



# Memorandum

**TO:** GCC Campus Community

**VIA:** Dr. Virginia C Tudela, Vice President Academic Affairs 

**FROM:** Katsuyoshi Uchima, CCA Chair   
Catherine Solidum, CCA Co-chair

**SUBJECT:** Committee on College Assessment (CCA) Fall 2023 Memorandum

**DATE:** September 22, 2023

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The Committee on College Assessment (CCA), welcomes you to academic year Fall 2023-Spring 2024.

CCA has so far conducted five scheduled training sessions. Anyone that has not attended the previous training session, please contact CCA/AIER to schedule training.

Please take note, the Nuventive system has been recently updated, therefore the Assessment Handbook is currently under revision. The following information is still relevant to the new system.

As reflected in the Assessment (CCA) and Curriculum (CRC) Cycle Schedule 2019 – 2025; If you are currently on track, the deadline for your **Assessment Plan & Data Collection** is **October 09, 2023** and your **Report and Implementation** status is due on **March 11, 2024**.

***IF YOU ARE NOT ON TRACK, follow the sequence below.***

Groups A, B, and D:

Curriculum Review → Program Assessment → Course Assessment → Curriculum Review

If your program or course is currently in **CURRICULUM REVIEW**, please ensure that you have put your program and courses into curriculum review status by creating an SLO and selecting curriculum review under **Course Outcome Status** dropdown menu in Nuventive.

## **REMINDER:**

Under **Related Documents** for your **Assessment Plan**, you must upload a document that represents your Artifact/Instrument/Rubric/Method/Tool. These documents must be in a portable document format (**PDF**), and cannot contain any form of student or instructor identification.

## **PROGRAM LEVEL ASSESSMENT**

One (1) minimum assessment requirement.

<b>ISMP</b>	will always be labeled	<b>SLO#2; AUO#2</b>
<b>IDEA</b>	will always be labeled	<b>SLO#3</b>
<b>Secondary Title VB</b>	will always be labeled	<b>SLO#4</b>
<b>Budget Goal</b>	will always be labeled	<b>SLO#5; AUO#5</b>

**Student Learning Outcome (SLO) Name** block.  
The Program Level SLO Name must be **five (5) words or less**, and start with an identifier and academic dates.

Student Learning Outcome (SLO) Name \*

**Program (Post-Secondary)**

One: Program SLO\*\*

Ex. SLO#1 FA2023-SP2024-Accounting using a computer program

One: ISMP Objective

Ex. SLO#2 FA2023-SP2024 ISMP - Objective 4.2 Integrate Return on Investment

One: IDEA Objective

Ex. SLO#3 FA2023-SP2024 IDEA - Learning fundamental principles

**Program (Secondary)**

One: Program SLO\*\*

Ex. SLO#3 FA2023-SP2024- Distinguish dynamic and static protocols

One: ISMP Objective

Ex. SLO#2 FA2023-SP2024 ISMP - Objective 4.2 Integrate Return on Investment

One: Secondary Title VB Goal/Objective

Ex. SLO#4 FA2023-SP2024 Secondary Title VB - Implement career and technical education

**Student Services Unit (SSU)**

One: Budget Goal

Ex. SLO#5 FA2023-SP2024 Budget Goal – Increase technological capabilities

One: ISMP Objective

Ex. SLO#2 FA2023-SP2024 ISMP – Objective 4.2 Integrate Return on Investment

**Administrative Unit (AUO)**

One: Budget Goal

Ex. AUO#5 FA2023-SP2024 Budget Goal – Increase technological capabilities

One: ISMP Objective

Ex. AUO#2 FA2023-SP2024 ISMP – Objective 4.2 Integrate Return on Investment

*\*\*Program and Course SLO (SLO#) should match Course Catalog SLO Number.*

## **Student Learning Outcome (SLO) block.**

Please provide the full catalog SLO description in this block. Then the program level SLO description should start with “Upon successful completion” for program and courses. All others shall use the detailed or longer description, please refer to the examples bellow.

Student Learning Outcome (SLO) ⓘ \*

### **Program (Post-Secondary)**

One: Program SLO\*\*

Ex. SLO #5 FA2023-SP2024- Upon successful completion of the AS in Accounting program, students will be able to describe the steps of the accounting cycle using a computer-based program

One: ISMP Objective

Ex. SLO#2 FA2023-SP2024 ISMP - Objective 4.2 Integrate Return on Investment (ROI) and Total Cost of Ownership (TCO)

One: IDEA Objective

Ex. SLO#3 FA2023-SP2024 IDEA - Learning fundamental principles, generalizations, or theories

### **Program (Secondary)**

One: Program SLO\*\*

Ex. SLO #3 FA2023-SP2024 - Upon successful completion of the program the students will be able to distinguish between dynamic and static routing protocols, and distance vector and link-state algorithm

