

**ADVANCEMENT-IN-RANK COMMITTEE
AY 2020-2021**

**MEETING AGENDA
Friday, March 19, 2021
10:00 am in C4**

- I. Call to Order**
- II. Attendance**
- III. Approval of Minutes**
- IV. Announcements**
- V. Old Business**
 - a. AIR Workshops that was held on March 12, 2021
 - b. End of Year Report
- VI. New Business**

None
- VII. Open Discussion**
- VIII. Adjournment**



P.O. Box 23069
 Barrigada, Guam 96929
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Meeting Minutes

Committee Name	Advancement-in-Rank	
Meeting Room	In C4	
Date	March 19, 2021	
Time	10:00 a.m.	
Meeting Facilitator	Yvonne Tam, Co-Chairperson	
Meeting Attendees	Eric Chong, Donna Cruz, Jose Lopez, Patricia Terlaje, and Fred Tupaz	

No.	Topic	Action Points
1	AIR Workshop Held on Friday, March 12, 2021	Reflection on AIR Workshop on March 12, 2021 Although there were a total of 9 potential faculty signed up, only 5 attended the virtual training session Good comments from the attendees Information and samples provided in the Google Slides presentation were helpful and useful
2	Training session with VC	Due to the conflict of schedule, faculty requested for virtual training after the AIR workshop Session began at 12 noon and lasted until 1:45 p.m. At the end of the training, faculty member had a better understanding of how to prepare for next year
3		

**ADVANCEMENT-IN-RANK COMMITTEE
AY 2020-2021**

MEETING AGENDA

Friday, March 05, 2021

9:00 am in C4

- I. Call to Order**
- II. Attendance**
- III. Approval of Minutes**
- IV. Announcements**
- V. Old Business**
 - a. Update and/or modified AIR forms
 - b. AIR Workshops
 - c. Remaining tasks
- VI. New Business**
 - a. Master binder for AIR members
 - b. End of Year Report
- VII. Open Discussion**
- VIII. Adjournment**



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Meeting Minutes

Committee Name	Advancement-in-Rank
Meeting Room	Via Google Classroom
Date	November 20, 2020
Time	9:15 a.m.
Meeting Facilitator	Fred Tupaz, Co-Chairperson
Meeting Attendees	Eric Chong, Donna Cruz, Jose Lopez, Patricia Terlaje, and Fred Tupaz

No.	Topic	Action Points
1	Portfolios	Co-chairs will review portfolios for completeness on November 23, 2020. The names of AIR candidates will be announced in MyGCC and a call for testimony due on November 30, 2020. After November 30, 2020, candidates will be provided access to testimony received.
2	Portfolio evaluations	Rubrics will be sent to committee members. If necessary, AIR members can meet virtually to discuss rubrics. A schedule will be sent by co-chair for review of portfolios and posted in AIR Committee Google Classroom. AIR Committee members paired up for portfolio evaluation.
3	Adjournment	D. Cruz moved to adjourn; seconded by P. Terlaje. Motion carried. The meeting was adjourned at 9:35 a.m.



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Meeting Minutes

Committee Name	Advancement-in-Rank
Meeting Room	Via Google Classroom
Date	October 2, 2020
Time	11: 05 a.m.
Meeting Facilitator	Fred Tupaz, Co-Chairperson
Meeting Attendees	Eric Chong, Donna Cruz, Jose Lopez, Yvonne Tam, Patricia Terlaje, and Fred Tupaz

No.	Topic	Action Points
1	Previous Minutes	D. Cruz moved to approve 9/18/2020 meeting minutes; seconded by J. Lopez. Motion carried.
2	Announcements	<p>Our newly created Google Classroom for AIR workshop has been created. We are awaiting candidates BR and BM to accept the invitation. Only public documents will be posted in this classroom.</p> <p>P. Terlaje reminded us that MyGCC site must be updated to comply with College requirements.</p> <p>E. Chong to email Wes Gima to allow our new co-chairs to have access to AIR site in MyGCC to upload documents.</p> <p>F. Tupaz reported all candidates submitted their documents by October 1, 2020. Only BR did not sign her letter of intent but according to our Committee Advisor, Sally Sablan, it is acceptable with BR's email.</p> <p>F. Tupaz confirmed all candidates were provided AIR Committee's COE and IOP. He will request candidates to confirm receipt of these documents.</p> <p>Per D. Cruz, she did not receive any of the candidates' documents. F. Tupaz reiterated to candidates that they must send all their documents to co-chairs so as to maintain the integrity of the process.</p>
3	AIR workshop	AIR workshop is scheduled on October 16, 2020, at 10 a.m. This will be online in Google Meet due to current PCOR1. All candidates have RSVP'd along with a few interested faculty members.

4	AIR documents	<p>AIR Committee went over the following documents and revised them:</p> <ol style="list-style-type: none"> 1. Summary of Activities 2. Proof of Sustained Excellence 3. Important Dates 4. Affidavit and Declaration 5. 14 Tips 6. AY2020-21 Portfolio template 7. Portfolio checklist <p>F. Tupaz to upload these revised documents in our Committee Google Classroom. Everyone is to review and approve. Subsequently, F. Tupaz will make them available to candidates in the AIR workshop Google Classroom.</p>
5	Mentor list	F. Tupaz obtained list of faculty who were promoted in the last two years under our current contract. He will invite these faculty to be mentors to candidates.
6.	AIR Committee Mentor	F. Tupaz announced that Sally Sablan has accepted our invitation to be our Committee's Mentor.
7	Workshop activity	D. Cruz will contact D. Blas to assist us in the workshop's "sorting criteria" activity. Y. Tam volunteered to understudy D. Blas to present activity at workshop.
8	Adjournment	D. Cruz moved to adjourn; seconded by P. Terlaje. Motion carried. The meeting was adjourned at 1:09 p.m.

