

AGENDA

- I. Welcome & Introductions – Administrators, Adjunct Faculty
- II. GCC Updates / Announcements *(Click on the linked categories below to access the presenters' slides.)*
 - A. My GCC Portal - MIS Office
 - B. [Admissions and Registration Office](#) - Mrs. Ava Garcia
 - C. [Office of Accommodative Services](#) - Mr. John Payne
 - D. [Safety Administrator](#) - Mr. Huan Hosei
 - E. [Student Support Services Office](#) - Associate Dean Gerald Cruz
 - F. [Human Resources Office](#) - Apolline San Nicolas, SHRM-CP, CHRO & Jamie Torres, Personnel Specialist I
- III. Review of [Adjunct Handbook](#)
- IV. Questions & Answers

New Adjunct Faculty Fall 2024 Orientation

August 12, 2024 | 4:00 p.m. - 5:00 p.m.

Fall 2024 Adjunct Faculty Orientation 1

Mission Statement

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

Fall 2024 Adjunct Faculty Orientation 2

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Fall 2024 Adjunct Faculty Orientation 3

Handbook Review

I. Academic Structure

- A. School of Trades & Professional Services
 - Dean Pilar Williams
- B. School of Technology & Student Services
 - Dean Dr. Michael Chan
- C. Department Chairpersons / Program Administrators - link to the college



II. Forms and Clearances

- A. Adjunct Class Assignment and Checklist Form (Appendix A)
- B. TB Clearance
- C. Adjunct Faculty Clearance Form (Appendix B)
- D. Contractual Obligations - p.7

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III. Course Management Section

- A. Class Notification
- B. Attendance Tracker
- C. Course Syllabus
 - a. Ensure Accommodative Services is read aloud on the first day of class
- D. Course Syllabus

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IV. Auxiliary Functions

- A. Informal Classroom Observations - conducted by DC/Program Administrator/Night Administrator
- B. Campus Night Administrator - 671-735-5555 ext. 5418 or 5558
- C. Campus Safety and Security
 - i. Night Security Guards - 671-777-0073

Questions / Discussion