

AVP 2016-016

## Memorandum

**TO:** Concerned Students, Staff, and Administrators

**FROM:** Dr. R. Ray D. Somera, Accreditation Liaison Officer (ALO)

**SUBJECT:** Accreditation Steering Committee Membership Appointment

**DATE:** September 9, 2016

In preparation for the upcoming accreditation team visit in March 2018, I hereby appoint you as a member of Standard \_\_ of the GCC Accreditation Steering Committee (ASC) for AY2016-2018. Your two-year appointment is my recognition, as the institution's Accreditation Liaison Officer (ALO), of the important role you play in our institutional goal to promote 100% student-centered success.

As part of the regular and innovative practice of including students, staff, and administrators with faculty in the ASC, this opportunity provides the necessary participation of various voices in the critical accreditation function of drafting the Institutional Self Evaluation Report (ISER). The College has approximately 15 months before we submit our next Institutional Self Evaluation Report which will address the newly adopted Accreditation Standards for the 2018 visit.

Please see the attached Accreditation Steering Committee Membership listing and the Fall 2016 Accreditation Steering Committee Meeting Schedule. Please contact Joseph Benavente, ISER Coordinator/ASC Co-Chair/AIER Planner IV at 735.5641 for any questions.

Thank you for your valuable contributions toward accreditation reaffirmation that will ultimately benefit our Board, staff, administrators, faculty, and most importantly, our students at GCC.

  
Dr. R. Ray D. Somera  
Accreditation Liaison Officer &  
Vice President for Academic Affairs

# Accreditation Steering Committee (ASC) Membership 2018 Accreditation Visit

## EXPECTATIONS REGARDING the ROLES of FACULTY, STAFF, and ADMINISTRATORS:

- Weekly Friday meetings will be **mandatory for faculty members of the Committee** since their membership is compensated, and is an integral part of their semester workload. Faculty participation will be part of their *performance evaluation* at the end of every semester/ academic year. Faculty members may also be requested to be recorders of committee meetings by the Chair or Team Advisor.
- Staff support members will be responsible for circulating and collecting sign-in sheets for submission to the Team Advisor after every meeting. They are answerable to the Team Advisor. If pre-arranged, they may not be present at every meeting.
- Administrators will serve as Resource Persons, and may not necessarily be present at every meeting. They may attend special meetings when requested by the Team Advisor or Committee Chair.
- Committee chairs will lead and facilitate the meetings, and the Team Advisor provides overall guidance, in consultation with the ALO.
- Team Advisors provide the expertise in revising, rewriting, and finalizing the drafts of the Standard 1, 2, 3, 4 Reports for submission to the ISER Coordinator at the end of each semester (Dec. 2016, May 2017, Dec. 2017) prior to the accreditation visit. The final ISER will be submitted to ACCJC no later than December 2017. The campus visit is slated for March 2018.

## **Standard 1: Mission, Academic Quality and Institutional Effectiveness, and Integrity**

### **Member**

Gary Hartz – Team Advisor  
Wendell Roden – Chair (AY2016-2017)  
Cecilia Delos Santos  
Norman Aguilar  
Dr. Michael Chan  
Christine Quinata  
John Payne  
Pilar Williams  
Barbara Blas – Staff Support

### **Position Title**

Associate Dean – TSS  
Instructor – Math  
Assistant Professor – Allied Health  
Assistant Professor – Tourism  
Dean – TSS  
Administrative Aid – TPS  
Program Specialist – TSS  
Associate Dean – TPS  
Word Processing Secretary II – AAD

## **Standard 2: Student Learning Programs and Support Services**

### **Member**

Dr. Virginia Tudela – Team Advisor  
Christine Matson – Chair (AY2016-2017)  
Dr. Elizabeth Diego  
Dr. Julie Ulloa-Heath  
Anjelica Perez  
Huan Hosei  
Christine Sison  
Tasi Mafnas – Staff Support

### **Position Title**

Dean – TPS  
Assistant Professor – LRC  
Associate Dean – TPS  
Coordinator – Admissions & Registration  
Institutional Researcher – AIER  
Night Administrator – TSS  
Program Specialist – CEWD  
Administrative Aide – Deans Office TPS

### **Standard 3: Resources**

#### **Member**

Edwin Limtuaco – Co-Team Advisor  
Francisco Camacho – Co-Team Advisor  
Christie Ginson – Chair (AY2016-2017)  
Bertha Leon Guerrero  
Jose Lopez  
Simone Bollinger  
Joann Muna  
Doris Perez  
Theda Rios  
Joleen Evangelista  
Josephine Arceo – Staff Support

#### **Position Title**

Controller – FAA  
Administrator – MIS  
Instructor – Math  
Instructor – English  
Instructor – Math  
Instructor – English  
Administrator – HR  
Assistant Director – P&D  
Inventory Management Officer – FAA  
Procurement and Inventory Administrator – FAA  
Administrative Assistant – P&D

### **Standard 4: Leadership and Governance**

#### **Member**

Marlena Montague – Team Advisor  
Rosemary Loveridge – Chair (AY2016-2017)  
Jennifer Artero  
Barbara Mafnas  
Rachel Lee  
Carmen Santos  
Deborah C. Belanger  
Rowena Perez  
Cheryl San Nicolas  
Adrian Davis  
Liza San Augustin  
Vangie Aguon – Staff Support

#### **Position title**

Assistant Director – AIER  
Assistant Professor – Practical Nursing  
Assistant Professor – Practical Nursing  
Instructor – Allied Health  
Assistant Professor – Electronics  
Vice President – FAA  
Board Member – Board of Trustees  
Assistant Director – CEWD  
Accounting Supervisor-FAA  
Student Trustee  
COPSA President  
Administrative Assistant – AIER

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Dr. R. Ray D. Somera – Chair, Accreditation Steering Committee (ASC)  
Accreditation Liaison Officer (ALO) & Vice President for Academic Affairs

Joseph Benavente – ISER Coordinator/ASC Co-Chair  
Planner IV – AIER

Jayne Flores – ISER Editor  
Assistant Director, Communications and Promotions

## Accreditation Steering Committee (ASC)

### Fall 2016 Meeting Schedule

Month	Date	Time	Venue
September	9/16/2016	3:00-5:00 p.m.	TC-1107
	9/23/2016	3:00-5:00 p.m.	Tech Center
	9/30/2016	3:00-5:00 p.m.	Tech Center
October	10/07/2016	3:00-5:00 p.m.	Tech Center
	10/14/2016	3:00-5:00 p.m.	Tech Center
	10/21/2016	3:00-5:00 p.m.	Tech Center
	10/28/2016	3:00-5:00 p.m.	Tech Center
November	11/04/2016	3:00 - 5:00 p.m.	Tech Center
	(11/11/2016 Veteran's Day- No Meeting)		
	11/18/2016	3:00 -5:00 p.m.	Tech Center
	(11/25/2016 Thanksgiving Break-No Meeting)		
December	12/02/2016	3:00-4:00 p.m.	Tech Center
	12/09/2016	3:00-4:00 p.m.	Tech Center

**Note:**

\*On 9/16/2016, all ASC members will meet for the kick-off meeting in TC1107 as a big group.

\*Starting September 23, 2016, weekly ASC meetings will be conducted to serve as working sessions for the ISER building process. Each Accreditation Standard Committee will meet in the assigned rooms below where the ISER writing sessions will take place. The Accreditation Standard Committee Chair will facilitate the writing sessions.

<b>Room Assignments</b>	<b>Room</b>
Standard 1	TC 1210
Standard 2	TC 1220
Standard 3	TC 1221
Standard 4	TC 1222