

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #290)
President's Conference Room
2 p.m. Friday September 13, 2013 (Fall 2013 Term)

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Zhaopei Teng (Chair), Marlena Montague (Co-Chair), Vangie Aguon, Cathy Anderson, Joseph Benavente, Ines Bukikosa, Johanna Camacho, Dr. Michael Chan, Karen Dumchus, Doris Perez, Joachim (Peter) Roberto, Dr. Karen Sablan, Yvonne Tam, and Katsuyoshi Uchima

Members absent: Steven Alvarez (COPSA Student Rep.) Dr. Michael Chan (Attending Meeting), and Ava Garcia

III. Approval of prior minutes: IT WAS MOVED BY KATSUYOSHI UCHIMA TO APPROVE, SECONDED BY JOSEPH BENAVENTE, THAT THE MEETING MINUTES (UPDATE #288) FOR MAY 3, 2013 BE APPROVED. Motion carried.

Programs/Units Rating Recommendations

Team 3

- Project Aim/Trio, Student Services Unit Assessment Plan – KATSUYOSHI UCHIMA MOTIONED TO TABLE UNTIL NEXT MEETING TO ALLOW NEW TEAM TO EVALUATE, SECONDED BY JOSEPH BENAVENTE. Motion carried.

IV. Old Business

- Joint Learning Outcome Committee and CCA committee meeting – No updates at this time.
- CFS due to AIER the Monday after CCA's rating – CFS is due to AIER the following Monday no later than 5 p.m.
- CFS from authors due to AIER two Mondays after CCA's Rating
 - Team member submits CFS to AIER on Monday before 5 p.m.
 - AIER sends to author by Tuesday
 - Author should respond/make changes as indicated on the CFS and sends back to AIER no later than 5 p.m. the following Monday
 - AIER will put item on the agenda for the next meeting

V. New Business

CCA Weekly Compliance Monitoring: Monitoring matrix will be used by committee members only.

- Monthly updates will be provided to the Deans & AVP

- Dr. Karen will provide a list of the units that were rated “resubmit” in AY2012-2013 (The units must be addressed otherwise they will be out of sync).
- A suggestion was for CCA members to make a courtesy call to authors reminding them of the deadline. However, other CCA members indicated that in other committees, a courtesy call was unheard of and authors should be responsible.
- Listed are a few suggestions from the committee to assist authors:
 - Promote CCA by continuing to assist authors in meeting the deadline.
 - Inform DCs that CCA is available to assist.

CCA Revised Meeting Minutes Template: Include curriculum, assessment, CFS dates, final rating –

- Matrix will be used for tracking
- CCA will monitor the matrix every 4th meeting of the semester.

2014/2015 Assessment Leadership Summit/Event – The plan is to have this event take place next year (fall 2014). Suggestions from the committee:

- Authors of books on assessment will be keynote speakers (Peggy Maki or James Nichols)
- CCA award winners showcase their model
- Show photos, “Culture of Excellence”
- CCA awards given every semester instead of annually
- Showcase award's criteria during convocation

Dr. Karen reported that she is currently working on an SSUO booklet for student services units. The units will be using Bloom's Taxonomy when writing the language. She has already worked with several authors to help refine their SSUOs and will continue to do so before her retirement. Dr. Karen also reported that Dr. Ray would like for the SSUO's to be more holistic and general, which will be placed in the catalog.

Agenda Items for Next Meeting –

- CCA Members Training/Remind Authors of Deadline

VI. Next Meeting – September 20, 2013 in PCR

VII. Adjournment: IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY JOSEPH BENAVENTE TO ADJOURN. Motion carried. Meeting adjourned at 3:05 p.m.

Guam Community College
Committee on College Assessment (CCA)
2 p.m. President's Conference Room (PCR)
Friday, September 20, 2013 (Fall 2013 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (September 13, 2013 minutes/update #290)

Program/Units Rating Recommendations

Team 3
 - Project Aim/Trio, Student Services Unit Assessment Plan –
- IV. Old Business
 - Joint Learning Outcome Committee and CCA committee meeting – Update
 - CFS from review teams due to AIER the Monday after CCA's Rating
 - CFS from authors due to AIER two Mondays after CCA's Rating
- V. New Business
 - CCA Members Training/Remind Authors of Deadline
- VI. Agenda Items for Next Meeting
- VII. Next meeting – September 27, 2013 in PCR
- VIII. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2 p.m. President's Conference Room (PCR)
Friday, September 27, 2013 (Fall 2013 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (September 13, 2013 minutes/update #290)
Approval of prior minutes/update (September 6, 2013 minutes/update #289)

Program/Units Rating Recommendations

Team 1
 - Culinary Arts AA, Program Level Assessment Plan (Resubmitted, April 26, 2013)
Team 3
 - Project Aim/Trio, Student Services Unit Assessment Plan –
Data Collection/Implementation Status
 - Allied Health, Introduction to Health Occupations (Secondary) – Program & Course Level Implementation Status
 - Marketing Course Level Data Collection & Implementation Status (Secondary)
- IV. Old Business
 - Joint Learning Outcome Committee and CCA committee meeting – Update
 - CFS from review teams due to AIER the Monday after CCA's Rating
 - CFS from authors due to AIER two Mondays after CCA's Rating
- V. New Business
 - Department Budget Goals in TracDat
 - CCA Members Training/Remind Authors of Deadline
- VI. Agenda Items for Next Meeting
- VII. Next meeting – October 4, 2013 in PCR
- VIII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #291)
President's Conference Room
2 p.m. Friday September 27, 2013 (Fall 2013 Term)

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Zhaopei Teng (Chair), Marlena Montague (Co-Chair), Steven Alvarez, Joseph Benavente, Johanna Camacho, Karen Dumchus, Joachim (Peter) Roberto, Dr. Karen Sablan, Yvonne Tam, and Katsuyoshi Uchima

Members absent: Vangie Aguon (Leave), Cathy Anderson, Ines Bukikosa, Dr. Michael Chan, Ava Garcia and Doris Perez

III. Approval of prior minutes: IT WAS MOVED BY KATSUYOSHI UCHIMA TO APPROVE, SECONDED BY JOSEPH BENAVENTE, THAT THE MEETING MINUTES (UPDATE #290) FOR SEPTEMBER 13, 2013 BE APPROVED. Motion carried.

Programs/Units Rating Recommendations

Team 1

- Culinary Arts AA, Program Level Assessment Plan (Resubmitted, April 25, 2013) – JOSEPH BENAVENTE MOTIONED TO TABLE, SECONDED BY MARLENA MONTAGUE. Motion carried.

Team 3

- Project Aim/Trio, Student Services Unit Assessment Plan – Artifacts need to be uploaded. STEVEN ALVAREZ MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.

Data Collection/Implementation Status – Not rated by the committee.

- Allied health, Introduction to Health Occupations (Secondary), Program & Course Level Implementation Status
- Marketing Course Level (Secondary), Data Collection & Implementation Status

IV. Old Business

- Joint Learning Outcome Committee and CCA committee meeting – Zhaopei reported that LOC is implementing the process of automating curriculum documents. LOC committee members also received their user name and password, along with training.
- CFS due to AIER the Monday after CCA's rating – CFS is due to AIER the following Monday no later than 5 p.m.

- CFS from authors due to AIER two Mondays after CCA's Rating -

V. New Business

- Department Budget Goals in TracDat – Committee members were asked to inform authors to input current budget goals in TracDat, under the *Goal* sub-tab. Approval rating will not be given if budget goals not uploaded.
- CCA Members Training/Remind Authors of Deadline – Remind authors that CCA members are available to assist and to provide training on assessment every Monday, Wednesday and Friday, from 8 a.m. to 12 p.m., at their request.
- CCA Monitoring Matrix – Marlena will send out the monitoring matrix to members. Members will be able to monitor programs under their team.

VI. Agenda Items for Next Meeting –

VII. Next Meeting – October 4, 2013 in PCR

VIII. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN. Motion carried. Meeting adjourned at 3 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #292)
President's Conference Room
2 p.m. Friday October 4, 2013 (Fall 2013 Term)

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Zhaopei Teng (Chair), Marlena Montague (Co-Chair), Vangie Aguon, Cathy Anderson, Ines Bukikosa, Joseph Benavente, Dr. Michael Chan, Karen Dumchus, Ava Garcia, Joachim (Peter) Roberto, and Katsuyoshi Uchima

Members absent: Steven Alvarez, Johanna Camacho (LOC Training), Doris Perez and Yvonne Tam

III. Approval of prior minutes: IT WAS MOVED BY INES BUKIKOSA TO APPROVE, SECONDED BY KAREN DUMCHUS, THAT THE MEETING MINUTES (UPDATE #291) FOR SEPTEMBER 27, 2013 BE APPROVED. Motion carried.

