



School of Technology & Student Services

MEMORANDUM

TO: All GCC Employees

FROM: R. Gary Hartz, Associate Dean, Technology and Student Services
Institutional Self-Evaluation Report (ISER) Coordinator *RGH*

SUBJECT: ACCJC Accreditation Basics Online Course Reminder

DATE: 08.25.17

Buenas yan Hafa Adai Colleagues,

In preparation for the March 2018 visit of ACCJC accreditors and our submission of the ISER this fall, I am writing to remind you to complete the online *Accreditation Basics* course via the ACCJC Website.

As announced by Dr. Somera during Convocation, those of you who have yet to complete the course must do so. **The deadline for completion is September 15, 2017.** Should you need to confirm whether or not you have fulfilled this requirement, you are welcome to contact AIER at 735-5520.

Accreditation Basics is an online course necessary to have a good understanding of the principles of accreditation, and the four (4) accreditation standards. The course offers a flexible, self-paced learning opportunity. You can register for, and take the course at any time that suits your schedule. The course, if taken at one time, requires an hour or more to complete; however, you may stop at any point and return to the course when your schedule permits.

You may access the course via the following link:

<http://www.accjc-accreditationcourse.org/accjc.asp>

To confirm your completion, please e-mail your printed or scanned ACCJC Certificate of Completion of the *Accreditation Basics Course* to the Assessment, Institutional Effectiveness & Research Office (AIER) at aier@guamcc.edu.

Again, the deadline to complete this course is September 15, 2017.

Thank you for your on-going commitment to the GCC accreditation process. As you know, our commitment to continuous quality improvement (CQI) is critical to our achievement of 100% student-centered success!

cc: Marlena Montague, Assistant Director, AIER