One: ISMP Objective

Ex. SLO#2 FA2023-SP2024 ISMP - Objective 4.2 Integrate Return on Investment (ROI) and Total Cost of Ownership (TCO)

One: Secondary Title VB Goal/Objective

Ex. SLO#2 FA2023-SP2024 Secondary Title VB - To implement a career and technical education curriculum with applied academics that provides students with more career specific technical skills to grow personally and professionally, while also providing students with knowledge and skills that prepare them for college and/or career readiness

### **Student Services Unit (SSU)**

One: Budget Goal

Ex. SLO#4 FA2023-SP2024 Budget Goal – Increase technological capabilities of the program by increasing access to computer technology

One: ISMP Objective

Ex. SLO#2 FA2023-SP2024 ISMP – Objective 4.2 Integrate Return on Investment (ROI) and Total Cost of Ownership (TCO)

*\*\*Program and Course SLO (SLO#) should match Course Catalog SLO Number.*

### Administrative Unit (AUO)

One: Budget Goal

Ex. AUO#4 FA2023- SP2024 Budget Goal – Increase technological capabilities of the program by increasing access to computer technology

One: ISMP Objective

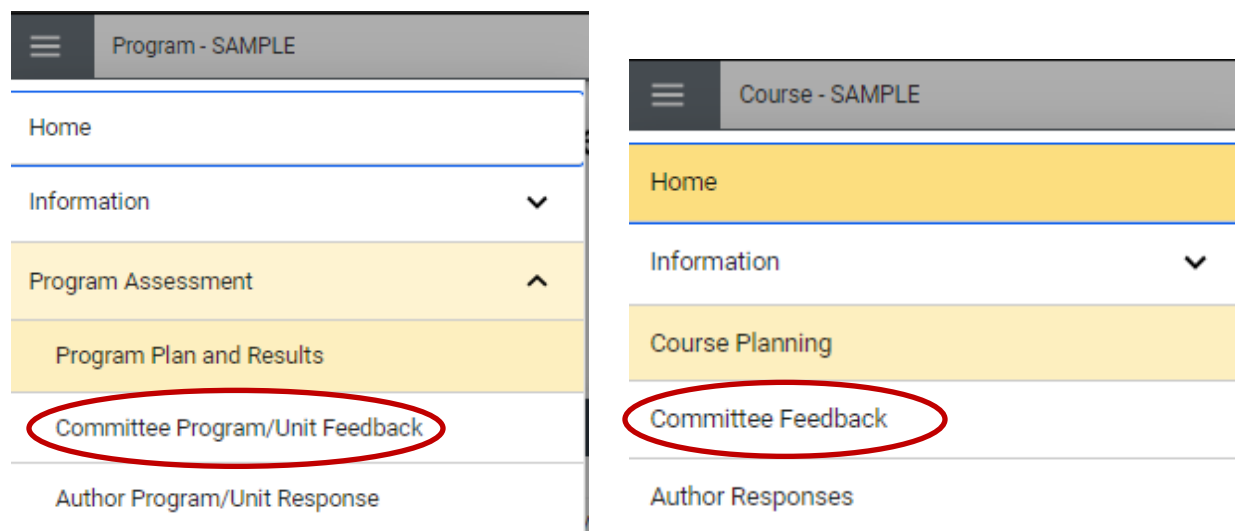
Ex. AUO#2 FA2023- SP2024 ISMP – Objective 4.2 Integrate Return on Investment (ROI) and Total Cost of Ownership (TCO)

## COURSE LEVEL ASSESSMENT

Minimum Assessment Requirements for Course Level Assessment:

<b><u>Courses-Post Secondary:</u></b> One: Course SLO/per course (All courses must be assessed.)	<b><u>Courses-Secondary:</u></b> One: Course SLO/per course (All courses must be assessed.)
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Once you have completed your **Plan and Data Collection**; the Committee on College Assessment will review it and provide feedback. This can be viewed under the committee feedback tab.



Thank you for your continued commitment to GCC's assessment initiative.

*\*\*Program and Course SLO (SLO#) should match Course Catalog SLO Number.*

## **Appendix 1**

### **GUAM COMMUNITY COLLEGE Institutional Strategic Master Plan 2020-2026**

#### **Goal 1: Advancing Workforce Development and Training**

**Objective 1.1** Respond to local and regional occupational needs

**Objective 1.2** Cultivate meaningful partnerships

#### **GOAL 2: Fostering 100% Student-Centered Success**

**Objective 2.1** Enhance the professional development process for all employees

**Objective 2.2** Implement innovative strategies and practice flexibility in meeting student needs

**Objective 2.3** Integrate and enhance wraparound services

#### **GOAL 3: Leveraging Transformational Engagement and Governance**

**Objective 3.1** Strengthen stakeholder opportunities to engage in the transformational process, governance and institutional decision making

