



OFFICE OF VICE PRESIDENT FOR ACADEMIC AFFAIRS  
R. Ray D. Somera, Ph.D.

AVP 2017-009

TO: ALL FACULTY

FROM: Dr. R. Ray D. Somera  
Vice President for Academic Affairs (VPAA)

SUBJECT: Call for Committee Memberships, AY 2017-2018

DATE: April 10, 2017

This memo seeks to address the new verbiage in the BOT-Faculty Union Local 6476 AFT/AFL-CIO Agreement, 2017-2023, which states the following:

*To meet accreditation standards addressing participatory governance by faculty, various committees will be established by the Vice President for Academic Affairs/ Accreditation Liaison Officer (VPAA/ALO) to meet institutional needs that impact student learning. Membership in these committees will be voluntary and in response to the call for participation prior to the start of a new academic year. Services provided will be in accordance with Human Resources (HR) procedures. These committees will not be part of the regular faculty workload.*

This memo also serves as a call for memberships in the following committees being constituted by the VPAA, effective Fall 2017:

Standard I (Mission, Academic Quality and Institutional Effectiveness, and Integrity)  
Standard II (Student Learning Programs and Support Services)  
Standard III (Resources)  
Standard IV (Leadership and Governance)  
Committee on College Assessment

The Faculty Senate is not officially a committee but based on the newly-ratified contract, it is now an institutional body under the VPAA oversight, so it is also included here. Senators may be dues-paying members of the Local.

The charge of the existing Learning Outcomes Committee (LOC) and the Gen Ed Committee shall be combined or merged for the next academic year. These two committees shall be reconstituted as a Curriculum Review Committee (CRC) comprising of both faculty and administrators in order to address the following ACCJC standard sufficiently:

**Standard IV.A.4.** *Faculty and academic administrators, through policy and procedures and through well-defined structures, have responsibility for recommendations about curriculum and student learning programs and services.*

Attached to this memo is a Committee/Governance Body Interest Form that faculty shall use to indicate one's interest, either to serve as **Chairperson/President or Member/Senator** for the following:

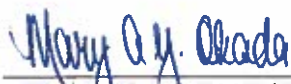
- Standard I, II, III, & IV Committees
- Committee on College Assessment (CCA)
- Curriculum Review Committee (formerly Learning Outcomes Committee)
- Faculty Senate

Because committee service will no longer be a part of faculty workload, deliverables and compensation for faculty who volunteer to serve on any of the identified committees above or the Faculty Senate are outlined in a separate attachment to this memo.

The existing **College Technology Committee (CTC)** will become a Working Group under the oversight of the Management Information System (MIS) office. A call for faculty/staff input to initiatives on campus technology will continue to be solicited by the working group on a regular basis. The collateral duties of members of the **Calendar Committee; Resources, Planning and Facilities (RPF)** and the **College Governing Council (CGC)** will remain unchanged. These are all reflected in the attached matrix.

Please use the attached form to indicate your interest to become a Chairperson/President or Member/Senator of any of the identified committees above or the Faculty Senate **on or before Friday, April 28, 2017**. Faculty who indicate their formal interest through the **Committee/Governance Body Interest Form** shall be individually notified of the status of their interest to serve on a committee prior to the last day of classes for the current semester.

Reviewed and Approved by:



Dr. Mary A. Y. Okada  
President

Date 04/26/2017

ACADEMIC AFFAIRS DIVISION  
OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

