

# Assessment: Assessment Unit Four Column



## Environmental Health & Safety

### Committee Feedback

#### *Fall 2022 – Spring 2023 Program/Unit Feedback*

##### **Assessment Plan and Data Collection Feedback**

Committee Meeting Date to Review Assessment Plan and Data Collection: 11/18/2022

Assessment Plan and Data Collection Rating: Approved

Committee Recommendations for Assessment Plan and Data Collection: Both AUO #1 and AUO #2 are approved.

Author Response/Action to Committee Feedback on Assessment Plan and Data Collection Due:

##### **Assessment Report and Implementation Feedback**

Committee Meeting Date to Review Assessment Report and Implementation:

Assessment Report and Implementation Rating:

Committee Recommendations for Assessment Report and Implementation:

Author Response/Action to Committee Feedback on Assessment Report and Implementation Due:

#### *Fall 2022 – Spring 2023 Program/Unit Feedback*

##### **Assessment Plan and Data Collection Feedback**

Committee Meeting Date to Review Assessment Plan and Data Collection: 11/18/2022

Assessment Plan and Data Collection Rating: Approved

Committee Recommendations for Assessment Plan and Data Collection:

Author Response/Action to Committee Feedback on Assessment Plan and Data Collection Due:

##### **Assessment Report and Implementation Feedback**

Committee Meeting Date to Review Assessment Report and Implementation:

Assessment Report and Implementation Rating:

Committee Recommendations for Assessment Report and Implementation:

Author Response/Action to Committee Feedback on Assessment Report and Implementation Due:

#### *Fall 2020 - Spring 2021 Program/Unit Feedback*

##### **Assessment Plan and Data Collection Feedback**

Committee Meeting Date to Review Assessment Plan and Data Collection: 05/02/2022

Assessment Plan and Data Collection Rating: Resubmit

Committee Recommendations for Assessment Plan and Data Collection:

Author Response/Action to Committee Feedback on Assessment Plan and Data Collection Due: 05/16/2022

### Assessment Report and Implementation Feedback

Committee Meeting Date to Review Assessment Report and Implementation: 05/02/2022

Assessment Report and Implementation Rating: Resubmit

Committee Recommendations for Assessment Report and Implementation: Related documents, please remove all names.

Change to approved, in 2022 as author has corrected all errors, and implemented suggestions.

Author Response/Action to Committee Feedback on Assessment Report and Implementation Due: 05/16/2022

Administrative Unit Outcomes (AUOs)	Artifact/Instrument/Rubric /Method/Tool Description	Data Collection Status/Summary of Results (N=?)	Use of Summary Results
<p><b>AUO#1 FA2020-SP 2021 Budget Goal: Awareness and Safety - AUO#1</b> FA2020-SP 2021 Budget Goal: Improve Awareness of Operational Safety Procedures and the role of the Environmental Health and Safety Office through use of information and communication technology.</p> <p><b>AUO Status:</b> Completed the Assessment Cycle <b>Planned Assessment Cycle:</b> Fall 2020 - Spring 2021 <b>Start Date:</b> 10/12/2020 <b>End Date:</b> 03/08/2021 <b>Program Level SLO Industry National Certification:</b> N/A <b>Historical Assessment Perspective:</b> EHSO office is a resource to College constituents and provides a variety of services to include training, inspections, and updating and regulation of operational safety procedures.</p>	<p><b>Document Review - Active Shooter</b> training information provided to employees online. <b>Criterion ( Written in % ):</b> EHS will conduct at least at least one online training for this assessment cycle. Training information will be presented to 229 GCC employees and at least 50% of employees will participate.</p> <p><b>Activity Schedule:</b> Fall 2020 <b>Related Documents:</b> <a href="#">Active Shooter Online Training.pdf</a> <a href="#">Active Shooter Qs.pdf</a></p>	<p><b>Reporting Period:</b> Fall 2020 - Spring 2021 <b>Conclusion:</b> Criterion Not Met N= 229 89 employees responded to the Active Shooter Awareness and Refresher Online (posted on the Work Life tab). 89/229 = 39 percent. Less than half of the colleges employees participated in this Online awareness, refresher, and preparedness for an Active Shooter situation. (11/01/2021) <b>Growth Budget Implications/Effect:</b> Over \$500 <b>Growth Budget Justification:</b> Budget growth is needed to support an on-site Active Shooter (in-person) training for all employees. This on-site Active Shooter training would be coordinated with our local law enforcement agency that may be able to conduct an on-site Active Shooter training (e.g. Guam Homeland Security, FBI, GPD, or Judiciary). Budget growth would support printing of Active Shooter announcement flyers and refreshment (prepacked lunch and bottle water) needed on-site for the participants. This is a life-saving training which is a necessary activity for personal safety of our college employees.</p> <p>This on-site training is dependent on the PCOR of the current COVID-19 pandemic.</p>	<p><b>Use of Summary Result:</b> With the 39% rate, criterion not met, the Environmental Health &amp; Safety Office would need to reach out to local agencies for an on-site Active Shooter Training for all the employees. Half a day would be set a side to carry out this activity on campus. This activity however is dependent on the current COVID-19 pandemic status on our island. (11/01/2021) <b>Implementation Status:</b> The implementation of an on-site Active Shooter training for all the employees is dependent on the status of current COVID-19 situation on our island with regards to indoor and outdoor gathering requirements. (11/01/2021)</p>
<p><b>AUO #2 FA2020-SP2021 ISMP- Modernizing and Expanding Infrastructure and Technology - AUO #2</b> FA2020-SP2021 ISMP- Modernizing and Expanding Infrastructure and Technology through the use of technology to</p>	<p><b>Institutional Strategic Master Plan (ISMP) - 100%</b> of building 2000 (Admin) current door lock system will be replaced. The current lockset system needs to be replaced and updated with a new technology in lockset system for safety and</p>	<p><b>Reporting Period:</b> Fall 2020 - Spring 2021 <b>Conclusion:</b> Criterion Met N=66 Completed =66/66 = 100% All proposed 66 office door were completed by changing the existing magnetic lock to a new lock technology, Schlage Keyless (combination) Lockset System. (11/09/2021)</p>	<p><b>Use of Summary Result:</b> This project activity is completed. (11/09/2021) <b>Implementation Status:</b> This project activity was implemented and completed, 100%. The criterion was met. (11/09/2021)</p>