Programs/Units Rating Recommendations

Team 1

- Culinary Arts AA, Program Level Assessment Plan (Resubmitted, April 25, 2013) – Pending artifacts. MARLENA MONTAGUE MOTIONED TO TABLE, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- Work Experience, Program Level Assessment Plan (Secondary) – Author needs to PDF documents that were uploaded. JOSEPH BENAVENTE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY INES BUKIKOSA. Motioned carried.

Team 2

- Math (MA085) Course-Level Plan – The author submitted the *TracDat Data Input Memo*, however the plan is due in the spring of 2014. The author is ahead one semester. PETE ROBERTO MOTIONED TO APPROVE, SECONDED BY AVA GARCIA. Motion carried.

Data Collection/Implementation Status – Not rated by the committee.

- Marketing Course Level Data Collection & Implementation Status, (Secondary)
- Math MA085, Course-Level Implementation Status

IV. Old Business

- Joint Learning Outcome Committee and CCA committee meeting – Zhaopei will follow up with Patty on updates from LOC.
- CFS due to AIER the Monday after CCA's rating – CFS is due to AIER the

October 4, 2013

President's Conference Room, 2 p.m.

following Monday, no later than 5 p.m.

- CFS from authors due to AIER two Mondays after CCA's Rating – Authors must submit CFS to AIER two Mondays after they receive their rating from CCA.

V. New Business

- Department Budget Goals in TracDat – CCA members will assist authors on how to upload department goals.
- CCA Members Training/Remind Authors of Deadline – Remind authors that CCA members are available to assist and to provide training on assessment every Monday, Wednesday and Friday, from 8 a.m. to 12 p.m., at their request.

VI. Agenda Items for Next Meeting –

VII. Next Meeting – October 11, 2013 in PCR

VIII. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN. Motion carried. Meeting adjourned at 2:40 p.m.

Guam Community College
Committee on College Assessment (CCA)
2 p.m. President's Conference Room (PCR)
Friday, October 11, 2013 (Fall 2013 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (October 4, 2013 minutes/update #292)

Program/Units Rating Recommendations

Team 1
 - Culinary Arts AA, Program Level Assessment Plan (Resubmitted, April 26, 2013)
TabledTeam 2
 - Math & Science Department Courses, Course Level Assessment Report, (Resubmitted on March 22, 2013).Team 3
 - Health Services Center, Student Services Unit Level Assessment Plan
 - Project Aim Trio, Student Services Unit Level Assessment Plan (Resubmitted 9/27/2013).
Data Collection/Implementation Status
 - EN125/Course Level Implementation Status
 - Tourism, Lodging Management Program (LMP) Secondary/Program & Course-Level Implementation Status
- IV. Old Business
 - Joint Learning Outcome Committee and CCA committee meeting – Update
 - CFS from review teams due to AIER the Monday after CCA's Rating
 - CFS from authors due to AIER two Mondays after CCA's Rating
- V. New Business
 - CCA Members Training/Remind Authors of Deadline
- VI. Agenda Items for Next Meeting
- VII. Next meeting – October 18, 2013 in PCR
- VIII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #293)
President's Conference Room
2 p.m. Friday October 11, 2013 (Fall 2013 Term)

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Zhaopei Teng (Chair), Vangie Aguon, Cathy Anderson, Ines Bukikosa, Joseph Benavente, Dr. Michael Chan, Karen Dumchus, Ava Garcia, Doris Perez, Joachim (Peter) Roberto, Yvonne Tam and Katsuyoshi Uchima

Members absent: Marlena Montague (Preparing for President's Assembly), and Steven Alvarez

III. Approval of prior minutes: IT WAS MOVED BY KATSUYOSHI UCHIMA TO APPROVE, SECONDED BY JOSEPH BENAVENTE THAT THE MEETING MINUTES (UPDATE #292) FOR OCTOBER 4, 2013 BE APPROVED. Motion carried.

Programs/Units Rating Recommendations

Team 1

- Culinary Arts AA, Program Level Assessment Plan (Resubmitted, April 25, 2013) – Pending artifacts. Artifacts uploaded. JOSEPH BENAVENTE MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

Team 2

- Math & Science Department Courses, Course Level Assessment Report, (Resubmitted on March 22, 2013). JOHANNA CAMACHO MOTIONED TO APPROVE, SECONDED BY JOSEPH BENAVENTE. Motion carried.

Team 3

- Health Services Center, Student Services Unit Level Assessment Plan – VANGIE AGUON MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Project Aim Trio, Student Services Unit Level Assessment Plan (Resubmitted/9-27-2013). KAREN DUMCHUS MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

Data Collection/Implementation Status – Not rated by the committee.

- EN125/Course Level Implementation Status
- Tourism, Lodging Management Program (LMP) Secondary/Program & Course Level Implementation Status

IV. Old Business

- Joint Learning Outcome Committee and CCA committee meeting – No updates from LOC. Zhaopei will follow up.
- CFS due to AIER the Monday after CCA's rating – CFS is due to AIER the following Monday, no later than 5 p.m.
- CFS from authors due to AIER two Mondays after CCA's Rating – Authors must submit CFS to AIER two Mondays after they receive their rating from CCA.

V. New Business

- CCA Members Training/Remind Authors of Deadline – Remind authors that Monday, October 14, 2013 is the assessment deadline. CCA members are available to assist and to provide training on assessment every Monday, Wednesday and Friday, from 8 a.m. to 12 p.m., at their request.

VI. Agenda Items for Next Meeting –

- Education/Cosmetology Department Courses – Ines will discuss issues regarding Cosmetology.

VII. Next Meeting – October 18, 2013 in PCR

VIII. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN. Motion carried. Meeting adjourned at 2:20 p.m.

Guam Community College
Committee on College Assessment (CCA)
2 p.m. President's Conference Room (PCR)
Friday, October 18, 2013 (Fall 2013 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (October 11, 2013 minutes/update #293)

Program/Units Rating Recommendations

Team 1

- Accommodative Services, Student Services Unit Level Assessment Plan
- Accounting AS, Program Unit Level Assessment Report
- Accounting AS, Course Unit Level Assessment Report
- Automotive Service Technology AS & Cert., Program Unit Level Assessment Report
- Automotive Service Technology AS & Cert., Course Unit Level Assessment Report
- Computer Science AS/Cert., Program Unit Level Assessment Report
- Computer Science AS/Cert., Course Unit Level (CS110) Assessment Report
- Computer Science AS/Cert., Course Unit Level (CS104, CS151 & CS206) Assessment Report
- Social Science/Criminal Justice Department Courses, Course Unit Level Assessment Report

Team 2

- Assessment & Counseling, Student Services Unit Level Assessment Plan
- Center for Student Involvement, Student Services Unit Level Assessment Plan
- College Access Challenge Grant Program, Student Services Unit Level Assessment Plan
- Computer Networking AS, Program Unit Level Assessment Report
- Criminal Justice & Social Science AS, Course Unit Level Assessment Report
- Facilities, Administrative Unit Level Assessment Plan
- Office of the President, Administrative Unit Level Assessment Plan
- Math & Science Dept. Courses, Course Unit Level (SI110) Assessment Plan

Team 3

- Development & Alumni Relations, Administrative Unit Level Assessment Plan
- Early Childhood Education AS/Cert., Program Unit Level Assessment Report
- Early Childhood Education AS/Cert., Course Unit Level Assessment Report
- Education AA, Program Unit Level Assessment Report
- Education AA, Course Unit Level Assessment Report
- Office Technology AS/Cert., Course Unit Level (OA109, OA130, OA240 & OA250) Assessment Report
- Planning & Development Office, Administrative Unit Level Assessment Plan
- Supervision & Management AS/Cert., Program Unit Level Assessment Plan
- Supervision & Management AS/Cert., Course Unit Level Assessment Plan

Team 4

- Apprenticeship Training Program, Student Services Unit Level Assessment Plan
- Board of Trustees, Administrative Unit Level Assessment Plan

- Center for Civic Engagement, Student Services Unit Level Assessment Plan
- Communications & Promotions Office, Administrative Unit Level Assessment Plan
- Interdisciplinary Arts and Sciences AA, Program Unit Level Assessment Report
- Interdisciplinary Arts and Sciences AA, Course Unit Level Assessment Report
- Learning Resource Center, Student Services Unit Level Assessment Plan
- Marketing AS, Program Unit Level Assessment Report
- Marketing AS, Course Unit Level Assessment Report
- Medical Assisting AS/Cert., Program Unit Level Assessment Report
- Medical Assisting AS/Cert., Course Unit Level Assessment Report
- Student Support Services, Student Services Unit Level Assessment Plan
- Visual Communications AS, Program Unit Level Assessment Report
- Visual Communications AS, Course Unit Level Assessment Plan