**Objective 3.2** Foster an organizational culture that empowers and facilitates transformational engagement and rewards collaboration

#### **GOAL 4: Optimizing Resources**

**Objective 4.1** Diversify revenue streams

**Objective 4.2** Integrate Return on Investment (ROI) and Total Cost of Ownership (TCO)

**Objective 4.3** Provide employee professional development

**Objective 4.4** Develop and implement succession planning

**Objective 4.5** Cultivate team building

#### **GOAL 5: Modernizing and Expanding Infrastructure and Technology**

**Objective 5.1** Expand educational footprint

**Objective 5.2** Ensure robust technology

**Objective 5.3** Provide access to sustainable facilities

#### **Under “Historical Assessment Perspective”**

Include details on whether prior activities have been conducted/assessed as it relates to ISMP Goals and Objectives. If the current activity is a “step” or “phase” towards a much larger project/activity/initiative/etc. as it relates to the ISMP Goal and Objective explain it here on how it will lead to the much “bigger” goal. Note that this is a YEARLY assessment cycle so it may take several years to meet or reach an overall goal.

## **IDEA Student Ratings of Instruction Survey Objectives**

### **SLO #3 FA2023- SP2024 IDEA -**

- Gaining factual knowledge (terminology, classifications, methods, trends)
- Learning fundamental principles, generalizations, or theories
- Learning to apply course material (to improve thinking, problem solving, and decisions)
- Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course
- Acquiring skills in working with others as a member of a team
- Developing creative capacities (writing, inventing, designing, performing in art, music, drama, etc.)
- Gaining a broader understanding and appreciation of intellectual/cultural activity (music, science, literature, etc.)
- Developing skill in expressing oneself orally or in writing
- Learning how to find and use resources for answering questions or solving problems
- Developing a clearer understanding of, and commitment to, personal values
- Learning to analyze and critically evaluate ideas, arguments, and points of view
- Acquiring an interest in learning more by asking questions and seeking answers



# Guam Community College

Assessment (CCA) and Curriculum (CRC) Cycle Schedule

2019 – 2025

Academic Year		2019-2020		2020-2021		2021-2022		2022-2023		2023-2024		2024-2025	
Semester		Fall 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2022	Spring 2023	Fall 2023	Spring 2024	Fall 2024	Spring 2025
Due Date		October 14, 2019	March 09, 2020	October 12, 2020	March 08, 2021	October 11, 2021	March 14, 2022	October 10, 2022	March 13, 2023	October 09, 2023	March 11, 2024	October 14, 2024	March 10, 2025
<b>Group A</b> Associate/Associate -Certificate Program Unit  <b>Group B</b> Certificate Program Unit  <b>Group D</b> Special Program Unit  <b>Group E</b> Bachelor of Science Program Unit	Curriculum not expired	PROGRAM Assessment Plan & Data Collection	PROGRAM Assessment Plan & Data Collection	COURSE Assessment Plan & Data Collection	COURSE Assessment Report & Implementation	CURRICULUM REVIEW	CURRICULUM REVIEW	PROGRAM Assessment Plan & Data Collection	PROGRAM Assessment Plan & Data Collection	COURSE Assessment Plan & Data Collection	COURSE Assessment Report & Implementation	CURRICULUM REVIEW	CURRICULUM REVIEW
	Curriculum Expired/ Expiring	CURRICULUM REVIEW	CURRICULUM REVIEW	PROGRAM Assessment Plan & Data Collection	PROGRAM Assessment Report & Implementation	COURSE Assessment Plan & Data Collection	COURSE Assessment Report & Implementation	CURRICULUM REVIEW	CURRICULUM REVIEW	PROGRAM Assessment Plan & Data Collection	PROGRAM Assessment Report & Implementation	COURSE Assessment Plan & Data Collection	COURSE Assessment Report & Implementation
<b>Group C</b> Administrative and Student Service Units		STUDENT SERVICES UNIT Assessment Plan & Data Collection	STUDENT SERVICES UNIT Assessment Report & Implementation	ADMINISTRATIVE UNIT Assessment Plan & Data Collection	ADMINISTRATIVE UNIT Assessment Report & Implementation	STUDENT SERVICES UNIT Assessment Plan & Data Collection	STUDENT SERVICES UNIT Assessment Report & Implementation	ADMINISTRATIVE UNIT Assessment Plan & Data Collection	ADMINISTRATIVE UNIT Assessment Report & Implementation	STUDENT SERVICES UNIT Assessment Plan & Data Collection	STUDENT SERVICES UNIT Assessment Report & Implementation	ADMINISTRATIVE UNIT Assessment Plan & Data Collection	ADMINISTRATIVE UNIT Assessment Report & Implementation