<i>Administrative Unit Outcomes (AUOs)</i>	<i>Artifact/Instrument/Rubric /Method/Tool Description</i>	<i>Data Collection Status/Summary of Results (N=?)</i>	<i>Use of Summary Results</i>
<p>replace the current magnetic lockset system for building 2000 (Administration).</p> <p><b>AUO Status:</b> Completed the Assessment Cycle  <b>Planned Assessment Cycle:</b> Fall 2020 - Spring 2021  <b>Start Date:</b> 10/12/2020  <b>End Date:</b> 03/08/2021  <b>Program Level SLO Industry</b>  <b>National Certification:</b> N/A  <b>Historical Assessment Perspective:</b>  The current magnetic lockset system for all the doors at building 2000 (Admin) has aged due to wear and tear and needs to be upgraded. This is new plan reflects the ISMP on optimizing resources through technology to make continuous improvements.</p>	<p>security.  <b>Criterion ( Written in % ):</b> 100 percent , N = 66 doors, will be replaced with an upgrade and new lockset system technology.  <b>Activity Schedule:</b> Fall 2020: Environmental Health &amp; Safety Office will solicit information and price quotes from local vendors to develop the scope of work for implementation.  <b>Related Documents:</b>  <a href="#">Satin Chrome Electronic Lockset System.pdf</a></p>	<p><b>Growth Budget Implications/Effect:</b> Over \$5,000  <b>Growth Budget Justification:</b> This project was successfully completed and paid for. There is no need for future budget growth for this activity.  <b>Related Documents:</b>  <a href="#">Purchase Order.pdf</a></p>	
<p><b>AUO #1 FA2022-SP2023 Budget Goal #2 - Safety Measures on Campus -</b>  AUO#1 FA2022- SP2023 Budget Goal #2 – To Conduct Environmental Health &amp; Safety inspections to ensure safety in the workplace on campus and at satellite schools.  <b>AUO Status:</b> Currently being assessed  <b>Planned Assessment Cycle:</b> Fall 2022 - Spring 2023  <b>Start Date:</b> 10/10/2022  <b>End Date:</b> 03/13/2023  <b>Program Level SLO Industry</b>  <b>National Certification:</b> N/A  <b>Historical Assessment Perspective:</b>  Historically, the Fire Alarm and Mass Notification Systems have supervisory and troubles issues with</p>	<p><b>Activity audit - Check List -</b> This Check List is a campus-wide assessment of the Fire Alarm and Mass Notification Systems (FAS MNS).  <b>Criterion ( Written in % ):</b> Fire Alarm and Mass Notification Systems will operate at 100% - Normal status.  <b>Activity Schedule:</b> Fall 2022  <b>Related Documents:</b>  <a href="#">FAS MNS Check List.pdf</a></p> <p><b>Activity audit - Stray Dog Catch Log</b>  <b>Criterion ( Written in % ):</b> 100% of stray dogs on campus will be caught with humane traps and referred to</p>	<p><b>Reporting Period:</b> Fall 2022 - Spring 2023  <b>Conclusion:</b> Criterion Not Met  N=14 , fourteen buildings campus-wide as part of the Fire Alarm and Mass notification Assessment in Fall 2022 (12/11/2022)  <b>Growth Budget Implications/Effect:</b> Over \$5,000  <b>Growth Budget Justification:</b> Budget growth is needed for a comprehensive completion of maintenance on the FAS-MNS "Troubles" and "Supervisory" issues to achieve a normal status of operation.  <b>Related Documents:</b>  <a href="#">FAS-MNS Assessment Fall 2022.pdf</a>  <a href="#">FAS MNS March 2023.pdf</a>  <a href="#">FAS MNS maintenance, repair: Purchase Order.pdf</a></p>	<p><b>Use of Summary Result:</b> Trouble shoot, replace, repair work is still ongoing on the FAS MNS with the current contractor. (03/03/2023)  <b>Implementation Status:</b>  Troubleshoot, maintenance and repair work is ongoing in March 2023. (03/03/2023)</p>
		<p><b>Reporting Period:</b> Fall 2022 - Spring 2023  <b>Conclusion:</b> Criterion Not Met  N =5, a total of five stray dogs made the campus their habitual home. Four females and one male. A total of</p>	<p><b>Use of Summary Result:</b>  N= 5  Out of the five (5) habitual resident strays dogs on campus,</p>