Data Collection/Implementation Status

- Adult Education Office/ESL (CESL005) Course Unit Level Implementation Status
- Automotive Service Technology (Secondary), Program & Course Unit Level Implementation Status
- Automotive Service Technology (Collision Repair & Refinishing Tech./Secondary), Program & Course Unit Level Implementation Status
- Criminal Justice & Social Science AS, Course Unit Level Data Collection Status
- Early Childhood Education (Secondary), Program & Course Unit Level Implementation Status
- Education/Cosmetology Department Courses, Program & Course Unit Level Implementation Status
- Electronics-Computer Networking (Secondary), Program & Course Unit Level Implementation Status
- English Dept. Courses, Course Unit Level Implementation Status (P. Huseby)
- English Dept. Courses (EN100B), Course Unit Level Implementation Status
- English Dept. Courses (EN100W), Course Unit Level Implementation Status
- English Dept. Courses (EN111), Course Unit Level Implementation Status
- English Dept. Courses (EN194), Course Unit Level Implementation Status
- English Dept. Courses (EN210), Course Unit Level Implementation Status
- GED, Student Services Unit Level Implementation Status
- Marketing AS, Program & Course Unit Level Implementation Status
- Medium/Heavy Truck Diesel Technology Cert., Program & Course Unit Level Data Collection Status
- Practical Nursing Certificate, Program & Course Unit Level Data Collection Status
- Pre-Nursing Certificate, Program & Course Unit Level Data Collection Status
- Social Science/Criminal Justice Courses, Course Unit Level Data Collection & Implementation Status
- Supervision & Management AS, Program & Course Unit Level Data Collection Status
- Visual Communications AS, Program & Course Unit Level Implementation Status
- Nursing & Allied Health Dept. Courses (HL202), Course Unit Level Data Collection Status

IV. Old Business

- Joint Learning Outcomes Committee and CCA committee meeting – Update
- CFS from review teams due to AIER the Monday after CCA's Rating –
- CFS from authors due to AIER two Mondays after CCA's Rating –

- V. New Business
 - Education/Cosmetology Department Courses/Issues (Ines Bukikosa)
- VI. Agenda Items for Next Meeting
- VII. Next meeting – October 25, 2013 in PCR
- VIII. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2 p.m. President's Conference Room (PCR)
Friday, October 25, 2013 (Fall 2013 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (October 11, 2013 minutes/update #293)

Program/Units Rating Recommendations

Team 1

- Accommodative Services, Student Services Unit Level Assessment Plan
- Accounting AS, Program Unit Level Assessment Report
- Accounting AS, Course Unit Level Assessment Report
- Automotive Service Technology AS & Cert., Program Unit Level Assessment Report
- Automotive Service Technology AS & Cert., Course Unit Level Assessment Report
- Computer Science AS/Cert., Program Unit Level Assessment Report
- Computer Science AS/Cert., Course Unit Level (CS110) Assessment Report
- Computer Science AS/Cert., Course Unit Level (CS104, CS151 & CS206) Assessment Report
- Social Science/Criminal Justice Department Courses, Course Unit Level Assessment Report

Team 2

- Assessment & Counseling, Student Services Unit Level Assessment Plan
- Center for Student Involvement, Student Services Unit Level Assessment Plan
- College Access Challenge Grant Program, Student Services Unit Level Assessment Plan
- Computer Networking AS, Program Unit Level Assessment Report
- Criminal Justice & Social Science AS, Course Unit Level Assessment Report
- Facilities, Administrative Unit Level Assessment Plan
- Office of the President, Administrative Unit Level Assessment Plan
- Math & Science Dept. Courses, Course Unit Level (SI110) Assessment Plan

Team 3

- Development & Alumni Relations, Administrative Unit Level Assessment Plan
- Early Childhood Education AS/Cert., Program Unit Level Assessment Report
- Early Childhood Education AS/Cert., Course Unit Level Assessment Report
- Education AA, Program Unit Level Assessment Report
- Education AA, Course Unit Level Assessment Report
- Office Technology AS/Cert., Course Unit Level (OA101, OA103, OA109, OA130, OA210, OA220, OA230, OA240 & OA250) Assessment Report
- Planning & Development Office, Administrative Unit Level Assessment Plan
- Supervision & Management AS/Cert., Program Unit Level Assessment Plan
- Supervision & Management AS/Cert., Course Unit Level Assessment Plan

Team 4

- Apprenticeship Training Program, Student Services Unit Level Assessment Plan
- Board of Trustees, Administrative Unit Level Assessment Plan
- Center for Civic Engagement, Student Services Unit Level Assessment Plan
- Communications & Promotions Office, Administrative Unit Level Assessment Plan

- Interdisciplinary Arts and Sciences AA, Program Unit Level Assessment Report
- Interdisciplinary Arts and Sciences AA, Course Unit Level Assessment Report
- Learning Resource Center, Student Services Unit Level Assessment Plan
- Marketing AS, Program Unit Level Assessment Report
- Marketing AS, Course Unit Level Assessment Report
- Medical Assisting AS/Cert., Program Unit Level Assessment Report
- Medical Assisting AS/Cert., Course Unit Level Assessment Report
- Student Support Services, Student Services Unit Level Assessment Plan
- Visual Communications AS, Program Unit Level Assessment Report
- Visual Communications AS, Course Unit Level Assessment Plan

Data Collection/Implementation Status

- Adult Education Office/ESL (CESL005) Course Unit Level Implementation Status
- Automotive Service Technology (Secondary), Program & Course Unit Level Implementation Status
- Automotive Service Technology (Collision Repair & Refinishing Tech./Secondary), Program & Course Unit Level Implementation Status
- Criminal Justice & Social Science AS, Course Unit Level Data Collection Status
- Early Childhood Education (Secondary), Program & Course Unit Level Implementation Status
- Education/Cosmetology Department Courses, Program & Course Unit Level Implementation Status
- Electronics-Computer Networking (Secondary), Program & Course Unit Level Implementation Status
- English Dept. Courses (EN100B, EN100W, EN111, EN194, EN210) Course Unit Level Implementation Status
- GED, Student Services Unit Level Implementation Status
- Marketing AS, Program & Course Unit Level Implementation Status
- Medium/Heavy Truck Diesel Technology Cert., Program & Course Unit Level Data Collection Status
- Practical Nursing Certificate, Program & Course Unit Level Data Collection Status
- Pre-Nursing Certificate, Program & Course Unit Level Data Collection Status
- Social Science/Criminal Justice Courses, Course Unit Level Data Collection & Implementation Status
- Supervision & Management AS, Program & Course Unit Level Data Collection Status
- Visual Communications AS, Program & Course Unit Level Implementation Status
- Nursing & Allied Health Dept. Courses (HL202), Course Unit Level Data Collection Status

IV. Old Business

- Joint Learning Outcomes Committee and CCA committee meeting – Update
- CFS from review teams due to AIER the Monday after CCA's Rating –
- CFS from authors due to AIER two Mondays after CCA's Rating –

V. New Business

- Education/Cosmetology Department Courses/Issues (Ines Bukikosa)

VI. Agenda Items for Next Meeting

VII. Next meeting – November 8, 2013 in PCR

VIII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #294)
President's Conference Room
2 p.m. Friday October 25, 2013 (Fall 2013 Term)

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Zhaopei Teng (Chair), Vangie Aguon, Ines Bukikosa, Joseph Benavente, Johanna Camacho, Dr. Michael Chan, Karen Dumchus, Joachim (Peter) Roberto, Yvonne Tam and Katsuyoshi Uchima

Members absent: Steven Alvarez (BOT Student Rep.), Ava Garcia

III. Approval of prior minutes: IT WAS MOVED BY KATSUYOSHI UCHIMA TO APPROVE, SECONDED BY JOSEPH BENAVENTE THAT THE MEETING MINUTES (UPDATE #293) FOR OCTOBER 11, 2013 BE APPROVED. Motion carried.

Programs/Units Rating Recommendations

Team 1

- Accommodative Services, Student Services Unit Level Assessment Plan – KATSUYOSHI UCHIMA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY INES BUKIKOSA. Motion carried.
- Accounting AS, Program Unit Level Assessment Report – KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- Accounting AS, Course Unit Level Assessment Report – KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY VANGIE AGUON. Motion carried.
- Automotive Service Technology AS & Cert., Program Unit Level Assessment Report – KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- Automotive Service Technology AS & Cert., Course Unit Level Assessment Report – KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- Computer Science AS/Cert., Program Unit Level Assessment Report – The report is incomplete.
- Computer Science AS/Cert., Course Unit Level (CS104, CS110, CS151 and CS206) Assessment Report – Plan must be approved prior to reviewing this report. Joe will follow up with the author.
- Social Science/Criminal Justice Department Courses, Course Unit Level Assessment Report – Congratulations to Pete Roberto for bringing this unit up

to date. MARLENA MONTAGUE MOTIONED TO APPROVE,
SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