**ADVANCEMENT-IN-RANK COMMITTEE
AY 2020-2021**

**MEETING AGENDA
Friday, September 18, 2020
9:00 am via Google Meets**

- I. Call to Order**
- II. Attendance**
- III. Approval of Minutes**
- IV. Announcements**
- V. Old Business**
 - a. Internal Operating Procedures
 - b. Code of Ethics
- VI. New Business**
 - a. AY 2019-2020 Recommendations
 - b. Application Deadlines
 - c. AIR Instructions
 - d. AIR Portfolios
 - e. AIR Workshops
- VII. Open Discussion**
- VIII. Adjournment**



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Meeting Minutes

Committee Name	Advancement-in-Rank
Meeting Room	Via Google Classroom
Date	September 18, 2020
Time	9:00 a.m.
Meeting Facilitator	Fred Tupaz, Co-Chairperson
Meeting Attendees	Eric Chong, Donna Cruz, Jose Lopez, Yvonne Tam, Patricia Terlaje, and Fred Tupaz

No.	Topic	Action Points
1.	Previous Minutes	D. Cruz moved to approve 9/11/20 meeting minutes; seconded by J. Lopez. Motion carried.
2.	Faculty Inquiries	Committee
3.	Internal Operating Procedures and Code of Ethics	IOPs and Code of Ethics approved with changes and final documents posted in Google classroom
4.	Review of AIR 19-20 recommendations	<ul style="list-style-type: none"> • Original Certificate of Eligibility needed • Make recommendations to Job Specs committee to include probationary activities, for now only activities passed probationary status accepted • Emphasize training attendance and mentors • Limited IDEA surveys add to DOs & Don'ts • Contact faculty who missed training or record training • Provide one Fall 2020 Training (October 16, 2020) and one in Spring 2021, Y. Tam will prepare an announcement as well as the AIR deadlines • October 1st names will be accepted by AIR
5.	Next Meeting	
6.	Adjournment	10:44 am



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Meeting Minutes

Committee Name	Advancement-in-Rank
Meeting Room	Via Google Classroom
Date	September 11, 2020
Time	3:30 p.m.
Meeting Facilitator	Fred Tupaz, Co-Chairperson
Meeting Attendees	Eric Chong, Donna Cruz, Jose Lopez, Yvonne Tam, Patricia Terlaje, and Fred Tupaz

No.	Topic	Action Points
1	Previous Minutes	Y. Tam moved to table previous meeting minutes; seconded by J. Lopez. Motion carried.
2	Code of Ethics	D. Cruz moved to approve Code of Ethics; seconded by J. Lopez. Motion carried.
3	Internal Operating Procedures	D. Cruz recommended removing "Faculty Senate" in #3 as it does not have purview of AIR Committee. All members agreed that #4 captures all pertaining to notifying all candidates of deadlines, interviews, and other issues. Y. Tam moved to approve the Internal Operating Procedures with change; seconded by D. Cruz. Motion carried.
4	Next Meeting	Co-chairs Y. Tam and F. Tupaz will plan the agenda for the next meeting. Our next meeting will be on September 18, 2020, at 9 a.m. via Google Meet.
5	Adjournment	D. Cruz moved to adjourn; seconded by E. Chong. Motion carried. The meeting was adjourned at 4:10 p.m.



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Meeting Minutes

Committee Name	Advancement-in-Rank
Meeting Room	Google Classroom
Date	September 4, 2020
Time	9:00 am
Meeting Co-Facilitators	Eric Chong, Co-Chairperson/ Donna Cruz, Co-Chairperson
Meeting Attendees	Eric Chong, Donna Cruz, Jose Lopez, Yvonne Tam, Patricia Terlaje, and Fred Tupaz

No.	Topic	Action Points
1	Previous Minutes	Tabled – September 1, 2020
2	Committee Membership	Y. Tam and P. Terlaje will serve 3-year terms, ending AY22-23. D. Cruz and E. Chong are serving second year of term, ending AY21-22. J. Lopez and F. Tupaz will serve a 1-term, ending AY20-21.
3	Election	Nomination for Co-Chairs: Y. Tam and F. Tupaz P. Terlaje moved to vote; E. Chong seconded the motion. Motion carried.
4	AIR Reports and Forms	The Committee reviewed and discussed the following documents: <ol style="list-style-type: none"> 2019-20 Annual Report and recommendations Code of Ethics P. Terlaje moved to adopt Code of Ethics; J. Lopez seconded the motion, motion carried. Internal Operating Procedures E. Chong will post on Google classroom for members to provide feedback.
5	Open discussion	Agreement Art.VIII, pp.26-29 E. Chong will post in classroom.

6	Next meeting date/time	Y. Tam and F. Tupaz will meet to discuss future meeting dates for committee.
7	Adjournment	Y. Tam moved to adjourn; J. Lopez seconded the motion. Motion carried. The meeting was adjourned at 10:21 a.m.

