Industry. Its excellence will continue to be recognized because of its service to students, employers, employees and the community at large.

## Student Learning Outcome (SLO): 2012-2013 Catalog SLO#1

SLO#1 SP2012-FA2013:
Upon successful completion of the AS in Pre-Architectural Drafting program, students will be able to demonstrate knowledge and skills needed to design and draft projects ranging from two to three dimensional designs for commercial and residential buildings.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/11/2013
**End Date:** 10/13/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** Certificate and Degree in Pre-Architectural Drafting
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** Meet assessment objectives.
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will be given the Autocad Quiz that is an instructor developed skills test | All students enrolled must pass with 100% | FA2013 | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Training Plan

**Related Documents:**
AUTOCAD QUIZ I.pdf

## Related Activities

- AE103 - Basic Blueprint Reading

  **Related Documents:**
  AE103_1980-10-21.pdf
  AE103_CourseGuide1980-10-21a.pdf
  AE103_1SR_2009-03-18.pdf
  AE103_CourseGuide_1980-10-21
  AE103_CourseGuide_1980-10-21
  AE103_1SR_2009-03-18.pdf

- AE121 - Technical Engineering Drawing I

  **Related Documents:**
  AE121_2NSR-2004-03-29.pdf
  AE121_CourseGuide_1980-10-21.pdf
  AE121_2NSR_2010-03-11.pdf

- AE122 - Technical Engineering Drawing II

  **Related Documents:**
  AE122_1980-10-28.pdf
  AE122_2NSR_2004-03-29.pdf
  AE122_2NSR_2010-03-11.pdf

AE122_CourseGuide_1980-10-21
AE122_CourseGuide_1980-10-21

- AE138 - Building Codes, Specifications & Construction Management

**Related Documents:**
AE138_1980-09-26.pdf
AE138_2NSR_2010-03-11.pdf
AE138_CourseGuide_1980-09-26
AE138_CourseGuide_1980-09-26

- AE150 - Computer Aided Design & Drafting(CADD) I

**Related Documents:**
AE150_2NSR_1994-04-14.pdf
AE150 1993-05-03.pdf
AE150_0Adopt_1993-05-03.pdf

- AE160 (reinstituted 2010) - Computer Aided Design & Drafting (CADD) II

**Related Documents:**
AE160 1994-03-13.pdf
AE160 Deletion Memo 1999-08-19.pdf
AE160_1SR_2010-05-10.pdf
AE160_5Reinstitute_2010-04-30.pdf

- AE216 (reinstituted 2010) - Descriptive Geometry

**Related Documents:**
AE216_1SR_2010-05-10
AE216_5Reinstitute_2010-04-30

## Related Tasks

* **Task Name: skills test**

**Task Description:** students must recreate given plans

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* 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.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Supply appropriate administrative and technological assistance to faculty and programs.

### Pre-Architectural Drafting AS

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2 (MDF)
  Provide students with a nationally recognized certification.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Prepare students to work in the construction industry as semi-skilled to skilled crafts people.

## Student Learning Outcome (SLO): 2012-2013 Catalog SLO#2

SLO#2 SP2012-FA2013:
Upon successful completion of the AS in Pre-Architectural Drafting program, students will be able to demonstrate basic skills needed to view, print, edit, and create variations of two and three dimensional electronic designs.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/11/2013
**End Date:** 10/13/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** Certificate and Degree in Pre-Architectural Drafting
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** To ensure student competency to industry standard
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will take the AutoCad Quiz II to demonstrate thier skill of the AutoCAD program commands and functions used to create various plans. | All student enrolled must pass with 80% or better | FA2013 | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Lab/Skills Test

**Related Documents:**
AUTOCAD QUIZ II.pdf

## Related Activities

- AE103 - Basic Blueprint Reading

  **Related Documents:**
  AE103_1980-10-21.pdf
  AE103_CourseGuide1980-10-21a.pdf
  AE103_1SR_2009-03-18.pdf
  AE103_CourseGuide_1980-10-21
  AE103_CourseGuide_1980-10-21
  AE103_1SR_2009-03-18.pdf

- AE121 - Technical Engineering Drawing I

  **Related Documents:**
  AE121_2NSR-2004-03-29.pdf
  AE121_CourseGuide_1980-10-21.pdf

AE121_2NSR_2010-03-11.pdf

- AE122 - Technical Engineering Drawing II

**Related Documents:**

AE122_1980-10-28.pdf
AE122_2NSR_2004-03-29.pdf
AE122_2NSR_2010-03-11.pdf
AE122_CourseGuide_1980-10-21
AE122_CourseGuide_1980-10-21

- AE138 - Building Codes, Specifications & Construction Management

**Related Documents:**

AE138_1980-09-26.pdf
AE138_2NSR_2010-03-11.pdf
AE138_CourseGuide_1980-09-26
AE138_CourseGuide_1980-09-26

- AE150 - Computer Aided Design & Drafting(CADD) I

**Related Documents:**

AE150_2NSR_1994-04-14.pdf
AE150 1993-05-03.pdf
AE150_0Adopt_1993-05-03.pdf

- AE160 (reinstituted 2010) - Computer Aided Design & Drafting (CADD) II

**Related Documents:**

AE160 1994-03-13.pdf
AE160 Deletion Memo 1999-08-19.pdf
AE160_1SR_2010-05-10.pdf
AE160_5Reinstitute_2010-04-30.pdf

- AE216 (reinstituted 2010) - Descriptive Geometry

**Related Documents:**

AE216_1SR_2010-05-10
AE216_5Reinstitute_2010-04-30

## Related Tasks

* **Task Name: skills test. Student must demonstrate understanding and profficiency**

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* 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.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Supply appropriate administrative and technological assistance to faculty and programs.

### Pre-Architectural Drafting AS

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide students with a nationally recognized certification.

## Student Learning Outcome (SLO): 2012-2013 Catalog SLO#3

SLO#3 SP2012-FA2013:
Upon successful completion of the AS in Pre-Architectural Drafting program, students will be able to develop a professional work ethic needed in the architectural engineering industry.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/11/2013
**End Date:** 10/13/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** Certificate and Degree in Pre-Architectural Drafting
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** to ensure student competency to industry standard
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| students will take part in Instructor lead training that utilizes interpersonal relations and best work place practices through One-on one scenarios and group role play | All student enrolled must pass with 100% | FA2013 | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Role play

**Related Documents:**
Ethics concerns that might arise while at work.pdf

## Related Activities

- AE103 - Basic Blueprint Reading

  **Related Documents:**
  AE103_1980-10-21.pdf
  AE103_CourseGuide1980-10-21a.pdf
  AE103_1SR_2009-03-18.pdf
  AE103_CourseGuide_1980-10-21
  AE103_CourseGuide_1980-10-21
  AE103_1SR_2009-03-18.pdf

- AE121 - Technical Engineering Drawing I

  **Related Documents:**

AE121_2NSR-2004-03-29.pdf
AE121_CourseGuide_1980-10-21.pdf
AE121_2NSR_2010-03-11.pdf

- AE122 - Technical Engineering Drawing II

**Related Documents:**
AE122_1980-10-28.pdf
AE122_2NSR_2004-03-29.pdf
AE122_2NSR_2010-03-11.pdf
AE122_CourseGuide_1980-10-21
AE122_CourseGuide_1980-10-21

- AE138 - Building Codes, Specifications & Construction Management

**Related Documents:**
AE138_1980-09-26.pdf
AE138_2NSR_2010-03-11.pdf
AE138_CourseGuide_1980-09-26
AE138_CourseGuide_1980-09-26

- AE150 - Computer Aided Design & Drafting(CADD) I

**Related Documents:**
AE150_2NSR_1994-04-14.pdf
AE150 1993-05-03.pdf
AE150_0Adopt_1993-05-03.pdf

- AE160 (reinstituted 2010) - Computer Aided Design & Drafting (CADD) II

**Related Documents:**
AE160 1994-03-13.pdf
AE160 Deletion Memo 1999-08-19.pdf
AE160_1SR_2010-05-10.pdf
AE160_5Reinstitute_2010-04-30.pdf

- AE216 (reinstituted 2010) - Descriptive Geometry

**Related Documents:**
AE216_1SR_2010-05-10
AE216_5Reinstitute_2010-04-30

## Related Tasks

* **Task Name: Skills test**

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including

stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* 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.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Provide general education curricula for all college students.

### Pre-Architectural Drafting AS

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Prepare students to work in the construction industry as semi-skilled to skilled crafts people.

## Student Learning Outcome (SLO): 2012-2013 Catalog SLO#4

SLO#4 SP2012-FA2013:
Upon successful completion of the AS in Pre-Architectural Drafting program, students will be able to create an electronic portfolio that represents proficiency in the development of two and three dimensional computer aided designs.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/11/2013
**End Date:** 10/13/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** Certificate and Degree in Pre-architectural Drafting
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** To ensure student competency to industry standards
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| students must show competency and knowledge by creating specified designs and then translating them to hard and soft copies | All students enrolled must pass with a 80% or better | FA2013 | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Lab/Skills Test

**Related Documents:**
AUTOCAD QUIZ III.pdf
AUTOCAD QUIZ IV.pdf

### Related Activities

- AE103 - Basic Blueprint Reading

**Related Documents:**
AE103_1980-10-21.pdf
AE103_CourseGuide1980-10-21a.pdf
AE103_1SR_2009-03-18.pdf
AE103_CourseGuide_1980-10-21
AE103_CourseGuide_1980-10-21

AE103_1SR_2009-03-18.pdf

- AE121 - Technical Engineering Drawing I

**Related Documents:**

AE121_2NSR-2004-03-29.pdf
AE121_CourseGuide_1980-10-21.pdf
AE121_2NSR_2010-03-11.pdf

- AE122 - Technical Engineering Drawing II

**Related Documents:**

AE122_1980-10-28.pdf
AE122_2NSR_2004-03-29.pdf
AE122_2NSR_2010-03-11.pdf
AE122_CourseGuide_1980-10-21
AE122_CourseGuide_1980-10-21

- AE138 - Building Codes, Specifications & Construction Management

**Related Documents:**

AE138_1980-09-26.pdf
AE138_2NSR_2010-03-11.pdf
AE138_CourseGuide_1980-09-26
AE138_CourseGuide_1980-09-26

- AE150 - Computer Aided Design & Drafting(CADD) I

**Related Documents:**

AE150_2NSR_1994-04-14.pdf
AE150 1993-05-03.pdf
AE150_0Adopt_1993-05-03.pdf

- AE160 (reinstituted 2010) - Computer Aided Design & Drafting (CADD) II

**Related Documents:**

AE160 1994-03-13.pdf
AE160 Deletion Memo 1999-08-19.pdf
AE160_1SR_2010-05-10.pdf
AE160_5Reinstitute_2010-04-30.pdf

- AE216 (reinstituted 2010) - Descriptive Geometry

**Related Documents:**

AE216_1SR_2010-05-10
AE216_5Reinstitute_2010-04-30

## Related Tasks

* **Task Name: skills test**

**Task Description:** Students will be assigned several profficiency test

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* 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.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Supply appropriate administrative and technological assistance to faculty and programs.

### Pre-Architectural Drafting AS

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Prepare students to work in the construction industry as semi-skilled to skilled crafts people.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1 (Growth Budget)
  Prepare students to work in the construction industry as semi-skilled to skilled crafts people.

## Pre-Nursing Certificate (Archive)

**Mission Statement:** The mission of the Pre-Nursing program is to academically prepare students of Guam and the pacific basin to enter the practical nursing program.
**Vision Statement:** The vision of the Pre-Nursing program is to prepare locally educated students with the knowledge that enables them to enter nursing programs on Guam.

### Student Learning Outcome (SLO): Pre Nursing Requirements

SLO#1 FA10-SP13
Upon successful completion of this program, students will be able to acquire knowledge of general education and related technical requirements necessary to be successful in the more advanced nursing courses.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/14/2011
**End Date:** 10/08/2012
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Type of Industry National Certification:** Upon successful completion of the pre nursing classes with grade C or better students will be eligible to apply for entry into the Practical Nursing Program.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A total of 31 multiple choice Pre-Entrance Exam will be given. The test will include , basic anatomy & physiology, medical terminology, basic high school level math, and reading comprehension questions. | 80% of students taking the test will have an overall score of 70% or greater on the 31 question test. | Annually, Pre Entrance Exam. | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Faculty-developed tests

**Related Documents:**
Entrance Exam for Practical Nursing Class of 2011

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A 30 multiple choice Pre Entrance Exam will be given. The test will include , basic anatomy & physiology, medical terminology questions, basic high school level math questions, and reading comprehension questions<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Faculty-developed tests | 80% of students taking the test will have an overall score of 70% or greater on the 30 question test | Annual Pre Entrance Exam | Yes |

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes

## Student Learning Outcome (SLO): Understanding of Practical Nursing Classes

SLO#2: FA10-SP13
Upon successful completion of this program, students will be able to demonstrate more understanding of the upcoming Nursing (NU) classes that they will take in the Certificate for Practical Nursing program by being able to extrapolate and apply knowledge received during these classes.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/14/2011
**End Date:** 10/08/2012
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Type of Industry National Certification:** Upon successful completion of the pre nursing classes with grade C or better students will be eligible to apply for entry into the Practical Nursing Program

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will submit a one page, double spaced Essay titled: 'Why I want to be a Nurse'<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Essay Questions<br>**Related Documents:**<br>Pre Nursing Entrance Essay Rubric | 100% of students who are accepted into the Practical Nursing Program must submit a one page, doubled spaced essay, titled: 'Why I want to be nurse', that scores Good or Excellant according to the Essay Grading Rubric. | Annually as written requirement for program application | Yes |

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

#### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

#### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide appropriate administrative and technological assistance to faculty and programs.

## Project Aim

**Mission Statement:** The mission of Guam Community College's Project AIM, TRiO is to provide quality student support services and education so our students can succeed in school, graduate and transition into four year institutions/professional programs.

**Vision Statement:** Project AIM, TRiO's vision is to help our low-income, first-generation, disabled and disadvantaged students improve their quality of life by providing them with quality services, education and training, so students can positively contribute back to their world.

### Student Learning Outcome (SLO): CUMULATIVE GPA

SSUO#1 SP2010-FA2011:
70% of participant will achieve a cumulative GPA of 2.0 or higher on a 4.0 scale per academic year.

**Outcome Type:** SLO
**Start Date:** 03/10/2010
**End Date:** 10/14/2011
**SLO Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will achieve a cumulative GPA of 2.0 or higher per academic year.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Transcript Analysis | 70% of students in the program will achieve a cumulative GPA of 2.0 or higher. | Follow up with each student during the academic year, submission and follow up of student's progress reports will be obtained from faculty member. Worshops will be provided to enhance student's educational goals and academic success. | Yes |

## Related Tasks

* **Task Name: Academic Counelling each semester.**
  **Reviewing of the student transcript.**
  **Task Description:** Each participant will meet with the Academic Counselor at least 3 times per semester to review academic progress. Each participant will provide progress report to the program each semester. Services provided to participant will include tutoring, mentoring and program participation.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### President/CEO

* Division Level - The President (CEO) will sustain the financial viability of the college to ensure a conducive learning and working environment for all college constituents.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide appropriate administrative and technological support for student services and programs.

### Project Aim

* Program/Unit Level - To enable at-risk students to successfully complete their academic studies.

## Student Learning Outcome (SLO): PERSISTENCE

SSUO#2 SP2010-FA2011:
50% of participants served by Project AIM will persist from one AY to the beginning of the next AY OR Graduate and/OR transfer from 2 year to a 4 year institution during the AY.

**Outcome Type:** SLO
**Start Date:** 03/10/2010
**End Date:** 10/14/2011
**SLO Status:** Completed the Assessment Cycle

**Means of Assessment**

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |
| Student Access Database System, Transcripts, Exit Interview, Semester Update Form (updates on contact info. and services needed)<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Retention & Transfer Studies | 50% of participants served by Project AIM will persist from one AY to the beginning of the next AY OR Graduate and/OR transfer from 2 year to a 4 year institution during the AY. | Review transcripts, enrollment and update forms each Fall ro previous Fall semester. | Yes |

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Project Aim

* Program/Unit Level - To successfully retain and matriculate students into higher education.
* Program/Unit Level - To enable at-risk students to successfully complete their academic studies.
* Program/Unit Level - To increase the number of at-risk students transferring into four-year colleges and universities.
* Program/Unit Level - To increase the number of at-risk students who graduate with AA/AS degrees or earn a certificate.

## Student Learning Outcome (SLO): GRADUATE and TRANSFER

SSUO#3 SP2010-FA2011:
Participants who have been retained and graduated with an associate degree will transfer to a 4-year institution.

**Outcome Type:** SLO
**Start Date:** 03/10/2010
**End Date:** 10/14/2011
**SLO Status:** Completed the Assessment Cycle

| Means of Assessment | | | |
|---|---|---|---|
| **Artifact/Instrument/Rubric/Method/Tool Description** | **Criterion ( Written in % )** | **Activity Schedule** | **Active** |
| Student Access Database System, Exit Interview, Semester Update Form (updates on contact info. and services needed)<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Retention & Transfer Studies<br>**Related Documents:**<br>Exit Interview Form<br>Alumni Contract 4-01-10.pdf | 50% of participants who have been retained and graduated with an associate degree will transfer to a 4 year institution. | Academic counseling sessions during the last year of graduation. Transfer activitity. Exit interviews. | Yes |

## Related Tasks

* **Task Name: Tracking of graduated students with an Associate Degree.Tracking of transfer students to a 4-year institution.**

**Task Description:** The program staff will continue to track students with Associate Degree who transfer to a 4 year institution. The program will track students' retention at the 4 year institution until completion of a baccalaureate degree.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Project Aim

* Program/Unit Level - To increase the number of at-risk students transferring into four-year colleges and universities.

## Student Learning Outcome (SLO): CUMULATIVE GPA-FA11-SU12

SSUO#1 FA2011-SU2012:
Participant will achieve a cumulative GPA of 2.0 or higher on a 4.0 scale per academic year (AY).

**Outcome Type:** SLO
**Start Date:** 10/10/2011
**End Date:** 03/12/2013
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** ACCJC Standards

**Historical Assessment Perspective:** Using Standard 2B. Student Support Services-Project AIM provides student with services and a supportive learning environment; and assesses services to address student needs and make program improvements. For SSUO#1: ACCJC Standards 2 addresses services that support our students academically by providing tutoring, advisement and workshops so students achieve at least a 2.0 or higher.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Transcripts; Developmental Repeaters Spreadsheet<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Transcript Analysis<br>**Related Documents:**<br>PAIM Mid-Term Progress Report<br>PY11-12 Verification of Student's Status.pdf<br>11-12 Verification for Student Access_TEAM[4].pdf | 70% of students in the program will achieve a cumulative GPA of 2.0 or higher. | (Grant Cycle: September 1, 2011-August 31, 2012): Follow up with each student during the academic year, and review students' progress reports from faculty. Worshops will be provided to enhance students' educational goals and academic success. Students success and repeats in developmental courses will be tracked. | Yes |

## Related Activities

- Transcript Evaluation

## Related Tasks

*** Task Name: Academic Counseling each semester. Review student transcripts and mid-term progress reports.**

**Task Description:** Each participant will meet with the Academic Counselor at least 3 times per semester to review academic progress. Each participant will provide progress reports to the program each semester. Additional services include tutoring, mentoring, workshops and cultural activities. Students repeating developmental math and/or English courses will be tracked per academic year.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Provide appropriate administrative and technological support for student services and programs.

### Project Aim

* Program/Unit Level - To enable at-risk students to successfully complete their academic studies.

## Student Learning Outcome (SLO): PERSISTENCE-FA11-FA12

SSUO#2 FA2011-FA2012:
Participants served by Project AIM will persist from FALL 2011 to the FALL 2012 OR Graduate and/OR transfer from 2 year to a 4 year institution.

**Outcome Type:** SLO
**Start Date:** 10/10/2011
**End Date:** 03/12/2013
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** ACCJC Standards

**Historical Assessment Perspective:** Using Standard 2B. Student Support Services-Project AIM provides students with services and a supportive learning environment; and assesses services to address students' needs and make program improvements. For SSUO#2: ACCJC Standards 2 addresses services that support students' persistence, retention and graduation.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Student Access Database System, AIER and Student Clearinghouse databases,Transcripts, Exit Interview, Semester Update Form (updates on student contact info. and services needed)<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Retention & Transfer Studies<br>**Related Documents:**<br>Exit Interview Form<br>PY11-12 Verification of Student's Status.pdf<br>Mid Term.pdf<br>11-12 Verification for Student Access_TEAM[4].pdf | 50% of participants served by Project AIM will persist from Fall 2011 to Fall 2012 OR Graduate and/OR transfer from 2 year to a 4 year institution. | (Grant Cycle: September 1, 2011-August 31, 2012): Review transcripts (MyGCC), enrollment, update forms, and Student Access database to compare students persistence from Fall 2011 to Fall 2012 semester. | Yes |

## Related Activities

- Transcript Evaluation

## Related Tasks

* **Task Name: Tracking Persistence**

**Task Description:** Director with Counselor or Program Coordinator will monitor the persistence of students from year to year. Project AIM will work closely with AIER Institutional Researcher to follow up on transfer students and prior-year participants who attend UOG or abroad.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Provide appropriate administrative and technological support for student services and programs.

### Project Aim

* Program/Unit Level - To successfully retain and matriculate students into higher education.

## Student Learning Outcome (SLO): GRADUATE and TRANSFER-FA11-FA12

SSUO#3 FA2011-FA2012:
New participants (from acceptance cohort year) will graduate with an associates degree or certificate within four years from acceptance by Project AIM, TRiO;graduates will transfer to a 4-year institution/professional program.

**Outcome Type:** SLO
**Start Date:** 10/10/2011
**End Date:** 03/12/2013
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** ACCJC Standards

**Historical Assessment Perspective:** Using Standard 2B. Student Support Services-Project AIM provides student with services and a supportive learning environment; and assesses services to address student needs and make program improvements. For SSUO#3: ACCJC Standards 2 addresses services that support students' persistence, retention and graduation.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Student Access Database System, Exit Interview, Semester Update Form (updates on contact info. and services needed)<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Retention & Transfer Studies<br>**Related Documents:**<br>Exit Interview Form<br>PY11-12 Verification of Student's Status.pdf<br>Graduates n Transfers.pdf | 15% of New participants (from acceptance cohort year) will graduate with an associates degree or certificate within four years from acceptance by Project AIM, TRiO; 20% of those who graduate with associates or certificate will transfer to a 4-year institution/professional program. | (Grant Cycle: September 1, 2011-August 31, 2012):Academic counseling sessions during the last year of graduation. Transfer activitity. Exit interviews. | Yes |

### Related Activities

- Exit Interview

### Related Tasks

* **Task Name: Tracking of graduated students with an Associate Degree.Tracking of transfer students to a 4-year institution.**

  **Task Description:** The program staff will continue to track students with Certificates OR Associate Degrees who graduate and/or transfer to a 4 year institution. The program will track students' 4 years from student's cohort year (acceptance year to Project AIM).

### Related Items

#### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

#### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

#### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Provide appropriate administrative and technological support for student services and programs.

#### Project Aim

* Program/Unit Level - To increase the number of at-risk students transferring into four-year colleges and universities.

## Reach for College

**Mission Statement:** To promote a college going culture in middle & high school students in Guam.

**Vision Statement:** For students to be inspired and aspire to pursure a college education and or career technical education to prepare them for careers.

**No Student Learning Outcomes (SLOs) were returned for this Group C: Student Services Unit based upon the selected parameters.**

## Refrigeration & Air Conditioning Certificate (Archive)

**No Student Learning Outcomes (SLOs) were returned for this Group C: Student Services Unit based upon the selected parameters.**

## Sign Language Interpreting Certificate

**Mission Statement:** GCC's Sign Language degree program prepares students to facilitate communication for the Deaf in a variety of community and educational settings.
**Vision Statement:** Sign Language Interpreters will adequately use ASL to provide opportunities for individuals who are deaf assimilate in the community.

Sign Language Interpreters will adequately use ASL to demonstrate an understanding of the Deaf culture and linguistic structure of ASL as a visual/gestural language with the intent of facilitating communication for individuals who are deaf into the community.

**No Student Learning Outcomes (SLOs) were returned for this Group C: Student Services Unit based upon the selected parameters.**

## Social Science/Criminal Justice Department Courses

**No Student Learning Outcomes (SLOs) were returned for this Group C: Student Services Unit based upon the selected parameters.**

## Student Financial Aid

**Mission Statement:** The Student Financial Aid Office provides students with access to financial resources in support of their educational goals.
**Vision Statement:** Enhance students' access to educational opportunity.

### Student Learning Outcome (SLO): AY09-10 SSUO#1 STUDENT SATISFACTION

The Financial Aid office will ensure scheduled disbursement of federal financial aid and scholarships is provided to students in support of their educational programs by awarding federal financial aid and scholarshsips according to the Financial Aid Calendar.

**Outcome Type:** SLO
**Start Date:** 08/19/2009
**End Date:** 03/14/2011
**SLO Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Student surveys were revised and will be readministered during this assessment cycle.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey<br>**Related Documents:**<br>Financial Aid Services Survey Sample.pdf | 80% of the students surveyed will report satisfaction in the timeliness and service of the financial aid office. | Semiannual survey conducted approximately midterm following aid disbursement. | Yes |

### Related Items

#### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the

Government of Guam.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.

### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's financial aid resources through the operation of the Financial Aid Office [Program].

### President/CEO

* Division Level - The President (CEO) will sustain the financial viability of the college to ensure a conducive learning and working environment for all college constituents.

### Student Financial Aid

* Program/Unit Level - The Financial Aid Office / Program awards financial aid in compliance with federal regulations.

## Student Learning Outcome (SLO): AY09-10 SSUO#2 DISSEMINATE FINANCIAL AID PROGRAM INFORMATION

Provide information for students about Financial Aid opportunities. To support educational programs the financial aid office will provide information to students during each semester orientation.

**Outcome Type:** SLO
**Start Date:** 08/19/2009
**End Date:** 03/14/2011
**SLO Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The financial aid office will conduct student opportunity sessions as part of in student orientations at the beginning of Fall and Spring terms. Student orientations will include information about Pell grants, federal work study and scholarship opportunities.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>New Student Orientation | 70% of students will respond positively to the presentation and will recall information from the presentation as shown on the evaluation. | The financial aid office will pariticpate in student orientations at the begining of Fall and Spring terms and disseminate financial aid material. | Yes |

### Related Activities

- Student Survey

### Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.

### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's financial aid resources through the operation of the Financial Aid Office [Program].

### President/CEO

* Division Level - The President (CEO) will lead the college in promoting GCC's educational value to the community, and reinforcing the positive image it has earned from its alumni and the community-at-large.

### Student Financial Aid

* Program/Unit Level - The Financial Aid Office / Program serves students by making financial aid available in a timely manner.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide timely and accurate information about all aspects of financial aid to students, parents, college employees and potential students.

## Student Learning Outcome (SLO): AY09-10 SSUO#3 Ensure Institutional Eligibility

The financial aid office will complete the necessary reporting requirements for the annual FISAP (Fiscal Operations and Application to Participate) to ensure institutional eligibility for federal financial aid programs.

**Outcome Type:** SLO
**Start Date:** 08/19/2009
**End Date:** 03/14/2011
**SLO Status:** Completed the Assessment Cycle

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Review financial aid policies and procedures in the college catalog and on the college website for accuracy.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | Upload current policies and procedures from the college catalog and website to TracDat. | Review of policies an procedures will occur annually when the college catalog is up for review. | Yes |

### Related Activities

- GCC Employee Training

### Related Items

#### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

#### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

#### Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's financial aid resources through the operation of the Financial Aid Office [Program].

#### Student Financial Aid

* Program/Unit Level - The Financial Aid Office / Program serves students by making financial aid available in a timely manner.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Ensure student access to education by providing continual access to federal financial aid funds by maintaining participation in title IV programs.

## Student Learning Outcome (SLO): FA2011-SP2013 SSUO #1 Update of Policy and Procedures Manual

FA2011-SP2013:
To review and update of the existing Financial Aid Policy and Procedures Manual to ensure consistent and fair treatment of students.

**Outcome Type:** SLO
**Start Date:** 11/10/2011

**End Date:** 04/11/2013
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Other

**Historical Assessment Perspective:** Implementation of Banner software and changes in federal regulations have made it necessary to review and update the policies and procedures manual for financial aid processing and awarding in order to provide consistent treatment in processing and fairness and service to the GCC students.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Survey will indicate satisfaction with services and whether students perceive their treatment to be consistent and fair.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey<br>**Related Documents:**<br>Financial Aid Services Survey Sample.pdf | Survey will indicate 95% satisfaction with financial aid services at above average or excellent levels. | First survey-given out with Fall 2011 Pell checks in November 2011. | Yes |
| Sections of the Policies and Procedures Manual will be submitted for review and signature as they are completed.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>GCC Fin Aid Policies & Procedures.doc | 100% of the basic, overarching manual will be completed by August 2012. | Work has begun already and a word copy has been uploaded under Relate Document link below. First section will be ready for review by January 30, 2012. A new section will be completed each quarter. | Yes |

## Related Activities

- Student Survey

## Related Tasks

* **Task Name: Policies and Procedures Manual**
  **Task Description:** Manual is being updated and edited a section at a time.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3:
  Ensure the financial integrity of the institution and responsible allocation and use of financial resources.

### Student Financial Aid

* Program/Unit Level - The Financial Aid Office / Program awards financial aid in compliance with federal regulations.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1

Provide consistent and fair treatment of students through review and update of existing financial aid policy and procedures manual.

### Student Learning Outcome (SLO): FA2011-SP2013 SSUO #2 Provide timely and consistent information

FA2011-SP2013:
To provide adequate, timely and consistent information to students about financial aid rules, regulations and processes.