Team 2

- Assessment & Counseling, Student Services Unit Level Assessment Plan – INES BUKIKOSA MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Center for Student Involvement, Student Services Unit Level Assessment Plan – INES BUKIKOSA MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- College Access Challenge Grant Program, Student Services Unit Level Assessment Plan – VANGIE AGUON MOTIONED TO APPROVE, SECONDED BY INES BUKIKOSA. Motion carried.
- Computer Networking AS, Program Unit Level Assessment Report – INES BUKIKOSA MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Criminal Justice AS/Cert., Course Unit Level Assessment Report – DR. MICHAEL CHAN MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Facilities, Administrative Unit Level Assessment Plan – VANGIE AGUON MOTIONED TO APPROVE, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- Office of the President, Administrative Unit Level Assessment Plan – VANGIE AGUON MOTIONED TO APPROVE, SECONDED BY INES BUKIKOSA. Motion carried.
- Math & Science Dept. Courses, Course Unit Level (SII10) Assessment Plan – TABLE

Team 3 - TABLED

- Development & Alumni Relations, Administrative Unit Level Assessment Plan-
- Early Childhood Education AS/Cert., Program Unit Level Assessment Report –
- Early Childhood Education AS/Cert., Course Unit Level Assessment Report –
- Education AA, Program Unit Level Assessment Report –
- Education AA, Course Unit Level Assessment Report –
- Office Technology AS/Cert., Course Unit Level (OA101, OA103, OA109, OA130, OA210, OA220, OA230, OA240 & OA250) Assessment Report
- Planning & Development Office, Administrative Unit Level Assessment Plan
- Supervision & Management AS/Cert., Program Unit Level Assessment Plan
- Supervision & Management AS/Cert., Course Unit Level Assessment Plan

Team 4

- Apprenticeship Training Program, Student Services Unit Level Assessment Plan – ZHAOPEI TENG MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

- Board of Trustees, Administrative Unit Level Assessment Plan – ZHAOPEI TENG MOTIONED TO APPROVED WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Center for Civic Engagement, Student Services Unit Level Assessment Plan – ZHAOPEI TENG MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Communications & Promotions Office, Administrative Unit Level Assessment Plan – VANGIE AGUON MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Interdisciplinary Arts and Sciences AA, Program Unit Level Assessment Report – TABLE
- Interdisciplinary Arts and Sciences AA, Course Unit Level Assessment Report – KAREN DUMCHUS MOTIONED TO APPROVE WITH MINOR CHANGES. Motion carried.
- Learning Resource Center, Student Services Unit Level Assessment Plan – ZHAOPEI TENG MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Marketing AS, Program unit Level Assessment Report – KAREN DUMCHUS MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Marketing AS, Course Unit Level Assessment Report – KAREN DUMCHUS MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Medical Assisting AS/Cert., Program Unit Level Assessment Report – JOSEPH BENAVENTE MOTIONED TO APPROVE, SECONDED BY PETE ROBERTO. Motion carried.
- Medical Assisting AS/Cert., Course Unit Level Assessment Report – KAREN DUMCHUS MOTIONED TO APPROVE, SECONDED BY INES BUKIKOSA. Motion carried.
- Student Support Services, Student Services Unit Level Assessment Plan - TABLE
- Visual Communications AS, Program Unit Level Assessment Report - TABLE
- Visual Communications AS, Course Unit Level Assessment Plan –TABLE

Data Collection/Implementation Status – Not rated by the committee.

- Adult Education Office/ESL (CESL005) Course Unit Level Implementation Status
- Automotive Service Technology (Secondary), Program & Course Unit Level Implementation Status
- Automotive Service Technology (Collision Repair & Refinishing Tech./Secondary), Program & Course Unit Level Implementation Status
- Criminal Justice AS/Cert., Course Unit Level Data Collection Status
- Early Childhood Education (Secondary), Program & Course Unit Level Implementation Status

- Education/Cosmetology Department Courses, Program & Course Unit Level Implementation Status
- Electronics-Computer Networking (Secondary), Program & Course Unit Level Implementations Status
- English Dept. Courses (EN100B, EN100W, EN11, EN194, EN210) Course Unit Level Implementation Status
- GED, Student Services Unit Level Implementation Status
- Marketing AS, Program & Course Unit Level Implementation Status
- Medium/Heavy Truck Diesel Technology Cert., Program & Course Unit Level Data Collection Status
- Practical Nursing Certificate, Program & Course Unit Level Data Collection Status
- Pre-Nursing Certificate, Program & Course Unit Level Data Collection Status
- Social Science/Criminal Justice Courses, Course Unit Level Data Collection & Implementation status
- Supervision & Management AS, Program & Course Unit Level Data Collection Status
- Visual Communications AS, Program & Course Unit Level Implementation Status
- Nursing & Allied Health Dept. Courses (HL202), Course Unit Level Data Collection Status

IV. Old Business

- Joint Learning Outcome Committee and CCA committee meeting – LOC is having ACALOG training.
- CFS due to AIER the Monday after CCA's rating – CFS is due to AIER the following Monday, no later than 5 p.m.
- CFS from authors due to AIER two Mondays after CCA's Rating – Authors must submit CFS to AIER two Mondays after they receive their rating from CCA.

V. New Business

- Accreditation Basics –
- Education/Cosmetology Department Courses/Issues (Ines Bukikosa)

VI. Agenda Items for Next Meeting –

VII. Next Meeting – November 8, 2013 in PCR

VIII. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN. Motion carried. Meeting adjourned at 3 p.m.

Guam Community College
Committee on College Assessment (CCA)
2 p.m. President's Conference Room (PCR)
Friday, November 8, 2013 (Fall 2013 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (October 25, 2013 minutes/update #294)

Program/Units Rating Recommendations

Team 1

- Business Office, Administrative Unit Level Assessment Plan
- Computer Science AS/Cert., Program Unit Level Assessment Report
- Culinary Arts AA, Course Level Assessment Plan (Resubmitted 4/12/2013)
- Education/Cosmetology Department Courses, Course Unit Level Assessment Plan

Team 2

- Academic Technologies, Administrative Unit Level Assessment Plan
- Business Department Courses, Course Unit Level Assessment Report
- Computer Networking AS, Program Unit Level Assessment Report (Resubmitted 10/25/2013) –
- Criminal Justice AS/Cert., Program Unit Level Assessment Report
- Materials Management, Administrative Unit Level Assessment Plan
- Math & Science Dept. Courses, Course Unit Level (SII10) Assessment Plan
- Student Financial Aid, Student Services Unit Level Assessment Plan

Team 3

- Development & Alumni Relations, Administrative Unit Level Assessment Plan
- Early Childhood Education AS/Cert., Program Unit Level Assessment Report
- Early Childhood Education AS/Cert., Course Unit Level Assessment Report
- Education AA, Program Unit Level Assessment Report
- Education AA, Course Unit Level Assessment Report
- Human Resource Office, Administrative Unit Level Assessment Plan
- Management Information Systems Office, Administrative Unit Level Assessment Plan
- Office Technology AS/Cert., Program Unit Level Assessment Report
- Office Technology AS/Cert., Course Unit Level (OA101, OA103, OA109, OA130, OA210, OA220, OA230, OA240 & OA250) Assessment Report
- Planning & Development Office, Administrative Unit Level Assessment Plan
- Supervision & Management AS/Cert., Program Unit Level Assessment Report
- Supervision & Management AS/Cert., Course Unit Level Assessment Report

Team 4

- Environmental Health & Safety, Administrative Unit Level Assessment Plan
- Interdisciplinary Arts and Sciences AA, Program Unit Level Assessment Report
- Student Support Services, Student Services Unit Level Assessment Plan
- Visual Communications AS, Program Unit Level Assessment Report
- Visual Communications AS, Course Unit Level Assessment Plan (Resubmitted)

Data Collection/Implementation Status

- Adult Education Program (ABE), Program Unit Level Implementation Status
- Adult Education Program (ESL), Program Unit Level Implementation Status
- Adult High School (AHS) Diploma Program, Program Unit Level Implementation Status
- Business Department Courses, Course Unit Level Implementation Status
- Criminal Justice AS/Cert., Program Unit Data Collection Status

IV. Old Business

- Joint Learning Outcomes Committee and CCA committee meeting – Update
- CFS from review teams due to AIER the Monday after CCA's Rating –
- CFS from authors due to AIER two Mondays after CCA's Rating –

V. New Business

- Accreditation Basics
- Education/Cosmetology Department Courses/Issues (Ines Bukikosa)
- PTK Pledge
- November 22, 2013 – Last day to submit TracDat Data Input Memo to AIER

VI. Agenda Items for Next Meeting

VII. Next meeting – November 15, 2013 in PCR

VIII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #295)
President's Conference Room
2 p.m. Friday November 8, 2013 (Fall 2013 Term)

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Zhaopei Teng (Chair), Marlena Montague (Co-Chair), Vangie Aguon, Joseph Benavente, Ines Bukikosa, Johanna Camacho, Dr. Michael Chan, Karen Dumchus, Ava Garcia, Doris Perez, Joachim (Peter) Roberto, and Katsuyoshi Uchima

Members absent: Steven Alvarez (BOT Student Rep.) and Yvonne Tam

III. Approval of prior minutes: IT WAS MOVED BY KAREN DUMCHUS TO APPROVE, SECONDED BY INES BUKIKOSA THAT THE MEETING MINUTES (UPDATE #294) FOR OCTOBER 25, 2013 BE APPROVED. Motion carried.