EXPECTED COMMITTEE OUTCOMES & DELIVERABLES for AY 2017-2018

<b>Committee on College Assessment (CCA)</b>	<b>Chairperson</b>	<b>Members</b>
<i>Compensation</i>	<i>One class release per semester</i>	<i>45 hours @25/ hour; to be paid at the end of the semester</i>
Maintain knowledge of ACCJC Accreditation Standards	x	x
Maintain knowledge of BOT Policy 306-Comprehensive Assessment of Instructional Programs, Student Services, Administrative Units and the Board of Trustees	x	x
Assist AIER in monitoring the 2-year Assessment Cycle Schedule	x	
Assist AIER in monitoring the Annual Curriculum Review Cycle Schedule	x	
Maintain knowledge of the TracDat assessment management system	x	x
Maintain the committee meeting schedule, as developed by AIER	x	
Maintain knowledge of College programs, courses, student services, and administrative units	x	x
Maintain knowledge of student learning outcomes and assessment	x	x
Represent the committee at Faculty Senate meetings	x	
Call special meetings when necessary	x	
Guide and assist the CCA in ensuring that campus constituents fulfill their assessment requirements.	x	x
Guide and assist the CCA in the assessment report review process	x	x
Provide updates (Fall and Spring) to PIO on CCA progress for Chachalani publications.	x	
Complete the Governance Year End Report by the established institutional deadline each year	x	
Provide committee minutes and agendas regularly to AIER, the designated institutional Accreditation archive.	x	
Contribute to AIER reports, in collaboration with AIER Asst Director	x	
Preside over and facilitate committee meetings	x	
Coordinate the collection, analysis, and interpretation of data with AIER staff	x	x
Provide ongoing support and training for assessment activities, collaborate on results analysis, and report results to internal and external stakeholders	x	x
In consultation with AIER, design assessment tools, analyze data,, and provide evidence to inform response to findings.	x	

<b>Standards I, II, III, &amp; IV</b>	<b>Chairperson</b>	<b>Members</b>
<i>Compensation</i>	<i>One class release per semester</i>	<i>45 hours @25/ hour; to be paid at the end of the semester</i>
Maintain knowledge of ACCJC Accreditation Standards	x	x
Facilitate standard committee meetings to occur regularly (at least weekly, monthly, or bi-monthly)	x	
Provide direction for committee members in completing their revisions to assigned standards	x	
Attend standard committee meetings to occur regularly based on the ISER schedule	x	x
Attend other standards-related meetings or training sessions as requested by the committee chair, team advisor, ISER Coordinator, or ALO	x	x
Provide ongoing updates to the ISER Coordinator	x	
Submit draft to ISER Coordinator by September 14, 2017	x	
Recommend final revisions to ISER Coordinator and ALO by October 9, 2017	x	
Submit completed revisions to the chair for all assigned standards by identified deadlines	x	x
Maintain log of all members' hours, both for meetings and assigned tasks. Submit log to ISER Coordinator on a bi-weekly basis.	x	
Maintain log of hours spent and tasks completed, submitting this to the ISER Coordinator on a bi-weekly basis	x	
Submit reports at the end of the semester and academic year, detailing total hours worked, including review and evaluation of tasks completed by each member	x	
Complete the Governance Year- End Report by the established institutional deadline each year	x	
Provide committee agenda and minutes regularly to AIER, as the designated institution's accreditation archive.	x	
Provide training to committee members on committee functions, in coordination with ISER Coordinator and ALO	x	
Forward all evidence to AIER by the end of August 2017 to ensure that the directory of evidence is complete	x	x
Ensure that all the links and evidence in the ISER are active by September 2017	x	x
Work with standard committee members and team advisors to finalize the ISER by the end of September/October 2017	x	x
Double check to make sure that all evidence relevant to the standard is part of the evidence directory by the end of October 2017. Ensure that all links are still live prior to the evaluation visit.	x	x
Provide ISER highlights to campus community as the visit nears		
Meet with the ACCJC evaluation team during the campus visit in March 2018, if so requested.	x	x
Maintain log of all faculty members' hours, both for meetings and assigned tasks. Submit to VPAA at the end of each semester.	x	
Submit report at the end of the semester and academic year, detailing total hours worked, including review and evaluation of tasks completed by each faculty member	x	

<b>Curriculum Review Committee (formerly Learning Outcomes Committee)</b>	<b>Chairperson</b>	<b>Members</b>
<i>Compensation</i>	<i>One class release per semester</i>	<i>45 hours @25/ hour; to be paid at the end of the semester</i>
Maintain knowledge of program and course offerings published in the college catalog	x	x
Maintain familiarity with Standard IV.A.4 of the ACCJC Accreditation Standards	x	x
Ensure timely updates and accuracy of the Curriculum Manual	x	X
Obtain listing of courses/programs with curriculum deadlines from AIER	x	
Create a Review Schedule based on the listing from AIER	x	
Maintain familiarity with Acalog and TracDat as tools for curriculum review and assessment	x	X
Review course guides for adoption, substantive change, or non-substantive change	x	X
Review program guides for adoption, substantive change, or non-substantive change	x	x
Prioritize reviews in terms of time-sensitivity and develop priority scheduling based on proposals for substantive changes, non-substantive changes , adoption, or archival	x	
Facilitate regularly-scheduled meetings based on review requests and priorities	x	
Create agendas for committee meetings	x	
Maintain records of committee activities to include tracking of curriculum documents	x	
Maintain open communication with the Coordinator of Admissions and Registration	x	
Coordinate with CCA Chair to develop unified deadlines to align curriculum and assessment documents	x	
Coordinate and organize training on requirements for submission packets	x	
Establish a plan for division of labor among committee members	x	
Provide timely feedback to authors and/or department chairs	x	x
Identify issues and concerns regarding the curriculum review process and report to the VPAA via the Governance Year-End Report.	x	
Attend regularly-scheduled meetings called by the chair or VPAA	x	x
Maintain log of all faculty members' hours, both for meetings and assigned tasks. Submit to VPAA at the end of each semester.	x	
Submit report at the end of the semester and academic year, detailing total hours worked, including review and evaluation of tasks completed by each faculty member	x	

