

## **Minutes**

### **Accreditation Standards Committee**

**November 14, 2014**

**Members Present:** Theresa Datuin, Tonirose Realica, Vera De Oro, Pilar Pangelinan, Dr. Clare Camacho, Rebecca Toves, Loressa Melegrito, Jennifer Artero, Rick Tyquiengco, Marlena Montague, and Joe Benavente.

**Guest:** Gary Hartz

**Midterm Report Feedback:** Committee members were given copies of the comments/feedback made by the campus committee and also the compilation of the campus community's comments/feedback as draft 4 of the midterm report. Committee members were instructed to build the report based on the comments/feedback made and aligned the footnoting with the respective citation on the narrative of the report. Also, all the footnoting and evidence must have a live link for draft 5 of the midterm report which is due to the AIER office no later than December 4, and must be submitted electronically.

**Guest Speaker – Gary Hartz:** Gary spoke about participatory governance at the College. He started his presentation with the history of participatory governance and how it evolved. He emphasized the role of participatory governance on how it represents the interests of its respective constituents i.e. faculty, staff, and students and having members of each participatory unit participate on institutional committees such as the College Governance Council (CGC), Resource, Planning, and Facilities (RPF) committee, and the Committee on College Assessment (CCA). Through each respective governance unit (faculty senate, staff senate, and Council on Postsecondary Student Association (COPSA), information are passed on to its members to keep them on the loop on the latest developments of the college. Gary also shared that as the associate dean assigned to oversee and provide support to all the governance units, he has developed a participatory governance handbook that outlines the different governance structures of the College, their charge, membership composition, and names of members for each governance unit.

**Open Discussion:** There were no open discussions.

## Agenda

### Accreditation Standards Committee Meeting

November 14, 2014

- I. Guest speaker – Mr. Gary Hartz
- II. Report feedback
- III. Open Discussion
- IV. Adjournment

Sign-In Sheet  
Accreditation Standards Committee  
November 14, 2014

<u>Name</u>	<u>Department/ Committee</u>	<u>Contact</u>
1. Clare	ESU / 2	
2. Becky Doves	English	3018
3. Pilar Pangelino	Basin	3618
4. Loressa Melgato	Stand IV	734-7006
5. Jennifer Artero	Std. 4	734-7006
6. Timiroc Realiza	#	734-3022
7. RICK TYQUENIA	I	3031
8. Tanser Petri	I	3037
9. JOE BENACENTI	ALCZ	5641
10.		
11.		
12.		

## **Standards Committee Meeting Minutes**

**October 24, 2014**

**Members present:** Dr. Clare Camacho, Joe Benavente, Vera DeOro, Loressa Meligrito, and Ron Abshire

**Guests:** Wes Gima and Dr. Michael Chan

**Topics Discussed:**

- **Guest Speaker, Wes Gima:** Wes was invited to the meeting to give an update on the distance education (DE) plan. He mentioned that the DE plan in itself has been completed but the implementation phase of piloting selected courses and programs for DE has hit a snag. The particular snag is finding a platform that would be user friendly and cost efficient to implement DE. Since a platform has not been identified and selected, it was decided that the piloting of DE on selected courses and programs be moved back from spring 2015 to fall 2015 so that all the logistical needs are in place to smoothly implement the DE program.
- **Midterm Report Feedback:** Self Study Coordinator advised that the third draft of the midterm report has been sent out to the campus community via MyGCC for comments and feedback. The review period for comments/feedback is from October 1<sup>st</sup> to the 30<sup>th</sup> and all comments/feedback must be routed to the AIER office. The report draft was also forwarded to the management team, faculty senate, and COPSA for their input.
- **Open Discussion:** There was no open discussion
- **Next Meeting Date:** November 21, 2014

## Joseph Benavente

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**From:** Michael Chan [michael.chan@guamcc.edu]  
**Sent:** Monday, October 27, 2014 5:00 PM  
**To:** 'Rene Ray Somera'; 'Joseph Benavente STII'  
**Subject:** RE: Standard committee meeting

Hi Dr. Ray,

The meeting went well.

We spoke about the possible vendors who may provide the platform.

I explained how we are now going to look into faculty who have already done an online class under the college's current distance education policy and also explained some of the other factors that went into the decision to move the pilot to fall 2015.

Dr. Clare stated that it was a smart move by the administration. The others also agreed. The move to fall 2015 was received very well by the faculty.