Programs/Units Rating Recommendations

Team 1

- Business Office, Administrative Unit Level Assessment Plan – KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY KAREN DUMCHUS. Motion carried.
- Computer Science AS/Cert., Program Unit Level Assessment Report – JOSEPH BENAVENT MOTIONED TO RATE AS INCOMPLETE, SECONDED BY KATSUYOUSHI UCHIMA. Motion carried.
- Culinary Arts AA, Course Level Assessment Plan (Resubmitted 4/12/2013) – KATUSYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY JOHANNA CAMACHO. Motion carried.
- Education/Cosmetology Department Courses, Course Unit Level Assessment Plan – MARLENA MONTAGUE MOTIONED TO RATE AS INCOMPLETE, SECONDED BY JOSEPH BENAVENTE. Motion carried.

Team 2

- Academic Technologies, Administrative Unit Level Assessment Plan – VP of Business & Finance request that this new program be part of assessment. Tabled.
- Business Department Courses, Course Unit Level Assessment Report – INES BUKIKOSA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY JOHANNA CAMACHO. Motion carried.
- Computer Networking AS, Program Unit Level Assessment Report (Resubmitted on 10/25/2013) – INES BUKIKOSA MOTIONED TO RESUBMIT, SECONDED BY JOHANNA CAMACHO. Motion carried.

- Criminal Justice AS/Cert., Program Unit Level Assessment Report – Tabled. (Error in Rating)
- Materials Management, Administrative Unit Level Assessment Plan – VANGIE AGUON MOTIONED TO APPROVE, SECONDED BY INES BUKIKOSA. Motion carried.
- Math & Science Department Courses, Course Unit Level (SI110) Assessment Plan – Tabled.
- Student Financial Aid, Student Services Unit Level Assessment Plan – VANGIE AGUON MOTIONED TO APPROVE, SECONDED BY INES BUKIKOSA. Motion carried.

Team 3

- Development & Alumni Relations, Administrative Unit Level Assessment Plan- PETE ROBERTO MOTIONED TO RESUBMIT, SECONDED BY MARLENA MONTAGUE. Motion carried.
- Early Childhood Education AS/Cert., Program Unit Level Assessment Report – DR. MICHAEL CHAN MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY JOHANNA CAMACHO. Motion carried.
- Early Childhood Education AS/Cert., Course Unit Level Assessment Report – DR. MICHAEL CHAN MOTIONED TO RESUBMIT, SECONDED BY JOHANNA CAMACHO. Motion carried.
- Education AA, Program Unit Level Assessment Report – DR. MICHAEL CHAN MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Education AA, Course Unit Level Assessment Report – DR. MICHAEL CHAN MOTIONED TO RESUBMIT, SECONDED BY DORIS PEREZ. Motion carried.
- Human Resources Office, Administrative Unit Level Assessment Plan – DR. MICHAEL CHAN MOTIONED TO RESUBMIT, SECONDED BY JOHANNA CAMACHO. Motion carried.
- Management Information Systems Office, Administrative Unit Level Assessment Plan – TABLED.
- Office Technology AS/Cert., Program Unit Level Assessment Report - TABLED
- Office Technology AS/Cert., Course Unit Level (OA101, OA103, OA109, OA130, OA210, OA220, OA230, OA240 & OA250) Assessment Report - TABLED
- Planning & Development Office, Administrative Unit Level Assessment Plan – PETE ROBERTO MOTIONED TO APPROVE, SECONDED BY JOHANNA CAMACHO. Motion carried.
- Supervision & Management AS/Cert., Program Unit Level Assessment Plan – PETE ROBERTO MOTIONED TO RESUBMIT, SECONDED BY JOHANNA CAMACHO. Motion carried.

- Supervision & Management AS/Cert., Course Unit Level Assessment Plan – PETE ROBERTO MOTIONED TO RESUBMIT, SECONDED BY JOHANNA CAMACHO. Motion carried.

Team 4

- Environmental Health & Safety, Administrative Unit Level Assessment Plan – JOHANNA CAMACHO MOTIONED TO APPROVE, SECONDED BY DORIS PEREZ. Motion carried.
- Interdisciplinary Arts and Sciences AA, Program Unit Level Assessment Report – KAREN DUMCHUS MOTIONED TO RESUBMIT, SECONDED BY JOHANNA CAMACHO. Motion carried.
- Student Support Services, Student Services Unit Level Assessment Plan – DORIS PEREZ MOTIONED TO APPROVE, SECONDED BY JOHANNA CAMACHO. Motion carried.
- Visual Communications AS, Program Unit Level Assessment Report – DORIS PEREZ MOTIONED TO RATE AS INCOMPLETE, SECONDED BY JOHANNA CAMACHO. Motion carried.
- Visual Communications AS, Course Unit Level Assessment Plan – DORIS PEREZ MOTIONED TO RESUBMIT, SECONDED BY JOHANNA CAMACHO. Motion carried.

Data Collection/Implementation Status – Not rated by the committee.

- Adult Education Program (ABE), Program Unit Level Implementation Status
- Adult Education Program (ESL), Program Unit Level Implementation Status
- Adult High School (AHS), Diploma Program, Program Unit Level Implementation Status
- Business Department Courses, Course Unit Level Implementation Status
- Criminal Justice AS/Cert., Program Unit Data Collection Status

IV. Old Business

- Joint Learning Outcome Committee and CCA committee meeting – No updates at this time.
- CFS due to AIER the Monday after CCA's rating – CFS is due to AIER the following Monday, no later than 5 p.m.
- CFS from authors due to AIER two Mondays after CCA's Rating – Authors must submit CFS to AIER two Mondays after they receive their rating from CCA.

V. New Business

- Accreditation Basics – Marlena reported that Dr. Ray is asking CCA team members to encourage authors to complete the ACCJC Basics Course. The goal is to have everyone at GCC complete the course by December 2014. Email certificate to AIER. Zhaopei will add link to the AIER website.
- Education/Cosmetology Department Courses/Issues (Ines Bukikosa) - Ines said the issues were resolved.

- PTK Pledge – At the last college assembly, Pilar Pangelinan ask if CCA members can make a pledge to Phi Theta Kappa.
- November 22, 2013 – Last day to submit TracDat Data Input Memo to AIER.
– Remind authors that November 22nd is the last day to submit their TracDat Data Input Memo to AIER. Also, units that were rated a resubmit must send the CFS back to AIER so that the unit can be put on the agenda for review. Assessment units will not be considered compliant if they are rated a resubmit on December 6, 2013.

VI. Agenda Items for Next Meeting –

VII. Next Meeting – November 15, 2013 in PCR

VIII. Adjournment: IT WAS MOVED BY JOHANNA CAMACHO, SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN. Motion carried. Meeting adjourned at 3 p.m.

Guam Community College
Committee on College Assessment (CCA)
2 p.m. President's Conference Room (PCR)
Friday, November 15, 2013 (Fall 2013 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (November 8, 2013 minutes/update #295)

Program/Units Rating Recommendations

Team 1

- Computer Science AS/Cert., Course Unit Level Assessment Plan (Resubmitted 10/12/2012)
- Computer Science AS/Cert., Program Unit Level Assessment Report

Team 2

- Academic Technologies, Administrative Unit Level Assessment Plan
- Criminal Justice AS/Cert., Program Unit Level Assessment Report (Error in Rating)
- Math & Science Dept. Courses, Course Unit Level (SI110) Assessment Plan
- Visual Communications (Secondary) Program Unit Level Assessment Plan
- Visual Communications (Secondary) Course Unit Level Assessment Plan

Team 3

- Management Information Systems Office, Administrative Unit Level Assessment Plan
- Office Technology AS/Cert., Program Unit Level Assessment Report
- Office Technology AS/Cert., Course Unit Level (OA101, OA103, OA109, OA130, OA210, OA220, OA230, OA240 & OA250) Assessment Report

Team 4

- Interdisciplinary Arts and Sciences AA, Program Unit Level Assessment Report (Resubmitted 11/8/2013)

Data Collection/Implementation Status

- Adult Education Program (ABE), Program Unit Level Implementation Status
- Adult Education Program (ESL), Program Unit Level Implementation Status
- Adult High School (AHS) Diploma Program, Program Unit Level Implementation Status
- Business Department Courses, Course Unit Level Implementation Status
- Criminal Justice AS/Cert., Program Unit Data Collection Status

IV. Old Business

- Joint Learning Outcomes Committee and CCA committee meeting – Update
- CFS from review teams due to AIER the Monday after CCA's Rating –
- CFS from authors due to AIER two Mondays after CCA's Rating –

V. New Business

- November 22, 2013 – Last day to submit TracDat Data Input Memo to AIER

- VI. Agenda Items for Next Meeting
- VII. Next meeting – November 22, 2013 in PCR
- VIII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #296)
President's Conference Room
2 p.m. Friday November 15, 2013 (Fall 2013 Term)

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Zhaopei Teng (Chair), Marlana Montague (Co-Chair), Vangie Aguon, Joseph Benavente, Johanna Camacho, Dr. Michael Chan, Karen Dumchus, Ava Garcia, Doris Perez, Joachim (Peter) Roberto, Yvonne Tam, and Katsuyoshi Uchima

Members absent: Steven Alvarez (BOT Student Rep.) and Ines Bukikosa

III. Approval of prior minutes: IT WAS MOVED BY JOSEPH BENAVENTE TO APPROVE, SECONDED BY YVONNE TAM THAT THE MEETING MINUTES (UPDATE #295) FOR NOVEMBER 8, 2013 BE APPROVED. Motion carried.