<i>Administrative Unit Outcomes (AUOs)</i>	<i>Artifact/Instrument/Rubric /Method/Tool Description</i>	<i>Data Collection Status/Summary of Results (N=?)</i>	<i>Use of Summary Results</i>
ground faults, surge protection modules, VBus and SBUS and delivery of parts in a timely manner. Satellite schools lack regular safety annual inspections.	Animal Control or GAIN for care and adoption. <b>Activity Schedule:</b> Fall 2022 <b>Related Documents:</b> <a href="#">Daily Stray Dog Catch Log.pdf</a>	three females caught, and remaining one female and male. (12/12/2022) <b>Growth Budget Implications/Effect:</b> Over \$500 <b>Growth Budget Justification:</b> Budget growth is needed to procure humane dog traps for the College to ensure health and safety of its constituents. <b>Related Documents:</b> <a href="#">Daily Stray Dog Catch Log 12.12.22.pdf</a> <a href="#">Stray Dogs, Summative Report, March 2023.pdf</a> <a href="#">Humane Stray Dog Trap price quote.pdf</a>	three females were caught and one male and one female still remains to be caught by the use of humane stray dog traps. Percentage = 60%. Action Plan: EHS has obtained price quotes on humane stray dog traps. The Environmental Health & Safety Officer needs to inspect these quoted traps to see if they are suitable for the task of catching the stray dogs. (03/03/2023) <b>Implementation Status:</b> The Environmental Health & Safety Office is in the process of procuring a humane dog trap to alleviate the number of stray dogs that want to establish our campus as their habitual residence. (03/03/2023)
<b>AUO #2 FA2022-SP2023 ISMP - Optimizing Resources - AUO #2</b> FA2022-SP2023 ISMP - Objective 4.3 Provide employee professional development. <b>AUO Status:</b> Currently being assessed <b>Planned Assessment Cycle:</b> Fall 2022 - Spring 2023 <b>Start Date:</b> 10/10/2022 <b>End Date:</b> 03/13/2023 <b>Program Level SLO Industry National Certification:</b> N/A <b>Historical Assessment Perspective:</b> Employees need ongoing professional development trainings on safety awareness in the workplace.	<b>Exit Interviews/Survey - Google</b> form survey - assessment of participants' satisfactory experience and knowledge gain during the training. <b>Criterion ( Written in % ):</b> 100% of employee survey responders will gain knowledge in professional development in regards to safety in the workplace. <b>Activity Schedule:</b> Fall 2022 <b>Related Documents:</b> <a href="#">Google Form Survey Questionnaire.pdf</a>	<b>Reporting Period:</b> Fall 2022 - Spring 2023 <b>Conclusion:</b> Criterion Not Met N=12, 11 were responders to the survey = 100%, one is a non-responder. 100% agree that they gain knowledge of better understanding of Fire Extinguishers. (12/12/2022) <b>Growth Budget Implications/Effect:</b> No budget impact <b>Growth Budget Justification:</b> No budget impact <b>Related Documents:</b> <a href="#">Google Survey - Fire Extinguisher Training Fall 2022.pdf</a> <a href="#">Google Form Survey Questionnaire.pdf</a>	<b>Use of Summary Result:</b> Respondents = 100% = total responders to the survey =11/11. At total of 92% gain knowledge and better understanding of Fire Extinguishers. (03/03/2023) <b>Implementation Status:</b> N=12 None responder = 1, 100% of responders to survey = 11. They indicated that they gained knowledge and better understanding after the training. Future workplace safety trainings will be planned, implemented, and measured with Google survey. (03/03/2023)