

MEMORANDUM

To: Dr. Mary Okada, President

Via: Dr. Virginia Tudela, Vice President for Academic Affairs

From: Rose Marie Nanpei (Chair)
Jonah Concepcion (Chair-Elect)
Marsha Postrozny-Torres (Secretary)
Donna Cruz
Theresa Datuin (Past Chair)
Wilson Tam

Date: May 1, 2023

Subject: PDRC End of Year Report for AY 2022-2023

Initiatives based on charge		Completed	Carried Forward	Will Not Pursue	Status Description
1.	Distance Education Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>GCC has institutional membership with Quality Matters (QM) until October 2023.</p> <p>The Committee will re-evaluate continuing QM subscription based on faculty feedback and needs at the beginning of Fall 2023 semester.</p>
2.	Institutional Memberships/ Subscriptions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Institutional Membership for Innovative Educators: Go2Knowledge approved to commence January 4, 2023 to April 15, 2024.</p> <p>Single sign-on was implemented as an option for faculty to access professional development resources. PDRC provided a link to</p>

					Go2Knowledge titled 'PDIC Training Resources' under the Faculty tab on MyGCC with a request to move the link to the top of the site.
3.	Degree(s) and Workshop(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PDRC will continue to encourage faculty who are pursuing their higher education degrees to apply for PD funds.
4.	Mentorship Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The mentorship program is completing its projects for AY 2022-2023. W. Tam was the lead and PDRC promoted the program.</p> <ul style="list-style-type: none"> • 14 Mentors • 15 Mentees <p>As of April 30, nine mentoring program evaluations and surveys were received by PDRC. Faculty have until May 5 to submit.</p> <p>Discussions and a meeting occurred between PDRC and the Advance-in-Rank (AIR) committee to pilot a mentorship program in AY 2023-2024 for faculty going up for promotion.</p> <p>There were three mentors under PDRC's mentoring program during AY2022-23 who mentored four AIR applicants.</p>
5.	Professional Development Workshop(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Fall 2022 PDRC workshop was held on November 10 & 18, 2022.</p> <p>There were a total of 13 workshops (virtual, in-person, and hybrid) offered on various topics by faculty and community partners.</p>

					<ul style="list-style-type: none"> 80 attendees <p>Spring 2023 PDRC workshop was held on March 3, 2023. There were a total of 7 workshops (virtual, in-person, and hybrid) offered on various topics by faculty and community partners.</p> <ul style="list-style-type: none"> 20 attendees 100% response rate on survey
6.	PDRC Faculty Needs Survey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>PDRC Faculty Needs Survey was completed. *Results of the Faculty Professional Survey as of 9/6/2022 (top 3 choices):</p> <p>A. PD Activities</p> <ul style="list-style-type: none"> Grant writing Best practices in assessment Diverse learning styles & Student motivation <p>B. Distance Learning</p> <ul style="list-style-type: none"> Moodle training Tools for online classes Online teaching strategies <p>C. Subscriptions</p> <ul style="list-style-type: none"> Faculty Focus Wall Street Journal for Professors Magna Commons/ Go2Knowledge
7.	PDRC Documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Members reviewed and updated the PDRC application, IOP and Bylaws and were made available to</p>

					faculty on Sep 1, 2022.
8.	PDRC Applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>To date:</p> <ul style="list-style-type: none"> • Fourteen applications (as of May 1, 2023) were submitted and reviewed during AY2022-23. <ul style="list-style-type: none"> ➤ <u>2</u> Tuition Assistance (on-island conference and virtual training) ➤ <u>5</u> Travel ➤ <u>4</u> Tuition Reimbursements ➤ <u>1</u> Non-PDRC Funding ➤ <u>2</u> Institutional Memberships ➤ <u>4</u> pending applications that need final administrative approval.

Self- Assessment:

- **To what degree has the committee met its charge and responsibilities? Refer to BOT-Faculty Union Agreement for the charge (see Article VII or Article IX)**

The members of the committee have completed various duties and responsibilities within the committee. Jonah Concepcion is the chair-elect; Marsha Postrozny-Torres is the secretary.