Programs/Units Rating Recommendations

Team 1

- Computer Science AS/Cert., Course Unit Level Assessment Plan (Resubmitted 10/12/2012) – JOSEPH BENAVENTE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY AVA GARCIA. Motion carried.
- Computer Science AS/Cert., Program Unit Level Assessment Plan – JOSEPH BENAVENTE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY YVONNE TAM. Motion carried.

Team 2

- Academic Technologies, Administrative Unit Level Assessment Plan – VANGIE AGUON MOTIONED TO APPROVE, SECONDED BY AVA GARCIA. Motion carried.
- Criminal Justice AS/Cert., Program Unit Level Assessment Report – AVA GARCIA MOTIONED TO APPROVE, SECONDED BY YVONNE TAM. Motion carried.
- Math & Science Dept. Courses, Course (SII10) Unit Level Assessment Plan – AVA GARCIA MOTIONED TO APPROVE, SECONDED BY JOHANNA CAMACHO. Motion carried.
- Visual Communications (Secondary) Program Unit Level Assessment Plan – MARLENA MONTAGUE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY AVA GARCIA. Motion carried.

- Visual Communications (Secondary) Course Unit Level Assessment Plan – MARLENA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY JOHANNA CAMACHO. Motion carried.
- Visual Communications (Secondary) Program Unit Level Assessment Report – MARLENA MONTAGUE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY AVA GARCIA. Motion carried.
- Visual Communications (Secondary) Course Unit Level Assessment Report – MARLENA MONTAGUE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KAREN DUMCHUS. Motion carried.

Team 3

- Management Information Systems Office, Administrative Unit Level Assessment Plan – DR. MICHAEL CHAN MOTIONED TO APPROVE, SECONDED BY AVA GARCIA. Motion carried.
- Office Technology AS/Cert., Program Unit Level Assessment Report – YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY AVA GARCIA. Motion carried.
- Office Technology AS/Cert., Course Unit Level (OA101, OA103, OA109, OA130, OA210, OA220, OA230, OA240 & OA250) Assessment Report – YVONNE TAM MOTIONED TO APPROVE, SECONDED BY JOHANNA CAMACHO. Motion carried.

Team 4

- Interdisciplinary Arts and Sciences AA, Program Unit Level Assessment Report (Resubmitted 11/8/2013) – KAREN DUMCHUS MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY JOHANNA CAMACHO. Motion carried.

Data Collection/Implementation Status –

IV. Old Business

- Joint Learning Outcome Committee and CCA committee meeting – LOC is still having issues with Acalog training. Zhaopei announced that the Gen. Ed. Committee is now an independent committee and no longer tied to LOC.
- CFS due to AIER the Monday after CCA's rating – CFS is due to AIER the following Monday, no later than 5 p.m.
- CFS from authors due to AIER two Mondays after CCA's Rating – Authors must submit CFS to AIER two Mondays after they receive their rating from CCA.

V. New Business

- November 22, 2013 – Last day to submit TracDat Data Input Memo to AIER. – Remind authors that November 22nd is the last day to submit their TracDat Data Input Memo to AIER. Also, units that were rated a resubmit must send the CFS back to AIER so that the unit can be put on the agenda for review.

Assessment units will not be considered compliant if they are rated a resubmit on December 6, 2013.

VI. Agenda Items for Next Meeting –

VII. Next Meeting – November 22, 2013 in PCR

VIII. Adjournment: IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY JOSEPH BENAVENTE TO ADJOURN. Motion carried. Meeting adjourned at 3 p.m.

Guam Community College
Committee on College Assessment (CCA)
2 p.m. President's Conference Room (PCR)
Friday, November 22, 2013 (Fall 2013 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (November 15, 2013 minutes/update #296)

Program/Units Rating Recommendations

Team 1

- Business Office, Administrative Unit Level Assessment Plan (Resubmitted 11/8/2013)
- Computer Science AS/Cert., Program Unit Level Assessment Report (Incomplete 11/8/2013)
- Computer Science AS/Cert., Course Unit Level Assessment Report (Needs Official Rating from CCA/Reviewed 10/25/2013)
- Education/Cosmetology Department Courses, Course Unit Level Assessment Plan (Incomplete 11/8/2013)
- Hotel Operations & Management AS, Program Unit Level Assessment Plan
- Hotel Operations & Management AS, Course Unit Level Assessment Plan
- Tourism & Hospitality Department Courses, Course Unit Level Assessment Plan

Team 2

- Surveying Technology AS/Cert., Program Unit Level Assessment Report
- Surveying Technology AS/Cert., Course Unit Level Assessment Report
- Tourism-ProStart (Secondary) Program Unit Level Assessment Plan
- Tourism-ProStart (Secondary) Course Unit Level Assessment Plan
- Tourism & Travel Management AS, Program Unit Level Assessment Plan
- Tourism & Travel Management AS, Course Unit Level Assessment Plan

Team 3

- Development & Alumni Relations, Administrative Unit Level Assessment Plan (Resubmitted 11/8/2013) –
- Early Childhood Education, Course Unit Level Assessment Report (Resubmitted 11/8/2013)
- Education AA, Course Unit Level Assessment Report (Resubmitted 11/8/2013)
- Human Resource Office, Administrative Unit Level Assessment Plan (Resubmitted 11/8/2013)
- Office Technology AS/Cert., Program Unit level Assessment Report (Resubmitted 11/15/2013)
- Supervision & Management AS/Cert., Course Unit Level Assessment Report (Resubmitted 11/8/2013)
- Supervision & Management AS/Cert., Program Unit Level Assessment Report (Resubmitted 11/8/2013)

Team 4

- Food & Beverage Management AS, Program Unit Level Assessment Plan
- Food & Beverage Management AS, Course Unit Level Assessment Plan
- Transportation Department Courses, Course Unit Level Assessment Plan
- Visual Communications AS, Program Unit Level Assessment Report (Incomplete

- 11/8/2013)
- Visual Communications AS, Course Unit Level Assessment Plan (Resubmitted 11/8/2013)
- Visual Communications AS, Course Unit Level Assessment Report

Data Collection/Implementation Status

- Surveying Technology AS/Cert., Program & Course Unit Level Implementation Status
- Technology Department Courses, Course Unit Level Implementation Status

IV. Old Business

- Joint Learning Outcomes Committee and CCA committee meeting – Update
- CFS from review teams due to AIER the Monday after CCA's Rating –
- CFS from authors due to AIER two Mondays after CCA's Rating –

V. New Business

- Assessment Leadership Summit
- Phi Theta Kappa Pledge
- Spring 2013 Retreat
- TracDat Admin Refresh

VI. Agenda Items for Next Meeting

VII. Next meeting – December 6, 2013 in PCR

VIII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #297)
President's Conference Room
2 p.m. Friday November 22, 2013 (Fall 2013 Term)

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Zhaopei Teng (Chair), Marlana Montague (Co-Chair), Vangie Aguon, Joseph Benavente, Ines Bukikosa, Johanna Camacho, Dr. Michael Chan, Karen Dumchus, Doris Perez, Yvonne Tam, and Katsuyoshi Uchima

Members absent: Steven Alvarez (BOT Student Rep.), Ava Garcia, & Joachim (Peter) Roberto

III. Approval of prior minutes: IT WAS MOVED BY JOSEPH BENAVENTE TO APPROVE, SECONDED BY YVONNE TAM THAT THE MEETING MINUTES (UPDATE #296) FOR NOVEMBER 15, 2013 BE APPROVED. Motion carried.

Programs/Units Rating Recommendations

Team 1

- Business Office, Administrative Unit Level Assessment Plan (Resubmitted 11/8/2013) – KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY JOHANNA CAMACHO. Motion Carried.
- Computer Science AS/Cert., Program Unit Level Assessment Report (Incomplete 11/8/2013) – JOSEPH BENAVENTE MOTIONED TO APPROVE, SECONDED BY YVONNE TAM. Motion carried.
- Computer Science AS/Cert., Course Unit Level Assessment Report – (Needs Official Rating from CCA/Reviewed 10/25/2013) – JOSEPH BENAVENTE MOTIONED TO APPROVE, SECONDED BY YVONNE TAM. Motion carried.
- Education/Cosmetology Department Courses, Course Unit Level Assessment Plan (Incomplete 11/8/2013) JOSEPH BENAVENTE MOTIONED TO RATE INCOMPLETE, SECONDED BY YVONNE TAM. Motion Carried.
- Hotel Operations & Management AS, Program Unit Level Assessment Plan – JOSEPH BENAVENTE MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Hotel Operations & Management AS, Course Unit Level Assessment Plan – KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.