Mike

**From:** Rene Ray Somera [<mailto:reneray.somera@guamcc.edu>]  
**Sent:** Monday, October 27, 2014 3:36 PM  
**To:** Michael Chan; Joseph Benavente STII  
**Subject:** Standard committee meeting

Joe and Dr. Mike,

I'd appreciate an update of your meeting with the Standard Committee chairs/members last Friday.

Thanks,  
Dr. Ray

## Agenda

### Accreditation Standards Committee Meeting

October 24, 2014

- I. Guest speaker – Mr. Wes Gima
- II. Report feedback
- III. Open Discussion
- IV. Adjournment

Sign-In Sheet  
Accreditation Standards Committee  
October 24, 2014

<u>Name</u>	<u>Department/ Committee</u>	<u>Contact</u>
1. Clare Camacho	Edu/II	
2. Vera De Oro	Eng/III	
3. Loresa Meleguito	Stand IV	
4. Ron Abshire	Stand. I	
5. JOE BENAVENTE	AIC12	
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## **Standards Committee Meeting Minutes**

**September 26, 2014**

**Members present:** Dr. Clare Camacho, Pilar Pangelinan, Joe Benavente, Marlana Montague, Tonirose Realica, Christie Marie Ginson, Rosemary Loveridge, Therese Datuin, Vera DeOro, Jennifer Artero, Loressa Meligrito Rick Tyquingco, Ron Abshire

### **Topics Discussed:**

- **Report feedback ALO's Comments:** The Self Study Coordinator advised the committee members that most of the feedback made by the ALO was addressed but not all. Those that are still pending required further inquiry and supporting data. Because the report is near its completion of addressing all the Team recommendations and AIPs, it was decided by the ALO that the draft midterm report is sufficient enough to be distributed to the campus community for further review. The campus community (i.e. Administrators, staff, stakeholders, and governance units) are given the whole month to October to submit their comments/feedback. Once the stakeholders' comments are received, the ALO and the AIER office will compile the feedback and incorporate the recommendations into the report as appropriate
- **Guest speaker – Ms. Rowena Perez:** Ms. Rowena Perez from the Office of Continuing Education and Workforce Development was invited as guest speaker to share some information on the status of evaluating non-credit courses and workshops for their effectiveness as per the recommendation of Team recommendation 1. Ms. Perez advised that her office is working closely with the AIER office to compile data for non-credit courses and workshops and AIER will also be assisting her office incorporate the data into the Institutional Assessment System (TracDat). The process is going to be completed soon and data would be available to respond to Team Recommendation 1.
- **Open Discussion:** There was no open discussion
- **Next Meeting Date:** October 24, 2014



## Agenda

### Accreditation Standards Committee Meeting

September 19, 2014

Note: Meeting was rescheduled to September 26, 2014

- I. Report feedback
- II. Guest speaker – Ms. Rowena Perez
- III. Open Discussion
- IV. Adjournment

Sign-In Sheet  
Accreditation Standards Committee  
September 19, 2014

Note: Meeting was rescheduled to September 26, 2014

<u>Name</u>	<u>Department/ Committee</u>	<u>Contact</u>
1. Jenn Artero	Std. Comm 4	735-5632
2. Loretta Melegri	Std. Comm 4	735-7006
3. Joe Bonaventura	Aler	735-5641
4. Clare Cancho	Std II	
5. Rosemary Loveridge	Std IV	
6. Theresa Datuin	STD 1	email@guamcc
7. CHRISTIE MARIE GINSON	SW III cof	christiemarie.ginson@guamcc
8. Marlene Mordge	AIR	5612
9. Pilar Pangelinan	Std IV	735-5618
10.		
11. T. Realice	Std II	43022
12. Rice Tyguingco	Std. 1	
13. Ron Abshin	Std. 1	

## Agenda

### Accreditation Standards Committee Meeting

August 29, 2014

- I. Feedback on ALO's critique on midterm report working draft.
- II. Midterm report timeline and work plan.
- III. Standard committees' fall monthly meeting schedule.
- IV. New MyGCC group studio.
- V. Open discussion
- VI. Adjournment