**Outcome Type:** SLO
**Start Date:** 11/10/2011
**End Date:** 04/11/2013
**SLO Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** ACCJC Standards
**Historical Assessment Perspective:** Also uses information from current self-study report.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Conduct an orientation specifically for financial aid students at the beginning of each semester.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Workshop/Conference/Training<br>**Related Documents:**<br>Sign in for TRACDAT.pdf<br>FINANCIAL AID WORKSHOP EVALUATION[1].pdf | 85% of awarded Pell students will attend the orientation and 90% of them will state that they learned something new at the orientation. | Late January and August of each year. | Yes |
| Conduct an orientation for new work study supervisors each term to be sure they are aware of guidelines concerning work study students.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Workshop/Conference/Training<br>**Related Documents:**<br>FedWorkStudy & Supv Policy.pdf | 100% of all work study supervisors will indicate on an evaluation that they understand how to complete the time sheets and track student hours.. | Will be conducted within the first month of Fall and Spring terms each year. | Yes |

### Related Activities

- Annual audit
- GCC Employee Training
- Student Survey

### Related Tasks

* **Task Name: Orientation**
**Task Description:** Conduct orientation for financial aid students at the beginning of each semester.

* **Task Name: Work study Supervisor orientation**
**Task Description:** Conduct an orientation each term (Fall and Spring)for new work study supervisors.

### 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#1 (Institutional Learning Outcome)
Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3 (F&AD)
To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

### Student Financial Aid

* Program/Unit Level - The Financial Aid Office / Program serves students by making financial aid available in a timely manner.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
Provide adequate, timely and consistent information to students about financial aid rules, regulations and processes.

## Student Learning Outcome (SLO): FA2011-SP2013 SSUO #3 Ensure student access to education

FA2011-SP2013:
To ensure student access to education by maintaining access to federal aid funds from the Title IV programs.

**Outcome Type:** SLO
**Start Date:** 11/10/2011
**End Date:** 04/11/2013
**SLO Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** Links for VA programs and benefits have not been added yet but will be when the outside contractor has completed creating the new GCC website. In addition links for the federal financial aid PIN and FAFSA application will be moved to a more accessible location on the site and the link for Studenaid will be added.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The financial aid office will comply with federal regulations by completing an annual audit with no findings and by submitting an accurate FISAP on time.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Federal Regulations<br>**Related Documents:**<br>Federal Regulations | The college will receive (100%) funding authorizations each year for all three of the Title IV programs in which it participates. | Audit will be conducted annually and FISAP will be submitted by September 30 each year. | Yes |

### Related Activities

- Annual audit

### Related Tasks

* **Task Name: Reporting and Audits**
**Task Description:** Audit by outside entity conducted annually and federal reporting done accurately and on time.

### Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3:
  Ensure the financial integrity of the institution and responsible allocation and use of financial resources.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3 (F&AD)
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

### Student Financial Aid

* Program/Unit Level - The Financial Aid Office / Program awards financial aid in compliance with federal regulations.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Provide consistent and fair treatment of students through review and update of existing financial aid policy and procedures manual.

## Student Learning Outcome (SLO): FA2013-SP2015 SSUO #1 Review and Update of Policy and Procedures Manual

To continue the review and update of the existing Financial Aid Policy and Procedures Manual to ensure consistent and fair treatment of students.

**Start Date:** 11/05/2013
**End Date:** 04/01/2015
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Other

**Historical Assessment Perspective:** With the changeover of the Financial Aid Coordinator position, continued review and update of the Procedures Manual and assessment of its effectiveness through a student satisfaction survey is necessary to adequately gauge the effectiveness of this goal.

**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Survey will indicate satisfaction with services and whether students perceive their treatment to be consistent and fair.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey | Survey will indicate 95% satisfaction with financial aid services at above average or excellent levels. | The survey will be distributed with Pell Checks. | Yes |

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Survey will indicate agreement level with services and whether students perceive their treatment to be consistent and fair.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey<br>**Related Documents:**<br>FAO Self Satisfaction Survey AIER PDF1.pdf | Survey will indicate 80% satisfaction with financial aid services at Agree to Strongly Agree levels. | Student Satisfaction Survey will be distributed with the Pell Checks. | Yes |

## Related Activities

- Student Survey

## Related Tasks

* **Task Name: Policies and Procedures Manual**

  **Task Description:** Current manual is being reviewed and will be edited and updated a section at a time.

## 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#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* 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 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #3
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

### Student Financial Aid

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To review and update of the existing Financial Aid Policy and Procedures manual to ensure consistent and fair treatment of students.

## Student Learning Outcome (SLO): FA2013-SP2015 SSUO #2 To provide new students with information to access financial aid.

Upon completion of a student's first year experience, new students will demonstrate an awareness of financial aid location, hours of operation, types of funding available at the financial aid office and how to apply for available funding.

**Start Date:** 11/05/2013

**End Date:** 04/01/2015
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** .
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Survey New students after presenting to them at a New Student Orientation.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey<br>**Related Documents:**<br>New Student Orientation Survey.pdf AIER.pdf | 90% of students will indicate on a student satisfaction survey their agreement with obtaining knowledge of the financial aid location, hours of operation, funding available and how to obtain funding after attending a presentation by the Financial Aid Office at a New Student Orientation | New Student Orientation: Once a semester | Yes |

## Related Activities

- Student Survey

## Related Tasks

* **Task Name: New Student Satisfaction Survey**
  **Task Description:** Survey new students after a Financial Aid presentation at a New Student Orientation

## 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#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* 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 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #3
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

### Student Financial Aid

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide timely and consistent information to students about financial aid rules, regulations and processes.

### Student Learning Outcome (SLO): FA2013-SP2015 SSUO #3 To implement guidelines and resources for a Student Self Help Binder program

Students will be able to self submit information to financial aid office, access information and print reports after following the guidelines and resources made available from a Student Self Help Binder. An exit survey will assess the ease of use and effectiveness of the Self Help Binder.

**Start Date:** 11/05/2013
**End Date:** 04/01/2015
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** .
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| An exit survey will be administered after each student use of a Self Help Binder program.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Exit Interviews/Survey<br>**Related Documents:**<br>Exit Survey FAO AIER 2013.xls | 90% of students will indicate on an Exit Survey the ease of use of effectiveness of a Self Help Binder program. | Daily - Normal Hours of Operation. | Yes |

### Related Activities

- Student Survey

### Related Tasks

* **Task Name: Self Help Binder Program**
  **Task Description:** Implement a self help binder program in each office in the Financial Aid department and assess for ease of use and effectiveness.

### 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#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* 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 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

#### Board of Trustees (BOT)

* 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #3
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

### Student Financial Aid

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide timely and consistent information to students about financial aid rules, regulations and processes.

## Student Learning Outcome (SLO): FA2015-SP2017 SSUO #1 Review and Update of Policy and Procedures Manual

FA2015-SP2017 SSUO #1 To continue the review and update of the existing Financial Aid Policy and Procedures Manual to ensure consistent and fair treatment of students.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**SLO Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** Areas of concern from previous student survey indicated a need to ensure students are provided the same level of service at the financial aid office.

**Budget Goals:** Financial Aid will be awarded in a fair, consistent, and efficient manner because the policies and procedures manual is accurate and current.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Survey will indicate agreement level with services and whether students perceive their treatment to be consistent and fair.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey<br>**Related Documents:**<br>FAO Self Satisfaction Survey AIER PDF1.pdf | Survey will indicate 80% satisfaction with financial aid services at Agree to Strongly Agree levels. | Student Satisfaction Survey will be distributed with the Net Pell checks once a academic year. | Yes |

### Related Tasks

* **Task Name: Policies and Procedures Manual**
  **Task Description:** Current manual is being reviewed and will be edited and updated a section at a time.

### 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#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #2 Conducive Learning Environment
  Transform the campus into a facility conducive for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.
* 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 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

### Board of Trustees (BOT)

* 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) - 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  To ensure the coordination of the operations of GCC's Finance and Administration Division.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #3
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #1
  To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #2
  To ensure the coordination of the operations of GCC's Finance and Administration Division.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #3
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

### Student Financial Aid

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Provide consistent and fair treatment of students through review and update of existing financial aid policy and procedures manual.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide adequate, timely and consistent information to students about financial aid rules, regulations and processes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To ensure student access to education by maintaining access to federal financial aid funds from the Title IV programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To review and update of the existing Financial Aid Policy and Procedures manual to ensure consistent and fair treatment of students.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide timely and consistent information to students about financial aid rules, regulations and processes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To ensure student access to education by maintaining access to federal aid funds from the Title IV Programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016 PRG#1
  Financial Aid will be awarded in a fair, consistent, and efficient manner because the policies and procedures manual is accurate and current.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016 PRG#2
  Provide new students with information to access financial aid.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016 PRG#3

Implement guidelines and resources for a student self help binder program

### Student Learning Outcome (SLO): FA2015-SP2017 SSUO #2 To provide incoming students with information to access financial aid.

FA2015-SP2017 SSUO #2 Incoming students will demonstrate an awareness of the basic financial aid process via Financial Aid office's collaboration with CACGP, Upward Bound, high school teachers, and counselors.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**SLO Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** Observations of students who had recently graduated from high school or adult high school in the financial aid office suggests the need for increased collaboration between the financial aid office and auxillary programs (ie. counselors, CACGP)

**Budget Goals:** Provide new students with information to access financial aid.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Survey for Incoming/new Students<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey | 80% of students will indicate on a incoming/new student survey their agreement with obtaining knowledge of the financial aid location, hours of operation, funding available and how to obtain funding after attending a presentation by the Financial Aid Office via high school auxiliary offices. | Training sessions with CACGP, Upward Bound, High School Counselors (GDOE & GCC) | Yes |
| Student surveys will be used to determine the readiness of incoming students to apply for and receive financial aid funding.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey<br>**Related Documents:**<br>Financail Aid Survey.doc | 80% of the students surveyed will report agreement or strong agreement with statements indicating understanding of basic financial aid processes. | | Yes |

### Related Tasks

* **Task Name: New Student Satisfaction Survey**
  **Task Description:** Survey new students after a Financial Aid presentation at a New Student Orientation

### 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#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* 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 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

### Board of Trustees (BOT)

* 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) - 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #3
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #1
  To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #2
  To ensure the coordination of the operations of GCC's Finance and Administration Division.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #3
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

### Student Financial Aid

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide timely and consistent information to students about financial aid rules, regulations and processes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016 PRG#1
  Financial Aid will be awarded in a fair, consistent, and efficient manner because the policies and procedures manual is accurate and current.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016 PRG#2
  Provide new students with information to access financial aid.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016 PRG#3
  Implement guidelines and resources for a student self help binder program

## Student Learning Outcome (SLO): FA2015-SP2017 SSUO #3 To implement guidelines and resources for a Student Self Help Binder program

FA2015-SP2017 SSUO #3 Students will be able to self submit information to financial aid office, access information and print reports after following the guidelines and resources made available from a Student Self Help Binder. An exit survey will assess the ease of use and effectiveness of the Self Help Binder.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**SLO Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** Previous survey for use of binder indicates positive impact; however, further development is needed for greater impact.

**Budget Goals:** Implement guidelines and resources for a student self help binder program.

### Means of Assessment

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| An exit survey will be administered after each student use of a Self Help Binder program.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Exit Interviews/Survey<br>**Related Documents:**<br>Exit Survey FAO AIER 2013.xls | 90% of students will indicate on an Exit Survey the ease of use of effectiveness of a Self Help Binder program. | Daily - Normal Hours of Operation. | Yes |

## Related Tasks

* **Task Name: Self Help Binder Program**

  **Task Description:** Implement a self help binder program in each office in the Financial Aid department and assess for ease of use and effectiveness.

## 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#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* 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 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

### Board of Trustees (BOT)

* 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) - 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.

### Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #3
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #1
  To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #2
  To ensure the coordination of the operations of GCC's Finance and Administration Division.
* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #3
  To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

### Student Financial Aid

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide timely and consistent information to students about financial aid rules, regulations and processes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016 PRG#1
  Financial Aid will be awarded in a fair, consistent, and efficient manner because the policies and procedures manual is accurate and current.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016 PRG#2
  Provide new students with information to access financial aid.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016 PRG#3
  Implement guidelines and resources for a student self help binder program

## Student Governance (Archive)

**Mission Statement:** In an effort to create a climate where students at Guam Community College become increasingly-active participants in their educational experience, the Student Governance Initiative strives to encourage students to offer a constructive and unified voice in shaping the programs and offerings within GCC which are central to their educational experiences. Central to this Initiative are efforts by the Office of Student Development to constructively advocate for the presence of student involvement in decision making processes affecting their educational experiences.

PER 9-30-05 MEMO FROM TSS DEAN, THE ADMIN UNIT OUTCOME FOR THIS PROGRAM WILL BE INCORPORATED WITH CAMPUS LIFE.

**Vision Statement:** The Student Governance Initiative is an effort to organize and communicate the needs, recommendations and views of Guam Community College students relative to all aspects of their educational experience. Through direct work with the Council on Post secondary Student Affairs, students will be empowered to understand and utilize their unified voice in addressing educational concerns. Through direct work with academic and administrative units throughout GCC, the Office of Student Development will actively encourage solicitation and consideration of student views on matters pertaining to their educational experiences.

**No Student Learning Outcomes (SLOs) were returned for this Group C: Student Services Unit based upon the selected parameters.**

## Student Support Services (formerly Auxilary Services)

**Mission Statement:** The Student Support Services unit at Guam Community College is committed to providing security, health services, instructional assistance, and other necessary support services to enhance the learning process for faculty and students in the delivery of academic instruction.

**Vision Statement:** To maintain a secure, healthy, and skill-based campus community conducive to a positive learning environment for students.

### Student Learning Outcome (SLO): FA09-SP11 SSUO#1 CAMPUS ACCESS IDENTIFIERS

SSUO #1 FA09-SP11. The Student Support Services Office will analyze, process, and provide post secondary students, staff, and faculty with identification cards and parking decals within the first month of each academic semester. The Student Support Services Office will provide identification cards for cross-enrolled , secondary students within one month of obtaining the final student roster for each semester.

**Outcome Type:** SLO
**Start Date:** 10/12/2009
**End Date:** 03/14/2011
**SLO Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A computer software program, Simply ID, will be utilized to record processing of all identifiers issued to students and faculty for identification cards and a computer log-in program for parking decal ...<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | 80% of all students and faculty requiring identification cards and parking decals will have their documents processed within the first month of each academic semester. | In the Office of Student Support Services, data will be tracked using Simply ID to record the processing of identification cards and a computer log-on program for parking decals for students and faculty. This is an on -going service which allows processing at any time during the academic year. | No |
| A survey will be conducted among students and faculty to assess the timeliness and satisfaction of providing student and faculty identifiers (ID cards & Parking decals) by Student Support Services.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey | 80% of students, faculty, and staff will satisfactorily receive ID cards and parking decals within a reasonable timeframe. | The Office of Student Support Services will conduct a survey from March, 2009 to December 2009 determine the service delivery of providing ID cards and parking decals to students, faculty and staff during the course of the academic year.<br><br>The survey form will be uploaded in January, 2009 under document link. | No |
| A new survey with questions focused more on quality, timeliness, and satisfaction was developed.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey<br>**Related Documents:**<br>BUDGET 2010 .pdf<br>BUDGET 2010.pdf<br>CAMPUS IDENTIFICATION SURVEY FORMS 122109.pdf<br>SSS ID pdf.pdf | 90% of all Post Secondary students and faculty requiring identification cards and parking decals will have their documents processed within the first month of each academic semester. 90% of all cross-enrolled Secondary students from George Washington High School requiring identification cards will have identification cards within one (1) month of Student Support Services receiving the final cross-enrolled student roster after the Add-Drop deadline at George Washington High School. | The survey will be passed out through the semester and tallied at the end of each semester. | No |
| A review of submitted Post Secondary Identification Data Information forms, Private Vehicle Forms, and the PS (Continuing Students) forms at the end of every semester.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>EmployeeID Form & Satellite ID Form 1 122209.pdf<br>Post Secondary Private Vehicle form, & PS (Cont)forms 122209.pdf<br>CAMPUS IDENTIFICATION SURVEY FORMS 122109.pdf<br>SSS ID pdf.pdf | 100% of all IDs and parking decals issued are to be documented using one or more of the following: Post Secondary Identification Data Form, Private Vehicle Form, Employees Identification Form, Satellite Identification Form, or PS (Continuing Students) form. | Throughout every semester everyone attending school or working on campus that applies for an ID and / or decal fills out one of the above forms. At the end of each semester these forms are tallied to provide a total of students and employees who have received IDs and decals. | No |

## Related Activities

- Administrative Support
- Disciplinary Intervention
- Security Services
- Student & Faculty Identifiers for Access.

## Related Tasks

* **Task Name: Admin Aide, Clerk Typist, III, and School Aides II & III**

**Task Description:** Admin Aide and Clerk Typist process IDs and parking decals by inputting identifying information into the data base in Student Support Services' computer. School Aides assist in the processing procedures.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide appropriate administrative and technological support for student services and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

### Student Support Services (formerly Auxilary Services)

* Program/Unit Level - To ensure that students & faculty requiring ID cards and decals will receive ID cards and decals during the beginning of each academic semester.

## Student Learning Outcome (SLO): FA09-SP11 SSUO#2 CAMPUS SECURITY SERVICES

SSUO#2 FA09-SP11. The Student Support Services Office will demonstrate that it is providing the campus community appropriate and adequate security services needed for a safe learning environment.

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

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A daily static report by security personnel will record dates, times, and activities or incidents that occur on campus. This static report will be compiled daily during the course of each academic semester.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | 100% of the daily static reports will be completed and submitted by security personnel to reflect accurate information related to all security issues on campus. | The Office of Student Support Services will track and record the daily static report produced by security personnel each academic year. This will be an on-going, daily effort to assure security is sufficiently provided the campus community. | No |

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A survey will be conducted among post-secondary students, faculty, and staff to assess the visibility and effectiveness of security services provided by Student Support Services.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey | 85% of students, faculty, and staff will be satisfied with the presence of security personnel on campus. | The office of Student Support Services will conduct comduct ongoing surveys in each semester to determine the satisfaction of students, visitors, faculty, and staff regarding having security personnel on campus, the number of security personnel during certain hours, and areas of concern regarding safety .<br><br>The survey form will be uploaded in January, 2007 under document link. | No |
| A hard copy survey will be administered during each semester.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey<br>**Related Documents:**<br>2009 AAD Reports for SSS.pdf<br>CAMPUS SECURITY SURVEY FORMS 122109.pdf<br>BUDGET 2010 .pdf<br>BUDGET 2010.pdf<br>Post Secondary Private Vehicle form, & PS (Cont)forms 122209.pdf<br>EmployeeID Form & Satellite ID Form 1 122209.pdf<br>SSS Incident Report Form.pdf<br>Memo office of assessment 030210pdf.pdf<br>CAMPUS SECURITY SURVEY FORMS 122109.pdf<br>SSS Security pdf.pdf | 85% of students, visitors, and faculty will report feeling satisfied with security on campus. | Security staff will be on campus during the evening, night, weekend, and holidays. Security staff will make entries into their log book regarding the campus during their shifts. Security staff will also made Incident reports for all incidents on campus during their shift that may involve safety, security, violations of school rules, and health concerns. | No |
| Incident Report Forms are used to document all incidents involving campus security, safety, misconduct, and health concerns on campus.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>SSS Incident Report Form.pdf | 100% of all incidents involving safety, security, misconduct, and health oconcerns on campus are to be documented on Incident Report Forms within the Student Support Services Office. The forms are filled out by anyone on campus who may have witnessed or experienced an incident. The newly completed forms are reviewed every work day by the Student Support Administrator and, later, by the Night Administrator. | From the beginning to the end of each semester Incident reports are reviewed, tallied, and acted upon. The forms are then stored and tallied. | No |

## Related Activities

- Security Services
- Student & Faculty Identifiers for Access.

## Related Tasks

* **Task Name: School Aides II & III, security guards, Admin Aide, Clerk typist, Night Administrator, & Student Sup**

**Task Description:** All personnel in the Student Support Services office and security staff are tasked with enforcing the college's rules. They are also responsible for safeguarding the safety, health, and well-being of all on campus.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide appropriate administrative and technological support for student services and programs.

### Student Support Services (formerly Auxilary Services)

* Program/Unit Level - To ensure that the campus community will receive security services.

## Student Learning Outcome (SLO): FA09-SP11 SSUO#3 DISCIPLINARY INTERVENTION

SSUO#3 FA09-SP11. The Student Support Services Office will ensure that all cross-enrolled, secondary students and post secondary students attending GCC who need disciplinary intervention receive this service in an efficient, timely, and appropriate manner.

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

**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A log sheet will record dates, times, purpose, and results for all student disciplinary interventions that occur during each academic year involving cross-enrolled, secondary students.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | 80% of cross-enrolled, secondary students who receive disciplinary interventions record a satisfactory resolution within a reasonable timeframe. | In the Office of Student Support Services, a log sheet will be utilized to continuously record student disciplinary intervention services as they occur during the academic school year. | No |
| A survey will be conducted among faculty involved with secondary, cross-enrolled students to assess the effectiveness of disciplinary intervention provided by Student Support Services.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey | 80% of students referred for disciplinary intervention by faculty will receive a satisfactory resolution within a reasonable timeframe. | The office of Student Support Services will conduct a survey in March, 2007 to gain feedback on the effectiveness and timeliness of student discipline provided by the office of Student Support Services.<br><br>The survey form will be uploaded in January, 2007, under document link. | Yes |
| A log book of cross-enrolled, secondary student attending GCC who need disciplinary intervention will kept up-to-date on a daily basis.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review | 90% of all secondary students referred for disciplinary intervention will seen within 2 school days. | Every day the log book and referal forms will be reviewed by the Student Support Administrator who will then provide direct intervention within 2 days of viewing that referal. | No |

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A new survey will be used to obtain views and recommendations from students, faculty, administrators, and parents regarding disciplinary intervention for cross-enrolled, secondary students attending GCC.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey<br>**Related Documents:**<br>DISCIPLINARY INTERVENTION SURVEY FORMS 122109 (2).pdf<br>SSS IN Sur pdf.pdf | 85% of cross-enrolled secondary students who receive disciplinary interventions record a satisfactory resolution within a reasonable timeframe. Reasonable being defined as receiving intervention within two (2) school days. | The survey will be passed out during each semester. The results will be tallied at the end of each semester. | No |
| A survey will be administered every semester to obtain a view of the effectiveness and satisfaction with the disciplinary intervention provided.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey<br>**Related Documents:**<br>DISCIPLINARY INTERVENTION SURVEY FORMS 122109 (2).pdf<br>2009 AAD Reports for SSS.pdf<br>BUDGET 2010 .pdf<br>BUDGET 2010.pdf<br>SSS IN Sur pdf.pdf | At least 85% of cross-enrolled, secondary students will report being seen for disciplinary intervention within 2 academic days. Satisfactory is defined as being seen within the same academic day. | A hard copy survey form will be made available for cross-enrolled students, and faculty to fill during each semester regarding disciplinary intervention on campus. | No |
| Referral for Student Services forms are used when a faculty refers a student to Student Support Services for possible disciplinary intervention.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>refferal for SSS 4810.pdf<br>Office of SSA 4810.pdf | 85% of all disciplinary interventions are to be documented on referral forms. | The Referral for Student Services forms are reviewed within one work day for intervention by the Student Support Administrator. The referal forms are then stored within Student Support Services after they are addressed by the Student Support Administrator. | No |

## Related Activities

- Administrative Support
- Disciplinary Intervention
- Security Services
- Student & Faculty Identifiers for Access.

## Related Tasks

* **Task Name: Student Support Administrator, Night Administrator, School Aides, Admin Aide, & Clerk Typist**

  **Task Description:** The Admin Aide, Clerk Typist, and School Aides process and document any referrals for possible disciplinary intervention. The Student Support Administrator acts upon the referrals. The Night Administrator assists and enforces the outcome of the intervention.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning

support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide appropriate administrative and technological support for student services and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

### Student Support Services (formerly Auxilary Services)

* Program/Unit Level - To ensure that cross-enrolled, secondary students needing disciplinary intervention will receive these services.

## Student Learning Outcome (SLO): SSUO # 1 PRIMARY SUPPORT FUNCTIONS

FA2011-SP2013 SSUO#1:
Student Support Services will provide effective and efficient support for the primary Support Services functions at the college: security, identification, parking, student discipline, emergency response, and room reservations.

**Outcome Type:** SLO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**SLO Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** Based on the results of the previous cycles Student Support Services will enhance all the services it provides by improving the performance of its staff. This will be done by providing training directly related campus security and safety, computer competency, and student discipline.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A log book on the numbers of IDs, decals, referrals, and incidents reports will indicate the numbers of each processed and how soon there were processed.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>CAMPUS IDENTIFICATION SURVEY FORMS 122109.pdf<br>EmployeeID Form & Satellite ID Form 1 122209.pdf<br>Office of SSA 4810.pdf<br>Post Secondary Private Vehicle form, & PS (Cont)forms 122209.pdf<br>SSS Incident Report Form.pdf<br>refferal for SSS 4810.pdf | At least 95% of all ID requests, decal requests, referrals, and incidents reports will be processed within 8 working hours of submission. | Student Support Services staff will develop a schedule to process all requests within 8 working hours. | Yes |
| Forms and log books will be used to record and document the services provided. The completed forms and log books will kept in filing cabinets within the Student Support Services Office.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>CAMPUS IDENTIFICATION SURVEY FORMS 122109.pdf<br>EmployeeID Form & Satellite ID Form 1 122209.pdf<br>Office of SSA 4810.pdf<br>SSS Incident Report Form.pdf | One hundred (100 %) % of all services provided will be documented. | Staff will document and record all services provided on a daily basis. This is an ongoing function of Student Support Services. | Yes |

### Related Activities

- Administrative Support

- Disciplinary Intervention
- Security Services
- Student & Faculty Identifiers for Access.

### Related Tasks

* **Task Name: Primary Support Functions.**

**Task Description:** All administrators and staff within Student Support Services are reponsible for ensuring that its primary functions are run effectively and efficiently.

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

#### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

#### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

#### Board of Trustees (BOT)

* 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.

#### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Provide appropriate administrative and technological support for student services and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide adequate support of program growth.

#### Student Support Services (formerly Auxilary Services)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide effective and efficient support for the primary support services functions at the college: security, identification, parking, student discipline, emergency response, and room reservations.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To provide quality and timely responses and requests regarding: ids, parking decals, room reservations, discipline referrals, safety and emergency issues, information requests, and campus security.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To provide training opportunities for student support staff to enhance job performance.

## Student Learning Outcome (SLO): SSUO # 2 IMPROVED PROCESSING OF ALL SERVICES

FA2011-SP2013 SSUO#2:
Student Support Services provide quality and timely responses, referrals, and requests regarding: IDs, Parking Decals, Room Reservations, Safety and Emergency issues, Information Requests, and Campus Security.

**Outcome Type:** SLO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**SLO Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** Based on the results of previous cycles Student Support Services will purchase equipment and supplies that will improve the speed and quality of services it provides.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Documents such as purchase orders, receipts, and invoices related to purchases and requests for equipment, materials, and programs to be used to improve services will used as proof.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>MaterialService Requisition Form.pdf | All or 100% of copies of requests and purchases will documented. | Student Support Services will begin submitting requests for equipment, materials, and services that will be used directly to improve services. | Yes |

## Related Activities

- Administrative Support
- Disciplinary Intervention
- Security Services
- Student & Faculty Identifiers for Access.

## Related Tasks

* **Task Name: Improved Processing of Services.**

  **Task Description:** All staff within Student Support Services will shorten and improve their response time. The Associate Dean of Student Support Services will authorize and facilitate the purchase of equipment and supplies needed to improve the response time and quality of service to students, faculty, and staff.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Ensure that all necessary accreditation data and evidence are completed for the scheduled accreditation visit in spring 2012.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs

of the community.

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Provide appropriate administrative and technological support for student services and programs.

### Student Support Services (formerly Auxilary Services)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide effective and efficient support for the primary support services functions at the college: security, identification, parking, student discipline, emergency response, and room reservations.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To provide quality and timely responses and requests regarding: ids, parking decals, room reservations, discipline referrals, safety and emergency issues, information requests, and campus security.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To provide training opportunities for student support staff to enhance job performance.

## Student Learning Outcome (SLO): SSUO # 3 TRAINING FOR ENHANCED JOB PERFORMANCE

FA2011-SP2013 SSUO#3:
Student Support Services Office will provide training opportunities for Student Support Staff to enhance job performance.

**Outcome Type:** SLO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**SLO Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** Based on the results of previous cycles Student Support Services will enroll staff for courses involving campus security, customer service, and computer programs used with IDs and student schedules.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Copies of certificates of training, letters of completion, and copies of sign-in sheets will be used as proof.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Workshop/Conference/Training<br>**Related Documents:**<br>Training Schedule.pdf<br>Certificate.pdf | At least 90 % of the staff will be required to attend these courses and trainings. All or 100% of the staff that attend these trainings will pass these trainings or courses. | Student Support Services will schedule staff to receive training in various courses. | Yes |
| Training schedule forms will be used to document trainings that staff have undergone to enhance their job performance.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Document Review<br>**Related Documents:**<br>Certificate.pdf<br>Training Schedule.pdf | At least 80% of all the staff will undergo some form of training that willl be documented in this training form. | During the next 2 years staff will be required to undergo trainings to improve thier job performance. | Yes |

### Related Activities

- Administrative Support
- Disciplinary Intervention
- Security Services
- Student & Faculty Identifiers for Access.

### Related Tasks

* **Task Name: Enhanced Job Performance**

**Task Description:** The Associate Dean will authorize and provide training opportunities for all staff in Student Support Services to upgrade their skills and acquire new skills and knowledge to provide more appropriate and timely services to students, faculty, and staff of GCC.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
  Community Interaction:
  This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Ensure that all necessary accreditation data and evidence are completed for the scheduled accreditation visit in spring 2012.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* 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.

### School of Technology & Student Services (TSS)

* School Level - The School of Technology & Student Services strives to offer programs, services, and/or skill development for students so they can have the necessary abilities to meet the needs of the community.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Provide appropriate administrative and technological support for student services and programs.

### Student Support Services (formerly Auxilary Services)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide effective and efficient support for the primary support services functions at the college: security, identification, parking, student discipline, emergency response, and room reservations.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To provide quality and timely responses and requests regarding: ids, parking decals, room reservations, discipline referrals, safety and emergency issues, information requests, and campus security.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  To provide training opportunities for student support staff to enhance job performance.

## Student Learning Outcome (SLO): SSUO #1 Student Complaint Process

Upon successful completion of the student complaint process, students will have a clearer understanding of the steps within the process and the resolution options available to them.