<b>Faculty Senate</b>	<b>President</b>	<b>Senators</b>
<i>Compensation</i>	<i>One class release per semester</i>	<i>45 hours @25/ hour per semester; to be paid at the end of the semester</i>
Maintain knowledge of ACCJC Accreditation Standards	x	x
Maintain knowledge of program and course offerings published in the college catalog	x	x
Maintain knowledge of programs, courses, student services, administrative units, and organizational structure of the college	x	x
Conduct an agenda-setting meeting at the beginning of the academic year and develop a Faculty Senate (FS) strategic plan to be submitted to the VPAA on or before September 15, 2017	x	
Develop a timeline of Faculty Senate activities that will be included in the FS Strategic Plan	x	
Identify faculty priorities that encompass academic and professional matters that will be included in the FS Strategic Plan	x	
Represent the faculty of the college in the hiring process for faculty and administrators	x	
Facilitate regularly-scheduled meetings	x	
Participate in meeting discussions that touch on academic and professional matters	x	x
Conduct research on an academic affairs-related issue that may involve a survey of similar community colleges, if and when the need arises	x	x
Create agendas for committee meetings and ensure that agendas and minutes are posted on MyGCC in a timely manner	x	
Meet with the VPAA on the 4 <sup>th</sup> Friday of every month to discuss matters of joint concern and act proactively to avoid, if not eliminate, communication barriers	x	
Call a special meeting to discuss an important faculty concern, as deemed necessary	x	
Maintain log of all faculty members' hours, both for meetings and assigned tasks. Submit to VPAA at the end of each semester.	x	
Submit report at the end of the semester and academic year, detailing total hours worked, including review and evaluation of tasks completed by each faculty member	x	



<b>Calendar Committee</b>	<b>Chairperson</b>	<b>Members</b>
<i>Compensation</i>	<i>Collateral Duty</i>	<i>Collateral Duty</i>
Proposes the academic calendar based on a thorough analysis of relevant information that covers or encompasses the work year of non-instructional faculty postsecondary faculty instructional faculty, and secondary non-instructional and instructional faculty.	x	x
Submits academic calendar to campus community, including the Faculty Senate, for review	x	x
Appends written comments gathered to the proposed calendar	x	
Follows the process for approval via the VPAA and the President	x	
Submits approved calendar for Board review and final approval	x	
Populate an electronic institutional calendar on MyGCC with activities and events	x	x
Evaluate consistency of published calendars to provide current information	x	
<i>Composition</i>	<i>Deans of each school, Coordinator for Admissions and Registration, one (1) member appointed by the VPAA and four (4) faculty members two (2) postsecondary and two (2) secondary to be appointed by Local President.</i>	

<b>Resources, Planning, and Facilities</b>	<b>Chairperson</b>	<b>Members</b>
<i>Compensation</i>	<i>Collateral Duty</i>	<i>Collateral Duty</i>
Reviews the Facilities Master Plan and recommends the priority of capital improvement projects for the college, particularly those projects that have great impact on student learning outcomes.	x	x
Reviews and discusses the proposed budget prior to its submission to the Board	,x	x
Discusses needed resources and facility issues and concerns	x	x
Forwards issues or concerns directly to the College Governing Council via a memo	x	
<i>Composition</i>	<i>Local President one (1) faculty member appointed by the Local President, Faculty Senate President, Vice President for Finance and Administration, Facilities and Maintenance Representative , once (1) administrators appointed by the College President, and no more than an equal number of staff and student representatives.</i>	

