

**Guam Community College**  
**Advancement-in-Rank Committee Agenda**  
**3/22/19 @ 1:30pm**

- I. Call to Order
- II. Attendance/Sign in
- III. Old Business
  - A. Update forms for training scheduled for March 22 from 3-4pm.
    - 1. Tips for preparing portfolio
    - 2. Criteria Template
    - 3. Important Dates
    - 4. Instructions for Advancement
    - 5. Letter of Intent
    - 6. Summary of Activity
    - 7. Declaration
    - 8. Portfolio Checklist (NEW)
  - B. Discuss annual report due March 29 as 31 is a Sunday to Pres Okada & Tupaz
  - C. Approve minutes May 9, 2018, revised addendum Sept 7, 2018, March 8, 2019
- IV. Open Discussion
- V. Next Meeting Date/Time
- VI. Adjournment

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Guam Community College  
 P.O. Box 23069, Barrigada, Guam 96929

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## Meeting Minutes

Committee Name	Advancement-in-Rank
Meeting Room	C23
Date	March 22, 2019
Time	1:30 p.m.
Meeting Facilitator	Pilar Pangelinan, Chairperson
Meeting Attendees	Doreen J. Blas, Donna Cruz, Pilar Pangelinan, Patricia Terlaje, Eric Chong, and Becky Toves

No.	Topic	Action Points
1	Minutes from March 8, 2019	The minutes were unanimously approved.
2	Update Forms for training on March 22	Approved Tips for preparing, Criteria Template, Important dates, Declaration, Portfolio checklist (new); Not updated, Instructions for advancement, Letter of intent, Summary of activity. All though will be uploaded to AiR Site for 2019-2020.
3	Annual report due March 31	Revised draft discussed among members, approved for submittal after minor revisions are done. P.Pangelinan
4	Approve minutes	May 9, 2018 written by E. Chong; also revised Sept 7, 2018 minutes to place addendum on replacement of T. Unten
5	Open discussion	Probation time can it be included in portfolio?
6	Next meeting date/time	The next meeting is scheduled for April 26 at 12 p.m. off-campus
7	Adjournment	Eric moved to adjourn; Doreen seconded the motion. The meeting was adjourned at 5:40 p.m.

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**Guam Community College**  
**Advancement-in-Rank Committee Agenda**  
**3/08/19 @ 12:30pm**

- I. Call to Order
- II. Attendance/Sign in
- III. New Business
  - A. Update forms for training scheduled for March 22 from 3-4pm.
    - 1. Tips for preparing portfolio
    - 2. Criteria Template
    - 3. Important Dates
    - 4. Instructions for Advancement
    - 5. Letter of Intent
    - 6. Summary of Activity
    - 7. Declaration
  - B. Discuss annual report due March 31 to Pres Okada & Tupaz
- IV. Open Discussion
- V. Next Meeting Date/Time
- VI. Adjournment

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## Meeting Minutes

Committee Name	Advancement-in-Rank
Meeting Room	Off-campus
Date	March 8, 2019
Time	2:00 p.m.
Meeting Facilitator	Pilar Pangelinan, Chairperson
Meeting Attendees	Doreen J. Blas, Donna Cruz, Pilar Pangelinan, Patricia Terlaje, Eric Chong, and Becky Toves

No.	Topic	Action Points
1	Minutes from Feb 8, 2019	The minutes were unanimously approved.
2	Update Forms for training on March 22	Tips for preparing, Important dates (both updated); Portfolio checklist (new); Instructions for advancement, Letter of intent, Summary of activity
3	Annual report due March 31	Draft shared among members, please add comments.
4	Open discussion	Agenda for training
5		Terms of Members--Per Contract - 3 years for new elected Becky & Doreen, Patty appointed can she serve 2 years? This will then allow us to get on track –two elected each year for 3 year terms. Must elect chair for next year from newly elected members.
6	Next meeting date/time	The next meeting is scheduled for March 22 at 1:30 p.m.

7	Adjournment	Doreen moved to adjourn; Becky seconded the motion. The meeting was adjourned at 3:50 p.m.
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## Meeting Minutes

Committee Name	Advancement-in-Rank
Meeting Room	Café Cinno at Hilton
Date	February 8, 2019
Time	2:00 p.m.
Meeting Facilitator	Pilar Pangelinan, Chairperson
Meeting Attendees	Doreen J. Blas, Donna Cruz, Pilar Pangelinan, Patricia Terlaje, Becky Toves, and Eric Chong

No.	Topic	Action Points
1	Minutes from Feb 1, 2019	The minutes were unanimously approved.
2	Letters to President	Finalize letters, want printed in color
3		
4		
5		
6	Next meeting date/time	The next meeting is scheduled for March 8 at 12:30 p.m. To finalize documents for AiR Workshop on March 22 at 3p.m.
7	Adjournment	Doreen moved to adjourn; Patty seconded the motion. The meeting was adjourned at 3:50 p.m.
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## Meeting Minutes