**Outcome Type:** SLO
**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**SLO Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** ACCJC Standards

**Historical Assessment** *
**Perspective:**
**Budget Goals:** *

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Revised Student Complaint Form<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box)<br>**Related Documents:**<br>COMPLAINT FORM 110713.pdf | 70% of student complaints filed will reflect students' satisfaction with the complaint resolution. | Student satisfaction will be record each time a student complaint form is filed and processed. | Yes |

## Related Activities

- Disciplinary Intervention

## Related Tasks

* **Task Name: Improve the Student Complaint Process**

**Task Description:** Program Specialist will update the student complaint process to all ensure the satisfaction of the student.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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.

### 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 II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide appropriate administrative and technological support for student services and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide adequate support of program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide support for institutional learning outcomes.

## Student Learning Outcome (SLO): SSUO #2 Student Support Services

Upon successful completion of receiving services from the Student Support Services Office, students will have a better understanding of the services available to them.

**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** ACCJC Standards

**Historical Assessment Perspective:** Future collaboration with other areas to identify additional services for students, such as after-hour tutoring and Workkeys, may be necessary in order to develop a comprehensive survey.

**Budget Goals:** None

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Student Support Services Survey<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey<br>**Related Documents:**<br>SSS Customer Service Survey.pdf | The results of the Student Satisfaction Survey will indicate that 70% of the students have a better understanding of the support services available to them. | Fall, Spring, Summer semesters | Yes |

### Related Tasks

* **Task Name: Improve the Student Identification Card Process**

**Task Description:** All administrators and staff are responsible for ensuring that all students have a student identification card on campus.

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #2 Conducive Learning Environment
  Transform the campus into a facility conducive for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.

#### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.
* 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 II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

#### Board of Trustees (BOT)

* 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.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide appropriate administrative and technological support for student services and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide support for institutional learning outcomes.

### Student Support Services (formerly Auxilary Services)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide effective and efficient support for the primary support services functions at the college: security, identification, parking, student discipline, emergency response, and room reservations.

## Student Learning Outcome (SLO): SSUO #3 Emergency Protocol

Upon successful completion of security notifications/presentations around the campus, students will be able to have a clearer understanding of the emergency protocol on campus.

**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** There may be a future need to create a survey form for the Student Complaint process input from students.
**Budget Goals:** None at this time.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will be asked to complete a survey and register for the GCC/PDN text alert in order to receive the notifications regarding GCC.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey | At least 50% of the students that complete the survey will be satisfied with the security/emergency notification protocol. | Survey will be conducted every spring semester. | Yes |

### Related Activities

- Security Services

### Related Tasks

* **Task Name: Improve Emergency Protocol**
  **Task Description:** Program Specialist will update the emergency protocol and create a student satisfaction survey. The staff will administer the survey to the students during the spring semester.

### 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.
* 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 II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.

### School of Technology & Student Services (TSS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Provide appropriate administrative and technological support for student services and programs.

### Student Support Services (formerly Auxilary Services)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  To provide effective and efficient support for the primary support services functions at the college: security, identification, parking, student discipline, emergency response, and room reservations.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To provide efficiency of the primary support services functions at the college: security, identification, parking, student discipline, emergency response, and room reservations. These activities are performed for students, visitors, faculty and staff.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide quality and timely responses and requests regarding: ids, parking decals, room reservations, discipline referrals, safety and emergency issues, information requests, and campus security.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To provide training opportunities for student support staff to enhance job performance.

## Supervision & Management AS & Certificate

**Mission Statement:** The mission of the Supervision & Management Program is to develop a management workforce reflecting industry needs from the dynamic economic business environment in the Guam community and beyond.

**Vision Statement:** The Supervision and Management program prepares students for entry-level position and employment in the field of supervision and management. The program is designed for students who want to learn, update, augment existing knowledge and skills and/or acquire cutting-edge technical and managerial skills; it is also designed for current and future leaders, supervisors, and managers who desire the latest skills to be effective and productive in their respective fields.

### Student Learning Outcome (SLO): AY06-07 SLO#1 Knowledge of Management Theory

Students will recall management theory and principles in the four management functions: Planning, Organizing, Directing, and Controlling.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/09/2006
**End Date:** 03/07/2008
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students registered in SM220 Management Skill Development will take two cyber interactive formative and two cyber interactive summative student learning outcome exams provided and corrected by Thomsom Southwestern Interactive Services at "Fundamentals of Management Robbins/Dicenzo companion website at http://wps.prenhall.com/bp_robbins_fom_5."<br><br>Corrected exams will be automatically forwarded to advisory committee evaluator/s through e-mail services provided by text vendor. Exams will be administered during fall 2006 and spring 2007; SM220 is offered fall and spring.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Web Designed Exam | 70% of the students taking the interactive exams will score 75% or better in the exams. | Data collection Fall 2006 and Fall 2007 | Yes |

## Related Activities

- SM208 (formerly OA208) - Personnel Supervision

  **Related Documents:**

  SM208_2NSR_2005-12-29.pdf
  SM208_1SR_2007-04-25.pdf
  SM208_2NSR_2004-04-13.pdf
  SM208_2NSR_2008-11-25
  SM208_XMemo_2004-01-28
  SM208_2NSR_2010-07-02.pdf

- SM220 - Management Skill Development

  **Related Documents:**

  SM220_1SR_2007-03-22.pdf
  SM220_1987-08-18.pdf
  SM220_XMemo_1998-12-02.pdf
  SM220_2NSR_2004-04-13.pdf
  SM220_XMemo_2004-01-28
  SM220_1SR_2017.03.06-1.pdf

## Related Tasks

* **Task Name: Review of SM220 Management Skill Development SLOs for 2008**

  **Task Description:** Program Administrator will collaborate with adjunct professor end of spring 2008 to review current SM220 SLOs and determine whether a course guide revision in warranted;
  In addition, two students who did not meet the criterion for 2007 have indicated they did not prepare adequately for either the formative or the summative components of the assessments.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division provides leadership for the region through continuing education and workforce development.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Supervision & Management AS & Certificate

* Program/Unit Level - To produce management graduates who have a high level of self confidence about their knowledge and skills.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
Review and update program/curriculum to reflect current standards/practices in the workplace locally, nationally, and/or globally.

## Related Course SLO

* SM108 (formerly OA108) - Introduction to Business: Role Assessment - SLO#1 AY08-09:
Upon the successful completion of this course, students will be able to evaluate the private enterprise system and determine the roles of business, competitors, and entrepreneurs operating within the system
* SM208 (formerly OA208) - Personnel Supervision: Supervision Skills - SLO#1 AY08-09:
Upon the successful completion of this course, students will be able to demonstrate knowledge and skills in the area of personnel supervision.
* SM215 - International Management: Strategic Plans AY08-09 - SLO#1 AY08-09:
Upon the successful completion of this course, students will be able to develop strategies for sustaining international business competition in a global setting
* SM225 - Leadership: Civic Engagement AY08-09 - SLO#1 AY08-09:
Upon the successful completion of this course, students will be able to describe via reflective narratives their experiential learning in Service Learning.

* SM240 - Employment & Labor Law: Civil Rights Act - SLO#2 AY08-09:
Upon the successful completion of this course, students will be able to explain how Title VII of the Civil Rights Act protects covered employees prohibiting any discrimination based on race, color, religion, sex or national origin

## Student Learning Outcome (SLO): AY06-07 SLO#2 Supervision & Management Student Perceptions

Students will respond to background information questions, students will express their opinions regarding experience with faculty teaching methods, students will express their opinions regarding their student learning experiences, and students will express their opinions regarding SM knowledge gained from completing the Supervision & Management program at GCC.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 08/18/2006
**End Date:** 12/04/2006
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| At the end of fall 2006, spring 2007, and fall 2007, students who intend to graduate with a Certificate or an Associate of Science in Supervision & Management will be sent an e-mail asking them to complete a questionnaire created using the "questionnaire feature, in TracDat.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Exit Interviews/Survey | 50% of the graduating students who are asked to complete the online questionnaire will respond and provide "write in" answers to some questions that will be used to review and assess whether learning occurred for the graduates as well as the efficacy of the new Supervision & Management program. | At the end of fall 2006, spring 2007, and fall 2007 students will be contacted via e-mail and asked to complete the online questionnaire. | Yes |

## Related Activities

- SM208 (formerly OA208) - Personnel Supervision

**Related Documents:**
SM208_2NSR_2005-12-29.pdf
SM208_1SR_2007-04-25.pdf
SM208_2NSR_2004-04-13.pdf
SM208_2NSR_2008-11-25
SM208_XMemo_2004-01-28
SM208_2NSR_2010-07-02.pdf

- SM215 - International Management

**Related Documents:**

SM215_0Adopt_2004-05-12.pdf
SM215_2NSR_2008-10-29
SM215_2NSR_2008-11-25
SM215_XMemo_2004-01-28

- SM220 - Management Skill Development

**Related Documents:**

SM220_1SR_2007-03-22.pdf
SM220_1987-08-18.pdf
SM220_XMemo_1998-12-02.pdf
SM220_2NSR_2004-04-13.pdf
SM220_XMemo_2004-01-28
SM220_1SR_2017.03.06-1.pdf

- SM240 - Employment & Labor Law

**Related Documents:**

SM240_0Adopt_2004-05-05.pdf
SM240_1SR_2010-05-10map
SM240_2NSR_2008-11-25
SM240_XMemo_2004-01-28
SM240_2NSR_2016.12.22_APPROVED.pdf

- SM245 - Ethics & Stakeholder Management

**Related Documents:**

SM245_0Adopt_2004-05-19.pdf
SM245_2NSR_2008-11-25
SM245_XMemo_2004-01-28

## Related Tasks

* **Task Name: Improve SM graduate survey participation and completion for spring 2008**

**Task Description:** In an effort to improve the SM graduate survey completion rate for 2008, the author proposes the following work in progress plan designed to actively solicit more SM graduates' participation in the SM Graduate Survey:
(1) Recruit "SMILE" COPSA SM student association group to assist in the survey;
(2) Collaborate with SM instructors to conduct the survey with their SM students in the last two weeks of spring 2008 term:
(3) Follow up with registrar identifying additional SM graduates completing degree requirements in fall 2007 and spring 2008 for survey participation.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Division Level - The Academic Affairs Division provides leadership for the region through continuing education and workforce development.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Supervision & Management AS & Certificate

* Program/Unit Level - To train individuals for employment in a variety of management related occupations, such as personnel supervisors, administrative managers, and government officials among others.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
Promote business programs; Accounting, Office Technology, and Supervision & Management to increase student enrollment.

## Related Course SLO

* SM205 - Purchasing: Affective Survey - SLO#3 AY08-09:
  Upon the successful completion of this course, students will be able to summarize in writing their feelings about applied purchasing concepts.
* SM208 (formerly OA208) - Personnel Supervision: Reflective Paper - SLO#3 AY08-09:
  Upon the successful completion of this course, students will be able to summarize in writing their feelings about applied supervision concepts
* SM211 - E-Commerce Management: Website Assessment - SLO#1 AY08-09:
  Upon the successful completion of this course, students will be able to assess
  "customer needs" business websites.

* SM211 - E-Commerce Management: Reflective Paper - SLO#3 AY08-09:
  Upon the successful completion of this course, students will be able to summarize in writing their feelings about applied e-commerce management concepts.

## Student Learning Outcome (SLO): AY06-07 SLO#3 Supervision & Management Skills

Students will demonstrate the ability to apply Labor Law legal principles and procedural skills application in a collective bargaining work environment.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/09/2006
**End Date:** 03/07/2008
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete three labor law projects: (1) Petition Union Representative Election; (2) Petition Decertification Election; (3) and Petition & File Unfair Labor Practice Complaint:<br><br>(1) Petition Representative Election Procedure: Labor law students will learn and apply petition skills requesting the National Labor Relations Board (NLRB) to recognize a legitimate union supported by a majority of the bargaining unit for collective bargaining purposes;<br><br>(2) Petition Decertification Procedure: Labor law students will learn and apply petition skills requesting the National Labor Relations Board (NLRB) to decertify (end the present union representation) and declare their union null and void;<br><br>(3) Petition Filing Unfair Labor Practice Procedure: Labor law students will learn and apply petition skills requesting the National Labor Relations Board (NLRB) to review and determine whether allegations of an unfair labor violation by either an employer or their union representative are founded.<br><br>SM240 offered fall 2006, fall 2007, & fall 2008<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects | 70% of those supervision and management students completing the teacher-designed procedural project will score a minimum of 3.0 on a 4.0 rubric scale. | fall 2006-fall 2007 | Yes |

## Related Activities

- SM208 (formerly OA208) - Personnel Supervision

**Related Documents:**
SM208_2NSR_2005-12-29.pdf
SM208_1SR_2007-04-25.pdf
SM208_2NSR_2004-04-13.pdf

SM208_2NSR_2008-11-25
SM208_XMemo_2004-01-28
SM208_2NSR_2010-07-02.pdf

- SM215 - International Management

**Related Documents:**

SM215_0Adopt_2004-05-12.pdf
SM215_2NSR_2008-10-29
SM215_2NSR_2008-11-25
SM215_XMemo_2004-01-28

- SM220 - Management Skill Development

**Related Documents:**

SM220_1SR_2007-03-22.pdf
SM220_1987-08-18.pdf
SM220_XMemo_1998-12-02.pdf
SM220_2NSR_2004-04-13.pdf
SM220_XMemo_2004-01-28
SM220_1SR_2017.03.06-1.pdf

## Related Tasks

* **Task Name: Consult and collaborate with adjunct and legal advisors to determine prerequisites for SM230 Business Law Applications**

**Task Description:** Author and legal advisors have scheduled a meeting for May 7, 2008, Room D8b or earlier--if feasible--to discuss whether or not SM230 Business Law Applications requires a prerequisite

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division provides leadership for the region through continuing education and workforce development.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Supervision & Management AS & Certificate

* Program/Unit Level - To train individuals for employment in a variety of management related occupations, such as personnel supervisors, administrative managers, and government officials among others.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
Promote business programs; Accounting, Office Technology, and Supervision & Management to increase student enrollment.

## Related Course SLO

* SM230 - Business Law Applications: Contract Law AY08-09 - SLO#1 AY08-09:
Upon the successful completion of this course, students will be able to discuss the law of contracts as it relates to offers/acceptances, consideration, and competency.

## Student Learning Outcome (SLO): AY 04-05 Employee Conflict Resolution in S&M

Students will be able to express supervisory skills application in solving employee conflicts in the business work environment.

**Start Date:** 01/18/2005
**End Date:** 05/15/2005
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students enrolled in SM220 Management Skill Development will complete a teacher-designed case problem to demonstrate employee conflict resolution. | 70% of those supervision and management students completing the teacher-designed case will score a minimum of 3.0 on a 4.0 rubric scale. | Data will be collected near the end of Spring 2005.<br><br>A teacher designed case study will measure students knowledge and skill application of employee conflicts resolution. | Yes |

## Related Activities

- SM220 - Management Skill Development

**Related Documents:**

SM220_1SR_2007-03-22.pdf
SM220_1987-08-18.pdf
SM220_XMemo_1998-12-02.pdf
SM220_2NSR_2004-04-13.pdf
SM220_XMemo_2004-01-28
SM220_1SR_2017.03.06-1.pdf

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division provides leadership for the region through continuing education and workforce development.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Student Learning Outcome (SLO): AY 04-05 Motivational Skills Application in S&M.

Students will be able to apply motivational skill techniques in employee attitude challenges in the business work place.

**Start Date:** 01/18/2005
**End Date:** 05/10/2005
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students enrolled in SM220 Management Skill Development will complete a teacher-designed case problem to demonstrate basic motivational techniques. | 70% of those supervision and management students completing the teacher-designed case will score a minimum of 3.0 on a 4.0 rubric scale. | Data will be collected near the end of Spring 2005.<br><br>A teacher designed case study will measure students knowledge of Motivational Techniques. | Yes |

## Related Activities

- SM220 - Management Skill Development

**Related Documents:**

SM220_1SR_2007-03-22.pdf
SM220_1987-08-18.pdf
SM220_XMemo_1998-12-02.pdf
SM220_2NSR_2004-04-13.pdf
SM220_XMemo_2004-01-28
SM220_1SR_2017.03.06-1.pdf

## Related Items

### Guam Community College

* Institution Level - The College strives to provide a community of students, educators, and administrators all sharing an enthusiastic commitment to learning, student development, and staff professional development.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division provides leadership for the region through continuing education and workforce development.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Student Learning Outcome (SLO): AY 04-05 Performance Standards Skills Application in S&M.

Students will be able to recall management performance standards MBO and its application in employee evaluation in the business environment.

**Start Date:** 01/18/2005
**End Date:** 05/15/2005
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students enrolled in SM220 Management Skill Development will complete a teacher-designed case problem to demonstrate basic knowledge and skills application in management performance standards. | 70% of those supervision and management students completing the teacher-designed case will score a minimum of 3.0 on a 4.0 rubric scale. | Data will be collected near the end of Spring 2005.<br><br>A teacher designed case study will measure students knowledge of Management Performance Standards. | Yes |

## Related Activities

- SM220 - Management Skill Development

**Related Documents:**

SM220_1SR_2007-03-22.pdf
SM220_1987-08-18.pdf
SM220_XMemo_1998-12-02.pdf
SM220_2NSR_2004-04-13.pdf
SM220_XMemo_2004-01-28
SM220_1SR_2017.03.06-1.pdf

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division provides leadership for the region through continuing education and workforce development.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Student Learning Outcome (SLO): Knowlege of Supervision & Management Theory

SLO #1 FA2010-SP2012
Students will apply supervisory and management skill techniques managing people and projects with respect to employee duties and responsibilities for either the private or public sector.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Student Evaluation Worksheet<br>**Type of Artifact/Instrument/Rubric/Method/Tool:** Presentations<br>**Related Documents:** Special Project Outline | A majority of the students will achieve a 75% on their student evaluation worksheet for their individual semester project. | During mid-term week. | Yes |

## Related Activities

- SM208 (formerly OA208) - Personnel Supervision
  **Related Documents:**
  SM208_2NSR_2005-12-29.pdf
  SM208_1SR_2007-04-25.pdf
  SM208_2NSR_2004-04-13.pdf
  SM208_2NSR_2008-11-25
  SM208_XMemo_2004-01-28
  SM208_2NSR_2010-07-02.pdf
- SM220 - Management Skill Development
  **Related Documents:**
  SM220_1SR_2007-03-22.pdf
  SM220_1987-08-18.pdf
  SM220_XMemo_1998-12-02.pdf
  SM220_2NSR_2004-04-13.pdf
  SM220_XMemo_2004-01-28
  SM220_1SR_2017.03.06-1.pdf
- SM225 - Leadership
  **Related Documents:**

SM225_0Adopt_2004-05-05.pdf
SM225_2NSR_2008-11-25
SM225_XMemo_2004-01-28
SM225_2NSR_2014-03-26.pdf

## Related Tasks

* **Task Name: Special Project/Term Paper**

**Task Description:** Individual Semester Project or Term Paper - Students are required to submit one paper focused on the planning, organizing, leading and controlling functions of managers and be able to discern the difference between management and leadership.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### Board of Trustees (BOT)

* 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.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.

### Supervision & Management AS & Certificate

* Program/Unit Level - To produce management graduates who have a high level of self confidence about their knowledge and skills.

## Related Course SLO

* SM108 (formerly OA108) - Introduction to Business: Role Assessment AY10-11 - SLO#1 AY10-11:
  Upon the successful completion of this course, students will be able to evaluate the private enterprise system and determine the roles of business, competitors, and entrepreneurs operating within the system

## Student Learning Outcome (SLO): Knowledge of Supervision & Mangement Skills

SLO #2 FA2010-SP2012
Students will demonstrate mastery in the practice of the Planning, Organizing, Staffing and Controlling function meeting the firm's goals and objectives.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| After-action Reports<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects | The majority of the Students participating in course project will achieve 80% on end-of-semester Group Project evaluation worksheet. | On or before last week of semester. | Yes |

## Related Activities

- SM208 (formerly OA208) - Personnel Supervision

  **Related Documents:**
  SM208_2NSR_2005-12-29.pdf
  SM208_1SR_2007-04-25.pdf
  SM208_2NSR_2004-04-13.pdf
  SM208_2NSR_2008-11-25
  SM208_XMemo_2004-01-28
  SM208_2NSR_2010-07-02.pdf

- SM220 - Management Skill Development

  **Related Documents:**
  SM220_1SR_2007-03-22.pdf
  SM220_1987-08-18.pdf
  SM220_XMemo_1998-12-02.pdf
  SM220_2NSR_2004-04-13.pdf
  SM220_XMemo_2004-01-28
  SM220_1SR_2017.03.06-1.pdf

- SM225 - Leadership

  **Related Documents:**
  SM225_0Adopt_2004-05-05.pdf
  SM225_2NSR_2008-11-25
  SM225_XMemo_2004-01-28
  SM225_2NSR_2014-03-26.pdf

## Related Tasks

* **Task Name: Group Semester Project**

  **Task Description:** Direct Service Learning activity focused on increasing civic awareness among the college's population.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning,

implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### Board of Trustees (BOT)

* 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.

### School of Trades & Professional Services (TPS)

* School Level - Look for new and innovative ways to deliver the curriculum.

### Supervision & Management AS & Certificate

* Program/Unit Level - To produce management graduates who have a high level of self confidence about their knowledge and skills.

## Student Learning Outcome (SLO): Supervision & Management Strategy

SLO #3 FA2010-SP2012
Implement and execute firm's policy statements into practical planning and operational mission completions.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| After-Action Reports<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects<br>**Related Documents:**<br>SM220 Project Evaluation Scorecard.xls | The majority of students participating in the end of semester Group project will achieve and 80% on their groups evaluation worksheet. | On or during final exam week. | Yes |

## Related Activities

- SM208 (formerly OA208) - Personnel Supervision
  **Related Documents:**
  SM208_2NSR_2005-12-29.pdf
  SM208_1SR_2007-04-25.pdf
  SM208_2NSR_2004-04-13.pdf
  SM208_2NSR_2008-11-25
  SM208_XMemo_2004-01-28
  SM208_2NSR_2010-07-02.pdf
- SM220 - Management Skill Development
  **Related Documents:**
  SM220_1SR_2007-03-22.pdf
  SM220_1987-08-18.pdf
  SM220_XMemo_1998-12-02.pdf
  SM220_2NSR_2004-04-13.pdf
  SM220_XMemo_2004-01-28
  SM220_1SR_2017.03.06-1.pdf
- SM225 - Leadership
  **Related Documents:**

SM225_0Adopt_2004-05-05.pdf
SM225_2NSR_2008-11-25
SM225_XMemo_2004-01-28
SM225_2NSR_2014-03-26.pdf

## Related Tasks

* **Task Name: Group Semester Project**

**Task Description:** Direct Service Learning activity focused on increasing civic awareness among the college's population.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* 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)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide appropriate administrative and technological assistance to faculty and programs.

### Supervision & Management AS & Certificate

* Program/Unit Level - To produce management graduates who have a high level of self confidence about their knowledge and skills.

## Student Learning Outcome (SLO): Demonstrate Knowledge of Supervision & Mangement Skills

SLO #2 FA2012-SP2014
Students will demonstrate mastery in the practice of the Planning, Organizing, Staffing, Leading and Controlling function of Management to achieve firm's goals and objectives.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** Continue to utilize Project-based Learning Rubrics developed in prior cycle.
**Budget Goals:** .

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Rubrics will be used to observe and record individual participation within a group setting through direct service learning activity.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Rubric<br>**Related Documents:**<br>event_rubric.pdf | 75% of Students will score an average of at least 3 out of 4 possible points for direct service learning activity. | Fall 2012 through Spring 2014 | Yes |

## Related Activities

- SM208 (formerly OA208) - Personnel Supervision

  **Related Documents:**
  SM208_2NSR_2005-12-29.pdf
  SM208_1SR_2007-04-25.pdf
  SM208_2NSR_2004-04-13.pdf
  SM208_2NSR_2008-11-25
  SM208_XMemo_2004-01-28
  SM208_2NSR_2010-07-02.pdf

- SM220 - Management Skill Development

  **Related Documents:**
  SM220_1SR_2007-03-22.pdf
  SM220_1987-08-18.pdf
  SM220_XMemo_1998-12-02.pdf
  SM220_2NSR_2004-04-13.pdf
  SM220_XMemo_2004-01-28
  SM220_1SR_2017.03.06-1.pdf

- SM225 - Leadership

  **Related Documents:**
  SM225_0Adopt_2004-05-05.pdf
  SM225_2NSR_2008-11-25
  SM225_XMemo_2004-01-28
  SM225_2NSR_2014-03-26.pdf

## Related Tasks

* **Task Name: Group Semester Project**

  **Task Description:** Direct Service Learning activity focuses on increasing civic awareness among the students, promotes the college, while providing hands-on experience in real life scenarios

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1

Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.
* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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.

### School of Trades & Professional Services (TPS)

* School Level - Look for new and innovative ways to deliver the curriculum.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Supply appropriate administrative and technological assistance to faculty and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply adequate assistance to program growth.

### Supervision & Management AS & Certificate

* Program/Unit Level - To produce management graduates who have a high level of self confidence about their knowledge and skills.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 PRG#3
  To provide all Supervision and Management classrooms and labs with necessary instructional resources, supplies, and materials in order to meet course SLOs.

## Related Course SLO

* SM208 (formerly OA208) - Personnel Supervision: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to demonstrate knowledge and skills in the area of personnel supervision.
* SM215 - International Management: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to develop strategies for sustaining international business competition in a global setting.
* SM220 - Management Skill Development: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to examine and interpret the traditional four functions of management: planning, organizing, leading, and controlling.
* SM230 - Business Law Applications: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to discuss the law of contracts as it relates to offers/acceptances, consideration, and competency.

## Student Learning Outcome (SLO): Implementation and Execution of Supervision & Management Strategy

SLO #3 FA2012-SP2014
Implement and execute firm's policy statements into practical planning and operational mission completions.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** N/A

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

**Historical Assessment Perspective:** Continue to utilize Project-based Learning Rubrics developed in prior cycle.

**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Rubrics will be used to observe and record individual participation within a group setting through direct service learning activity.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Rubric<br>**Related Documents:**<br>event_rubric.pdf | Majority of Students will score an average of at least 3 out of 4 possible points for direct service learning activity. | Fall 2012 through Spring 2014 | Yes |

## Related Activities

- SM208 (formerly OA208) - Personnel Supervision

  **Related Documents:**
  SM208_2NSR_2005-12-29.pdf
  SM208_1SR_2007-04-25.pdf
  SM208_2NSR_2004-04-13.pdf
  SM208_2NSR_2008-11-25
  SM208_XMemo_2004-01-28
  SM208_2NSR_2010-07-02.pdf

- SM220 - Management Skill Development

  **Related Documents:**
  SM220_1SR_2007-03-22.pdf
  SM220_1987-08-18.pdf
  SM220_XMemo_1998-12-02.pdf
  SM220_2NSR_2004-04-13.pdf
  SM220_XMemo_2004-01-28
  SM220_1SR_2017.03.06-1.pdf

- SM225 - Leadership

  **Related Documents:**
  SM225_0Adopt_2004-05-05.pdf
  SM225_2NSR_2008-11-25
  SM225_XMemo_2004-01-28
  SM225_2NSR_2014-03-26.pdf

## Related Tasks

* **Task Name: Complete Supervision and Management AS Assessment Report; due 10/14/13**

  **Task Description:** Hi Fred, this is Robin sending you a TracDat assignment as a friendly reminder. Call AIER if you need assistance

* **Task Name: Group Semester Project**

  **Task Description:** Direct Service Learning activity focuses on increasing civic awareness among the students, promotes the college, while providing hands-on experience in real life scenarios

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment

that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

* 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)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD I (Prior to 6/2014): Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.
* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide appropriate administrative and technological assistance to faculty and programs.

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To supply appropriate administrative and technological assistance to faculty and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply adequate assistance to program growth.

### Supervision & Management AS & Certificate

* Program/Unit Level - To produce management graduates who have a high level of self confidence about their knowledge and skills.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 PRG#3
  To provide all Supervision and Management classrooms and labs with necessary instructional resources, supplies, and materials in order to meet course SLOs.

### Related Course SLO

* SM240 - Employment & Labor Law: 2012-2013 Acalog SLO#2 - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to explain how Title VII of the Civil Rights Act protects covered employees prohibiting any discrimination based on race, color, religion, sex or national origin.

## Supervision & Management Certificate (Archive)

**Mission Statement:** The mission of the Supervision & Management Program is to develop a management workforce reflecting industry needs from the dynamic economic business environment in the Guam community and the region.

**Vision Statement:** The program envisions to produce supervision & management graduates who are knowledgeable and skillful in general management principles so that they will meaningfully contribute to the administration and management of their respective organizations

**No Student Learning Outcomes (SLOs) were returned for this Group C: Student Services Unit based upon the selected parameters.**

# Surveying Technology AS & Certificate

**Mission Statement:** The Construction Trades Department of the Guam Community College is committed to providing quality learning opportunities in occupational, career technical, and continuing education reflective of our community and industry needs in the areas of Construction and related Careers.

**Vision Statement:** The Construction Trades Department of the Guam Community College will continue meeting the educational, career and technical training needs of the Construction Industry. Its excellence will continue to be recognized because of its service to students, employers, employees and the community at large.