- Tourism & Hospitality Department Courses, Course Unit level Assessment Plan – KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.

Team 2

- Surveying Technology AS/Cert., Program Unit Level Assessment Report – VANGIE AGUON MOTIONED TO RESUBMIT, SECONDED BY INES BUKIKOSA. Motion carried.
- Surveying Technology AS/Cert., Course Unit Level Assessment Report – INES BUKIKOSA MOTIONED TO RESUBMIT, SECONDED BY VANGIE AGUON. Motion carried.
- Tourism-ProStart (Secondary) Program Unit Level Assessment Plan – VANGIE AGUON MOTIONED TO RESUBMIT, SECONDED BY INES BUKIKOSA. Motion carried.
- Tourism-ProStart (Secondary) Course Unit Level Assessment Plan – JOHANNA CAMACHO MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
- Tourism & Travel Management AS, Program Unit Level Assessment Plan – YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Tourism & Travel Management AS, Course Unit Level Assessment Plan – INES BUKIKOSA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY VANGIE AGUON. Motion carried.

Team 3

- Development & Alumni Relations, Administrative Unit Level Assessment Plan (Resubmitted 11/8/2013) – YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Early Childhood Education, Course Unit Level Assessment Report (Resubmitted 11/8/2013) - YVONNE TAM MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Education AA, Course Unit Level Assessment Report (Resubmitted 11/8/2013) – YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Human Resource Office, Administrative Unit Level Assessment Plan (Resubmitted 11/8/2013) – YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY DORIS PEREZ. Motion carried.
- Office Technology AS/Cert., Program Unit Level Assessment Report (Resubmitted 11/8/2013) – YVONNE TAM MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY VANGIE AGUON. Motion carried.
- Supervision & Management AS/Cert., Course Unit Level Assessment Report (Resubmitted 11/8/2013) – YVONNE TAM MOTIONED TO APPROVE, SECONDED BY KAREN DUMCHUS. Motion carried.

- Supervision & Management AS/Cert., Program Unit Level Assessment Report (Resubmitted 11/8/2013) – YVONNE TAM MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

Team 4

- Food & Beverage Management AS, Program Unit Level Assessment Plan – MARLENA MONTAGUE MOTIONED TO RESUBMIT, SECONDED BY KAREN DUMCHUS. Motion carried.
- Food & Beverage Management AS, Course Unit Level Assessment Plan – YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Transportation Department Courses, Course Unit level Assessment Plan – MARLENA MONTAGUE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY INES BUKIKOSA. Motion carried.
- Visual Communications AS, Program Unit Level Assessment Report (Incomplete 11/8/2013) – DORIS PEREZ MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY INES BUKIKOSA. Motion carried.
- Visual Communications AS, Course Unit Level Assessment Plan (Resubmitted 11/8/2013) MARLENA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY JOHANNA CAMACHO. Motion carried.
- Visual Communications AS, Program Unit Level Assessment Report – MARLENA MONTAGUE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY JOHANNA CAMACHO. Motion carried.

Data Collection/Implementation Status – No Rating from CCA

- Surveying Technology AS/Cert., Program & Course Unit Level Implementation Status
- Technology Department Courses, Course Unit Level Implementation Status

IV. Old Business

- Joint Learning Outcome Committee and CCA committee meeting – No updates at this time.
- CFS due to AIER the Monday after CCA's rating – CFS is due to AIER the following Monday, no later than 5 p.m.
- CFS from authors due to AIER two Mondays after CCA's Rating – Authors must submit CFS to AIER two Mondays after they receive their rating from CCA.

V. New Business

- Assessment Leadership Summit – CCA's goal is to have a leadership summit in the fall of 2014.
- Phi Theta Kappa Pledge – CCA members were asked to sign pledge forms.

- Spring 2013 Retreat – CCA Retreat scheduled for January 31, 2013. The venue has not been decided at this time.
- TracDat Admin Refresh – Marlena will provide Nuventive a list of issues that CCA is having with TracDat. All members are invited to attend this refresher training. She will send the invite to CCA members upon receiving confirmation of the scheduled training.
November 22, 2013 is the last day for authors to submit memos or CFSs to AIER. If units are not approved on December 6, 2013, they will not be in compliance. Marlena will be providing Dr. Ray with a compliance and non-compliance listing.

VI. Agenda Items for Next Meeting –

VII. Next Meeting – February 7, 2014 in PCR

VIII. Adjournment: IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY JOSEPH BENAVENTE TO ADJOURN. Motion carried. Meeting adjourned at 3 p.m.

Guam Community College
Committee on College Assessment (CCA)
2 p.m. President's Conference Room (PCR)
Friday, December 6, 2013 (Fall 2013 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (November 22, 2013 minutes/update #297)

Program/Units Rating Recommendations

Team 1

- Civil Engineering Technology AS, Program Unit Level Assessment Report
- Civil Engineering Technology AS, Course Unit Level Assessment Report
- Hotel Operations & Management AS, Program Unit Level Assessment Plan (Resubmitted 11/22/2013)
- Hotel Operations & Management AS, Course Unit Level Assessment Plan (Resubmitted 11/22/2013)

Team 2

- Pre-Architectural Drafting AS, Program Unit Level Assessment Report
- Pre-Architectural Drafting AS, Course Unit Level Assessment Report
- Surveying Technology AS/Cert., Program Unit Level Assessment Report (Resubmitted 11/22/2013)
- Surveying Technology AS/Cert., Course Unit Level Assessment Report (Resubmitted 11/22/2013)
- Tourism & Travel Management AS, Program Unit Level Assessment Report
- Tourism & Travel Management AS, Course Unit Level Assessment Report

Team 3

- Development & Alumni Relations, Administrative Unit Level Assessment Plan (Resubmitted 11/22/2013)
- Human Resource Office, Administrative Unit Level Assessment Plan (Resubmitted 11/8/2013)

Team 4

- Food & Beverage Management AS, Program Unit Level Assessment Plan (Resubmitted 11/22/2013)
- Food & Beverage Management AS, Course Unit Level Assessment Plan (Resubmitted 11/22/2013)

Data Collection/Implementation Status

- Computer Aided Design & Drafting Certificate, Program Unit Level Data Collection Status
- Computer Aided Design & Drafting Certificate, Course Unit Level Data Collection Status
- Construction Technology Certificate, Program Unit Level Data Collection Status
- Construction Technology Certificate, Course Unit Level Data Collection Status
- Construction Trades (Carpentry & AutoCad) (Secondary), Program Unit Level Implementation Status

- Construction Trades (Carpentry & AutoCad) (Secondary), Course Unit Level Implementation Status
- Construction Trade Department Courses, Course Unit Level Implementation Status
- Tourism (ProStart) Secondary, Program Unit Level Assessment Implementation Status
- Tourism (ProStart) Secondary, Course Unit Level Assessment Implementation Status

IV. Old Business

- Joint Learning Outcomes Committee and CCA committee meeting – Update
- CFS from review teams due to AIER the Monday after CCA's Rating –
- CFS from authors due to AIER two Mondays after CCA's Rating –

V. New Business

- Assessment Leadership Summit
- Phi Theta Kappa Pledge
- Spring 2013 Retreat
- TracDat Admin Refresh

VI. Agenda Items for Next Meeting

VII. Next meeting – February 7, 2014 in PCR

VIII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #298)
President's Conference Room
2 p.m. Friday December 6, 2013 (Fall 2013 Term)

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Zhaopei Teng (Chair), Marlana Montague (Co-Chair), Vangie Aguon, Joseph Benavente, Ines Bukikosa, Dr. Michael Chan, Karen Dumchus, Doris Perez, Joachim (Peter) Roberto, Yvonne Tam, and Katsuyoshi Uchima

Members absent: Steven Alvarez (BOT Student Rep.), Johanna Camacho, Ava Garcia and Doris Perez

III. Approval of prior minutes: IT WAS MOVED BY JOSEPH BENAVENTE TO APPROVE, SECONDED BY INES BUKIKOSA THAT THE MEETING MINUTES (UPDATE #297) FOR NOVEMBER 22, 2013 BE APPROVED. Motion carried.

Programs/Units Rating Recommendations

Team 1

- Civil Engineering Technology AS, Program Unit Level Assessment Report – KATSUYOSHI UCHIMAN MOTIONED TO APPROVE, SECONDED BY MARLENA MONTAGUE. Motion carried.
- Civil Engineering Technology AS, Course Unit Level Assessment Report – KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY MARLENA MONTAGUE. Motion carried.
- Hotel Operations & Management AS, Program Unit Level Assessment Plan (Resubmitted 11/22/2013) – KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- Hotel Operations & Management AS, Course Unit Level Assessment Plan – KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY JOSEPH BENAVENTE. Motion carried.