Sign-In Sheet  
Accreditation Standards Committee  
August 29, 2014

<u>Name</u>	<u>Department/ Committee</u>	<u>Contact</u>
1. Pilar Pangelinan	Business / Std IV	pangelipc 63885-6
2. R Abshire	Cosm / Std. 1	
3. T. Realica	Tech / St II	735-3022
4. Leahy Torres	English / Standard I	13018
5. Rick Tuckey	Tech Std. I	735 3031
6. Theresa Daturi	Math / ST DI	Theresa ann.daturi @guamcc.edu
7. Rosemary Lloveridge.	Std IV —	guamcc.edu
8. LORESSA MELEGRI	Std IV -	
9. Christie Marie Ginson	Math + Science / Std. 3	735-7006 christiemarie.ginson @guamcc.edu
10. Vera DeOro	Comp / Standard 3	veradeoro@guamcc.edu
11. Clare Camacho	Std. 2 / SDH	
12. Jennifer Artero	Std 4	
malina Domingue	AIER	5618
JOE BENARANTE	AIER	5641

## **Standards Committee Meeting Minutes**

**August 29, 2014**

**Members present:** Dr. Ray Somera, Pilar Pangelinan, Joe Benavente, Marlena Montague, Tori Rose Realica, Vera De Oro, Clare Camacho, Christie Marie Ginson, Rebecca Toves, Rosemary Loveridge, Therese Datuin, Vera DeOro, Jennifer Artero, Loressa Meligrito Rick Tyquingco, Ron Abshire

### **Topics Discussed:**

- **ALO's Midterm Report Feedback:** Dr. Somera gave his overview of the midterm report's working draft with the conclusion that the draft is in the right direction as far as addressing the Team's recommendations and the AIPs. He went on to say that the data collection in some areas such as the narrative be broaden a little to provide more details on how the College has addressed the recommendations as well as providing the accompanying evidence to support the claim. He also mentioned that stakeholders will be given the opportunity to engage in providing feedback and recommendations to strengthen and enhanced the report. This will be accomplished by the ALO and the AIER office visiting the various participatory governance units (Staff Senate, Faculty Senate, and COPSA) of the College to solicit input.
- **Midterm Report Timeline and Work Plan:** The midterm report revised time line, and newly created work plan were passed out to the members. The time line and work plan serve as a tool to provide action steps that need to be accomplished and the dates the action steps need to be completed in order to successfully complete and submit the report to ACCJC.
- **Standard Committees' Fall Meeting Schedule:** The proposed standard Committees monthly meeting schedule was presented to the members. It was unanimously agreed that the fall monthly meetings be held on Fridays of each month at 3:00 p.m.
- **MyGCC Group Studio:** Members were given a short demonstration on how to navigate through the College's re-designed web portal to obtain information they need to work on the midterm report. The presentation was made by the Assistant Director of AIER.
- **Next Meeting Date:** September 26, 2014.

## MIDTERM REPORT TIMELINE

DATE	ACTION STEP	RESPONSIBILITY
August 19, 2014	Distribute working draft with ALO's comments to the standard committees to be addressed and incorporated into the draft report.	AIER office, Planner IV
September 12, 2014	Address and submit ALO's comments to the AIER office to incorporate changes to the midterm report working draft.	Standard Committees
September 24, 2014	Incorporate changes from the standard committees addressing ALO's comments to the midterm report draft.	AIER office, Assistant Director AIER/Planner IV
September October 10, 2014	Review and provide feedback on draft report that applies to your respective department/unit.	Deans/Administrators
October 29, 2014	Upload midterm report draft onto MyGCC for the campus community's review and comments and indicate deadline for submission of comments.	AIER office
October 24, 2014	Incorporate review comments from stakeholders and make available to the standard committees.	ALO/AIER office
December 9, 2014	Post midterm onto MyGCC for second reading and comments and indicate deadline for comment submission.	AIER office
December 31, 2014	Perform quality review on draft report and incorporate comments from second reading of draft report from the stakeholders.	AIER office
January 22, 2015	Incorporate stakeholders' feedback into the report as directed. Perform mark-up review and fine-tuning on draft report to be finalized.	Standard committees.
January 30, 2015	Finalize midterm report	ALO/AIER office
Scheduled BOT February meeting.	Submit midterm report to president and BOT for review,	ALO

### MIDTERM REPORT TIMELINE

	approval, and signatures.	
February 18, 2015	Packaged and submit midterm report to ACCJC via FEDEX or DHL.	ALO/AVP's office