## Student Learning Outcome (SLO): 2012-2013 Catalog SLO#1

SLO#1 SP2012-FA2013:
Upon successful completion of the Certificate and AS in Surveying Technology program, students will be able to demonstrate preparedness to enter productive technical positions in the geospatial fields of surveying, mapping, and Geographic Information Systems.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/11/2013
**End Date:** 10/13/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** Certificate or Degree in Surveying Technology
**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book
**Historical Assessment Perspective:** The Surveying Technology program was reinstituted based on the impending military buildup for Guam, coupled with President Obamas' call for more Engineering and construction workers, predicting an increase of demand on training and workforce development. The GCC Factbook will assist in the Surveying Technology program planning efforts.
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will demonstrate proficiency in finding and entering coordinates and positions pertaining to mapping and GIS positioning coordinates | All students enrolled will pass with an 80% or better | FA2013 | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Skills proficiency checklist

**Related Documents:**
Graphing for Spatial analysis of three dimensional image.pdf

## Related Activities

- CE211 (formerly CE241) - Plane Surveying I
  **Related Documents:**
  CE211_CourseGuide_1980-10-31.pdf
- CE222 (reinstituted 2009) - Plane Surveying II
  **Related Documents:**
  CE222_CourseGuide_1980-10-15.pdf
  CE222_CourseGuide_1980-10-17.pdf
  CE222_4Delete_2004-02-02.pdf
  CE222_5Reinstitute 2009-04-01.pdf
  CE222_1SR_2012-01-03.pdf
- SU100 - Surveying Drafting

**Related Documents:**
SU100.pdf
SU100_CourseGuide

- SU101 - Surveying Problems I

**Related Documents:**
SU101_CourseGuide_1980-10-31.pdf
SU101

- SU230 - Advance Surveying

**Related Documents:**
SU230_OAdopt_2009-04-01.pdf

- SU240 - Boundary Law I

**Related Documents:**
SU240_OAdopt_2009-04-01.pdf

- SU241 - Boundary Law II

**Related Documents:**
SU241_OAdopt_2009-04-01.pdf

- SU250 - Introduction to Geographic Information Systems

**Related Documents:**
SU250_OAdopt_2009-04-01.pdf

- SU251 - Advanced Geographic Information Systems

**Related Documents:**
SU251_OAdopt_2009-04-01.pdf

- SU280 - Special Topics in Geographic Information Systems

**Related Documents:**
SU280_OAdopt_2009-04-01.pdf

- SU292 - Surveying Practicum

**Related Documents:**
SU292_OAdopt_2009-04-01.pdf

## Related Tasks

* **Task Name: Loaded response to CFS**

**Task Description:** addressed concerns in April 12, 2013 CFS.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Supply appropriate administrative and technological assistance to faculty and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply appropriate administrative and technological assistance to faculty and programs.

### Surveying Technology AS & Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide students with a nationally recognized certification.

## Related Course SLO

* CE211 (formerly CE241) - Plane Surveying I: 2011-2012 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to describe the fundamentals of chaining, leveling, and use of transit as it relates to plane surveying.
* CE211 (formerly CE241) - Plane Surveying I: 2012-2013 Acalog SLO#2 - SLO#2 FA12-SP13:
  Upon successful completion of this course, students will be able to properly care, adjust, and use equipment in the plane surveying field.
* CE211 (formerly CE241) - Plane Surveying I: 2012-2013 Catalog SLO#3 - SLO#3 FA2012-SP2013:
  Upon successful completion of this course, students will be able to given a set of tasks, demonstrate proper use and application of surveying equipment and tools.

* SU240 - Boundary Law I: 2011-2012 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate understanding of boundary control and legal principles to include identification of error in legal descriptions.
* SU241 - Boundary Law II: 2011-2012 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to explain in detail the subjects of evidence and procedures used for determining real property boundaries.
* SU250 - Introduction to Geographic Information Systems: 2011-2012 Catalog SLO#2 - SLO#2 SP2012-FA2013:
  Upon successful completion of this course, students will be able to explain the GIS analytical process and be proficient with a variety of ArcGIS tools to solve realistic problems. (The course emphasizes practical GIS skills.)
* SU251 - Advanced Geographic Information Systems: 2011-2012 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to produce and control raster data using ArcGIS Spatial Analyst.
* SU280 - Special Topics in Geographic Information Systems: 2011-2012 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to produce and manipulate cadastral data and create parcel data using the Survey Analyst Extension and the Cadastral Editor tools in the ArcGIS software.
* SU292 - Surveying Practicum: 2011-2012 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate proficiency in the operations of typical survey instruments including electronic total stations, levels, and data collectors.

## Student Learning Outcome (SLO): 2012-2013 Catalog SLO#2

SLO#2 SP2012-FA2013:
Upon successful completion of the Certificate and AS in Surveying Technology program, students will be able to successfully pass the American Society on Surveying and Mapping National Society of Professional Surveyors (ACSM-NSPS) Level 1 Certified Survey Technician examination.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/11/2013
**End Date:** 10/13/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** Yes
**National Certification:**

**Type of Industry National Certification:** Certificate and Degree in Surveying Technology

**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book

**Historical Assessment Perspective:** The Surveying Technology program was reinstituted based on the impending military buildup for Guam, coupled with President Obamas' call for more Engineering and construction workers, predicting an increase of demand on training and workforce development. The GCC Factbook will assist in the Surveying Technology program planning efforts.

**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Instructor will develop a skills proficiency checklist based on Program SLO's<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Skills proficiency checklist<br>**Related Documents:**<br>Graphing for Spatial analysis of three dimensional image.pdf | 70% of students enrolled in the practicum course SU292 will pass the course with a C or better | FA2013 | Yes |

## Related Tasks

* **Task Name: Loaded response to CFS**

**Task Description:** addressed concerns in April 12, 2013 CFS.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* 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) - 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.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Supply appropriate administrative and technological assistance to faculty and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014

Supply appropriate administrative and technological assistance to faculty and programs.

### Surveying Technology AS & Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Provide students with a nationally recognized certification.

## Related Course SLO

* CE211 (formerly CE241) - Plane Surveying I: 2011-2012 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to describe the fundamentals of chaining, leveling, and use of transit as it relates to plane surveying.
* CE211 (formerly CE241) - Plane Surveying I: 2012-2013 Acalog SLO#2 - SLO#2 FA12-SP13:
  Upon successful completion of this course, students will be able to properly care, adjust, and use equipment in the plane surveying field.
* CE211 (formerly CE241) - Plane Surveying I: 2012-2013 Catalog SLO#3 - SLO#3 FA2012-SP2013:
  Upon successful completion of this course, students will be able to given a set of tasks, demonstrate proper use and application of surveying equipment and tools.

* SU240 - Boundary Law I: 2011-2012 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate understanding of boundary control and legal principles to include identification of error in legal descriptions.
* SU241 - Boundary Law II: 2011-2012 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to explain in detail the subjects of evidence and procedures used for determining real property boundaries.
* SU250 - Introduction to Geographic Information Systems: 2011-2012 Catalog SLO#2 - SLO#2 SP2012-FA2013:
  Upon successful completion of this course, students will be able to explain the GIS analytical process and be proficient with a variety of ArcGIS tools to solve realistic problems. (The course emphasizes practical GIS skills.)
* SU251 - Advanced Geographic Information Systems: 2011-2012 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to produce and control raster data using ArcGIS Spatial Analyst.
* SU280 - Special Topics in Geographic Information Systems: 2011-2012 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to produce and manipulate cadastral data and create parcel data using the Survey Analyst Extension and the Cadastral Editor tools in the ArcGIS software.
* SU292 - Surveying Practicum: 2011-2012 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate proficiency in the operations of typical survey instruments including electronic total stations, levels, and data collectors.

## Student Learning Outcome (SLO): 2012-2013 Catalog SLO#3

SLO#3 SP2012-FA2013:
Upon successful completion of the Certificate and AS in Surveying Technology program, students will be able to develop a professional work ethic needed in the surveying industry.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 03/11/2013
**End Date:** 10/13/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** Certificate and degree in Surveying technology
**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book
**Historical Assessment Perspective:** The Surveying Technology program was reinstituted based on the impending military buildup for Guam, coupled with President Obamas' call for more Engineering and construction workers, predicting an increase of demand on training and workforce development. The GCC Factbook will assist in the Surveying Technology program planning efforts.
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Instructor will develop "soft skills" test and checklist to prepare students with interpersonal and ethical work skills.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test<br>**Related Documents:**<br>Professional Ethics for Engineers.pdf | 100% of students enrolled will pass test with a C or better | FA2013 | Yes |

## Related Tasks

* **Task Name: Loaded response to CFS**

  **Task Description:** Addressed concerns in April 12, 2013 CFS.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* 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) - 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.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Provide general education curricula for all college students.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply appropriate administrative and technological assistance to faculty and programs.

### Surveying Technology AS & Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Prepare students to work in the construction industry as semi-skilled to skilled crafts people.

## Related Course SLO

* CE211 (formerly CE241) - Plane Surveying I: 2011-2012 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to describe the fundamentals of chaining, leveling, and use of transit as it relates to plane surveying.
* CE211 (formerly CE241) - Plane Surveying I: 2012-2013 Acalog SLO#2 - SLO#2 FA12-SP13:
  Upon successful completion of this course, students will be able to properly care, adjust, and use equipment in the plane surveying field.
* CE211 (formerly CE241) - Plane Surveying I: 2012-2013 Catalog SLO#3 - SLO#3 FA2012-SP2013:
  Upon successful completion of this course, students will be able to given a set of tasks, demonstrate proper use and application of surveying equipment and tools.

* SU100 - Surveying Drafting: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to discuss the roles of office draft persons or survey party chiefs.
* SU101 - Surveying Problems I: 2012-2013 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate understanding of basic mathematics needed for survey computations.
* SU240 - Boundary Law I: 2011-2012 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate understanding of boundary control and legal principles to include identification of error in legal descriptions.
* SU241 - Boundary Law II: 2011-2012 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to explain in detail the subjects of evidence and procedures used for determining real property boundaries.
* SU241 - Boundary Law II: 2012-2013 Acalog SLO#3 - SLO#3 FA-SP:
  Upon successful completion of this course, students will be able to describe the surveyor?s role in court cases.
* SU250 - Introduction to Geographic Information Systems: 2011-2012 Catalog SLO#2 - SLO#2 SP2012-FA2013:
  Upon successful completion of this course, students will be able to explain the GIS analytical process and be proficient with a variety of ArcGIS tools to solve realistic problems. (The course emphasizes practical GIS skills.)
* SU251 - Advanced Geographic Information Systems: 2011-2012 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to produce and control raster data using ArcGIS Spatial Analyst.
* SU280 - Special Topics in Geographic Information Systems: 2011-2012 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to produce and manipulate cadastral data and create parcel data using the Survey Analyst Extension and the Cadastral Editor tools in the ArcGIS software.
* SU292 - Surveying Practicum: 2011-2012 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate proficiency in the operations of typical survey instruments including electronic total stations, levels, and data collectors.

### Student Learning Outcome (SLO): 2012-2013 Catalog (AS) SLO#4

SLO#4 SP2012-FA2013:
Upon successful completion of the AS in Surveying Technology program, students will be able to demonstrate ability to utilize modern measurement technologies to acquire spatial data and employ industry-standard software to solve technical problems.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/11/2013
**End Date:** 10/13/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** Certificate and Degree in surveying Technology
**Program SLO/AUO Plan reflects/incorporates:** GCC Fact Book
**Historical Assessment Perspective:** The Surveying Technology program was reinstituted based on the impending military buildup for Guam, coupled with President Obamas' call for more Engineering and construction workers, predicting an increase of demand on training and workforce development. The GCC Factbook will assist in the Surveying Technology program planning efforts.
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Instructor will develop technical skill test to check for competency and proficiency in the use of surveying Measurement equipment and software | all students enrolled will pass with a 80% or better | FA2013 | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Lab/Skills Test

**Related Documents:**
Surveying quizzes.pdf

## Related Tasks

* **Task Name: Loaded response to CFS**
  **Task Description:** addressed concerns in April 12, 2013 CFS.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD maintains all Accrediting Commission for Community and Junior Colleges or ACCJC accreditation standards, with a sustained focus on accountability and improvement.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

### Board of Trustees (BOT)

* 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.
* 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) - 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.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Supply appropriate administrative and technological assistance to faculty and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply appropriate administrative and technological assistance to faculty and programs.

### Surveying Technology AS & Certificate

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Prepare students to work in the construction industry as semi-skilled to skilled crafts people.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1 (MDF)
  Prepare students to work in the construction industry as semi-skilled to skilled crafts people.

**Related Course SLO**

* CE211 (formerly CE241) - Plane Surveying I: 2011-2012 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to describe the fundamentals of chaining, leveling, and use of transit as it relates to plane surveying.
* CE211 (formerly CE241) - Plane Surveying I: 2012-2013 Acalog SLO#2 - SLO#2 FA12-SP13:
  Upon successful completion of this course, students will be able to properly care, adjust, and use equipment in the plane surveying field.
* CE211 (formerly CE241) - Plane Surveying I: 2012-2013 Catalog SLO#3 - SLO#3 FA2012-SP2013:
  Upon successful completion of this course, students will be able to given a set of tasks, demonstrate proper use and application of surveying equipment and tools.

* SU230 - Advance Surveying: 2012-2013 Acalog SLO#2 - SLO#2 SP2012-FA2013:
  Upon successful completion of this course, students will be able to apply proper survey processes in construction surveys and layouts.
* SU240 - Boundary Law I: 2011-2012 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate understanding of boundary control and legal principles to include identification of error in legal descriptions.
* SU240 - Boundary Law I: 2012-2013 Acalog SLO#5 - SLO#5 FA2012-SP2013:
  Upon successful completion of this course, students will be able to identify controlling corners and boundaries.
* SU241 - Boundary Law II: 2011-2012 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to explain in detail the subjects of evidence and procedures used for determining real property boundaries.
* SU250 - Introduction to Geographic Information Systems: 2011-2012 Catalog SLO#2 - SLO#2 SP2012-FA2013:
  Upon successful completion of this course, students will be able to explain the GIS analytical process and be proficient with a variety of ArcGIS tools to solve realistic problems. (The course emphasizes practical GIS skills.)
* SU250 - Introduction to Geographic Information Systems: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2013:
  Upon successful completion of this course, students will be able to describe the fundamental concepts of GIS and the major functionality contained within the ArcGIS software.
* SU251 - Advanced Geographic Information Systems: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to produce and control raster data using ArcGIS Spatial Analyst.
* SU251 - Advanced Geographic Information Systems: 2011-2012 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to produce and control raster data using ArcGIS Spatial Analyst.
* SU280 - Special Topics in Geographic Information Systems: 2011-2012 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to produce and manipulate cadastral data and create parcel data using the Survey Analyst Extension and the Cadastral Editor tools in the ArcGIS software.
* SU280 - Special Topics in Geographic Information Systems: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to produce and manipulate cadastral data and create parcel data using the Survey Analyst Extension and the Cadastral Editor tools in the ArcGIS software.
* SU292 - Surveying Practicum: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2013:
  Upon successful completion of this course, students will be able to demonstrate proficiency in the operations of typical survey instruments including electronic total stations, levels, and data collectors.
* SU292 - Surveying Practicum: 2011-2012 Catalog SLO#1 - SLO#1 SP2012-FA2013:
  Upon successful completion of this course, students will be able to demonstrate proficiency in the operations of typical survey instruments including electronic total stations, levels, and data collectors.

## Systems Technology Certificate (Archive)

**Mission Statement:** To prepare and have people in the industry trained and certified in computer repair, networking, and telecommunication.

**Vision Statement:** To partner with the various government and private business by providing current certified courses for the computer repair, networking and telecommunication career fields.

**No Student Learning Outcomes (SLOs) were returned for this Group C: Student Services Unit based upon the selected parameters.**

## Technology Department Courses

**No Student Learning Outcomes (SLOs) were returned for this Group C: Student Services Unit based upon the selected parameters.**

## Tourism & Hospitality Secondary (Archive)

**Mission Statement:** Note: As per the October 6, 2005 memo from Dr. Ray Somera, this program is inactive.

**No Student Learning Outcomes (SLOs) were returned for this Group C: Student Services Unit based upon the selected parameters.**

# Tourism & Travel Management AS

**Mission Statement:** To provide education and training for students in Tourism & Travel that meets the career and employment goals of the region's workforce.
**Vision Statement:** To prepare and enhance student's career opportunities for the Tourism and Travel industry.

## Student Learning Outcome (SLO): Competency Demonstration

SLO#1 FA 2010 - SP 2012:
Upon successful completion of this program, students wil be able to demonstrate competency in the skills needed to work as a professional in the tourism & travel industry.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The method used for testing will be a 55 question examination that will include the following methods: True and False, fill in the blank, explain the diagrams and/or create your own question(s), multiple choice.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Internship/Co-op/Practicum Evaluation | The student will have to earn a 70% grade in order to pass this examination. | The examinations will be administered monthly, midterm, and final. | Yes |

### Related Activities

- HS153 (formerly HS143) - Destination Geography
  **Related Documents:**
  HS153_1993-06-08.pdf
  HS153_1994-04-06.pdf
  HS153_XMemo_1994-04-06
  HS153_6Arch_2017.03.03.pdf
- HS158 - Introduction to Meetings, Incentives, Conferences, and Exhibitions (MICE)
  **Related Documents:**
  HS158_XMemo_1996-05-10.pdf
  HS158_0Adopt_2008-01-11.pdf
- HS251A (formerly HS251) - Ticketing & Travel Documents
  **Related Documents:**
  HS251A_1SR_2006-01-30.pdf
  HS251A_2NSR_SLO_2010-06-17.pdf
  HS251A_6Arch_2017.03.06-2.pdf
- HS251B (formerly HS251) - Internet Travel
  **Related Documents:**
  HS251B_0Adopt_2008-04-08.pdf
- HS257 - Principles of Tour Guiding
  **Related Documents:**
  HS257_1SR_1993-06-08.pdf

HS257_2NSR_1994-01-11.pdf
HS257_0Adopt_2004-03-29.pdf
HS257_1SR_2013-05-13.pdf
HS257_1SR_2017.05.22.pdf

- HS260 - Travel Professional

**Related Documents:**
HS260_0_Adopt_2008-01-11.pdf

- HS265 - Eco-Tourism

**Related Documents:**
HS265_0_Adopt_2008-01-11.pdf

- HS292 - Hospitality Industry Management Practicum

**Related Documents:**
HS292_0Adopt_2003-09-23.pdf
HS292_0Adopt_2003-04-22

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* 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.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.

### Tourism & Travel Management AS

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide learning experiences for students that leads to their employment or their continued education.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To provide learning experiences for students that lead to their employment or their continued education.
* Program Review Goal (Budget Related Goals & Objectives) - AY2013-2014 Goal #1:
  To review, rewrite, and align course numbers and course SLO's for the Tourism and Travel Management program.

## Related Course SLO

* HS153 (formerly HS143) - Destination Geography: Knowledge of Geographical Terminology - SLO#1 FA 2010 - SP 2012:
  Upon successful completion of this course, students will be able to demonstrate knowledge in geographical terminology, landforms, weather, countries, and destinations as it relates to the tourism

industry with the use of industry accepted methods.

* HS153 (formerly HS143) - Destination Geography: Presentation - SLO#3 FA 2010 - SP 2012:
  Upon successful completion of this course, students will be able to create and present a destination with a wide range of knowledge spotlighting the travel and tour activities found at that location through a power point presentation.
* HS158 - Introduction to Meetings, Incentives, Conferences, and Exhibitions (MICE): Skills - SLO#2 FA 2010 - SP 2012:
  Upon successful completion of this course, students will be able to demonstrate basic skills and knowledge in the successful planning of a MICE.
* HS251A (formerly HS251) - Ticketing & Travel Documents: Reservations & Ticketing - SLO#2FA 2010 - SP 2012:
  Upon successful completion of this course, students will be able to answer questions from clients regarding reservations and ticketing information, security protocols,documentation and restrictions that are enforced by the homeland security which include check-in through arrival at their destination and any point between.
* HS251A (formerly HS251) - Ticketing & Travel Documents: Client Qualification - SLO#1 FA 2010 - SP 2012:
  Upon successful completion of this course, students will demonstrate how to appropriately answer questions from clients regarding domestic and international airline travel.
* HS251B (formerly HS251) - Internet Travel: Knowledge of the Internet - SLO#1 FA 2010 - SP 2012:
  Upon successful completion of this course, students will be able to demonstrate knowledge of how the Internet can be used as a tool for the travel and tourism industry.
* HS251B (formerly HS251) - Internet Travel: Travel Destinations - SLO#3 FA 2010 - SP 2012:
  Upon successful completion of this course, students will be able to demonstrate knowledge by assessing and researching travel destinations and making a pseudo-reservation using the Internet.
* HS254 - Hospitality & Travel Marketing: Conduct Market Research - SLO#2 FA 2010 - SP2012:
  Upon successful completion of this course, students will be able to conduct marketing reserach by developing a survey relevant to the chosen topic and have a minimum of 10 participants complete the survey.
* HS254 - Hospitality & Travel Marketing: Tourism Marketing Plan - SLO#3 FA 2010 - SP 2012:
  Upon successful completion of this course, students will be able to create a marketing plan of their choice and the presentation method will be by power point.
* HS260 - Travel Professional: Differences Domestic / International Travel - SLO#1 FA 2010 - SP 2012:
  Upon successful completion of this course, students will be able to demonstrate knowledge of the similarities and differences of domestic and international travel and its impact on the traveler.
* HS260 - Travel Professional: Plan Itinerary - SLO#2 FA 2010 - SP 2012:
  Upon successful completion of this course, students will be able to plan and execute an itinerary to include necessary documentation to fit the needs of the Traveler and their destination.
* HS260 - Travel Professional: Customer Service - SLO#3 FA 2010 - SP 2012:
  Upon successful completion of this course, students will be able to demonstrate the proper attitude and commitment to excellence in marketing, selling and customer service through the use of variety of technologies.

* HS265 - Eco-Tourism: Knowledge of Eco-Tourism - SLO#1 FA 2010 - SP 2012:
  Upon successful completion of this course, students will be able to demonstrate knowledge of Eco-Tourism as being an environmentally focused, responsible and sustainable type of tourism.

### Student Learning Outcome (SLO): Preparedness to take and pass a National Exam

SLO#2 FA 2010 - SP 2012:
Upon successful completion of this program, students will be able to demonstrate preparedness to successfully pass one of several local and/or nationally recognized tourism and travel tests.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** Yes
**National Certification:**
**Type of Industry National** Institute of Certified Travel agents (ICTA)
**Certification:**

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The student will pass with 70% from a teacher prepared examination.What steps would be taken in order to complete the Clients travel experience. Five questions will require critical thinking and reasoning process. There will be 25 True and False as well as 25 Fill in the Blank questions. | The student taking the test must earn a 70% to pass the examination. | A progressive prepared examination which will be administered a minimum of three times during the semester. | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Skills proficiency checklist

## Related Activities

- HS251A (formerly HS251) - Ticketing & Travel Documents

  **Related Documents:**

  HS251A_1SR_2006-01-30.pdf
  HS251A_2NSR_SLO_2010-06-17.pdf
  HS251A_6Arch_2017.03.06-2.pdf

- HS257 - Principles of Tour Guiding

  **Related Documents:**

  HS257_1SR_1993-06-08.pdf
  HS257_2NSR_1994-01-11.pdf
  HS257_0Adopt_2004-03-29.pdf
  HS257_1SR_2013-05-13.pdf
  HS257_1SR_2017.05.22.pdf

- HS260 - Travel Professional

  **Related Documents:**

  HS260_0_Adopt_2008-01-11.pdf

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Work with the commission (externally) or the curriculum committee (internally) to respond to curricular needs of industry or the community through the substantive change or curriculum approval processes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Governing Board Level - The Board of Trustees will continue to establish policies consistent with the college's mission statement in support of the teaching and learning processes in the college.
* 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.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply adequate assistance to program growth.

### Tourism & Travel Management AS

* Program/Unit Level - Develop the knowledge and expertise of those interested in working in the tourism and travel industry.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To provide learning experiences for students that lead to their employment or their continued education.

* Program Review Goal (Budget Related Goals & Objectives) - AY2013-2014 Goal #2:
To provide adequate classroom and storage facilities to facilitate attainment of national certifications for Travel Professional.

## Student Learning Outcome (SLO): Work Ethic

SLO#3 FA 2010 - SP2012:
Upon successful completion of this program, students will be able to apply an appropriate work ethic and professional demeanor as it relates to the tourism and travel industry.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The student will complete a test with 75 questions. There will be 20 questions that will be answered either written or orally depending on the examination presented. The next section will have 20 questions related to industry skills, communication, professional requirements that will require governmental requirements and restrictions that involve the Travel industry. The next 20 questions will be related to the interactions among the related industries that affect the Tourism and Travel clients. The next ten questions will be a What would you do if their is are unexpected delays? The last five questions will be of their own but may not have any similarities to the aforemention questions that were on the overall test. The test will last 2 hours. | The Student taking this test will have to complete it with a 75% or higher to pass this examination. | This exam will be offered once a semester in Spring and Fall during the end of exam week of that semester. | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Lab/Skills Test

## Related Activities

- HS292 - Hospitality Industry Management Practicum

**Related Documents:**
HS292_0Adopt_2003-09-23.pdf
HS292_0Adopt_2003-04-22

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
Educational Excellence:
This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
Work with the commission (externally) or the curriculum committee (internally) to respond to curricular needs of industry or the community through the substantive change or curriculum approval processes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply adequate assistance to program growth.

### Tourism & Travel Management AS

* Program/Unit Level - Enable students to earn proficiency in the Travel Agency Proficiency (TAP) test that the travel agency recognizes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide learning experiences for students that leads to their employment or their continued education.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To provide learning experiences for students that lead to their employment or their continued education.

## Related Course SLO

* HS152 - Customer Service: Telephone Etiquette - SLO#1 FA2010 - SP2012:
  Upon Completion of this course students will be able to demonstrate the accepted protocol for answering the telephone within 10 seconds; a) Greet the caller b)Name the location c) Identify self d) Offer help.
* HS158 - Introduction to Meetings, Incentives, Conferences, and Exhibitions (MICE): Planning - SLO#1 FA 2010 - SP 2012:
  Upon successful completion of this course, students will be able to demonstrate knowledge of how to plan a meeting, incentive, convention, or exhibition.
* HS158 - Introduction to Meetings, Incentives, Conferences, and Exhibitions (MICE): Career Opportunities - SLO#3 FA 2010 - SP2012:
  Upon successful completion of this course, students will be able to explain career opportunities within the MICE industry.

* HS251B (formerly HS251) - Internet Travel: Convergence - SLO#2 FA 2010 - SP 2012:
  Upon successful completion of this course, students will be able to demonstrate the convergence of the Internet as an alternate and additional distribution channel for travel services for travel professionals and travelers alike.
* HS254 - Hospitality & Travel Marketing: Conduct Market Research - SLO#2 FA 2010 - SP2012:
  Upon successful completion of this course, students will be able to conduct marketing reserach by developing a survey relevant to the chosen topic and have a minimum of 10 participants complete the survey.
* HS254 - Hospitality & Travel Marketing: Tourism Marketing Plan - SLO#3 FA 2010 - SP 2012:
  Upon successful completion of this course, students will be able to create a marketing plan of their choice and the presentation method will be by power point.
* HS265 - Eco-Tourism: Match Types - SLO#2 FA 2010 - SP 2012:
  Upon successful completion of this course, students will be able to match the type of Eco-tourism: nature based, cultural, adventure and/or alternative to the Eco- Traveler.
* HS265 - Eco-Tourism: Career Opportunities - SLO#3 FA 2010 - SP 2012:
  Upon successful completion of this course, students will be able to explain career opportunities in the ecotourism field and how best to use this training to become a travel professional of the new century.

## Student Learning Outcome (SLO): 2011-2012 Catalog SLO#1

SLO#1 FA-SP:
Upon successful completion of the AS in Tourism & Travel Management program, students will be able to Demonstrate competency in the skills needed to work as a professional in the tourism and travel industry.

**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.
* 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.

## Student Learning Outcome (SLO): 2011-2012 Catalog SLO#2

SLO#2 FA-SP:
Upon successful completion of the AS in Tourism & Travel Management program, students will be able to demonstrate preparedness to successfully pass one of several local and/or nationally recognized tourism and travel tests.

**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

## Student Learning Outcome (SLO): 2011-2012 Catalog SLO#3

SLO#3 FA-SP:
Upon successful completion of the AS in Tourism & Travel Management program, students will be able to apply an appropriate work ethic and professional demeanor as it relates to the tourism and travel industry.

**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Program SLO/AUO Plan** Other
**reflects/incorporates:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

## Student Learning Outcome (SLO): Competency Demonstration_1

SLO#1 FA 2010 - SP 2012:
Upon successful completion of this program, students wil be able to demonstrate competency in the skills needed to work as a professional in the tourism & travel industry.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Program SLO/AUO Plan** Other
**reflects/incorporates:**

**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

## Student Learning Outcome (SLO): Work Ethic_1

SLO#3 FA 2010 - SP2012:
Upon successful completion of this program, students will be able to apply an appropriate work ethic and professional demeanor as it relates to the tourism and travel industry.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/11/2010
**End Date:** 03/12/2012
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The student will complete a test with 75 questions. There will be 20 questions that will be answered either written or orally depending on the examination presented. The next section will have 20 questions related to industry skills, communication, professional requirements that will require governmental requirements and restrictions that involve the Travel industry. The next 20 questions will be related to the interactions among the related industries that affect the Tourism and Travel clients. The next ten questions will be a What would you do if their is are unexpected delays? The last five questions will be of their own but may not have any similarities to the aforemention questions that were on the overall test. The test will last 2 hours. | The Student taking this test will have to complete it with a 75% or higher to pass this examination. | This exam will be offered once a semester in Spring and Fall during the end of exam week of that semester. | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Lab/Skills Test

### Related Activities

- HS292 - Hospitality Industry Management Practicum

**Related Documents:**
HS292_0Adopt_2003-09-23.pdf
HS292_0Adopt_2003-04-22

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

#### Academic Affairs Division (AAD)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Work with the commission (externally) or the curriculum committee (internally) to respond to curricular needs of industry or the community through the substantive change or curriculum approval processes.

#### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.

### Tourism & Travel Management AS

* Program/Unit Level - Enable students to earn proficiency in the Travel Agency Proficiency (TAP) test that the travel agency recognizes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide learning experiences for students that leads to their employment or their continued education.

## Student Learning Outcome (SLO): 2012 - 2013 Catalog SLO#1

Upon successful completion of this program, students will be able to demonstrate competency in the skills needed to work as a professional in the tourism & travel industry.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** Faculty assigned to review program went on emergency sick leave.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The Practicum students are placed in Hospitality/Tourism related businesses to complete a minimum of 180 hours at the site and location where they will learn the work experience which will be necessary to complete their program.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Capstone Experience<br>**Related Documents:**<br>HS292prac.pdf | 75% percent of students enrolled in the HS292 Practicum Course for Tourism will pass the class with 75% or better. | Fall 12 to Spring 13 | Yes |
| PowerPoint Presentation and document completion of 180 from the worksite<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Presentations | 75% of the students will score 75% of better | Fall Spring 2013 | Yes |

### Related Activities

- HS292 - Hospitality Industry Management Practicum
  **Related Documents:**
  HS292_0Adopt_2003-09-23.pdf
  HS292_0Adopt_2003-04-22

### Related Tasks

* **Task Name: Student Work**
  **Task Description:** Collect Student Work

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment

that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  To supply adequate assistance to program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply appropriate administrative and technological assistance to faculty and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply adequate assistance to program growth.