Committee Name	Advancement-in-Rank
Meeting Room	C23
Date	February 1, 2019
Time	3:00 p.m.
Meeting Facilitator	Pilar Pangelinan, Chairperson
Meeting Attendees	Doreen J. Blas, Donna Cruz, Pilar Pangelinan, Patricia Terlaje, Becky Toves, and Eric Chong

No.	Topic	Action Points
1	Minutes from Jan 23, 2019	The minutes were unanimously approved.
2	Letters to President	Draft letters for recommendations.
3		
4		
5		
6	Next meeting date/time	The next meeting is scheduled for February 8 at 2:00 p.m.
7	Adjournment	Becky moved to adjourn; Patty seconded the motion. The meeting was adjourned at 4:10 p.m.
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## Meeting Minutes

Committee Name	Advancement-in-Rank
Meeting Room	C23
Date	January 23, 2019
Time	3:35 p.m.
Meeting Facilitator	Pilar Pangelinan, Chairperson
Meeting Attendees	Doreen J. Blas, Donna Cruz, Pilar Pangelinan, Patricia Terlaje, Becky Toves, and Eric Chong

No.	Topic	Action Points
1	Minutes from Jan 11, 2019	The minutes were unanimously approved.
2	Letters to Applicants	Draft letters for review & finalization.
3	Letters to President	Draft letters
4		
5		
6	Next meeting date/time	The next meeting is scheduled for February 1 at 3:00 p.m.
7	Adjournment	Doreen moved to adjourn; Donna seconded the motion. The meeting was adjourned at 5:50 p.m.
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## Meeting Minutes

Committee Name	Advancement-in-Rank
Meeting Room	C23
Date	January 11, 2019
Time	1:00 p.m.
Meeting Facilitator	Pilar Pangelinan, Chairperson
Meeting Attendees	Doreen J. Blas, Donna Cruz, Pilar Pangelinan, Patricia Terlaje, Becky Toves, and Eric Chong

No.	Topic	Action Points
1	Minutes from Jan 7, 2019	The minutes were unanimously approved.
2	Interview questions	Finalized
3	Script on process	Finalized process for three days additional information
4		
5		
6	Next meeting date/time	The next meeting is scheduled for Jan. 23rd at 3:30 p.m.
7	Adjournment	Doreen moved to adjourn; Donna seconded the motion. The meeting was adjourned at 5:50 p.m.
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## Meeting Minutes

Committee Name	Advancement-in-Rank
Meeting Room	C23
Date	January 7, 2019
Time	1:00 p.m.
Meeting Facilitator	Pilar Pangelinan, Chairperson
Meeting Attendees	Doreen J. Blas, Donna Cruz, Pilar Pangelinan, Patricia Terlaje, and Becky Toves

No.	Topic	Action Points
1	Minutes from Dec 5, 2018	The minutes were unanimously approved.
2	Interview questions	Discussed & agreed
3	Script on process	New process three days additional information
4	Ongoing review and discussion on portfolios	None
5	Concern on keys	Pilar to ask Faculty Senate or Union to separate file cabinet key from key chain for C2
6	Next meeting date/time	The next meeting is scheduled for Jan. 11 <sup>th</sup> at 1:00pm
7	Adjournment	Doreen moved to adjourn; Donna seconded the motion. The meeting was adjourned at 4:50 p.m.
8		
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**Guam Community College**  
**Advancement-in-Rank Committee Agenda**  
**12/05/18 @ 12:30pm**

- I. Call to Order
- II. Attendance/Sign in
- III. New Business
  - A. 7 of 10 applicants submitted Letters of Intent
  - B. 3 of 7 applicants submitted portfolios
  - C. Rubric for evaluation of portfolios (any changes / recommendations)
  - D. Evaluation Meeting
  - E. Interview Questions and Interview Date
- IV. Open Discussion
- V. Next Meeting Date/Time
- VI. Adjournment

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**Meeting Minutes**

Committee Name	Advancement-in-Rank
Meeting Room	C23
Date	December 5, 2018
Time	12:50 p.m.
Meeting Facilitator	Pilar Pangelinan, Chairperson
Meeting Attendees	Doreen J. Blas, Eric Chong, Donna Cruz, Pilar Pangelinan, Patricia Terlaje, and Becky Toves

No.	Topic	Action Points
1	Minutes from Sept. 21, 2018	The minutes were unanimously approved.
2	Seven of ten applicants submitted Letters of Intent.	None
3	Three of seven applicants submitted portfolios.	None
4	Evaluation of portfolios	Members will schedule and review portfolios.
5	Interview Questions and Interview Date	Questions will be reviewed and modified. The interviews will take place on Jan. 11 with the following slots: 2:45, 3:30, and 4:15. Each interview will last 30 minutes.
6	Recommendations for end-of-the-year report	Notate items to be included
7	Concerns: budget, letter to president	
8	Next meeting date/time	The next meeting is scheduled for Jan. 7 <sup>th</sup> at 1:00 p.m.
9	Adjournment	Donna moved to adjourn; Doreen seconded the motion. The meeting was adjourned at 1:30 p.m.