## MIDTERM REPORT WORKPLAN

ACTION STEP	RESPONSIBILITY	TASK ASSIGNED DATE	TASK COMPLETION DEADLINE	SUBMISSION DATE TO AIER OFFICE
Distribute working draft with ALO's comments to committee members via email.	Planner IV, AIER office	8/19/2014	8/19/2014	N/A
Address ALO's comments and incorporate changes to the midterm report working draft.	Standard Committees	8/20/2014	9/12/2014	On or before 9/15/2014
Consolidate changes made from the standard committees to create new version of working draft.	AIER office, Assistant Director AIER/Planner IV	9/16/2014	9/24/2014	N/A
Forward new version of working draft to deans/administrators for feedback on sections of the report that apply to their respective departments/units.	AIER office	9/25/2014	9/25/2014	N/A
Review and provide feedback on sections of the report that apply to their respective departments or units.	Deans/administrators	9/26/2014	10/10/2014	On or before 10/13/2014
Compile and review feedback from deans/administrators and make recommendations (if any) to standard committees to incorporate feedback into the working	ALO/Assistant Director AIER/Planner IV	10/13/2014	10/17/2014	N/A



## MIDTERM REPORT WORKPLAN

draft as requested.				
ACTION STEP	RESPONSIBILITY	TASK ASSIGNED DATE	TASK COMPLETION DEADLINE	SUBMISSION DATE TO AIER OFFICE
Incorporate Deans/Administrators' feedback into the report as recommended by ALO.	Standard committees	10/20/2014	10/24/2014	On or before 10/27/2014
Post midterm draft onto MyGCC for campus stakeholders' review and feedback.	AIER office	10/29/2014	10/29/2014	N/A
AVP and AIER meet with governance bodies (Faculty Senate, Staff Senate, COPSA) to gain additional feedback (if any).	Campus stakeholders – Faculty Senate, Staff Senate, COPSA.	10/30/2014	11/12/2014	On or before 11/13/2014
Review feedback from stakeholders and make recommendations (if any) to the standard committees to incorporate feedback into the report.	ALO/Assistant Director AIER/Planner IV	11/14/2014	11/21/2014	N/A
Forward ALO's recommendation to the standard committees to incorporate stakeholders' feedback into the report as requested.	AIER office	11/24/2014	11/24/2014	N/A
Incorporate campus community's feedback into the report as per the ALO's recommendation.	Standards committee	11/25/2014	12/3/2014	On or before 12/4/2014

## MIDTERM REPORT WORKPLAN

ACTION STEP	RESPONSIBILITY	TASK ASSIGNED DATE	TASK COMPLETION DEADLINE	SUBMISSION DATE TO AIER OFFICE
Post draft report via MyGCC to the campus community/stakeholders for second review and feedback.	AIER office	12/9/2014	12/9/2014	N/A
Review and provide feedback on draft report.	Campus community/stakeholders.	12/10/2014	12/19/2014	On or before 12/22/2014
Perform quality review on draft report. Compile and review comments from stakeholders and make recommendation to standard committees for incorporation of feedback into the report as directed.	ALO/Assistant Director AIER/Planner IV	12/23/2014	12/31/2014	N/A
Distribute ALO's recommendation of stakeholders' feedback to standard committees for incorporation into the report.	AIER office	1/9/2015	1/9/2015	N/A
Incorporate stakeholders' comments into the report as recommended by the ALO.	Standard committee	1/12/2015	1/22/2015	On or before 1/23/2015
Finalize midterm report.	ALO/Assistant Director AIER/Planner IV.	1/26/2015	1/30/2015	N/A
Submit midterm report to president and BOT for	ALO	February's scheduled BOT meeting.	February's BOT meeting	Pending President's/BOT's

## MIDTERM REPORT WORKPLAN

review, approval, and signature.				review and approval of midterm report.
ACTION STEP	RESPONSIBILITY	TASK ASSIGNED DATE	TASK COMPLETION DEADLINE	SUBMISSION DATE TO AIER OFFICE
Prepare and package midterm report for submission to ACCJC	AVP's office	2/16/2015	2/18/2015	N/A

Accreditation Standard Committee

2014 Monthly Meeting Schedule

Month	Date	Time	Venue
August	8/29/2014	9:00 a.m.- 10:00 a.m.	PCR
September	9/26/2014	3:00 p.m.- 4:00 p.m.	PCR
October	10/24/2014	3:00 p.m. – 4:00 p.m.	PCR
November	11/21/2014	3:00 p.m.- 4:00 p.m.	PCR
December*	12/5/2014	3:00 p.m.- 4:00 p.m.	PCR
January	1/16/2015	3:00 p.m. – 4:00 p.m.	PCR
February	2/13/2015	3:00 p.m. – 4:00 p.m.	PCR

Note: Meetings are scheduled on Fridays of each month on the dates indicated.

\*Due to the close of the fall semester, December's meeting will take place only as needed on the date indicated.