### Tourism & Travel Management AS

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To provide equipment and maintenance of the equipment in labs to provide students with best opportunity to complete the student learning outcomes successfully.
* Program Review Goal (Budget Related Goals & Objectives) - AY2013-2014 Goal #1:
  To review, rewrite, and align course numbers and course SLO's for the Tourism and Travel Management program.

## Related Course SLO

* HS153 (formerly HS143) - Destination Geography: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
  Upon successful completion of this course, students will be able to demonstrate knowledge in geographical terminology, landforms, weather, countries, and destinations, as it relates to the tourism industry with the use of industry accepted methods.
* HS158 - Introduction to Meetings, Incentives, Conferences, and Exhibitions (MICE): 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
  Upon successful completion of this course, students will be able to demonstrate knowledge of how to plan a meeting, incentive, convention, or exhibition.
* HS254 - Hospitality & Travel Marketing: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to explain the core principles of marketing and their application to the Hospitality and Travel components of the tourism industry.
* HS260 - Travel Professional: 2012-2013 Acalog SLO#1 - SLO#1 FA-2012:
  Upon successful completion of this course, students will be able to demonstrate knowledge of the similarities and differences of domestic and international travel and its impact on the traveler.
* HS265 - Eco-Tourism: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
  Upon successful completion of this course, students will be able to demonstrate eco-tourism as an environmentally focused, responsible and sustainable type of tourism.
* HS292 - Hospitality Industry Management Practicum: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to demonstrate their knowledge, skills, and attitudes by analyzing, solving, evaluating and completing the requirements set by their Practicum experience.

## Student Learning Outcome (SLO): 2012-2013 Catalog SLO #2

Students will be able to demonstrate preparedness to successfully pass one of several local and/or nationally recognized tourism and travel tests.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** A renewed effort to complete program level assessment will be evidence in this assessment cycle.
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Standard Tour Guide Training Test (GVB) will be administered by instructor<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Faculty-developed tests<br>**Related Documents:**<br>HS292prac.pdf | 75% of the students will score 75% or better on the test. | Fall 2012-2013 | Yes |

### Related Activities

- HS257 - Principles of Tour Guiding
  **Related Documents:**
  HS257_1SR_1993-06-08.pdf
  HS257_2NSR_1994-01-11.pdf
  HS257_0Adopt_2004-03-29.pdf
  HS257_1SR_2013-05-13.pdf
  HS257_1SR_2017.05.22.pdf

### Related Tasks

* **Task Name: Collect Evidence for HS257**
  **Task Description:** Collect evidence for HS257
* **Task Name: Collect Student Work**
  **Task Description:** Collect Student Work

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

#### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2

Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  To supply adequate assistance to program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply adequate assistance to program growth.

### Tourism & Travel Management AS

* Program Review Goal (Budget Related Goals & Objectives) - AY2013-2014 Goal #3:
  To acquire a Tour and Travel Lab/Classroom with adequate supplies and equipment for students to support proper instructional delivery.

## Related Course SLO

* HS251A (formerly HS251) - Ticketing & Travel Documents: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
  Upon successful completion of this course, students will be able to demonstrate how to appropriately answer questions from clients regarding domestic and international airline travel.
* HS292 - Hospitality Industry Management Practicum: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to demonstrate their knowledge, skills, and attitudes by analyzing, solving, evaluating and completing the requirements set by their Practicum experience.

## Student Learning Outcome (SLO): 2012-2013 Catalog SLO #3

Upon successful completion of this program, students will be able to apply an appropriate work ethic and professional demeanor as it relates to the tourism and travel industry.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** In a renewed effort to complete program level assessment will be evidence in this assessment cycle.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Practicum evaluation performed by work site supervisor will be utilized to assess performance based on the training plan.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Training Plan<br>**Related Documents:**<br>HS292prac.pdf | Based on the Capstone experience and location of the training and the type of knowledge gained by the student in the Tourism Industry, the student will pass the Practicum evaluation with a 75% or better. | Fall 2012 - 2013 | Yes |

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Faculty developed written test<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Faculty-developed tests | 70% of students will score with 70% of better | Fall Spring 2013 | Yes |

## Related Activities

- HS292 - Hospitality Industry Management Practicum

**Related Documents:**

HS292_0Adopt_2003-09-23.pdf

HS292_0Adopt_2003-04-22

## Related Tasks

* **Task Name: Collect Student Work**

**Task Description:** Collect Student Work

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  To supply adequate assistance to program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply adequate assistance to program growth.

### Tourism & Travel Management AS

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  To provide equipment and maintenance of the equipment in labs to provide students with best opportunity to complete the student learning outcomes successfully.
* Program Review Goal (Budget Related Goals & Objectives) - AY2013-2014 Goal #3:
  To acquire a Tour and Travel Lab/Classroom with adequate supplies and equipment for students to support proper instructional delivery.

### Related Course SLO

* HS152 - Customer Service: Assess customer needs & wants - SLO #2 FA15-SP16 Assess the customer's needs and wants through the use of demographics & other database information
* HS251B (formerly HS251) - Internet Travel: 2012-2013 Acalog SLO#1 - SLO#1 FA2012-SP2014:
  Upon successful completion of this course, students will be able to demonstrate knowledge of how the Internet can be used as a tool for the travel and tourism industry.
* HS292 - Hospitality Industry Management Practicum: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to demonstrate their knowledge, skills, and attitudes by analyzing, solving, evaluating and completing the requirements set by their Practicum experience.

### Student Learning Outcome (SLO): Industry Professionalism

SLO#1 SY2014-SY2015 Demonstrate competency in the skills needed to work as a professional in the tourism and travel industry.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 10/08/2014
**End Date:** 03/14/2016
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** Program document last updated in 2010.
**Budget Goals:** Provide adequate classroom facilities and equipment to support the program.

### Related Course SLO

* HS257 - Principles of Tour Guiding: FA2017-SP2019 SLO#1 Describe - Upon successful completion of this courses, students will be able to describe how tour guides manage groups and keep them safe.

## Tourism (Lodging Management Program) (Secondary)

**Mission Statement:** The Lodging Management Program - Hospitality & Tourism Management Program provides entry-level workforce and career development to high school students in the tourism and hospitality industry.
**Vision Statement:** The Lodging Management Program - Hospitality & Tourism Management Program (LMP-HTMP) will provide high school students the skills and competencies required to achieve career choices and to create an understanding of the tourism and hospitality industry.

### Student Learning Outcome (SLO): SP12-FA13 SLO#1 Students' Lodging Operations Skills

Upon successful completion of this program, students will be able to perform basic fundamental skills in the various positions required in lodging operations.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/12/2012
**End Date:** 10/14/2013
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** American Hotel & Lodging Educational Institute's Line-Level Certification
**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** based on discussions with hotel advisory committee, it is recommended that students with appropriate work experience/internship may take AHLEI line-level certifications in the following positions: Front Desk Representative, Bell Attendants, Guestroom Attendant, Busperson/Server Assistant or Restaurant Server.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Skills proficiency checklists may consist of role-playing and hands-on experience in various lodging positions. Quizzes/Tests will also be administered to determine knowledge in each skill.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Skills proficiency checklist<br>**Related Documents:**<br>Guest Registration (Check in)<br>LMP Quiz (sample)<br>LMP III Test (sample) | 80% of LMP students will receive a 70% or better in each checklist or quizzes/tests. | Skill proficiency checklists and quizzes/tests will be administered throughout the semesters in SY2012-13. | Yes |

## Related Activities

- CTTT054 (formerly VETT054) (formerly VETT052) - Lodging Management Program I

  **Related Documents:**
  VETT054_0Adopt_2005-05-10.pdf
  VETT054_1SR_2010-04-21.pdf
  VETT054_2NSR_2009-02-24
  VETT054_1SR_2011-05-18.pdf
  CTTT054 1SR 2014-04-8.pdf

- CTTT064 - Lodging Management Program II

  **Related Documents:**
  VETT064 2006-05-02 SR.pdf
  VETT064_2NSR_2009-02-24
  VETT064_1SR_2011-05-27.pdf
  CTTT064_1SR_2015-04-01.pdf

- VETT074 (formerly VETT072) - LMP III

  **Related Documents:**
  VETT074 2006-05-02 SR.pdf
  VETT074_2NSR_2009-02-24
  VETT074_1SR_2011-05-27.pdf

## Related Tasks

*** Task Name: LODGING OPERATIONS BASIC FUNDAMENTAL SKILLS**

**Task Description:** LMPI students willl be knowledgeable in the following skills: Guest Relations/Customer Service, Professionalism, and Telephone Skills.

LMPII students will be well-versed in Taking Room Reservation, Front Desk Check-in/Check-out Procedures, and Housekeeping Bed Making Procedures.

LMPIII students will be able to perform the tasks associated in hotel sales and marketing, banquet and restaurant and be familiar with leadership skills related to the lodging industry.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2

Educational Excellence:
This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Division Level - The Academic Affairs Division integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Improve curriculum and assessment in automotive and construction trades.
* School Level - Make sure all SLOs are attained in every course.

### Tourism (Lodging Management Program) (Secondary)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide learning experiences for students that leads to their employment or their continued education.
* FY2012 PRG#1
  Provide learning experiences for students? that leads to their employment or their continued education.

## Related Course SLO

* CTTT064 - Lodging Management Program II: SLO#1 Perform skills in Rooms Division - SLO#1 AYSP12-FA13
  Upon successful completion of this course, students will be able to perform fundamental skills in various positions required in rooms division operations.

## Student Learning Outcome (SLO): SP12-FA13 SLO#2 Students' Professional and Career-Planning Skills.

Upon successful completion of this program, students will be able to document professional and career planning skills.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/12/2012
**End Date:** 10/14/2013
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

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

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The Program Portfolio will consist of the following documents: Cover letter, Resume, Employment Application, Interview Evaluation Sheet, and Sample of Interview Questions for the interview portion of the assessment.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Portfolio Evaluation<br>**Related Documents:**<br>Portfolio Evaluation | 100% of LMPIII students will complete their Professional and Career-Planning Portfolio with a grade scale of a 70% or better. | End of 4th Quarter per school year in SY2012-13. | Yes |

## Related Activities

- CTTT054 (formerly VETT054) (formerly VETT052) - Lodging Management Program I

  **Related Documents:**
  VETT054_0Adopt_2005-05-10.pdf
  VETT054_1SR_2010-04-21.pdf
  VETT054_2NSR_2009-02-24
  VETT054_1SR_2011-05-18.pdf
  CTTT054 1SR 2014-04-8.pdf

- CTTT064 - Lodging Management Program II

  **Related Documents:**
  VETT064 2006-05-02 SR.pdf
  VETT064_2NSR_2009-02-24
  VETT064_1SR_2011-05-27.pdf
  CTTT064_1SR_2015-04-01.pdf

- VETT074 (formerly VETT072) - LMP III

  **Related Documents:**
  VETT074 2006-05-02 SR.pdf
  VETT074_2NSR_2009-02-24
  VETT074_1SR_2011-05-27.pdf

## Related Tasks

* **Task Name: Student Career Planning Portfolio**

  **Task Description:** LMPI students will be introduced to career exploration assessments, interview skills, resume and cover letter. LMPII and LMPIII students will continue to update their resumes and collect relevant career-planning and internship documentation for their Student Career Planning Portfolio.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Improve curriculum and assessment in automotive and construction trades.
* School Level - Make sure all SLOs are attained in every course.

### Tourism (Lodging Management Program) (Secondary)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide learning experiences for students that leads to their employment or their continued education.
* FY2012 PRG#1
  Provide learning experiences for students? that leads to their employment or their continued education.

## Related Course SLO

* CTTT054 (formerly VETT054) (formerly VETT052) - Lodging Management Program I: SLO#3 Career Planning Skills - SLO#3 AY SP12-FA13
  Upon successful completion of this course, students will be able to document professional and career planning skills.

## Student Learning Outcome (SLO): SP12-FA13 SLO#3 Student Employability Skills in Hospitality

Upon successful completion of this program, students will be able to demonstrate industry technical skills in night audit, sales & marketing, banqueting, and general knowledge in the lodging industry.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/12/2012
**End Date:** 10/14/2013
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete a hospitality project (banquet planning),solve problems related to a sales & marketing case study and a food & beverage case study, accurately post entries in a night audit exercise, and demonstrate knowledge of lodging management in a knowledge bowl competition. These faculty-developed tests are modeled after the national LMP competition. | 80% of students will score at least 70% overall in the hospitality employability skills. | LMP teams from five high schools will compete in an island LMP Competition in February/March in SY2012-13. The competition is two days in length. | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Faculty-developed tests

**Related Documents:**
Food & Beverage Case Study rubric
Sales & Marketing Case Study Rubric
Hospitality project (banquet planning) rubric
Night Audit Judges' Copy

## Related Activities

- CTTT054 (formerly VETT054) (formerly VETT052) - Lodging Management Program I

**Related Documents:**

VETT054_0Adopt_2005-05-10.pdf
VETT054_1SR_2010-04-21.pdf
VETT054_2NSR_2009-02-24
VETT054_1SR_2011-05-18.pdf
CTTT054 1SR 2014-04-8.pdf

- CTTT064 - Lodging Management Program II

**Related Documents:**

VETT064 2006-05-02 SR.pdf
VETT064_2NSR_2009-02-24
VETT064_1SR_2011-05-27.pdf
CTTT064_1SR_2015-04-01.pdf

- VETT074 (formerly VETT072) - LMP III

**Related Documents:**

VETT074 2006-05-02 SR.pdf
VETT074_2NSR_2009-02-24
VETT074_1SR_2011-05-27.pdf

## Related Tasks

* **Task Name: Employability Skills**

**Task Description:** The Island LMP Competition scores in the areas of night audit, sales & marketing, banqueting, and general knowledge will substantiate the achievement of students' ability to be employable in the industry.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Division Level - AAD enhances the college's strategic planning through a comprehensive and regularized assessment process.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Ensure educational excellence through a continuous assessment process that emphasizes the use of results for improvement of student learning.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* School Level - Make sure all SLOs are attained in every course.

### Tourism (Lodging Management Program) (Secondary)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#1
  Provide learning experiences for students that leads to their employment or their continued education.
* FY2012 PRG#1

Provide learning experiences for students? that leads to their employment or their continued education.

## Related Course SLO

* VETT074 (formerly VETT072) - LMP III: SLO#3 Apply skills in marketing & banqueting - SLO#3 AY SP12-FA13
  Upon successful completion of this course, students will be able to apply technical skills and general knowledge in the tourism and hospitality industry: sales, marketing and banqueting.

## Student Learning Outcome (SLO): SP14-FA15 SLO#1 • Perform basic skills in hotel operations

Upon successful completion of this program, students will be able to perform basic skills in hotel operations to include front office, housekeeping, sales & marketing and food & beverage services.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/10/2014
**End Date:** 10/12/2015
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** American Hotel & Lodging Educational Institute line-level certifications
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** This revised LMP curriculum is being routed through the process for implementation in Fall 2014.
**Budget Goals:** Provide learning experiences for students that lead to employment of their continued education.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Faculty-designed skills checklists for various tasks: telephone etiquette, taking a room's reservations, guest registration, handling a guest complaint, guest account settlement, bed making, completing a banquet event order, and marketing plan.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Skills proficiency checklist<br>**Related Documents:**<br>Telephone Skills rubric.pdf | 100% of LMP students will demonstrate basic hotel operations skills with a grade of 70% or better. | LMP I: telephone skills, guest relations skills<br>LMP II: reservations, front desk, housekeeping skills<br>LMP III: banqueting, sales and marketing skills | Yes |

## Related Activities

- CTTT054 (formerly VETT054) (formerly VETT052) - Lodging Management Program I
  **Related Documents:**
  VETT054_0Adopt_2005-05-10.pdf
  VETT054_1SR_2010-04-21.pdf
  VETT054_2NSR_2009-02-24
  VETT054_1SR_2011-05-18.pdf
  CTTT054 1SR 2014-04-8.pdf
- CTTT064 - Lodging Management Program II
  **Related Documents:**
  VETT064 2006-05-02 SR.pdf
  VETT064_2NSR_2009-02-24
  VETT064_1SR_2011-05-27.pdf
  CTTT064_1SR_2015-04-01.pdf
- VETT074 (formerly VETT072) - LMP III
  **Related Documents:**
  VETT074 2006-05-02 SR.pdf

VETT074_2NSR_2009-02-24
VETT074_1SR_2011-05-27.pdf

## Related Tasks

* **Task Name: Assessing hands-on hospitality skills**

**Task Description:** Through the three-year program, students will be doing the following skills:
LMP I: Telephone etiquette, guest service
LMP II: Guest reservations, guest registration, guest settlement, bed making
LMP III: banquet event order, marketing plan

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
Educational Excellence:
This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* 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 #2
Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
Supply adequate assistance to program growth.

### Tourism (Lodging Management Program) (Secondary)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#1:
To provide learning experiences for students that lead to their employment or their continued education.

## Student Learning Outcome (SLO): SP14-FA15 SLO#2• The importance of the hospitality and tourism industry.

Upon successful completion of this program, students will be able to describe the importance of the hospitality and tourism industry to the economy.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/10/2014
**End Date:** 10/12/2015
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** Yes
**National Certification:**
**Type of Industry National** American Hotel & Lodging Educational Institute line certifications.
**Certification:**

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

**Historical Assessment Perspective:** This revised LMP curriculum is being routed through the process for implementation in Fall 2014.

**Budget Goals:** Provide learning experiences for students that lead to employment or their continued education.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Student's reflections on current events, field trips, guest speakers from industry, and job shadowing or work experience program.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects<br>**Related Documents:**<br>Reflections Rubric.pdf | 100% of LMP students will document their learning from various experiences via reflections and score at least 70% or better. | Oct 13, 2014 collect data<br>Mar 9, 2015 assessment report<br>Oct 12, 2015 SLO implementation status | Yes |

## Related Activities

- CTTT054 (formerly VETT054) (formerly VETT052) - Lodging Management Program I

  **Related Documents:**
  VETT054_0Adopt_2005-05-10.pdf
  VETT054_1SR_2010-04-21.pdf
  VETT054_2NSR_2009-02-24
  VETT054_1SR_2011-05-18.pdf
  CTTT054 1SR 2014-04-8.pdf

- CTTT064 - Lodging Management Program II

  **Related Documents:**
  VETT064 2006-05-02 SR.pdf
  VETT064_2NSR_2009-02-24
  VETT064_1SR_2011-05-27.pdf
  CTTT064_1SR_2015-04-01.pdf

- VETT074 (formerly VETT072) - LMP III

  **Related Documents:**
  VETT074 2006-05-02 SR.pdf
  VETT074_2NSR_2009-02-24
  VETT074_1SR_2011-05-27.pdf

## Related Tasks

* **Task Name: Assessing knowledge about the hospitality and tourism industry**

**Task Description:** Reflections from field trips and guest speakers; reaction to current events, research about the industry to affirm the importance of hospitality and tourism industry to the economy.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
Educational Excellence:
This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #2 Conducive Learning Environment
Transform the campus into a facility conducive for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply adequate assistance to program growth.

### Tourism (Lodging Management Program) (Secondary)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To provide learning experiences for students that lead to their employment or their continued education.

## Student Learning Outcome (SLO): SP14-FA15 SLO#3• Professionalism and career planning skills.

Upon successful completion of this program, students will be able to demonstrate professionalism and career planning skills.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 03/10/2014
**End Date:** 10/12/2015
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** Yes
**Type of Industry National Certification:** American Hotel & Lodging Educational Institute line-level certifications
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** This revised LMP curriculum is being routed through the process for implementation in Fall 2014.
**Budget Goals:** Provide learning experiences for students that lead to employment or their continued education.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The professional and career planning portfolio will consist of a resume and a collection of student's learning and accomplishments (certificates, Work Experience, photographs and captions of Service-learning and student activities).<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Portfolio Evaluation<br>**Related Documents:**<br>Portfolio Evaluation rubric.pdf | 100% of LMP III students will complete their professional and career planning portfolio with a grade of 80% or better. | LMP III portfolios to be collected during 4th quarter SY2014-15. | Yes |

### Related Activities

- CTTT054 (formerly VETT054) (formerly VETT052) - Lodging Management Program I

  **Related Documents:**
  VETT054_0Adopt_2005-05-10.pdf

VETT054_1SR_2010-04-21.pdf
VETT054_2NSR_2009-02-24
VETT054_1SR_2011-05-18.pdf
CTTT054 1SR 2014-04-8.pdf

- CTTT064 - Lodging Management Program II

**Related Documents:**

VETT064 2006-05-02 SR.pdf
VETT064_2NSR_2009-02-24
VETT064_1SR_2011-05-27.pdf
CTTT064_1SR_2015-04-01.pdf

- VETT074 (formerly VETT072) - LMP III

**Related Documents:**

VETT074 2006-05-02 SR.pdf
VETT074_2NSR_2009-02-24
VETT074_1SR_2011-05-27.pdf

## Related Tasks

* **Task Name: Documenting professional and career planning.**

**Task Description:** This program SLO will cover a progression of acquiring professional and career planning skills during the three-year program.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply adequate assistance to program growth.

### Tourism (Lodging Management Program) (Secondary)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1:
  To provide learning experiences for students that lead to their employment or their continued education.

# Tourism (ProStart) (Secondary)

**Mission Statement:** The ProStart program will introduce high school students to career opportunities and teach basic food production and culinary skills.
**Vision Statement:** To provide high school students the skills and competencies required to achieve career choices and to create an understanding of the food service industry.

## Student Learning Outcome (SLO): AY07-08 SLO#1 Food Service Skills

Students will perform food service skills by preparing various foods and serving them to guests.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/10/2008
**End Date:** 10/12/2009
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The preparation and serving of meals to guests using a "Chef's Table" format. An evaluation sheet scoring the various aspects of the service will be used.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test | All students that have been rated will score a minimum of 70% based on a Service Skills Checklist. | At the conclusion of the chef's table presentation, conducted at the end of each school semester, students will be evaluated. | Yes |
| End-of-year capstone project - "Chef Table" ; Annual St. Francis Dinner Activity, Annual "Sharks Making Wishes Come True" project<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test | 70% | January and November each year. | Yes |

### Related Activities

- CTTT055 (Formerly VETT055) - ProStart I
  **Related Documents:**
  VETT055_1SR_2005-05-10.pdf
  VETT055_1SR_2011-05-27.pdf
  VETT055_1SR_2012_05_28.pdf
- CTTT065 (Formerly VETT065) - ProStart II
  **Related Documents:**
  VETT065 2006-04-03 SR
  VETT065_1SR_2011-05-27.pdf
  VETT065_1SR_2012_05_28.pdf

### Related Items

#### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.

#### Academic Affairs Division (AAD)

* Division Level - AAD integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.
* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### President/CEO

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

### Tourism (ProStart) (Secondary)

* Program/Unit Level - The ProStart program includes industry-driven curriculum designed by the Educational Foundation of the National Restaurant Association to teach, test and award industry -recognized certificates to students meeting high standards in hospitality education. The ProStart certificate is awarded based on successful completion of both the academic and the work experience components of the ProStart program. To be eligible for the certificate, students must have their work experience requirements verified (400 hours) and pass the final exam. Additionally, upon completion of this program, successful high school students may earn a GCC Certificate of Completion in ProStart or GCC Certificate of Mastery in ProStart.
* Course Level - The objective of ProStart II is to encourage high school students to experience all aspects of operating and managing a food service establishment, and also helps students build good business and management skills. These skills are as vital to all other industries as to food service.

## Student Learning Outcome (SLO): AY07-08 SLO#2 Students knowledge of food service operations.

To interpret and apply fundamentals of food service for various types of restaurant operations.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/10/2008
**End Date:** 10/12/2009
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The students will interpret and demonstrate knowledge of food service operations by way of completing a food service operation project or projects.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects | Ninety percent of students participating in any given project or projects will earn a grade of 70% aor higher. | A food service operation project will be underatken by students at the end of each semester. | Yes |

### Related Activities

- CTTT055 (Formerly VETT055) - ProStart I
  **Related Documents:**
  VETT055_1SR_2005-05-10.pdf
  VETT055_1SR_2011-05-27.pdf
  VETT055_1SR_2012_05_28.pdf
- CTTT065 (Formerly VETT065) - ProStart II
  **Related Documents:**
  VETT065 2006-04-03 SR
  VETT065_1SR_2011-05-27.pdf
  VETT065_1SR_2012_05_28.pdf
- CTTT075 (Formerly VETT075) - ProStart III
  **Related Documents:**
  VETT075_1SR_2011-05-27.pdf
  VETT075_1SR_2012_05_28.pdf

## Related Tasks

* **Task Name: Careers in Foodservice Project**
**Restaurant Service Project or the Chef's Table**
**Task Description:** List organizational positions in the food service industry.
Demonstrate how to properly set a table, take food order, serve food, and presenting the check.
Demonstrate successful customer relations.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division remains an integral part of Guam's economic development through the offering of quality educational programs.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Tourism (ProStart) (Secondary)

* Program/Unit Level - The ProStart program includes industry-driven curriculum designed by the Educational Foundation of the National Restaurant Association to teach, test and award industry -recognized certificates to students meeting high standards in hospitality education. The ProStart certificate is awarded based on successful completion of both the academic and the work experience components of the ProStart program. To be eligible for the certificate, students must have their work experience requirements verified (400 hours) and pass the final exam. Additionally, upon completion of this program, successful high school students may earn a GCC Certificate of Completion in ProStart or GCC Certificate of Mastery in ProStart.

## Student Learning Outcome (SLO): AY07-08 SLO#3 Students Work Ethics Attitudes

Students will demonstrate positive work ethics required of them in the food service industry.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/10/2008
**End Date:** 10/12/2009
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| During lab projects, students are graded on punctuality, dress code, sanitation and safety, kitchen professionalism, recipe interpretation, and team work.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test | 100% of students will score 75% or better on lab test. | During each quarter of the school year. | Yes |

## Related Activities

- CTTT065 (Formerly VETT065) - ProStart II
  **Related Documents:**
  VETT065 2006-04-03 SR
  VETT065_1SR_2011-05-27.pdf
  VETT065_1SR_2012_05_28.pdf
- CTTT075 (Formerly VETT075) - ProStart III
  **Related Documents:**
  VETT075_1SR_2011-05-27.pdf

VETT075_1SR_2012_05_28.pdf

## Related Tasks

* **Task Name: ProStart Competition Rules-revised**

**Task Description:** ProStart competition enables students in a team setting to produce recipes for judging by professional Chefs in the food and beverage industry. They are graded during this competition by ruberics established by the National Restaurant Association.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Tourism (ProStart) (Secondary)

* Program/Unit Level - The ProStart program includes industry-driven curriculum designed by the Educational Foundation of the National Restaurant Association to teach, test and award industry -recognized certificates to students meeting high standards in hospitality education. The ProStart certificate is awarded based on successful completion of both the academic and the work experience components of the ProStart program. To be eligible for the certificate, students must have their work experience requirements verified (400 hours) and pass the final exam. Additionally, upon completion of this program, successful high school students may earn a GCC Certificate of Completion in ProStart or GCC Certificate of Mastery in ProStart.
* Course Level - In ProStart I, students are introduced to the different career opportunities available within the foodservice industry. The course also provides students with skills essential to an effective job search. The students will learn the fundamentals of foodservice operations which include, the art of service, customer relations, food safety, safe practices in the kitchen, nutrition, and foodservice equipment identification and usage. Students will also be introduced to the different careers in the foodservice industry and effective job search.

## Student Learning Outcome (SLO): Foodservie Planning and Production

Students will develop and cost recipes, demonstrate effective sanatation practices, and prepare recipes utilizing proper cooking techniques.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 03/10/2008
**End Date:** 10/12/2009
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Professional industry chefs will score the students using stadardized scoring sheets.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test | 80% of the students will score 70% or higher. | Once a year during third quarter. | Yes |

## Related Activities

- CTTT065 (Formerly VETT065) - ProStart II

**Related Documents:**
VETT065 2006-04-03 SR
VETT065_1SR_2011-05-27.pdf
VETT065_1SR_2012_05_28.pdf

- CTTT075 (Formerly VETT075) - ProStart III

**Related Documents:**
VETT075_1SR_2011-05-27.pdf
VETT075_1SR_2012_05_28.pdf

### Related Tasks

* **Task Name: Cooking Methods**

**Task Description:** Students must employ a minimum of two cooking methods while preparing a three course meal (appetizer, entree, dessert).

* **Task Name: Recipe Development and Costing**

**Task Description:** Students will develop standardized recipes, to include all components.
Students will cost out recipes and determine menu prices based on a 33% food cost.

* **Task Name: Sanitation**

**Task Description:** Students will demonstrate proper:
1. Safety and sanitation procedures.
2. Food handling.

### Related Items

#### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### School of Trades & Professional Services (TPS)

* School Level - Improve facilities and provide better space for programs.

#### Tourism (ProStart) (Secondary)

* Course Level - In ProStart I, students are introduced to the different career opportunities available within the foodservice industry. The course also provides students with skills essential to an effective job search. The students will learn the fundamentals of foodservice operations which include, the art of service, customer relations, food safety, safe practices in the kitchen, nutrition, and foodservice equipment identification and usage. Students will also be introduced to the different careers in the foodservice industry and effective job search.

## Veterans Upward Bound (Archive Sept 2008)

**Mission Statement:** Veterans Upward Bound's mission is to assist military veterans to successfully complete a high school diploma or GED and/or enroll in a postsecondary education. Our services will be continuously offered through various workshops, class room based instruction, self paced computer tutorials and individual tutoring.

**Vision Statement:** Guam Community College, Veterans Upward Bound will seek to assist all qualified military veterans to achieve their educational aspirations.

**No Student Learning Outcomes (SLOs) were returned for this Group C: Student Services Unit based upon the selected parameters.**

## Visual Communications (Secondary)

**Mission Statement:** The mission of the VisCom Secondary Certificate program is to develope a workforce proficient in meeting the need for graphics designers on Guam and the region.

**Vision Statement:** The VisCom Secondary Certificate program envisions to produce completers who have the skill, creativity and professional attitudes to be successful in the fields of design, digital graphics and video.

