

AVP 2016-016

Memorandum

TO: Concerned Students, Staff, and Administrators

FROM: Dr. R. Ray D. Somera, Accreditation Liaison Officer (ALO)

SUBJECT: Accreditation Steering Committee Membership Appointment


DATE: September 9, 2016

In preparation for the upcoming accreditation team visit in March 2018, I hereby appoint you as a member of Standard __ of the GCC Accreditation Steering Committee (ASC) for AY2016-2018. Your two-year appointment is my recognition, as the institution's Accreditation Liaison Officer (ALO), of the important role you play in our institutional goal to promote 100% student-centered success.

As part of the regular and innovative practice of including students, staff, and administrators with faculty in the ASC, this opportunity provides the necessary participation of various voices in the critical accreditation function of drafting the Institutional Self Evaluation Report (ISER). The College has approximately 15 months before we submit our next Institutional Self Evaluation Report which will address the newly adopted Accreditation Standards for the 2018 visit.

Please see the attached Accreditation Steering Committee Membership listing and the Fall 2016 Accreditation Steering Committee Meeting Schedule. Please contact Joseph Benavente, ISER Coordinator/ASC Co-Chair/AIER Planner IV at 735.5641 for any questions.

Thank you for your valuable contributions toward accreditation reaffirmation that will ultimately benefit our Board, staff, administrators, faculty, and most importantly, our students at GCC.



Dr. R. Ray D. Somera
Accreditation Liaison Officer &
Vice President for Academic Affairs

Accreditation Steering Committee (ASC) Membership

2018 Accreditation Visit

EXPECTATIONS REGARDING the ROLES of FACULTY, STAFF, and ADMINISTRATORS:

- Weekly Friday meetings will be **mandatory for faculty members of the Committee** since their membership is compensated, and is an integral part of their semester workload. Faculty participation will be part of their *performance evaluation* at the end of every semester/ academic year. Faculty members may also be requested to be recorders of committee meetings by the Chair or Team Advisor.
- Staff support members will be responsible for circulating and collecting sign-in sheets for submission to the Team Advisor after every meeting. They are answerable to the Team Advisor. If pre-arranged, they may not be present at every meeting.
- Administrators will serve as Resource Persons, and may not necessarily be present at every meeting. They may attend special meetings when requested by the Team Advisor or Committee Chair.
- Committee chairs will lead and facilitate the meetings, and the Team Advisor provides overall guidance, in consultation with the ALO.
- Team Advisors provide the expertise in revising, rewriting, and finalizing the drafts of the Standard 1, 2, 3, 4 Reports for submission to the ISER Coordinator at the end of each semester (Dec. 2016, May 2017, Dec. 2017) prior to the accreditation visit. The final ISER will be submitted to ACCJC no later than December 2017. The campus visit is slated for March 2018.

Standard 1: Mission, Academic Quality and Institutional Effectiveness, and Integrity

<u>Member</u>	<u>Position Title</u>
Gary Hartz – Team Advisor	Associate Dean – TSS
Wendell Roden – Chair (AY2016-2017)	Instructor – Math
Cecilia Delos Santos	Assistant Professor – Allied Health
Norman Aguilar	Assistant Professor – Tourism
Dr. Michael Chan	Dean – TSS
Christine Quinata	Administrative Aid – TPS
John Payne	Program Specialist – TSS
Pilar Williams	Associate Dean – TPS
Barbara Blas – Staff Support	Word Processing Secretary II – AAD

Standard 2: Student Learning Programs and Support Services

<u>Member</u>	<u>Position Title</u>
Dr. Virginia Tudela – Team Advisor	Dean – TPS
Christine Matson – Chair (AY2016-2017)	Assistant Professor – LRC
Dr. Elizabeth Diego	Associate Dean – TPS
Dr. Julie Ulloa-Heath	Coordinator – Admissions & Registration
Anjelica Perez	Institutional Researcher – AIER
Huan Hosei	Night Administrator – TSS
Christine Sison	Program Specialist – CEWD
Tasi Mafnas – Staff Support	Administrative Aide – Deans Office TPS

Standard 3: Resources

Member

Edwin Limtuaco – Co-Team Advisor
Francisco Camacho – Co-Team Advisor
Christie Ginson – Chair (AY2016-2017)
Bertha Leon Guerrero
Jose Lopez
Simone Bollinger
Joann Muna
Doris Perez
Theda Rios
Joleen Evangelista
Josephine Arceo – Staff Support

Position Title

Controller – FAA
Administrator – MIS
Instructor – Math
Instructor – English
Instructor – Math
Instructor – English
Administrator – HR
Assistant Director – P&D
Inventory Management Officer – FAA
Procurement and Inventory Administrator – FAA
Administrative Assistant – P&D

Standard 4: Leadership and Governance

Member

Marlena Montague – Team Advisor
Rosemary Loveridge – Chair (AY2016-2017)
Jennifer Artero
Barbara Mafnas
Rachel Lee
Carmen Santos
Deborah C. Belanger
Rowena Perez
Cheryl San Nicolas
Adrian Davis
Liza San Augustin
Vangie Aguon – Staff Support

Position title

Assistant Director – AIER
Assistant Professor – Practical Nursing
Assistant Professor – Practical Nursing
Instructor – Allied Health
Assistant Professor – Electronics
Vice President – FAA
Board Member – Board of Trustees
Assistant Director – CEWD
Accounting Supervisor-FAA
Student Trustee
COPSA President
Administrative Assistant – AIER

Dr. R. Ray D. Somera – Chair, Accreditation Steering Committee (ASC)
Accreditation Liaison Officer (ALO) & Vice President for Academic Affairs

Joseph Benavente – ISER Coordinator/ASC Co-Chair
Planner IV – AIER

Jayne Flores – ISER Editor
Assistant Director, Communications and Promotions

Accreditation Steering Committee (ASC)

Fall 2016 Meeting Schedule

Month	Date	Time	Venue
September	9/16/2016	3:00-5:00 p.m.	TC-1107
	9/23/2016	3:00-5:00 p.m.	Tech Center
	9/30/2016	3:00-5:00 p.m.	Tech Center
October	10/07/2016	3:00-5:00 p.m.	Tech Center
	10/14/2016	3:00-5:00 p.m.	Tech Center
	10/21/2016	3:00-5:00 p.m.	Tech Center
	10/28/2016	3:00-5:00 p.m.	Tech Center
November	11/04/2016	3:00 - 5:00 p.m.	Tech Center
	(11/11/2016 Veteran's Day- No Meeting)		
	11/18/2016	3:00 - 5:00 p.m.	Tech Center
	(11/25/2016 Thanksgiving Break-No Meeting)		
December	12/02/2016	3:00-4:00 p.m.	Tech Center
	12/09/2016	3:00-4:00 p.m.	Tech Center

Note:

*On 9/16/2016, all ASC members will meet for the kick-off meeting in TC1107 as a big group.

*Starting September 23, 2016, weekly ASC meetings will be conducted to serve as working sessions for the ISER building process. Each Accreditation Standard Committee will meet in the assigned rooms below where the ISER writing sessions will take place. The Accreditation Standard Committee Chair will facilitate the writing sessions.

Room Assignments

Room

Standard 1

TC 1210

Standard 2

TC 1220

Standard 3

TC 1221

Standard 4

TC 1222