PDRC posted numerous committee updates, deadlines, and announcements via MyGCC for faculty. Theresa Datuin organized the PDRC workshops for fall 2022 with assistance from Donna Cruz, and Jonah Concepcion organized the spring 2023 workshops. Wilson Tam took the lead in the PDRC Mentorship Program. Rose Marie Nanpei and Jonah Concepcion worked with Go2Knowledge representatives and GCC MIS to implement the single sign-on option for GCC faculty. Donna Cruz took the lead in PDRC's collaboration with the Advancement-in-Rank committee to pilot a mentorship program in AY 2023-2024 for faculty going up for promotion. A meeting between committees was held in February 2023.

To date, two institutional memberships were approved – Quality Matters and Innovative Educators: Go2Knowledge. The committee was able to work with Go2Knowledge to extend the membership from January 4, 2023 to April 15, 2024 as we worked on establishing the single sign-on mode to provide faculty with easier access to the Go2Knowledge portal.

The committee received and reviewed fourteen applications for the following: two-tuition assistance for on-island conference and virtual training, three-tuition reimbursement, and two institutional memberships. One faculty was awarded funds to attend an on-island conference. To date, there are four applications for travel pending administrative approval. Throughout the year, PDRC encouraged all faculty to take part in various professional development activities and opportunities.

As of this reporting date, PDRC has \$38,007.16 remaining balance. There are four applications pending administrative approval for a total of \$21,000 (\$5250 X 4)

Summary of PDRC Awarded Funds

Initial Balance (October 1, 2022)		\$54,675.00
Funds Awarded		
	Number of Faculty	Cost of Activity
Tuition Reimbursement	3	\$2,905.00
Tuition Assistance	2	\$1,300.00
Conference/Workshop/Training Travel	1	\$3,717.84
Quality Matters Institutional Membership	1	\$1,750.00
Innovative Educators: Go2Knowledge Membership	1	\$6,995.00
Total Costs of Activities		\$16,667.84
Remaining Balance		\$38,007.16

- **What barriers did the committee face in completing its goals?**

The committee fulfilled their goals and initiatives for this academic year.

As of the report date, the committee discussed one overarching barrier in completing its goal of encouraging more faculty to participate in professional development. One potential barrier that may prevent and/or discourage faculty from attending off-island professional development relates to the current Government of Guam law in regards to the College having institutional membership in various associations/organizations.

Chapter XIII Administrative Provisions Part I, Section 1 (i) *that travel to attend conferences and official meetings with national and regional government officials or national and regional organizations of which the entity is an official member where attendance is necessary to advancing Guam's interests during Fiscal Year 2022 and as approved by a governing board or Director*

PDRC hopes to continue encouraging professional development with the support of administration.

- **How might the committee improve its effectiveness in regards to accomplishing its initiatives?**

1. To encourage more faculty to participate in PDRC's Peer Mentorship program, it is suggested PDIC be more visible and engaged with department chairs to let the committee know who they might be currently mentoring. PDIC should encourage this to fall under the committee's Peer Mentoring Program to recognize individual faculty as well as departments existing mentorship activities.
2. *****Update from September 1, 2022 report recommendation: The chair-elect was granted banner access to ensure that processing of documents and requisitions will continue in the event the chairperson is either sick or unable to do so.***
3. Request for an administrative assistant to assist the chairperson and chair-elect process requisitions and to receive/distribute the hard copies of PDRC documents and applications.

- **Rate the effectiveness of the committee with regard to meeting its charge and responsibilities. Explain your rating (5 being the highest, 1 being the lowest).**

As of the report date, the committee rated their effectiveness as five (5). Members were actively involved and each volunteered to take on various leadership positions within the committee. Members collaborated to review and adopt the PDRC Application, IOP's and Bylaws.

Information on PDRC planned activities and updates were disseminated to faculty via MYGCC. PDRC members made themselves available to assist applicants throughout the academic year, and provided updates regarding application status to applicants.

The committee's efficiency and timeliness in the review and approval of applications was exceptional. Members reviewed over breaks, while on vacation, and weekends.

PDRC offered faculty professional development in fall 2023 and spring 2023. The committee received approval for two institutional memberships to further faculty's professional development opportunities based on the results of the Faculty Needs Survey in August 2022. Additionally, PDRC had discussions with AIR to expand the Mentorship Program.

- **List the committee's recommendations for changing the description or composition of the committee to achieve its initiatives addressed for next year.**

Based on the implementation of the new faculty contract and new composition of PDIC we suggest these changes be monitored as to their effectiveness in accomplishing future goals.

The committee will continue to compile a list of recommendations if there are any changes in the description or composition of the committee and its initiatives.