## Student Learning Outcome (SLO): AY 2013 - 2014 SLO#1 Design Principles

Upon successful completion of this program, students will be able to understand the basic principle of design.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/11/2013
**End Date:** 10/13/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

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

**Historical Assessment Perspective:** A renewed commitment to the assessment process as a result of prior assessment results and work is currently instilled in VisCom faculty and ongoing training on TracDat will continue.

**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A completed magazine cover will be developed by students in the VEVC054 course.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Rubric<br>**Related Documents:**<br>Rubric_MagazineCvr copy.pdf | 70% of the students submitting the magazine cover will receive a 70% or better. | By second quarter of the school year 2013. | Yes |

### Related Activities

- CTVC051 - Visual Communications I
  **Related Documents:**
  VEVC051_2NSR_SLO_2007-12-11-2007.1.pdf
  VEVC051_1SR _2006-09-25.pdf
  VEVC051_0Adopt_2001-12-13
  VEVC051_2NSR_2011-01-23.pdf
- CTVC052 - Visual Communications II
  **Related Documents:**
  VEVC052_2NSR_SLO_2007-12-11.pdf
  VEVC052_0Adopt_2002-10-21.pdf
  VEVC052_1SR_2006-09-25.pdf
  VEVC052_2NSR_2010-12-18.pdf
- CTVC053 - Visual Communications III
  **Related Documents:**
  VEVC053_2NSR_SLO_2007-12-11.pdf
  VEVC053_0Adopt_2002-10-22.pdf
  VEVC053_1SR_2006-09-25.pdf
  VEVC053_1SR_2010-05-07
  VEVC053_2NSR_2010-12-18.pdf
- CTVC054 - Visual Communications IV
  **Related Documents:**
  VEVC054_2NSR_SLO_2007-12-11.pdf
  VEVC054_0Adopt_2002-10-21.pdf

VEVC054_1SR_2006-09-25.pdf
VEVC054_2NSR_2007-10-04.pdf
VEVC054_2NSR_2010-12-20.pdf
VEVC054_SR2010-05-07.pdf

## Related Tasks

* **Task Name: Choose two magazine covers for TracDat**

**Task Description:** Choose one excellent and one average magazine cover for TracDat.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  To supply adequate assistance to program growth.

### Visual Communications (Secondary)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1
  To equip secondary viscom classrooms and labs with state-of-the-art technology.

## Related Course SLO

* CTVC051 - Visual Communications I: SLO#3 Mac OSX - SY2012-2013 SLO#3 Upon successful completion of this course, students will be able to: Demonstrate proficiency in using the features of Mac OSX.
* CTVC052 - Visual Communications II: SLO#4 - SY2012-2013 SLO#4 Upon successful completion of this course, students will be able to: Use the basic functions of Photoshop and Illustrator in digital design.
* CTVC053 - Visual Communications III: SLO #1 - SY2012-2013 SLO#1 Upon successful completion of this course, students will be able to: Demonstrate knowledge of current communications and broadcasting practices, including effective writing, planning and organization, requisite computer skills, and oral (presentational) communication.
* CTVC054 - Visual Communications IV: SLO #1 - SY2012-2013 SLO#1 Upon successful completion of this course, students will be able to: Demonstrate technical skills in the production, preparation, development and distribution of video communication
  products.

## Student Learning Outcome (SLO): AY 2013 - 2014 SLO#2 Operating System

Upon successful completion of this program, students will be able to use a computer Operating System.

**Outcome Type:** SLO-Cognitive outcomes

**Start Date:** 03/11/2013

**End Date:** 10/13/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Program SLO/AUO Plan** Use and Implementation of Results from the previous cycle
**reflects/incorporates:**
**Historical Assessment** A renewed commitment to the assessment process as a result of prior assessment results and work is currently instilled in VisCom faculty and ongoing training on
**Perspective:** TracDat will continue.
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A completed magazine cover will be developed by students in the VEVC054 course.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects<br>**Related Documents:**<br>Rubric_MagazineCvr.pdf | 100% of the students will have knowledge of the operating system. | By second quarter of the school year 2013. | Yes |

## Related Activities

- CTVC051 - Visual Communications I
  **Related Documents:**
  VEVC051_2NSR_SLO_2007-12-11-2007.1.pdf
  VEVC051_1SR _2006-09-25.pdf
  VEVC051_0Adopt_2001-12-13
  VEVC051_2NSR_2011-01-23.pdf
- CTVC052 - Visual Communications II
  **Related Documents:**
  VEVC052_2NSR_SLO_2007-12-11.pdf
  VEVC052_0Adopt_2002-10-21.pdf
  VEVC052_1SR_2006-09-25.pdf
  VEVC052_2NSR_2010-12-18.pdf
- CTVC053 - Visual Communications III
  **Related Documents:**
  VEVC053_2NSR_SLO_2007-12-11.pdf
  VEVC053_0Adopt_2002-10-22.pdf
  VEVC053_1SR_2006-09-25.pdf
  VEVC053_1SR_2010-05-07
  VEVC053_2NSR_2010-12-18.pdf
- CTVC054 - Visual Communications IV
  **Related Documents:**
  VEVC054_2NSR_SLO_2007-12-11.pdf
  VEVC054_0Adopt_2002-10-21.pdf
  VEVC054_1SR_2006-09-25.pdf
  VEVC054_2NSR_2007-10-04.pdf
  VEVC054_2NSR_2010-12-20.pdf
  VEVC054_SR2010-05-07.pdf

## Related Tasks

* **Task Name: Choose two magazine covers for TracDat.**
  **Task Description:** Choose one excellent and one average magazine cover for TracDat.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  To supply adequate assistance to program growth.

### Visual Communications (Secondary)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1
  To equip secondary viscom classrooms and labs with state-of-the-art technology.

## Related Course SLO

* CTVC051 - Visual Communications I: SLO#3 Mac OSX - SY2012-2013 SLO#3 Upon successful completion of this course, students will be able to: Demonstrate proficiency in using the features of Mac OSX.
* CTVC052 - Visual Communications II: SLO#4 - SY2012-2013 SLO#4 Upon successful completion of this course, students will be able to: Use the basic functions of Photoshop and Illustrator in digital design.
* CTVC053 - Visual Communications III: SLO #1 - SY2012-2013 SLO#1 Upon successful completion of this course, students will be able to: Demonstrate knowledge of current communications and broadcasting practices, including effective writing, planning and organization, requisite computer skills, and oral (presentational) communication.
* CTVC054 - Visual Communications IV: SLO #1 - SY2012-2013 SLO#1 Upon successful completion of this course, students will be able to: Demonstrate technical skills in the production, preparation, development and distribution of video communication
  products.

## Student Learning Outcome (SLO): AY 2013 - 2014 SLO#3 Art Portfolio

Upon successful completion of this program, students will be able to develop a personal art portfolio which includes examples of desktop publishing, slide shows, advertisements, spreadsheets, and video.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/11/2013
**End Date:** 10/13/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

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

**Historical Assessment Perspective:** A renewed commitment to the assessment process as a result of prior assessment results and work is currently instilled in VisCom faculty and ongoing training on TracDat will continue.

**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| All student work will be combined and included in the student presentation folder.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Portfolio Evaluation<br>**Related Documents:**<br>List of VisCom Projects.pdf | 90% of the students enrolled in the visual communication secondary program will complete their required presentation folder. | SY 2012 2013 | Yes |

## Related Activities

- CTVC051 - Visual Communications I

  **Related Documents:**
  VEVC051_2NSR_SLO_2007-12-11-2007.1.pdf
  VEVC051_1SR _2006-09-25.pdf
  VEVC051_0Adopt_2001-12-13
  VEVC051_2NSR_2011-01-23.pdf

- CTVC052 - Visual Communications II

  **Related Documents:**
  VEVC052_2NSR_SLO_2007-12-11.pdf
  VEVC052_0Adopt_2002-10-21.pdf
  VEVC052_1SR_2006-09-25.pdf
  VEVC052_2NSR_2010-12-18.pdf

- CTVC053 - Visual Communications III

  **Related Documents:**
  VEVC053_2NSR_SLO_2007-12-11.pdf
  VEVC053_0Adopt_2002-10-22.pdf
  VEVC053_1SR_2006-09-25.pdf
  VEVC053_1SR_2010-05-07
  VEVC053_2NSR_2010-12-18.pdf

- CTVC054 - Visual Communications IV

  **Related Documents:**
  VEVC054_2NSR_SLO_2007-12-11.pdf
  VEVC054_0Adopt_2002-10-21.pdf
  VEVC054_1SR_2006-09-25.pdf
  VEVC054_2NSR_2007-10-04.pdf
  VEVC054_2NSR_2010-12-20.pdf
  VEVC054_SR2010-05-07.pdf

## Related Tasks

* **Task Name: Select two presentation folders for TracDat**

  **Task Description:** Copy two presentation folders for TracDat

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)

Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  To supply adequate assistance to program growth.

### Visual Communications (Secondary)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1
  To equip secondary viscom classrooms and labs with state-of-the-art technology.

## Related Course SLO

* CTVC051 - Visual Communications I: SLO#3 Mac OSX - SY2012-2013 SLO#3 Upon successful completion of this course, students will be able to: Demonstrate proficiency in using the features of Mac OSX.
* CTVC052 - Visual Communications II: SLO#4 - SY2012-2013 SLO#4 Upon successful completion of this course, students will be able to: Use the basic functions of Photoshop and Illustrator in digital design.
* CTVC053 - Visual Communications III: SLO #1 - SY2012-2013 SLO#1 Upon successful completion of this course, students will be able to: Demonstrate knowledge of current communications and broadcasting practices, including effective writing, planning and organization, requisite computer skills, and oral (presentational) communication.
* CTVC054 - Visual Communications IV: SLO #1 - SY2012-2013 SLO#1 Upon successful completion of this course, students will be able to: Demonstrate technical skills in the production, preparation, development and distribution of video communication
  products.

## Student Learning Outcome (SLO): AY 2013 - 2014 SLO#4 Web Design

Upon successful completion of this program, students will be able to scan documents, correct digital photography using PhotoShop and Illustrator, and plan and construct a web project.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/11/2013
**End Date:** 10/13/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

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

**Historical Assessment Perspective:** A renewed commitment to the assessment process as a result of prior assessment results and work is currently instilled in VisCom faculty and ongoing training on TracDat will continue.

**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A web page will be developed.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects<br>**Related Documents:**<br>Rubric_WebDesign.pdf | 70% of the students will complete and launch their website. | To be completed by 4th quarter 2013. | Yes |

## Related Activities

- CTVC051 - Visual Communications I

  **Related Documents:**
  VEVC051_2NSR_SLO_2007-12-11-2007.1.pdf
  VEVC051_1SR _2006-09-25.pdf
  VEVC051_0Adopt_2001-12-13
  VEVC051_2NSR_2011-01-23.pdf

- CTVC052 - Visual Communications II

  **Related Documents:**
  VEVC052_2NSR_SLO_2007-12-11.pdf
  VEVC052_0Adopt_2002-10-21.pdf
  VEVC052_1SR_2006-09-25.pdf
  VEVC052_2NSR_2010-12-18.pdf

- CTVC053 - Visual Communications III

  **Related Documents:**
  VEVC053_2NSR_SLO_2007-12-11.pdf
  VEVC053_0Adopt_2002-10-22.pdf
  VEVC053_1SR_2006-09-25.pdf
  VEVC053_1SR_2010-05-07
  VEVC053_2NSR_2010-12-18.pdf

- CTVC054 - Visual Communications IV

  **Related Documents:**
  VEVC054_2NSR_SLO_2007-12-11.pdf
  VEVC054_0Adopt_2002-10-21.pdf
  VEVC054_1SR_2006-09-25.pdf
  VEVC054_2NSR_2007-10-04.pdf
  VEVC054_2NSR_2010-12-20.pdf
  VEVC054_SR2010-05-07.pdf

## Related Tasks

* **Task Name: Select two website designs.**

  **Task Description:** Choose one excellent and one average website designs for TracDat.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  To supply adequate assistance to program growth.

### Visual Communications (Secondary)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1
  To equip secondary viscom classrooms and labs with state-of-the-art technology.

## Related Course SLO

* CTVC051 - Visual Communications I: SLO#3 Mac OSX - SY2012-2013 SLO#3 Upon successful completion of this course, students will be able to: Demonstrate proficiency in using the features of Mac OSX.
* CTVC052 - Visual Communications II: SLO#4 - SY2012-2013 SLO#4 Upon successful completion of this course, students will be able to: Use the basic functions of Photoshop and Illustrator in digital design.
* CTVC053 - Visual Communications III: SLO #1 - SY2012-2013 SLO#1 Upon successful completion of this course, students will be able to: Demonstrate knowledge of current communications and broadcasting practices, including effective writing, planning and organization, requisite computer skills, and oral (presentational) communication.
* CTVC054 - Visual Communications IV: SLO #1 - SY2012-2013 SLO#1 Upon successful completion of this course, students will be able to: Demonstrate technical skills in the production, preparation, development and distribution of video communication
  products.

## Student Learning Outcome (SLO): AY 2015 - 2016 SLO#1 Design Principles

Upon successful completion of this program, students will be able to understand the basic principle of design.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/09/2015
**End Date:** 10/10/2016
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

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

**Historical Assessment Perspective:** The secondary programs are on a quarter schedule and course material are designed in this format which must fit in the GCC two-year assessment schedule. This assessment cycle will cover three secondary school years, however, careful selection of assessment instrument and data collection will impact the usefulness of assessment results. Secondary programs require students to progress through a specific series of courses as compared to post-secondary students.

**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A completed magazine cover will be developed by students in the VEVC054 course.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Rubric | 70% of the students submitting the magazine cover will receive a 70% or better. | By second quarter of the school year 2013. | Yes |

## Related Activities

- CTVC051 - Visual Communications I

  **Related Documents:**
  VEVC051_2NSR_SLO_2007-12-11-2007.1.pdf
  VEVC051_1SR _2006-09-25.pdf
  VEVC051_0Adopt_2001-12-13
  VEVC051_2NSR_2011-01-23.pdf

- CTVC052 - Visual Communications II

  **Related Documents:**
  VEVC052_2NSR_SLO_2007-12-11.pdf
  VEVC052_0Adopt_2002-10-21.pdf
  VEVC052_1SR_2006-09-25.pdf
  VEVC052_2NSR_2010-12-18.pdf

- CTVC053 - Visual Communications III

  **Related Documents:**
  VEVC053_2NSR_SLO_2007-12-11.pdf
  VEVC053_0Adopt_2002-10-22.pdf
  VEVC053_1SR_2006-09-25.pdf
  VEVC053_1SR_2010-05-07
  VEVC053_2NSR_2010-12-18.pdf

- CTVC054 - Visual Communications IV

  **Related Documents:**
  VEVC054_2NSR_SLO_2007-12-11.pdf
  VEVC054_0Adopt_2002-10-21.pdf
  VEVC054_1SR_2006-09-25.pdf
  VEVC054_2NSR_2007-10-04.pdf
  VEVC054_2NSR_2010-12-20.pdf
  VEVC054_SR2010-05-07.pdf

## Related Tasks

* **Task Name: Choose two magazine covers for TracDat**

  **Task Description:** Choose one excellent and one average magazine cover for TracDat.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #2 Conducive Learning Environment
  Transform the campus into a facility conducive for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student

success.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
* STANDARD II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.
* 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  To supply adequate assistance to program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply adequate assistance to program growth.

### Visual Communications (Secondary)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 PRG#1
  To equip all VisCom classrooms and labs with up-to-date technology hardware.

## Student Learning Outcome (SLO): AY 2015 - 2016 SLO#2 Operating System

Upon successful completion of this program, students will be able to use a computer Operating System.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/09/2015
**End Date:** 10/10/2016
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

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

**Historical Assessment Perspective:** The secondary programs are on a quarter schedule and course material are designed in this format which must fit in the GCC two-year assessment schedule. This assessment cycle will cover three secondary school years, however, careful selection of assessment instrument and data collection will impact the usefulness of assessment results. Secondary programs require students to progress through a specific series of courses as compared to post-secondary students.

**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A completed magazine cover will be developed by students in the VEVC054 course.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects | 100% of the students will have knowledge of the operating system. | By second quarter of the school year 2013. | Yes |

## Related Activities

- CTVC051 - Visual Communications I

  **Related Documents:**

  VEVC051_2NSR_SLO_2007-12-11-2007.1.pdf
  VEVC051_1SR _2006-09-25.pdf
  VEVC051_0Adopt_2001-12-13
  VEVC051_2NSR_2011-01-23.pdf

- CTVC052 - Visual Communications II

  **Related Documents:**

  VEVC052_2NSR_SLO_2007-12-11.pdf
  VEVC052_0Adopt_2002-10-21.pdf
  VEVC052_1SR_2006-09-25.pdf
  VEVC052_2NSR_2010-12-18.pdf

- CTVC053 - Visual Communications III

  **Related Documents:**

  VEVC053_2NSR_SLO_2007-12-11.pdf
  VEVC053_0Adopt_2002-10-22.pdf
  VEVC053_1SR_2006-09-25.pdf
  VEVC053_1SR_2010-05-07
  VEVC053_2NSR_2010-12-18.pdf

- CTVC054 - Visual Communications IV

  **Related Documents:**

  VEVC054_2NSR_SLO_2007-12-11.pdf
  VEVC054_0Adopt_2002-10-21.pdf
  VEVC054_1SR_2006-09-25.pdf
  VEVC054_2NSR_2007-10-04.pdf
  VEVC054_2NSR_2010-12-20.pdf
  VEVC054_SR2010-05-07.pdf

## Related Tasks

* **Task Name: Choose two magazine covers for TracDat.**

  **Task Description:** Choose one excellent and one average magazine cover for TracDat.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  To supply adequate assistance to program growth.

### Visual Communications (Secondary)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1
  To equip secondary viscom classrooms and labs with state-of-the-art technology.

## Student Learning Outcome (SLO): AY 2015 - 2016 SLO#4 Web Design

Upon successful completion of this program, students will be able to scan documents, correct digital photography using PhotoShop and Illustrator, and plan and construct a web project.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 03/09/2015
**End Date:** 10/10/2016
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

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

**Historical Assessment Perspective:** The secondary programs are on a quarter schedule and course material are designed in this format which must fit in the GCC two-year assessment schedule. This assessment cycle will cover three secondary school years, however, careful selection of assessment instrument and data collection will impact the usefulness of assessment results. Secondary programs require students to progress through a specific series of courses as compared to post-secondary students.

**Budget Goals:** ..

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A web page will be developed.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects | 70% of the students will complete and launch their website. | To be completed by 4th quarter 2013. | Yes |

## Related Activities

- CTVC051 - Visual Communications I

  **Related Documents:**
  VEVC051_2NSR_SLO_2007-12-11-2007.1.pdf
  VEVC051_1SR _2006-09-25.pdf
  VEVC051_0Adopt_2001-12-13
  VEVC051_2NSR_2011-01-23.pdf

- CTVC052 - Visual Communications II

  **Related Documents:**
  VEVC052_2NSR_SLO_2007-12-11.pdf
  VEVC052_0Adopt_2002-10-21.pdf
  VEVC052_1SR_2006-09-25.pdf
  VEVC052_2NSR_2010-12-18.pdf

- CTVC053 - Visual Communications III

**Related Documents:**

VEVC053_2NSR_SLO_2007-12-11.pdf
VEVC053_0Adopt_2002-10-22.pdf
VEVC053_1SR_2006-09-25.pdf
VEVC053_1SR_2010-05-07
VEVC053_2NSR_2010-12-18.pdf

- CTVC054 - Visual Communications IV

**Related Documents:**

VEVC054_2NSR_SLO_2007-12-11.pdf
VEVC054_0Adopt_2002-10-21.pdf
VEVC054_1SR_2006-09-25.pdf
VEVC054_2NSR_2007-10-04.pdf
VEVC054_2NSR_2010-12-20.pdf
VEVC054_SR2010-05-07.pdf

## Related Tasks

* **Task Name: Select two website designs.**

**Task Description:** Choose one excellent and one average website designs for TracDat.

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  To supply adequate assistance to program growth.

### Visual Communications (Secondary)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1
  To equip secondary viscom classrooms and labs with state-of-the-art technology.

## Student Learning Outcome (SLO): AY 2015 - 2016 SLO#3 Art Portfolio

Upon successful completion of this program, students will be able to develop a personal art portfolio which includes examples of desktop publishing, slide shows, advertisements, spreadsheets, and video.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 03/09/2015
**End Date:** 10/10/2016
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

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

**Historical Assessment Perspective:** The secondary programs are on a quarter schedule and course material are designed in this format which must fit in the GCC two-year assessment schedule. This assessment cycle will cover three secondary school years, however, careful selection of assessment instrument and data collection will impact the usefulness of assessment results. Secondary programs require students to progress through a specific series of courses as compared to post-secondary students.

**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| All student work will be combined and included in the student presentation folder.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Portfolio Evaluation | 90% of the students enrolled in the visual communication secondary program will complete their required presentation folder. | SY 2012 2013 | Yes |

### Related Activities

- CTVC051 - Visual Communications I

  **Related Documents:**
  VEVC051_2NSR_SLO_2007-12-11-2007.1.pdf
  VEVC051_1SR _2006-09-25.pdf
  VEVC051_0Adopt_2001-12-13
  VEVC051_2NSR_2011-01-23.pdf

- CTVC052 - Visual Communications II

  **Related Documents:**
  VEVC052_2NSR_SLO_2007-12-11.pdf
  VEVC052_0Adopt_2002-10-21.pdf
  VEVC052_1SR_2006-09-25.pdf
  VEVC052_2NSR_2010-12-18.pdf

- CTVC053 - Visual Communications III

  **Related Documents:**
  VEVC053_2NSR_SLO_2007-12-11.pdf
  VEVC053_0Adopt_2002-10-22.pdf
  VEVC053_1SR_2006-09-25.pdf
  VEVC053_1SR_2010-05-07
  VEVC053_2NSR_2010-12-18.pdf

- CTVC054 - Visual Communications IV

  **Related Documents:**
  VEVC054_2NSR_SLO_2007-12-11.pdf
  VEVC054_0Adopt_2002-10-21.pdf
  VEVC054_1SR_2006-09-25.pdf

VEVC054_2NSR_2007-10-04.pdf
VEVC054_2NSR_2010-12-20.pdf
VEVC054_SR2010-05-07.pdf

### Related Tasks

* **Task Name: Select two presentation folders for TracDat**

**Task Description:** Copy two presentation folders for TracDat

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

#### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#2:
  To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

#### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  To supply adequate assistance to program growth.

#### Visual Communications (Secondary)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#1
  To equip secondary viscom classrooms and labs with state-of-the-art technology.

## Visual Communications AS

**Mission Statement:** Our mission is to provide the Visual Communications industry with students possessing the neccessary attitude, skills and knowledge to be effective contributers.
**Vision Statement:** To provide students with enough knowledge and experience in the Visual Communications industry to become valued and sought after talent.

### Student Learning Outcome (SLO): AY06-07 SLO#1 MAC OS Basics

Students will display basic knowledge of the MAC OS system.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 09/20/2006
**End Date:** 03/12/2007
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Program SLO/AUO Plan** Other

**reflects/incorporates:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Objective Examination<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Lab/Skills Test<br>**Related Documents:**<br>AS in VisCom Rubrics | 80% of the students will score 75% or better on the exam, indicating mastery of the MAC OS system. | During the Fall 2006 semester the Visual Communications Instructor for VC112 and/or CS152 will administer an objective examination to ascertain students' understanding of the MAC OS system. An un-graded set of exams and the exam key will be provided to the Department Chair of Visual Communications, who wil grade the exams and correlate the results. | Yes |

## Related Tasks

* **Task Name: Implementation Status**

**Task Description:** The adjunct Instructor was been offered additional training in teaching students with disabilities. Instructors are alerted to specific needs of students via the "Disability Certification For Faculty" from the Accommodative Services Coordinator. Extra "open lab" time (in addition to the 4 hours per week available for all students) is now available to students who need it. The Office of Accommodative Services is providing tutors for students with disabilities. In some cases, the Ofiice of Accommodative Services is purchasing hardware and software for students to learn outside GCC facilities.

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Visual Communications AS

* Program/Unit Level - To provide students with the skills needed for employment in the multifaceted fields of digital publishing, web design, and video production.

## Student Learning Outcome (SLO): AY06-07 SLO#2 Map

Students will demonstrate their knowledge and skill using Illustrator to make a digital map.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/06/2006
**End Date:** 03/12/2007
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Program SLO/AUO Plan** Other
**reflects/incorporates:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will make a digital map using Illustrator.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects<br>**Related Documents:**<br>Map | 80% of the students will obtain an average score of 3.5 or above on a rubrics scale of 4.0 | Student artifacts will be collected during the Fall 2006 semester and rated by the Visual Communications Advisory Committee not later than March 12, 2007. | Yes |

### Related Activities

- VC126 (formerly VC122) - Digital Graphics: Illustrator ®

**Related Documents:**

VC126_1SR_2007-05-08.pdf
VC126_2NSR_2008-10-28.pdf
VC126_0Adopt_2004-03-22.pdf
VC126_2NSR_2008-04-04.pdf
VC126_2NSR_2008-08-21.pdf
VC126_2NSR_2010-02-24.pdf
VC126_2NSR_2010-05-06
VC126_XMemo_2004-01-28

### Related Tasks

* **Task Name: Implementation Status**

**Task Description:** For the last assessment, the adjunct instructor did not follow the assignment and rubrics. That Instructor has been replaced. The Department Chair will orient the new Instructor to the assignment.

### Related Items

#### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### Visual Communications AS

* Program/Unit Level - To provide students with the knowledge and professional attitudes to use their skills in developing materials used to market products.

## Student Learning Outcome (SLO): AY06-07 SLO#3 Student Survey

Students will indicate satisfaction with the Visual Communications Program.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 09/20/2006
**End Date:** 03/12/2007
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

**Program SLO/AUO Plan reflects/incorporates:** Other

**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Student survey.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey<br>**Related Documents:**<br>Student Survey AS VisCom.doc | 80% of the students surveyed will, by rating both questions number 1 and number 3 a 4 or above, indicate that they are confident they can work in the visual communications field.<br>70% of the students surveyed will, by answering question number 5 with a rating of 4 or above, indicate that visual communications has helped them explore their creative talents.<br>65% of the students surveyed will, by answering question number 6 with a 4 or above, indicate that visual communications has helped them communicate more effectively.<br>90% of all student responses as to how beneficial courses were will rate 3 or above. | During the Fall 2006 semester the Department Chair of the Visual Communications Department will administer a survey to all visual communications students who have completed at least 50% of the visual communications courses required for an Associate of Science in Visual Communications. | Yes |

## Related Activities

- VC101 - Introduction to Visual Communications

  **Related Documents:**
  VC101_1SR_2004-04-25.pdf
  VC101_0Adopt_2002-10-21.pdf
  VC101_0Adopt_2003-05-23.pdf
  VC101_2NSR_2004-02-02.pdf
  VC101_1SR_2007-04-25.pdf
  VC101_2NSR_2008-04-04.pdf
  VC101_XMemo_2002-01-23.pdf
  VC101_2NSR_2010-05-06.pdf
  VC101_2NSR_Lib_Arts_Map_2009-09-15
  VC101_2NSR_Lib_Arts_Map_2009-09-15

- VC102 - Design Principles & Elements

  **Related Documents:**
  VC102_1SR_2007-04-25.pdf
  VC102_2NSR_2009-04-02.pdf
  VC102_0Adopt_2002-10-15.pdf
  VC102_0Adopt_2003-05-23.pdf
  VC102_XMemo_2002_01_23.pdf
  VC102_XMemo_2004-01-28.pdf
  VC102_2NSR_2008-04-04.pdf
  VC102_2NSR_2008-08-22.pdf
  VC102_2NSR_2009-04-02.pdf
  VC102_2NSR_2010-05-06.pdf

- VC125 (formerly VC121) - Digital Graphics: Photoshop ®

  **Related Documents:**

  VC125_1SR_2007-05-08.pdf
  VC125_XMemo_2004-01-28.pdf
  VC125_0Adopt_2004-03-22.pdf
  VC125_2NSR_2008-04-04.pdf
  VC125_2NSR_2008-06-09.pdf
  VC125_2NSR_2008-08-22.pdf
  VC125_2NSR_2010-02-24.pdf
  VC125_2NSR_2010-05-06.pdf

- VC126 (formerly VC122) - Digital Graphics: Illustrator ®

  **Related Documents:**

  VC126_1SR_2007-05-08.pdf
  VC126_2NSR_2008-10-28.pdf
  VC126_0Adopt_2004-03-22.pdf
  VC126_2NSR_2008-04-04.pdf
  VC126_2NSR_2008-08-21.pdf
  VC126_2NSR_2010-02-24.pdf
  VC126_2NSR_2010-05-06
  VC126_XMemo_2004-01-28

- VC131 - Desktop Publishing

  **Related Documents:**

  VC131_1SR_2007-05-16.pdf
  VC131_2NSR_2007-12-11.pdf
  VC131_0Adopt_2002-12-02.pdf
  VC131_0Adopt_2004-03-22.pdf
  VC131_XMemo_2004-01-28.pdf
  VC131_2NSR_2008-04-04.pdf
  VC131_2NSR_2010-05-06.pdf

- VC141 - Web Design

  **Related Documents:**

  VC141_1SR_2007-05-16.pdf
  VC141_2NSR_2007-12-11.pdf
  VC141_XMemo_2002_01_23.pdf
  VC141_0Adopt_2002-12-02.pdf
  VC141_1SR_2004-03-22.pdf
  VC141_2NSR_2008-04-04.pdf
  VC141_2NSR_2010-02-24.pdf
  VC141_2NSR_2010-05-06.pdf

- VC161 - Video I

  **Related Documents:**

  VC161_1SR_2007-05-08.pdf
  VC161_0Adopt_2002-12-02.pdf
  VC161_0Adopt_2004-03-22.pdf
  VC161_2NSR_2008-04-04.pdf
  VC161_2NSR_2010-05-06.pdf
  VC161_2NSR_2013_12_18.pdf

- VC172 - Imaging Concepts & Elements

  **Related Documents:**

  VC172_1SR_2007-05-16.pdf
  VC172_2NSR_2008-04-04.pdf
  VC172_2NSR_2010-05-06.pdf

- VC201 - Project Management & Marketing Solutions

  **Related Documents:**

  VC201_1SR_2007-05-16.pdf
  VC201_0Adopt_2003-02-23
  VC201_2NSR_2008-04-04
  VC201_XMemo_2004-01-28

- VC298 - Cooperative Education/Work Learn

  **Related Documents:**

  VC298_1SR_SLO_2008-02-07.pdf
  VC298_1SR_2008-02-07
  VC298_XMemo_2004-01-28
  VC298 Visual Communication Practicum.pdf

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division integrates technology into instructional and administrative processes in order to foster student learning outcomes both directly and indirectly.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Visual Communications AS

* Program/Unit Level - To provide students with the skills needed for employment in the multifaceted fields of digital publishing, web design, and video production.