<b>College Governing Council</b>	<b>Chairperson</b>	<b>Members</b>
<i>Compensation</i>	<i>Collateral Duty</i>	<i>Collateral Duty</i>
Participates in meetings that provide broad participation by faculty, staff, administrators and students in the decision-making processes regarding institutional issues	x	x
Leads the discussion where the Council serves as a conduit to the participatory governance process by facilitating dialogue where issues are clarified between the Council and relevant constituencies	x	
Participates in meetings that support the Faculty or Staff Senate's role in making recommendations regarding issues that impact their respective constituencies	x	x
With input from its respective constituencies, formulates recommendations for action by the College President	x	x
<i>Composition</i>	<i>Three (3) members appointed by the College President, Faculty Senate President and two (2) senators; two (2) members of the staff appointed by the Staff Senate, and one (1) student member appointed by COPSA</i>	

<b>Technology Working Group (formerly College Technology Committee)</b>	<b>Chairperson</b>	<b>Members</b>
<i>Compensation</i>	<i>Collateral Duty</i>	<i>Collateral Duty</i>
Participates in discussions that recommend action plans to support the technology needs and technology users of the college in promoting student learning outcomes	x	x
Leads in maintaining currency in computer technology and academic applications of computer technology for both students and faculty	x	
Identifies needs of technology planning, distance learning, and appropriate training	x	x
<i>Composition</i>	<i>Input solicited from all constituencies on a regular basis, under the oversight of the Management Information System (MIS) office</i>	





GUAM COMMUNITY COLLEGE

## COMMITTEE/GOVERNANCE BODY INTEREST FORM

**Faculty Name:** Click here to enter text.

**Rank:** ☐ Assistant Instructor ☐ Instructor  
☐ Assistant Professor ☐ Associate Professor ☐ Professor

**Academic Year:** Click here to enter text.

**Semester:** ☐ Fall ☐ Spring

Committee/Governance Body	Chairperson/ President	Member/ Senator	Impact to Workload	
			Chairperson/ President	Member/ Senator
Committee on College Assessment (CCA)	<input type="checkbox"/>	<input type="checkbox"/>	One class release per semester	45 hours @25/hour; to be paid at the end of the semester
Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity	<input type="checkbox"/>	<input type="checkbox"/>	One class release per semester	45 hours @25/hour; to be paid at the end of the semester
Standard II: Student Learning Programs and Support Services	<input type="checkbox"/>	<input type="checkbox"/>	One class release per semester	45 hours @25/hour; to be paid at the end of the semester
Standard III: Resources	<input type="checkbox"/>	<input type="checkbox"/>	One class release per semester	45 hours @25/hour; to be paid at the end of the semester
Standard IV: Leadership and Governance	<input type="checkbox"/>	<input type="checkbox"/>	One class release per semester	45 hours @25/hour; to be paid at the end of the semester
Curriculum Review Committee	<input type="checkbox"/>	<input type="checkbox"/>	One class release per semester	45 hours @25/hour; to be paid at the end of the semester
Faculty Senate	<input type="checkbox"/>	<input type="checkbox"/>	One class release per semester	45 hours @25/hour; to be paid at the end of the semester
Calendar Committee	<input type="checkbox"/>	<input type="checkbox"/>	Collateral Duty	Collateral Duty
Resources, Planning, and Facilities (RPF)	<input type="checkbox"/>	<input type="checkbox"/>	Collateral Duty	Collateral Duty
College Governing Council (CGC)	<input type="checkbox"/>	<input type="checkbox"/>	Collateral Duty	Collateral Duty
Technology Working Group	<input type="checkbox"/>	<input type="checkbox"/>	Collateral Duty	Collateral Duty

Please use this form to indicate your interest to become a Chairperson/President or Member/Senator of any of these Committees/Governing Body **on or before Friday, April 28, 2017**. Faculty who indicate their formal interest in any of the above through the **Committee/Governance Body Interest Form** shall be individually notified of the status of their interest to serve prior to the last day of classes for the current semester. Approved forms should be attached to Faculty Load Schedules.

Recommend / / Not Recommend / /

Dr. R. Ray D. Somera, Vice President for Academic Affairs

Date

Approve / / Disapprove / /

Dr. Mary A.Y. Okada, President

Date