Minutes recorded by: Becky Toves

**Guam Community College**  
**Advancement-in-Rank Committee Agenda**  
**09/21/18 @ 2:00pm GCC Room C23**

- I. Call to Order
- II. Attendance/Sign in
- III. Old Business
  - A. Approval of Important Dates
  - B. Approval of IOPs
  - C. Review and sign Code of Ethics
  - D. Finalize details for workshop(s): folders, copies, etc.
  - E. Portfolio Templates/Forms VOTE
    - 1. Letter of Intent Form
    - 2. Instructions for Advancement in Rank
    - 3. Advancement-in-Rank Portfolio Template and Summary of Activity Template
    - 4. Affidavit & Declaration
- IV. Open Discussion –dean or management LOR, sustained excellence and ability to sustain
- V. Agenda Items for Next Meeting 09/28/2018 2pm
- VI. Next Meeting Date/Time
- VII. Adjournment

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**Guam Community College**  
**Advancement-in-Rank Committee Agenda**  
**09/07/18 @ 2:00pm GCC Room C23**

- I. Call to Order
- II. Attendance/Sign in
- III. New Business
  - A. Approval of Important Dates
  - B. Approval of IOPs
  - C. Review and sign Code of Ethics
  - D. Finalize details for workshop(s): folders, copies, etc.
  - E. Portfolio Templates/Forms VOTE
    - 1. Letter of Intent Form
    - 2. Instructions for Advancement in Rank
    - 3. Advancement-in-Rank Portfolio Template and Summary of Activity Template
- IV. Open Discussion
- V. Agenda Items for Next Meeting
- VI. Next Meeting Date/Time
- VII. Adjournment

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## Meeting Minutes

<b>Committee Name</b>	Advancement-in-Rank
<b>Meeting Room</b>	C23
<b>Date</b>	September 7, 2018
<b>Time</b>	3:06 p.m.
<b>Meeting Facilitator</b>	Pilar Pangelinan
<b>Meeting Attendees</b>	Doreen J. Blas, Eric Chong, Donna Cruz, Pilar Pangelinan, Patricia Terlaje, Rebecca Toves

No.	Topic	Action Points
1	Approval of Important Dates	Dates approved by committee, however, committee needs clarification on whether or not there will be promotions this academic year. Pangelinan will follow up.
2	Approval of IOP	Revisions made to draft. Pangelinan will send revised document to members by email for approval, and make arrangements for signatures.
3	Review and sign Code of Ethics	Members will be notified of date and location to sign the Code of Ethics. Document needs to be uploaded on MyGCC before 9/21/2018 workshop.
4	Finalize details for workshop	Mandatory workshop. Failure to attend may be to the applicant's disadvantage. Date & Time: Friday, September 21, 2018, 3:00 p.m. Location: C23 Members will meet in C23 at 2:00 p.m. to make final workshop preparations. Pangelinan will ask Troy Lizama to conduct the workshop.
5	Portfolio Template/Forms	<i>Letter of Intent Form</i> : not discussed.  <i>Instructions for Advancement-in-Rank</i> document not available for discussion.  <i>12 Tips for Preparing Your Advancement-in-Rank Portfolio</i> : Additions to the document made regarding mentors and Summary of Activity Sheets. Pangelinan will revise the document.

		<p>Maximum number of <i>Summary of Activity Sheets</i> per criterion set as follows for advancement to:</p> <p>Assistant Professor: 3 criteria, no more than 5 Summary of Activity Sheets per criterion.</p> <p>Associate Professor: 4 criteria, no more than 7 Summary of Activity Sheets per criterion.</p> <p>Professor: 5 criteria, no more than 10 Summary of Activity Sheets per criterion.</p>
6	Open Discussion	Troy Lizama chosen as committee mentor.
7	Agenda items for next meeting	Review documents to be presented at Sept. 21 workshop.
8	Next meeting date/time	Next meeting will be an electronic meeting.
9	Adjournment	Motion to adjourn at 4:33 p.m. by Cruz, second by Toves, no discussion, unanimous vote, motion carried.

Minutes recorded by Doreen J. Blas

#### ADDENDUM from Chair

May 9, 2018 Meeting held with outgoing and incoming AiR members.

August 14, 2018 AiR Chair Pangelinan contacted Union President Fred on having a special election to replace Trisha Unten as she is now an administrator. He suggested special election on Aug 24, with nominations due no later than Aug 20.

August 15, 2018 Announcement placed by Esther Muna on MyGCC.

August 20, 2018 No nominations received by election committee chair Kathryn Maloney. No election.

August 23, 2018 Union Executive Council met and unanimously selected Patty Terlaje as replacement for 1 year.

August 29, 2018 Patty accepted.

September 3, 2018 Chair sent year-end report to committee to review and other documents, meeting scheduled for September 7.