## Student Learning Outcome (SLO): AY04-05 Students will complete projects in analog or electronic format.

Students will demonstrate proficiency in the use of Illustrator digital tools.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 08/16/2004
**End Date:** 10/03/2005
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Skills measurement project | A score of 4 will be achieved by 75% or more of class on a rubric scale (0-4) | Spring 2005 | Yes |

## Related Activities

- VC126 (formerly VC122) - Digital Graphics: Illustrator ®

**Related Documents:**

VC126_1SR_2007-05-08.pdf
VC126_2NSR_2008-10-28.pdf
VC126_0Adopt_2004-03-22.pdf
VC126_2NSR_2008-04-04.pdf
VC126_2NSR_2008-08-21.pdf
VC126_2NSR_2010-02-24.pdf
VC126_2NSR_2010-05-06
VC126_XMemo_2004-01-28

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division remains an integral part of Guam's economic development through the offering of quality educational programs.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Student Learning Outcome (SLO): AY04-05 Students will identify and master software tools and palettes and demonstrate basic techniques and actions.

What do our students know? Are students completing our courses with enough (or the right) knowledge to continue on to the next course level? And how consistent are we? Are we doing enough to ensure that students, from semester to semester, are receiving the same information. We plan to use this SLO to determine this.
Students will identify and master software tools and palettes and demonstrate basic techniques and actions.

**Outcome Type:** SLO-Cognitive outcomes
**Start Date:** 08/16/2004
**End Date:** 10/03/2005
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** .
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Department designed test. | 80% or better achieved by 75% or more of class. | Spring 2005 | Yes |

## Related Activities

- VC125 (formerly VC121) - Digital Graphics: Photoshop ®

**Related Documents:**

VC125_1SR_2007-05-08.pdf
VC125_XMemo_2004-01-28.pdf

VC125_0Adopt_2004-03-22.pdf
VC125_2NSR_2008-04-04.pdf
VC125_2NSR_2008-06-09.pdf
VC125_2NSR_2008-08-22.pdf
VC125_2NSR_2010-02-24.pdf
VC125_2NSR_2010-05-06.pdf

### Related Items

#### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

## Student Learning Outcome (SLO): AY05-06 VisCom Attitude survey

Students will express their opinons on the quality of acquired knowledge gained from the Visual Communications program.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/03/2005
**End Date:** 12/10/2005
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** .
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A focus group of potential graduates will be brought together from the VC292 Practicum course and questioned on the quality of acquired knowledge gained from the program. A list of questions for the focus group to answer will be prepared. | Graduating VisCom majors will rate their own satisfaction level of their VisCom training. 80% will agree that their knowledge level is at the intermediate or better level. | This activity will be conducted in the Fall of 2005. | Yes |

### Related Tasks

* **Task Name: Implementation Status**

**Task Description:** The last survey of students pointed up one weakness - they weren't confident they were prepared for employment in the field. Now, the students in both VC201, Project Management, and MK224, Advertising, which is also a requirement for an Asociate of Science in Visual Communications, will perform print, video and web projects for either Private Sector clients or non-profit organizations. Artifacts from these classes will be rated by the client and the Advisory Committees. This will give the students transitioning from an academic environment to the workplace confidence they have been "armed" with the skills to succeed.

### Related Items

#### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Visual Communications AS

* Program/Unit Level - To provide students with the skills needed for employment in the multifaceted fields of digital publishing, web design, and video production.

## Related Course SLO

* VC201 - Project Management & Marketing Solutions: 2012-2013 Acalog SLO#2 - SLO#2 FA-SP:
Upon successful completion of this course, students will be able to research potential products identifying customers to be targeted.

## Student Learning Outcome (SLO): AY05-06 VisCom Final Project

As part of a group project, students will create an ad campaign that will encompass material produced in Print, Web and Video and will present their material through an electronic presentation with hard copy materials.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 01/15/2006
**End Date:** 05/15/2006
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Historical Assessment Perspective:** .
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students in VC201 Project Management will present their project to a group of evaluators who will use a rubric to assess each group's overall presentation. | 80% of students will have received a satisfactory or better rating on their presentations. | This will be held at the end of the Spring 2006 semester. | Yes |

## Related Activities

- VC201 - Project Management & Marketing Solutions

**Related Documents:**
VC201_1SR_2007-05-16.pdf
VC201_0Adopt_2003-02-23
VC201_2NSR_2008-04-04
VC201_XMemo_2004-01-28

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Student Learning Outcome (SLO): AY 08-09 SLO #2 Map

Students will demonstrate their knowledge and skill using Illustrator to make a digital map.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/13/2008
**End Date:** 03/10/2010
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will make a digital map using Illustrator.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects | 80% of the students will obtain an average score of 3.5 or above on a rubrics scale of 4.0. (See Documents for rubrics.) | Artifacts will be collected at the end of the Fall 2008 Semester (January 2009) from the VC126, Digital Graphics: Illustrator class. | Yes |

### Related Activities

- VC125 (formerly VC121) - Digital Graphics: Photoshop ®
  **Related Documents:**
  VC125_1SR_2007-05-08.pdf
  VC125_XMemo_2004-01-28.pdf
  VC125_0Adopt_2004-03-22.pdf
  VC125_2NSR_2008-04-04.pdf
  VC125_2NSR_2008-06-09.pdf
  VC125_2NSR_2008-08-22.pdf
  VC125_2NSR_2010-02-24.pdf
  VC125_2NSR_2010-05-06.pdf
- VC126 (formerly VC122) - Digital Graphics: Illustrator ®
  **Related Documents:**
  VC126_1SR_2007-05-08.pdf
  VC126_2NSR_2008-10-28.pdf
  VC126_0Adopt_2004-03-22.pdf
  VC126_2NSR_2008-04-04.pdf
  VC126_2NSR_2008-08-21.pdf
  VC126_2NSR_2010-02-24.pdf
  VC126_2NSR_2010-05-06
  VC126_XMemo_2004-01-28

### Related Items

#### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

#### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Visual Communications AS

* Program/Unit Level - To provide students with the skills needed for employment in the multifaceted fields of digital publishing, web design, and video production.

## Related Course SLO

* VC101 - Introduction to Visual Communications: Visual Graphic Concepts and Uses - SLO#3 AY08-09:
  Upon successful completion of this course, students will be able to find and recognize reference art to demonstrate understanding of visual graphic concepts and uses.
* VC101 - Introduction to Visual Communications: SLO#6 - SLO#6 AY:
  Upon successful completion of this course, students will be able to know the ethical and legal standards regarding the uses of graphic design and images and computer applications.
* VC102 - Design Principles & Elements: Elements of Design - SLO#2 AY08-09:
  Upon successful completion of this course, students will be able to recognize and apply the elements of graphic design including space, line, shape, value, texture and color space and balance, contrast and variation.
* VC125 (formerly VC121) - Digital Graphics: Photoshop ®: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to understand and use the vocabulary of PhotoShop activity.
* VC125 (formerly VC121) - Digital Graphics: Photoshop ®: Apply Design - SLO#2 AY08-09:
  Upon completion of this course, students will be able to apply the principles of good graphic design to computer graphic projects.
* VC125 (formerly VC121) - Digital Graphics: Photoshop ®: Produce Graphic Images - SLO#5 AY08-09:
  Upon completion of this course, students will be able to use layers, masks paths and channels to produce graphic images.
* VC125 (formerly VC121) - Digital Graphics: Photoshop ®: 2012-2013 Acalog SLO#4 - SLO#4 FA-SP:
  Upon successful completion of this course, students will be able to employ basic photo and scan editing and corrections including cloning, healing and patching.
* VC126 (formerly VC122) - Digital Graphics: Illustrator ®: Apply Design - SLO#1 AY08-09:
  Upon completion of this course, students will be able to apply the principles of good graphic design to create artwork required by computer graphic projects.
* VC126 (formerly VC122) - Digital Graphics: Illustrator ®: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to apply the principles of good graphic design to create artwork required by computer graphic projects.
* VC126 (formerly VC122) - Digital Graphics: Illustrator ®: 2012-2013 Acalog SLO#2 - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to work with type including creation of type, type masks, formatting and wrapping text.
* VC126 (formerly VC122) - Digital Graphics: Illustrator ®: +Combine Graphics - SLO#5 AY08-09:
  Upon completion of this course, students will be able to combine Illustrator graphics and PhotoShop images.
* VC131 - Desktop Publishing: 2012-2013 Acalog SLO#3 - SLO#3 FA-SP:
  Upon successful completion of this course, students will be able to locate and choose fonts needed for DTP projects.
* VC135 - InDesign®: 2012-2013 Acalog SLO#2 - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to utilize professional graphic design, layout, and typography techniques.

## Student Learning Outcome (SLO): AY 08-09 SLO #3 Student Survey

Students will indicate satisfaction with the Visual Communications Program.

**Outcome Type:** SLO-Affective outcomes
**Start Date:** 10/13/2008
**End Date:** 03/10/2010
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Student Survey<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey | 80% of the students surveyed will, by rating both questions number 1 and number 3 a 4 or above, indicating that they are confident they can work in the visual communications field. 70% of the students surveyed will, by answering question number 5 with a rating of 4 or above, indicate that visual communications has helped them explore their creative talents. 65% of the students surveyed will, by answering question number 6 with a 4 or above, indicate that visual communications has helped them communicate more effectively. 90% of all student responses as to how beneficial courses were will rate 3 or above. | Surveys will be conducted at the end of the Spring 2009 Semester. | Yes |

## Related Activities

- VC101 - Introduction to Visual Communications

  **Related Documents:**

  VC101_1SR_2004-04-25.pdf
  VC101_0Adopt_2002-10-21.pdf
  VC101_0Adopt_2003-05-23.pdf
  VC101_2NSR_2004-02-02.pdf
  VC101_1SR_2007-04-25.pdf
  VC101_2NSR_2008-04-04.pdf
  VC101_XMemo_2002-01-23.pdf
  VC101_2NSR_2010-05-06.pdf
  VC101_2NSR_Lib_Arts_Map_2009-09-15
  VC101_2NSR_Lib_Arts_Map_2009-09-15

- VC102 - Design Principles & Elements

  **Related Documents:**

  VC102_1SR_2007-04-25.pdf
  VC102_2NSR_2009-04-02.pdf
  VC102_0Adopt_2002-10-15.pdf
  VC102_0Adopt_2003-05-23.pdf
  VC102_XMemo_2002_01_23.pdf
  VC102_XMemo_2004-01-28.pdf
  VC102_2NSR_2008-04-04.pdf
  VC102_2NSR_2008-08-22.pdf
  VC102_2NSR_2009-04-02.pdf
  VC102_2NSR_2010-05-06.pdf

- VC125 (formerly VC121) - Digital Graphics: Photoshop ®

  **Related Documents:**

  VC125_1SR_2007-05-08.pdf
  VC125_XMemo_2004-01-28.pdf
  VC125_0Adopt_2004-03-22.pdf

VC125_2NSR_2008-04-04.pdf
VC125_2NSR_2008-06-09.pdf
VC125_2NSR_2008-08-22.pdf
VC125_2NSR_2010-02-24.pdf
VC125_2NSR_2010-05-06.pdf

- VC126 (formerly VC122) - Digital Graphics: Illustrator ®

**Related Documents:**

VC126_1SR_2007-05-08.pdf
VC126_2NSR_2008-10-28.pdf
VC126_0Adopt_2004-03-22.pdf
VC126_2NSR_2008-04-04.pdf
VC126_2NSR_2008-08-21.pdf
VC126_2NSR_2010-02-24.pdf
VC126_2NSR_2010-05-06
VC126_XMemo_2004-01-28

- VC131 - Desktop Publishing

**Related Documents:**

VC131_1SR_2007-05-16.pdf
VC131_2NSR_2007-12-11.pdf
VC131_0Adopt_2002-12-02.pdf
VC131_0Adopt_2004-03-22.pdf
VC131_XMemo_2004-01-28.pdf
VC131_2NSR_2008-04-04.pdf
VC131_2NSR_2010-05-06.pdf

- VC141 - Web Design

**Related Documents:**

VC141_1SR_2007-05-16.pdf
VC141_2NSR_2007-12-11.pdf
VC141_XMemo_2002_01_23.pdf
VC141_0Adopt_2002-12-02.pdf
VC141_1SR_2004-03-22.pdf
VC141_2NSR_2008-04-04.pdf
VC141_2NSR_2010-02-24.pdf
VC141_2NSR_2010-05-06.pdf

- VC161 - Video I

**Related Documents:**

VC161_1SR_2007-05-08.pdf
VC161_0Adopt_2002-12-02.pdf
VC161_0Adopt_2004-03-22.pdf
VC161_2NSR_2008-04-04.pdf
VC161_2NSR_2010-05-06.pdf
VC161_2NSR_2013_12_18.pdf

- VC172 - Imaging Concepts & Elements

**Related Documents:**

VC172_1SR_2007-05-16.pdf
VC172_2NSR_2008-04-04.pdf
VC172_2NSR_2010-05-06.pdf

- VC201 - Project Management & Marketing Solutions

**Related Documents:**

VC201_1SR_2007-05-16.pdf
VC201_0Adopt_2003-02-23
VC201_2NSR_2008-04-04
VC201_XMemo_2004-01-28

- VC298 - Cooperative Education/Work Learn

**Related Documents:**

VC298_1SR_SLO_2008-02-07.pdf
VC298_1SR_2008-02-07
VC298_XMemo_2004-01-28
VC298 Visual Communication Practicum.pdf

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Visual Communications AS

* Program/Unit Level - To provide students with the knowledge and professional attitudes to use their skills in developing materials used to market products.

## Related Course SLO

* VC201 - Project Management & Marketing Solutions: 2012-2013 Acalog SLO#3 - SLO#3 FA-SP:
  Upon successful completion of this course, students will be able to conceptualize and create visual messages for clients and customers using print, video and web media.
* VC298 - Cooperative Education/Work Learn: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to develop visual communications skills in a dynamic environment.
* VC298 - Cooperative Education/Work Learn: Working with Others - SLO#2 AY08-09:
  Upon completion of this course, students will be able to work harmoniously with co-workers, clients, and supervisors.
* VC298 - Cooperative Education/Work Learn: 2012-2013 Acalog SLO#3 - SLO#3 FA-SP:
  Upon successful completion of this course, students will be able to exhibit ethical behavior at work.
* VC298 - Cooperative Education/Work Learn: 2012-2013 Acalog SLO# 4 - SLO#4 FA-SP:
  Upon successful completion of this course, students will be able to communicate more effectively.
* VC298 - Cooperative Education/Work Learn: 2012-2013 Acalog SLO# 5 - SLO#5 FA-SP:
  Upon successful completion of this course, students will be able to exhibit professionalism.
* VC298 - Cooperative Education/Work Learn: 2012-2013 Acalog SLO# 6 - SLO#6 FA-SP:
  Upon successful completion of this course, students will be able to conceptualize and create visual messages for the host using print, video and web media.

## Student Learning Outcome (SLO): AY08-09 SLO#1 MAC OS Basics

Students will display basic knowledge of the MAC OS system.

**Outcome Type:** SLO-Cognitive outcomes
**SLO Status:** Completed the Assessment Cycle
**Program Level SLO Industry National Certification:** N/A
**Historical Assessment Perspective:** .

**Budget Goals:** .

## Related Course SLO

* VC101 - Introduction to Visual Communications: SLO#1 - SLO#1 AY:
  Upon successful completion of this course, students will be able to use the vocabulary of graphic design to demonstrate an understanding of standard graphic visual concepts, light and color, perception, trends, forms, and delivery of digital media.
* VC101 - Introduction to Visual Communications: SLO#2 - SLO#2 AY:
  Upon successful completion of this course, students will be able to identify the six typeface families and demonstrate how each one expresses a mood.
* VC101 - Introduction to Visual Communications: SLO#4 - SLO#4 AY:
  Upon successful completion of this course, students will be able to distinguish basic visual processes, physiological aspects and sensual and perceptual theories.
* VC101 - Introduction to Visual Communications: SLO#5 - SLO#5 AY:
  Upon successful completion of this course, students will be able to develop understanding of injurious imaging, including cartoons, prejudicial thinking, stereotyping.
* VC125 (formerly VC121) - Digital Graphics: Photoshop ®: 2012-2013 Acalog SLO#6 - SLO#6 FA-SP:
  Upon successful completion of this course, students will be able to differentiate between vector and raster (bit-map) graphics.
* VC125 (formerly VC121) - Digital Graphics: Photoshop ®: Vocabulary SLO#1 - SLO#1 AY08-09:
  Upon completion of this course, students will be able to understand and use the vocabulary of PhotoShop activity.
* VC125 (formerly VC121) - Digital Graphics: Photoshop ®: 2012-2013 Acalog SLO#2 - SLO#2 Upon successful completion of this course, students will be able to apply the principles of good graphic design to computer graphic projects.
* VC125 (formerly VC121) - Digital Graphics: Photoshop ®: 2012-2013 Acalog SLO#3 - SLO#3 Upon successful completion of this course, students will be able to navigate with the tools of Photoshop to create and edit graphics for print and for the web.
* VC125 (formerly VC121) - Digital Graphics: Photoshop ®: 2012-2013 Acalog SLO#5 - SLO#5 FA-SP:
  Upon successful completion of this course, students will be able to use layers, masks paths and channels to produce graphic images.
* VC126 (formerly VC122) - Digital Graphics: Illustrator ®: 2012-2013 Acalog SLO#2 - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to work with type including creation of type, type masks, formatting and wrapping text.
* VC126 (formerly VC122) - Digital Graphics: Illustrator ®: Vocabulary of Illustrator - SLO#4 AY08-09:
  Upon completion of this course, students will be able to understand and use the common vocabulary of Illustrator.
* VC126 (formerly VC122) - Digital Graphics: Illustrator ®: 2012-2013 Acalog SLO#3 - SLO#3 FA-SP:
  Upon successful completion of this course, students will be able to understand the tools and procedures of Illustrator and navigate to the proper tool to create and edit graphics for print and for the web.
* VC126 (formerly VC122) - Digital Graphics: Illustrator ®: 2012-2013 Acalog SLO#4 - SLO#4 FA-SP:
  Upon successful completion of this course, students will be able to understand and use the common vocabulary of Illustrator.
* VC131 - Desktop Publishing: Print Publishing Vocabulary - SLO#1 AY08-09:
  Upon completion of this course, students will be able to understand the standard vocabulary of desktop and print publishing.
* VC131 - Desktop Publishing: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to understand the standard vocabulary of desktop and print publishing.
* VC131 - Desktop Publishing: 2012-2013 Acalog SLO#2 - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to use application tools and functions common to desktop publishing and page layout software.
* VC131 - Desktop Publishing: 2012-2013 Acalog SLO#4 - SLO#4 FA-SP:
  Upon successful completion of this course, students will be able to employ palettes and apply functions common to DTP including color, layout style sheets and measurements.
* VC131 - Desktop Publishing: 2012-2013 Acalog SLO#5 - SLO#5 FA-SP:
  Upon successful completion of this course, students will be able to setup up documents using forms, rules and tables.
* VC131 - Desktop Publishing: 2012-2013 Acalog SLO#6 - SLO#6 FA-SP:
  Upon successful completion of this course, students will be able to distinguish between effective usage of inkjet and laser printers.
* VC131 - Desktop Publishing: 2012-2013 Acalog SLO#7 - SLO#7 FA-SP:
  Upon successful completion of this course, students will be able to use efficient digital project file management.
* VC135 - InDesign®: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to use Adobe InDesign® publishing software to complete page layouts and designs for a variety of professional publishing purposes.
* VC135 - InDesign®: 2012-2013 Acalog SLO#3 - SLO#3 FA-SP:
  Upon successful completion of this course, students will be able to import existing files from word processing and raster and vector graphics programs into the publishing program.
* VC135 - InDesign®: 2012-2013 Acalog SLO#4 - SLO#4 FA-SP:
  Upon successful completion of this course, students will be able to produce sophisticated layouts including text and graphic images.
* VC135 - InDesign®: SLO#5 - SLO#5 AY:
  Upon completion of this course, students will be able to practice effective judgment with fonts, type styles and type uses.
* VC135 - InDesign®: SLO#6 - SLO#6 AY:
  Upon completion of this course, students will be able to demonstrate ability with style sheets, color graphics and the control of long documents.
* VC141 - Web Design: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:

Upon successful completion of this course, students will be able to produce a simple multi-page web site.

* VC141 - Web Design: 2012-2013 Acalog SLO#2 - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to use effective web typography.
* VC141 - Web Design: 2012-2013 Acalog SLO#3 - SLO#3 FA-SP:
  Upon successful completion of this course, students will be able to upload web sites and modifications to web servers.
* VC141 - Web Design: 2012-2013 Acalog SLO#4 - SLO#4 FA-SP:
  Upon successful completion of this course, students will be able to employ current practices of web site graphics.
* VC141 - Web Design: 2012-2013 Acalog SLO#5 - SLO#5 FA-SP:
  Upon successful completion of this course, students will be able to create Cascading Style Sheets.
* VC141 - Web Design: 2012-2013 Acalog SLO#6 - SLO#6 FA-SP:
  Upon successful completion of this course, students will be able to write simple HTML coding.
* VC141 - Web Design: 2012-2013 Acalog SLO#7 - SLO#7 FA-SP:
  Upon successful completion of this course, students will be able to create rollover buttons.
* VC145 (formerly VC142) - Macromedia Suite: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to create web site photo viewers.
* VC145 (formerly VC142) - Macromedia Suite: 2012-2013 Acalog SLO#2 - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to demonstrate advanced design techniques with Fireworks.
* VC145 (formerly VC142) - Macromedia Suite: 2012-2013 Acalog SLO#3 - SLO#3 FA-SP:
  Upon successful completion of this course, students will be able to include movies and filmstrips in web pages.
* VC145 (formerly VC142) - Macromedia Suite: 2012-2013 Acalog SLO#4 - SLO#4 Upon successful completion of this course, students will be able to design and create animations including animated maps with Flash.
* VC145 (formerly VC142) - Macromedia Suite: 2012-2013 Acalog SLO#5 - SLO#5 FA-SP:
  Upon successful completion of this course, students will be able to employ Computer-Generated Imagery (CGI) and other interactive actions.
* VC161 - Video I: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to produce simple video productions from planning through editing.
* VC161 - Video I: 2012-2013 Acalog SLO#2 - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to plan and create storyboards for video productions and shoot video according to plans.
* VC161 - Video I: 2012-2013 Acalog SLO#3 - SLO#3 FA-SP:
  Upon successful completion of this course, students will be able to operate a variety of video cameras and use a variety of camera moves with hand-held and studio cameras.
* VC161 - Video I: 2012-2013 Acalog SLO#4 - SLO#4 FA-SP:
  Upon successful completion of this course, students will be able to understand and use the common vocabulary of video productions.
* VC161 - Video I: 2012-2013 Acalog SLO#5 - SLO#5 FA-SP:
  Upon successful completion of this course, students will be able to use and control natural and artificial lighting.
* VC161 - Video I: 2012-2013 Acalog SLO#6 - SLO#6 FA-SP:
  Upon successful completion of this course, students will be able to demonstrate use of a variety of industry-standard shots.
* VC161 - Video I: 2012-2012 Acalog SLO#7 - SLO#7 FA-SP:
  Upon successful completion of this course, students will be able to employ a variety of microphones and audio mixers used in audio recording.
* VC161 - Video I: 2012-2013 Acalog SLO#8 - SLO#8 FA-SP:
  Upon successful completion of this course, students will be able to employ simple computer digital editing including titling and audio dubbing.
* VC165 (formerly VC162) - Digital Editing: Final Cut Pro: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to capture video and import audio into the computer to establish the content for the editing process.
* VC165 (formerly VC162) - Digital Editing: Final Cut Pro: 2012-2013 Acalog SLO#2 - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to apply animation to incorporate motion to still images.
* VC165 (formerly VC162) - Digital Editing: Final Cut Pro: 2012-2013 Acalog SLO#3 - SLO#3 FA-SP:
  Upon successful completion of this course, students will be able to add and edit voice and music tracks.
* VC165 (formerly VC162) - Digital Editing: Final Cut Pro: 2012-2013 Acalog SLO#4 - SLO#4 FA-SP:
  Upon successful completion of this course, students will be able to understand and use the common vocabulary of digital video editing.
* VC165 (formerly VC162) - Digital Editing: Final Cut Pro: Create Video Project - SLO#6 AY08-09:
  Upon successful completion of this course, students will be able to cut up shots and build video sequence of shots.
* VC165 (formerly VC162) - Digital Editing: Final Cut Pro: 2012-2013 Acalog SLO#6 - SLO#6 FA-SP:
  Upon successful completion of this course, students will be able to cut up shots and build video sequence of shots.
* VC165 (formerly VC162) - Digital Editing: Final Cut Pro: 2012-2013 Acalog SLO#7 - SLO#7 FA-SP:
  Upon successful completion of this course, students will be able to create titles and credits in a variety of styles.
* VC172 - Imaging Concepts & Elements: 2012-2013 Acalog SLO#1 - SLO#1 FA-SP:
  Upon successful completion of this course, students will be able to understand and use the common vocabulary and terms of cameras, scanning and digital imaging.

* VC172 - Imaging Concepts & Elements: 2012-2013 Acaloag SLO#2 - SLO#2 FA-SP:
  Upon successful completion of this course, students will be able to recognize and apply the elements of effective aesthetic composition to produce good photographs with cameras.
* VC172 - Imaging Concepts & Elements: Camera Controls - SLO#3 AY08-09:
  Upon completion of this course, students will be able to use camera controls of focus, shutter speed and f-stop to vary light entering the camera for effective photography.
* VC172 - Imaging Concepts & Elements: 2012-2013 Acalog SLO#4 - SLO#4 FA-SP:
  Upon successful completion of this course, students will be able to utilize studio lighting principles for basic portraiture and small product photography.
* VC172 - Imaging Concepts & Elements: 2012-2013 Acalog SLO#5 - SLO#5 FA-SP:
  Upon successful completion of this course, students will be able to scan photos, negatives, slides and printed images, including text, to produce digital images.
* VC172 - Imaging Concepts & Elements: 2012-2013 Acalog SLO#6 - SLO#6 FA-SP:
  Upon successful completion of this course, students will be able to employ basic digital photo and image editing using the software included with scanners and other simple computer editing applications.
* VC201 - Project Management & Marketing Solutions: Problem Solving in Production - SLO#1 AY08-09:
  Upon completion of this course, students will be able to use cooperative teamwork for visual communications problem solving and production.

### Student Learning Outcome (SLO): 2011-2012 Catalog SLO#1

SLO#1 FA-SP:
Upon successful completion of the AS in Visual Communications program, students will be able to Enter digital publishing, Internet, web media design and video production industries.

**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Student Learning Outcome (SLO): 2011-2012 Catalog SLO#2

SLO#2 FA-SP:
Upon successful completion of the AS in Visual Communications program, students will be able to apply the visual elements of line, shape, value, color, texture, typography and space in the creation of visual products.

**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Student Learning Outcome (SLO): 2011-2012 Catalog SLO#3

SLO#3 FA-SP:
Upon successful completion of the AS in Visual Communications program, students will be able to create materials using desktop publishing applications for print.

**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Student Learning Outcome (SLO): 2011-2012 Catalog SLO#4

SLO#4 FA-SP:
Upon successful completion of the AS in Visual Communications program, students will be able to plan, record and edit video productions.

**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A

**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Student Learning Outcome (SLO): 2011-2012 Catalog SLO#5

SLO#5 FA-SP:
Upon successful completion of the AS in Visual Communications program, students will be able to produce and edit photographic and scanned images.

**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Student Learning Outcome (SLO): 2011-2012 Catalog SLO#6

SLO#6 FA-SP:
Upon successful completion of the AS in Visual Communications program, students will be able to work effectively as a team member to achieve creative decisions.

**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

### Student Learning Outcome (SLO): AY12-14 SLO #1 Industry Standards

Upon successful completion of the AS in Visual Communications program, students will be able to: Enter digital publishing, Internet, web media design and video production industries.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment** A renewed commitment to the assessment process as a result of prior assessment results and work is currently instilled in VisCom faculty and ongoing training on
**Perspective:** TracDat will continue.
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will complete three team projects demonstrating skill in print, video, and web.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Capstone Experience<br>**Related Documents:**<br>sample1<br>sample2 | 70% of the students in the VC201 class will complete with an 80% or better. | Spring 2013 | Yes |

## Related Activities

- VC101 - Introduction to Visual Communications

  **Related Documents:**

  VC101_1SR_2004-04-25.pdf
  VC101_0Adopt_2002-10-21.pdf
  VC101_0Adopt_2003-05-23.pdf
  VC101_2NSR_2004-02-02.pdf
  VC101_1SR_2007-04-25.pdf
  VC101_2NSR_2008-04-04.pdf
  VC101_XMemo_2002-01-23.pdf
  VC101_2NSR_2010-05-06.pdf
  VC101_2NSR_Lib_Arts_Map_2009-09-15
  VC101_2NSR_Lib_Arts_Map_2009-09-15

- VC102 - Design Principles & Elements

  **Related Documents:**

  VC102_1SR_2007-04-25.pdf
  VC102_2NSR_2009-04-02.pdf
  VC102_0Adopt_2002-10-15.pdf
  VC102_0Adopt_2003-05-23.pdf
  VC102_XMemo_2002_01_23.pdf
  VC102_XMemo_2004-01-28.pdf
  VC102_2NSR_2008-04-04.pdf
  VC102_2NSR_2008-08-22.pdf
  VC102_2NSR_2009-04-02.pdf
  VC102_2NSR_2010-05-06.pdf

- VC125 (formerly VC121) - Digital Graphics: Photoshop ®

  **Related Documents:**

  VC125_1SR_2007-05-08.pdf
  VC125_XMemo_2004-01-28.pdf
  VC125_0Adopt_2004-03-22.pdf
  VC125_2NSR_2008-04-04.pdf
  VC125_2NSR_2008-06-09.pdf
  VC125_2NSR_2008-08-22.pdf
  VC125_2NSR_2010-02-24.pdf
  VC125_2NSR_2010-05-06.pdf

- VC126 (formerly VC122) - Digital Graphics: Illustrator ®

  **Related Documents:**

  VC126_1SR_2007-05-08.pdf
  VC126_2NSR_2008-10-28.pdf
  VC126_0Adopt_2004-03-22.pdf
  VC126_2NSR_2008-04-04.pdf
  VC126_2NSR_2008-08-21.pdf
  VC126_2NSR_2010-02-24.pdf
  VC126_2NSR_2010-05-06
  VC126_XMemo_2004-01-28

- VC131 - Desktop Publishing

  **Related Documents:**

VC131_1SR_2007-05-16.pdf
VC131_2NSR_2007-12-11.pdf
VC131_0Adopt_2002-12-02.pdf
VC131_0Adopt_2004-03-22.pdf
VC131_XMemo_2004-01-28.pdf
VC131_2NSR_2008-04-04.pdf
VC131_2NSR_2010-05-06.pdf

- VC141 - Web Design

**Related Documents:**
VC141_1SR_2007-05-16.pdf
VC141_2NSR_2007-12-11.pdf
VC141_XMemo_2002_01_23.pdf
VC141_0Adopt_2002-12-02.pdf
VC141_1SR_2004-03-22.pdf
VC141_2NSR_2008-04-04.pdf
VC141_2NSR_2010-02-24.pdf
VC141_2NSR_2010-05-06.pdf

- VC161 - Video I

**Related Documents:**
VC161_1SR_2007-05-08.pdf
VC161_0Adopt_2002-12-02.pdf
VC161_0Adopt_2004-03-22.pdf
VC161_2NSR_2008-04-04.pdf
VC161_2NSR_2010-05-06.pdf
VC161_2NSR_2013_12_18.pdf

- VC172 - Imaging Concepts & Elements

**Related Documents:**
VC172_1SR_2007-05-16.pdf
VC172_2NSR_2008-04-04.pdf
VC172_2NSR_2010-05-06.pdf

- VC201 - Project Management & Marketing Solutions

**Related Documents:**
VC201_1SR_2007-05-16.pdf
VC201_0Adopt_2003-02-23
VC201_2NSR_2008-04-04
VC201_XMemo_2004-01-28

- VC298 - Cooperative Education/Work Learn

**Related Documents:**
VC298_1SR_SLO_2008-02-07.pdf
VC298_1SR_2008-02-07
VC298_XMemo_2004-01-28
VC298 Visual Communication Practicum.pdf

## Related Tasks

* **Task Name: Collect student work**
  **Task Description:** Collect student work
* **Task Name: Complete Visual Communications AS Assessment Report; due 10/14/13**
  **Task Description:** Hi Paul, this is Robin sending you a TracDat assignment as a friendly reminder. Call AIER if you need assistance.

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Supply appropriate administrative and technological assistance to faculty and programs.

### Visual Communications AS

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Protect assets in secondary and postsecondary classrooms/labs.

## Student Learning Outcome (SLO): AY12-14 SLO #2 Visual Elements

Upon successful completion of the AS in Visual Communications program, students will be able to: Apply the visual elements of line, shape, value, color, texture, typography and space in the creation of visual products.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A

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

**Historical Assessment Perspective:** A renewed commitment to the assessment process as a result of a prior assessment results and work is currently instilled in the VisCom faculty and on-going training on TracDat will continue.

**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Visual Elements will be used in creating industry standard graphic design and marketing print media. | 75% of students will pass instructor's examination and approval of student created design work. | Spring 2013 | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Capstone Experience

**Related Documents:**
sample3
sample4

## Related Activities

- VC102 - Design Principles & Elements

**Related Documents:**

VC102_1SR_2007-04-25.pdf
VC102_2NSR_2009-04-02.pdf
VC102_0Adopt_2002-10-15.pdf
VC102_0Adopt_2003-05-23.pdf
VC102_XMemo_2002_01_23.pdf
VC102_XMemo_2004-01-28.pdf
VC102_2NSR_2008-04-04.pdf
VC102_2NSR_2008-08-22.pdf
VC102_2NSR_2009-04-02.pdf
VC102_2NSR_2010-05-06.pdf

## Related Tasks

* **Task Name: Collect student work**

**Task Description:** Collect student work

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Ensure that the accreditation website is fully operational for visiting team's use.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Supply appropriate administrative and technological assistance to faculty and programs.

### Visual Communications AS

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Protect assets in secondary and postsecondary classrooms/labs.

## Student Learning Outcome (SLO): AY12-14 SLO #3 Desktop Publishing

Upon successful completion of the AS in Visual Communications program, students will be able to: Create materials using desktop publishing applications for print.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Program SLO/AUO Plan** Use and Implementation of Results from the previous cycle
**reflects/incorporates:**
**Historical Assessment** A renewed commitment to the assessment process as a result of a prior assessment results and work is currently instilled in the VisCom faculty and on-going
**Perspective:** training on TracDat will continue.
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will produce a four-page newsletter utilizing InDesign.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects<br>**Related Documents:**<br>sample5<br>sample6 | 70% of the students will receive a grade of 80% or higher on the newsletter project. | Once per semester. | Yes |

## Related Activities

- VC131 - Desktop Publishing

**Related Documents:**
VC131_1SR_2007-05-16.pdf
VC131_2NSR_2007-12-11.pdf
VC131_0Adopt_2002-12-02.pdf
VC131_0Adopt_2004-03-22.pdf
VC131_XMemo_2004-01-28.pdf
VC131_2NSR_2008-04-04.pdf
VC131_2NSR_2010-05-06.pdf

## Related Tasks

* **Task Name: Collect student work**
**Task Description:** Collect student work

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
Educational Excellence:
This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#2:
To maintain educational excellence through a continuous review process of ILOs and SLOs to enhance student learning and success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Supply appropriate administrative and technological assistance to faculty and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
  PRG#3:
  To supply assistance for institutional learning outcomes.

### Visual Communications AS

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Protect assets in secondary and postsecondary classrooms/labs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 PRG#3
  To provide all VisCom classrooms and labs with necessary instructional resources, supplies, and materials in order to meet course SLOs.

## Student Learning Outcome (SLO): 2011-2012 Catalog SLO#7

SLO#7 FA-SP:
Upon successful completion of the AS in Visual Communications program, students will be able to work with customers and clients of visual production companies to develop visual advertising and public information products and programs.

**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

## Student Learning Outcome (SLO): AY12-13 SLO#1 MAC OS Proficiency

Students will display proficiency in the use of the MAC OS system.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/08/2012
**End Date:** 10/08/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment** .
**Perspective:**
**Budget Goals:** .

## Student Learning Outcome (SLO): AY12-14 SLO #4 Video Creation

Upon successful completion of the AS in Visual Communications program, students will be able to: Plan, record and edit video productions.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry** N/A
**National Certification:**
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment** A renewed commitment to the assessment process as a result of prior assessment results and work is currently instilled in the VisCom faculty and ongoing training
**Perspective:** on TracDat will continue.
**Budget Goals:** .

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will create a complete Video Presentation using video editing software.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Presentations<br>**Related Documents:**<br>sample7<br>sample8 | 75% of the students will complete the video presentation with a 75% or better | Spring 2013 | Yes |

## Related Activities

- VC161 - Video I

**Related Documents:**
VC161_1SR_2007-05-08.pdf
VC161_0Adopt_2002-12-02.pdf
VC161_0Adopt_2004-03-22.pdf
VC161_2NSR_2008-04-04.pdf
VC161_2NSR_2010-05-06.pdf
VC161_2NSR_2013_12_18.pdf

## Related Tasks

* **Task Name: Collect student work**

**Task Description:** Collect student work

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Ensure that the accreditation website is fully operational for visiting team's use.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Supply appropriate administrative and technological assistance to faculty and programs.

### Visual Communications AS

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Protect assets in secondary and postsecondary classrooms/labs.

## Student Learning Outcome (SLO): AY12-14 SLO #5 Photo Editing

Upon successful completion of the AS in Visual Communications program, students will be able to: Produce and edit photographic and scanned images.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** A renewed commitment to the assessment process as a result of prior assessment results and work is currently instilled in VisCom faculty and ongoing training on TracDat will continue.
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will create a brochure with photos included.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects<br>**Related Documents:**<br>sample9<br>sample10 | 75% of the students completing the brochure will pass with a 75% or better. | Spring 2013 | Yes |
| manipulation and editing of photos<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Course Projects | 75% of students successfully complete assignment | 10 design assignments per semester | Yes |

### Related Activities

- VC172 - Imaging Concepts & Elements

**Related Documents:**
VC172_1SR_2007-05-16.pdf
VC172_2NSR_2008-04-04.pdf
VC172_2NSR_2010-05-06.pdf

### Related Tasks

* **Task Name: Collect student work**
**Task Description:** Collect student work

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#3
Community Interaction:
This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

#### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
Ensure that the accreditation website is fully operational for visiting team's use.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013

PRG#1:
To implement and oversee Acalog training to campus community and establish technical support networks between Deans, Department Chairs, Administrative Officer, Learning Outcomes Committee and Admissions & Registration Office.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
Supply appropriate administrative and technological assistance to faculty and programs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#3:
To supply assistance for institutional learning outcomes.

### Visual Communications AS

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
Protect assets in secondary and postsecondary classrooms/labs.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 PRG#1
To equip all VisCom classrooms and labs with up-to-date technology hardware.

## Student Learning Outcome (SLO): AY 12-14 SLO #6 Team Decision-Making

Upon successful completion of the AS in Visual Communications program, students will be able to: Work effectively as a team member to achieve creative decisions.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** A renewed commitment to the assessment process as a result of a prior assessment results and work is currently instilled in the VisCom faculty and on-going training on TracDat will continue.
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| A web design exam to demonstrate team abilities in working on creative projects. | 75% will pass exam. | Spring 2013 | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Web Designed Exam

**Related Documents:**
sample11
sample12

### Related Activities

- VC201 - Project Management & Marketing Solutions

**Related Documents:**

VC201_1SR_2007-05-16.pdf
VC201_0Adopt_2003-02-23
VC201_2NSR_2008-04-04
VC201_XMemo_2004-01-28

### Related Tasks

* **Task Name: Collect student work**

**Task Description:** Collect student work

### Related Items

#### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

#### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Ensure that the accreditation website is fully operational for visiting team's use.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

#### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Supply appropriate administrative and technological assistance to faculty and programs.

#### Visual Communications AS

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Protect assets in secondary and postsecondary classrooms/labs.

## Student Learning Outcome (SLO): AY12-14 SLO #7 Project Management

Work with customers and clients of visual production companies to develop visual advertising and public information products and programs.

**Outcome Type:** SLO-Behavioral outcomes
**Start Date:** 10/08/2012
**End Date:** 03/10/2014
**SLO Status:** Completed the Assessment Cycle

**Program Level SLO Industry National Certification:** N/A
**Type of Industry National Certification:** none
**Program SLO/AUO Plan reflects/incorporates:** Institutional Strategic Master Plan (ISMP)
**Historical Assessment Perspective:** A renewed commitment to the assessment process as a result of prior assessment results and work is currently instilled in VisCom faculty and ongoing training on TracDat will continue.
**Budget Goals:** .

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will design a brochure. | 75% of students will complete the brochure. | Spring 2013 | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Other (indicate the specific tool in the Method field/box)

**Related Documents:**
sample13
sample14

## Related Activities

- VC201 - Project Management & Marketing Solutions

**Related Documents:**
VC201_1SR_2007-05-16.pdf
VC201_0Adopt_2003-02-23
VC201_2NSR_2008-04-04
VC201_XMemo_2004-01-28

## Related Tasks

* **Task Name: Collect student work**

**Task Description:** Collect student work

## Related Items

### Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Ensure that the accreditation website is fully operational for visiting team's use.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Supply appropriate administrative and technological assistance to faculty and programs.

### Visual Communications AS

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Protect assets in secondary and postsecondary classrooms/labs.

## Welding Certificate (Archive)

**No Student Learning Outcomes (SLOs) were returned for this Group C: Student Services Unit based upon the selected parameters.**

## Welding Technology Secondary (archived)

**No Student Learning Outcomes (SLOs) were returned for this Group C: Student Services Unit based upon the selected parameters.**

## Work Experience (Secondary)

**Mission Statement:** DEPARTMENTS' MISSION STATEMENT:

Our mission as a department/program is to provide an opportunity for qualified students to receive relevant work experience related to their vocational /technical field of study. We want to enhance; and encourage individual growth and exploration within that field. We want to be Guam's lead vocational educational agency in training, education, and support services relating to Guam's Workforce development needs and the career and employment goals of the people; We want to work in partnership with industry to advance economic development in Guam as a regional focal point for Micronesia within the Asia-Pacific Rim.

**Vision Statement:** VISION STATEMENT:

To provide college/high school educational credit for work experience opportunities in a community based setting to qualified students related to their career technical fields of study and to provide students with a total educational program aimed at making them employable, productive citizens.

### Student Learning Outcome (SLO): AY09-010 SSUO#1 STUDENT PLACEMENT

To place eligible students in relevant, meaningful learning experiences at the workplace related to their degree/vocational program.

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

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Students will communicate their experiences at the work place through weekly Journal Reports, final projects, and student surveys. The WE coordinator will carefully review and analyze the documents collected.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Internship/Co-op/Practicum Evaluation | 90-100% of eligible students will be placed in a learning/work experience related to their program study. These students whom have met their GPA grade point average of 2.0 or better. Other eligibility requirements are: Instructor recommends the student to participate in the program. | Weekly reports are collected every week. Final Projects and student surveys at the end of each placement. | Yes |

### Related Items

#### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

#### Academic Affairs Division (AAD)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### President/CEO

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

### Work Experience (Secondary)

* Program/Unit Level - Provide students with guidance and support while they are at their off campus work experience.

## Student Learning Outcome (SLO): AY09-010 SSUO#2 STUDENT RECRUITMENT

To actively recruit students enrolled in GCC Satellite High School and Postsecondary programs.

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

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| WE Coordinators will conduct presentations for the programs they are responsible for. WE applications will be given to interested and qualified Satellite students who are in the second and third year. Postsecondary students will be asked to make an appointment to see a WE Coordinator and asked to complete an Application to Take.<br><br>Student Log Sheets and WE applications (Satellite) and Postsecondary Application to Take.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Presentations | At least 95 -100% of the number of students recruited will be interested in and qualified to participate in the WE program. This is based on their Program Career Technical Requirements of the number of credits required and needed to meet graduation requirements, the lack of transportation not available to school and the work-place, and the number one factor is; students will not participate if they don't get a PAID work experience. | Ongoing. The program is open entry/open exit. | Yes |

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

### Academic Affairs Division (AAD)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### President/CEO

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

### Work Experience (Secondary)

* Program/Unit Level - Disseminate and present information about the Work Experience program to students and employers to encourage participation in our services.

### Student Learning Outcome (SLO): AY09-010 SSUO#3 STUDENT SERVICES

To determine what students think about the WE program is responsive to their needs regarding recruitment, placement, monitoring, counseling and evaluation.

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

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Employer and Student Survey<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Client/Customer Service Survey | 95-100% of students placed will identify satisfaction with the effectiveness of the WE program . | At the end of each placement, a survey will be given to the student to complete. | Yes |

### Related Items

#### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.

#### Academic Affairs Division (AAD)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### Board of Trustees (BOT)

* 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.

#### 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.

#### Work Experience (Secondary)

* Program/Unit Level - Provide students with guidance and support while they are at their off campus work experience.

### Student Learning Outcome (SLO): AY11-2013 SSUO#1 STUDENT PLACEMENT

SSUO#1
To place eligible students in relevant, meaningful learning experiences at the workplace related to their degree/career technical education program.

**Outcome Type:** SLO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**SLO Status:** Completed the Assessment Cycle
**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** The new plan cycle is incorporating weekly monthly discussions to improve student skill sets pertaining to classroom theory.

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The students will communicate their experiences at the work place through weekly journal reports and final projects to express academic and technical skills as it relates to the RUBRIC.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Internship/Co-op/Practicum Evaluation<br>**Related Documents:**<br>WE Grading Rubric Scale | 90-100% of eligible students will be placed in a work experience environment with employers related to their program. | Students will be placed on a work experience program on a quarterly basis and will be monitored by the WE coordinators on a monthly basis. | Yes |

### Related Tasks

* **Task Name: Student Placement**

  **Task Description:** To place HS students at the beginning of the Fall Semester of 2012 and the Spring Semester of 2013.

### Related Items

#### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

#### Academic Affairs Division (AAD)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

#### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
  Supply assistance for institutional learning outcomes.

#### Work Experience (Secondary)

* Program/Unit Level - Provide students with guidance and support while they are at their off campus work experience.

## Student Learning Outcome (SLO): AY11-2013 SSUO#2 STUDENT RECRUITMENT

SSUO#2
To actively recruit students enrolled in GCC Satellite High Schools.

**Outcome Type:** SLO
**Start Date:** 10/11/2011
**End Date:** 03/11/2013
**SLO Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** The implementation will be use to improve recruitment by working with all high school instructors in increasing participation of HS students in the Work Experience Program.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The presentations will be conducted at the beginning of the Fall Semester of 2012 and the Spring Semester of 2013.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Presentations<br>**Related Documents:**<br>Work Experience Program Presentation 2012 | 95-100% of HS students recruited will be interested in qualifying to participate in the work experience program. | Presentations of work experience will be conducted every Fall and Spring semesters. | Yes |

## Related Tasks

* **Task Name: Student Funding Source**

**Task Description:** The ability pay students while on-the-job training through participation in the work experience program.

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

### Academic Affairs Division (AAD)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
  Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#2
  Provide adequate support of program growth.

### Work Experience (Secondary)

* Program/Unit Level - Disseminate and present information about the Work Experience program to students and employers to encourage participation in our services.

## Student Learning Outcome (SLO): AY11-2013 SSUO#3 STUDENT SERVICES

SSUO#3
To determine what students think about the WE program is responsive to their needs regarding recruitment, placement, monitoring, counseling and evaluation.

**Outcome Type:** SLO
**Start Date:** 10/10/2011
**End Date:** 03/11/2013
**SLO Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** The information will be used to work closely with employers by encouraging employers to have student paid for their work experience.

The results will be used to work closely with HS administrators from all of the GDOE HS to allow students release time for their work experience placements.

The results will be used to work closely with GCC's Service Learning or College Access Program to get HS students place in the work experience program.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| The work experience program student survey will be used for all HS students participating in the program.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Student Satisfaction Survey<br>**Related Documents:**<br>Work Experience Training Program Student Survey | 95-100% of students placed will express their interest of satisfaction with the effectiveness of the WE Program. | The WE student survey will be conducted every Fall Spring Semesters of that AY. | Yes |

### Related Tasks

* **Task Name: Student Survey**
  **Task Description:** The student survey will be conducted every Fall and Spring Semesters for the AY.

### Related Items

#### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.

#### Academic Affairs Division (AAD)

* Division Level - AAD increases partnerships with the college's external constituencies to cultivate collaborative relationships that foster greater cooperation and interaction.
* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
  Maintain educational excellence through a consistent assessment process that focuses on the use of results for improvement at 3 levels: institutional, program, and course.

#### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### Board of Trustees (BOT)

* 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.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2

Establish and implement systematic assessment processes.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
  Provide support for institutional learning outcomes

### Work Experience (Secondary)

* Program/Unit Level - Provide students with guidance and support while they are at their off campus work experience.

## Student Learning Outcome (SLO): AY13-2015 SSU0#1 STUDENT PLACEMENT: To place eligible students in relevant, meaningful learning experiences at the workplace related to their career technical educational program. (Copy)

Upon completion of student placement the student will be able to apply classroom skills learned, relate critical thinking analysis, problem solving techniques, make sound decisions based on real-life work experiences and foster teamwork.

**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** .
**Budget Goals:** .

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Upon completion of student placement the student will be able to apply classroom skills learned, relate critical thinking analysis, problem solving techniques, make sound decisions based on real-life work experiences and foster teamwork. | 80% of eligible students will be placed in a learning/work experience related to their career technical program of study. | Monthly reports will be assessed. Final Projects and student surveys at the end of each placement. | Yes |

**Type of Artifact/Instrument/Rubric/Method/Tool:**
Rubric

**Related Documents:**
WE_Program_Sample_Statement_of_Liability_2013.pdf
WE_Program_Training_Agreement_(SAMPLE)_2013.pdf
WE_Program_Training_plan_(Sample)_2013.pdf
WE_Program_Training_Rating_Sheet_Evaluation_Form_AY13_2014.pdf

## Related Tasks

* **Task Name: WORK EXPERIENCE**
  **Task Description:** Journals will be collected at the end of each student's completion of on-the-job training.

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL #1
  Pioneering:
  This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply assistance for institutional learning outcomes.

### Work Experience (Secondary)

* Program/Unit Level - Provide experiential educational training experiences to eligible students in a field related to their program of study.
* Program/Unit Level - Provide students with guidance and support while they are at their off campus work experience.
* Program/Unit Level - Disseminate and present information about the Work Experience program to students and employers to encourage participation in our services.

## Student Learning Outcome (SLO): AY13-2015 SSUO#2 STUDENT RECRUITMENT: To actively recruit students into the Work Experience Program. (Copy)

Upon completion of student recruitment in the Work Experience Program the students will acquire the ability and knowledge to gain work experience in the industry, enhance classroom skills and extend classroom theory into real life application. The students will also be able to maximize learning in a chosen profession, clarify career choices, establish work history and develop future job contacts.

**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** .
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| WE Coordinators will conduct presentations for the programs they are responsible for. WE application forms will be given to interested and qualified Satellite students who are in the second and third year recommended by their CTE Program instructor. | At least 25% students of students recruited to will be interested in and qualified to participate in the WE program. | Ongoing. The program is open entry/open exit. | Yes |

**Related Documents:**
WE Program Application Forms Sample 2013.JPG
WE Program Application Forms Sample 20132.JPG
WE Program Application Forms Sample 20133.JPG
WE Program Application Forms Sample 20134.JPG
WE Program Application Forms Sample 20135.JPG
WE Program Application Forms Sample 20136.JPG
WE Program Application Forms Sample 20137.JPG
WE Program ppt SLIDE Presentation Ay13 2014.ppt
WE Program Brochure GDOE Satellite-HS AY13 2014.pub

### Related Tasks

* **Task Name: WORK EXPERIENCE PROGRAM RECRUITMENT**

* **Task Name: WORK EXPERIENCE RECRUITMENT**

**Task Description:** WE Program application form will be used during this assessment.

## Related Items

### Guam Community College

* Institution Level - The College seeks to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply adequate assistance to program growth.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply assistance for institutional learning outcomes.

### Work Experience (Secondary)

* Program/Unit Level - Provide experiential educational training experiences to eligible students in a field related to their program of study.
* Program/Unit Level - Provide students with guidance and support while they are at their off campus work experience.
* Program/Unit Level - Disseminate and present information about the Work Experience program to students and employers to encourage participation in our services.

**Student Learning Outcome (SLO): AY13-2015 SSUO#3 STUDENT SERVICES To determine what students think about the Work Experience Program that is responsive to their needs regarding recruitment, job placement, monitoring, counseling and evaluation.**

Upon completion of student service and work experience, the students will obtain entry level skills to enable them to work in their career technical program related to their chosen field of study.

**Start Date:** 10/14/2013
**End Date:** 03/09/2015
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Use and Implementation of Results from the previous cycle
**Historical Assessment Perspective:** .
**Budget Goals:** .

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|

## Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Employer and Student Survey<br><br>**Related Documents:**<br>WE Program Student Survey AY13 2014.rtf<br>WE Program Employer Survey AY13 2014.doc | 70% of students placed will identify satisfaction with the effectiveness of the WE program . | At the end of each placement, a survey will be given to the student to complete. | Yes |

## Related Items

### Guam Community College

* Institution Level - The College endeavors to be perceived by industry clients as a responsive and valued partner in serving the needs of a trained workforce.
* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2
  Educational Excellence:
  This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.

### Academic Affairs Division (AAD)

* Division Level - The Academic Affairs Division maintains a reputation for excellence in vocational programs and services.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
  Maintain educational excellence through continuous review and update of programs and courses to increase student success.

### ACCJC/WASC

* STANDARD II (prior to June 2014). Student Learning Programs and Services - The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### Board of Trustees (BOT)

* 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.

### School of Trades & Professional Services (TPS)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014
  Supply assistance for institutional learning outcomes.

### Work Experience (Secondary)

* Program/Unit Level - Provide experiential educational training experiences to eligible students in a field related to their program of study.
* Program/Unit Level - Provide students with guidance and support while they are at their off campus work experience.
* Program/Unit Level - Disseminate and present information about the Work Experience program to students and employers to encourage participation in our services.

## Student Learning Outcome (SLO): Student Services

To determine how students feel about their Work Experience through placement, monitoring, counseling, and evaluation.

**Start Date:** 03/17/2016
**End Date:** 04/17/2017
**SLO Status:** Completed the Assessment Cycle

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

**Historical Assessment Perspective:** .

**Budget Goals:** We have no budget.

# WorkKeys® Program

**Mission Statement:** The Office of Continuing Education and Workforce Development provides opportunities for learning that enrich the lives of individuals and improve the quality of living in our community.

**Vision Statement:** We are the premiere institution in the region that provides educational and technological "cutting edge" approaches in support of a trained workforce.

## Student Learning Outcome (SLO): FA2015-SP12017 SSUO#2 GDOE Student Participation

FA2015-SP2017 SSUO#2 GDOE Student Participation
70% of GDOE students who use the KeyTrain® program will take the WorkKeys® assessment by the end of SY15-16.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** *
**Budget Goals:** BUDGET GOAL 2: Raise the standards of career readiness and employment standards of work eligible community members.

### Means of Assessment

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| Student Statistics Log-KeyTrain® & WorkKeys® Assessments or Summary Report from GDOE WorkKeys® Coordinators.<br>**Type of Artifact/Instrument/Rubric/Method/Tool:**<br>Other (indicate the specific tool in the Method field/box) | 70% of GDOE students who use the KeyTrain® program will take the WorkKeys® assessment by the end of SY15-16. | A WorkKeys® assessment will be conducted on a semester basis. Students will have at least two opportunities to take the assessment during the school year. | Yes |

**Related Documents:**
2015 WorkKeys KeyTrain Survey.pdf
15-16 GDOE WorkKeys Stats_TracDat Sample.pdf
CEWD TracDat-SY15-16 GDOE WorkKeys Program_Keytrain to WKA
03-10-17 UPDATED TracDat GDOE WorkKeys Stats & Recommendations.pdf

### Related Activities

- Conduct follow up phone calls and send follow up emails
- Recruit more GDOE high school teachers&students for KeyTrain/WorkKeys Program

### Related Tasks

* **Task Name: DRAFT 2016 GDOE WorkKeys Survey for High School**
  **Task Description:** Draft survey for GDOE WorkKeys is under review
* **Task Name: Posttest Measures**
  **Task Description:** Use WorkKeys® and/or CASAS to conduct posttest measures
* **Task Name: Pretest measures**
  **Task Description:** Conduct pretest with students
* **Task Name: Student Evaluations**
  **Task Description:** Provide random student evaluations after presentations/training.
* **Task Name: Students access**
  **Task Description:** Setup students on KeyTrain®

### Related Items

**Guam Community College**

* Institutional Learning Outcome (ILO) - ILO#1 (Institutional Learning Outcome)
  Students will demonstrate use of acquired skills in effective communication, and quantitative analysis with proper application of technology.
* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)
  Students will demonstrate mastery of critical thinking and problem-solving techniques.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* 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 II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

### WorkKeys® Program

* Program Review Goal (Budget Related Goals & Objectives) - FY2016 No.2
  Increase the number of public high school students who have access to KeyTrain/WorkKeys through their classroom curriculum.

## Student Learning Outcome (SLO): FA2015-SP2017 SSUO#3 Private Companies & Government Agencies

FA2015-SP2017- SSUO#3 Private Companies & Government Agencies
There will be at least a 10% increase in the number of private companies and government agencies that use WorkKeys® as a hiring tool for entry levels into agencies.

**Start Date:** 10/12/2015
**End Date:** 03/13/2017
**SLO Status:** Completed the Assessment Cycle

**Program SLO/AUO Plan reflects/incorporates:** Other
**Historical Assessment Perspective:** CEWD will continue to market WorkKeys® and work with Private and Government Agencies to implement program. Based on P.L. 31-524, Government Agencies are required to use WorkKeys® with entry-level employees.
**Budget Goals:** BUDGET GOAL 2: Raise the standards of career readiness and employability standards of work eligible community members.

BUDGET GOAL 3: Increase offerings through CE&WD for financial self-sufficiency.

**Means of Assessment**

| Artifact/Instrument/Rubric/Method/Tool Description | Criterion ( Written in % ) | Activity Schedule | Active |
|---|---|---|---|
| private/government agency participant log/statistics<br><br>**Related Documents:**<br>15-17 Govt&Private WorkKeys Stats_TracDat Sample.pdf | There will be at least a 10% increase of participants from private/government agencies taking WorkKeys® assessment. | CEWD will coordinate with respective private/government agencies to use WorkKeys® as a hiring tool. | Yes |

### Related Activities

- Conduct follow up phone calls and send follow up emails

- Meet with companies & GovGuam organizations

## Related Tasks

* **Task Name: 2015 GCC 's 3rd Employer's Workforce Development Survey Report**

  **Task Description:** Identify workforce skill and recruitment challenges to and use in presentations to potential private companies and government agencies.

## Related Items

### Guam Community College

* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
  Students will demonstrate ability to access, assimilate and use information ethically and legally.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #1 Retention and Completion
  Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

### Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2016
  Maintain educational excellence through continuous review and update of programs and courses not only to maintain currency of curriculum but to maximize curriculum relevance that will greatly aid in producing work-ready and employable students.

### ACCJC/WASC

* 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 II: Student Learning Programs and Support Services - The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution's programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

### WorkKeys® Program

* Program Review Goal (Budget Related Goals & Objectives) - FY2016 No.3
  Increase additional Community Access Point (CAP) sites and provide support to existing CAP sites.