Team 2

- Pre-Architectural Drafting AS, Program Unit Level Assessment Report – VANGIE AGUON MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY INES BUKIKOSA. Motion carried.
- Pre-Architectural Drafting AS, Course Unit Level Assessment Report – VANGIE AGUON MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY MARLENA MONTAGUE. Motion carried.

- Surveying Technology AS/Cert., Program Unit Level Assessment Report (Resubmitted 11/22/2013) VANGIE AGUON MOTIONED TO APPROVE, SECONDED BY INES BUKIKOSA. Motion carried.
- Surveying Technology AS/Cert., Course Unit Level Assessment Report (Resubmitted 11/22/2013) – VANGIE AGUON MOTIONED TO APPROVE, SECONDED BY YVONNE TAM. Motion carried.
- Tourism & Travel Management AS, Program Unit Level Assessment Report – VANGIE AGUON MOTIONED TO APPROVE, SECONDED BY INES BUKIKOSA. Motion carried.
- Tourism & Travel Management AS, Course Unit Level Assessment Report – VANGIE AGUON MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KAREN DUMCHUS. Motion carried.

Team 3

- Development & Alumni Relations, Administrative Unit Level Assessment Plan (Resubmitted 11/8/2013 & 11/22/2013) – YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Human Resource Office, Administrative Unit Level Assessment Plan (Resubmitted 11/8/2013) YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

Team 4

- Food & Beverage Management AS, Program Unit Level Assessment Plan – (Resubmitted 11/22/2013) – KAREN DUMCHUS MOTIONED TO RESUBMIT, SECONDED BY MARLENA MONTAGUE. Motion carried.
- Food & Beverage Management AS, Course Unit Level Assessment Plan – (Resubmitted 11/22/2013) – KAREN DUMCHUS MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

Data Collection/Implementation Status – No Rating from CCA.

- Computer Aided Design & Drafting Certificate, Program Unit Level Data Collection Status
- Computer Aided Design & Drafting Certificate, Course Unit Level Data Collection Status
- Construction Technology Certificate, Program Unit Level Data Collection Status
- Construction Technology Certificate, Course Unit Level Data Collection Status
- Construction Trades (Carpentry & AutoCad) (Secondary), Program Unit Level Implementation Status
- Construction Trades (Carpentry & AutoCad) (Secondary), Course Unit Level Implementation Status
- Construction Trade Department Courses, Course Unit Level Implementation Status

- Tourism (Pro-Start) Secondary, Program Unit Level Assessment Implementation Status
- Tourism (Pro-Start) Secondary, Course Unit level Assessment Implementation Status

IV. Old Business

- Joint Learning Outcome Committee and CCA committee meeting – No updates at this time.
- CFS due to AIER the Monday after CCA's rating – CFS is due to AIER the following Monday, no later than 5 p.m.
- CFS from authors due to AIER two Mondays after CCA's Rating – Authors must submit CFS to AIER two Mondays after they receive their rating from CCA.

V. New Business

- Assessment Leadership Summit – CCA's goal is to have a leadership summit in the fall of 2014. CCA will showcase assessment. CCA members will discuss the *Assessment Leadership Summit* during the CCA retreat.
- Phi Theta Kappa Pledge – All CCA members signed PTK pledge forms.
- Spring 2013 Retreat – Originally, the CCA Retreat was to take place on January 31, 2014. However, due to conflicting schedule for several CCA members, the retreat was moved to February 7, 2014. Yvonne will make the arrangements for the retreat.
- TracDat Admin Refresh – Marlena will provide Nuventive a list of issues that CCA is having with TracDat. All members are invited to attend this refresher training. She will send the invite to CCA members upon receiving confirmation of the scheduled training. Marlena reported that this refresher training will determine if CCA will continue to use TracDat.

VI. Agenda Items for Next Meeting –

VII. Next Meeting/CCA Retreat – February 7, 2014 (Jia Asian Bistro/Tentative)

VIII. Adjournment: IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY JOSEPH BENAVENTE TO ADJOURN. Motion carried. Meeting adjourned at 3 p.m.

Guam Community College
Committee on College Assessment (CCA)
11 a.m. – 3:30 p.m. President's Conference Room
Friday, February 21, 2014 (Spring 2014 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (December 6, 2013 minutes/update #298)

Program/Units Rating Recommendations

Team 3
 - Development & Alumni Relations, Administrative Unit Level Assessment Plan (Resubmitted 11/22/2013 & 12/6/2013)
 - Human Resource Office, Administrative Unit Level Assessment Plan (Resubmitted 11/8/2013 & 12/6/2013)Team 4
 - Food & Beverage Management AS, Program Unit Level Assessment Plan (Resubmitted 11/22/2013)
 - Food & Beverage Management AS, Course Unit Level Assessment Plan (Resubmitted 11/22/2013)Data Collection/Implementation Status
 - Office Technology AS/Cert, Program & Course Unit Level Implementation Status (OA109, OA130, OA240 & OA250)
- IV. Old Business
 - Joint Learning Outcomes Committee and CCA committee meeting – Update
 - CFS from review teams due to AIER the Monday after CCA's Rating –
 - CFS from authors due to AIER two Mondays after CCA's Rating –
- V. New Business
 - Assessment Leadership Summit
 - TracDat Admin Refresh
- VI. Agenda Items for Next Meeting
- VII. Next meeting – February 28, 2014 in PCR
- VIII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #301)
President's Conference Room
2 p.m. Friday February 28, 2014 (Spring 2014 Term)

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Zhaopei Teng (Chair), Marlana Montague (Co-Chair), Vangie Aguon, Joseph Benavente, Danilo Bilong, Ines Bukikosa, Johanna Camacho, Dr. Elizabeth Diego, Karen Dumchus, R. Gary Hartz, Joachim (Peter) Roberto, Yvonne Tam, and Katsuyoshi Uchima

Members absent: Steven Alvarez (BOT Student Rep.), & Ava Garcia

III. Approval of prior minutes: IT WAS MOVED BY KATSUYOSHI UCHIMA TO APPROVE, SECONDED BY INES BUKIKOSA THAT THE MEETING MINUTES (UPDATE #300) FOR FEBRUARY 21, 2014 BE APPROVED. Motion carried.

Programs/Units Rating Recommendations

Team 3

- Marketing (Secondary), Program & Course Unit Level Assessment Plan (Pending Approval from LOC) –

Data Collection/Implementation Status –No Rating from CCA.

- Accounting Program AS, Program & Course Unit Level Implementation Status

IV. Old Business

- Joint Learning Outcomes Committee and CCA committee meeting – Zhaopei met with Patty and informed her of the extended assessment deadline for curriculum changes with LOC. She also reported that LOC meets monthly and twice in April and November of every year. There are currently eight members in this committee. The Gen Ed. committee is now separate from LOC. LOC reviewed 57 course guides last November. The deadline to submit course guides is March 21, 2014.
- CFS due to AIER the Monday after CCA's rating – CFS is due to AIER the following Monday, no later than 5 p.m.
- CFS from authors due to AIER two Mondays after CCA's Rating – Authors must submit CFS to AIER two Mondays after they receive their rating from CCA.

V. New Business

- Assessment Leadership Summit – CCA will decide when and where the Assessment Leadership Summit will take place. The committee has not decided if an entire day be dedicated to assessment or if the summit be part of GCC's College Assembly day. The plan is to invite several industry leaders from off-island, depending on the budget. Suggestions for the summit were, *Highlighting Assessment Work over Time*, *History Segment*, *Closing the Loop* and *Non-Credit Courses* which was a recommendation from ACCJC. Marlana will present for one hour during this summit. Johanna volunteered to make the room reservation.
- TracDat Admin Refresh – The AIER staff completed their meeting with Nuventive a few weeks ago. It's not likely that Nuventive will make significant changes to the TracDat software within the next 5 years. Marlana is awaiting approval for funding that will pay for her to attend the 2014 LiveText Conference in Chicago this July. She asked that at least one faculty try to attend this conference also.
- Beginning next Friday (March 7, 2014) until the end of the semester, Marlana will showcase different demos of assessment software to CCA. By fall 2014, CCA will decide which software is best for the college. By spring 2015, CCA is hoping the new software can be purchased.

VI. Agenda Items for Next Meeting –

VII. Next Meeting – March 7, 2014 in PCR

VIII. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN. Motion carried. Meeting adjourned at 3 p.m.

Guam Community College
Committee on College Assessment (CCA)
2:30 p.m. President's Conference Room
Friday, March 7, 2014 (Spring 2014 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (February 28, 2014 minutes/update #301)

Program/Units Rating Recommendations

Team 1

- Tourism & Hospitality Department Courses (JA110 & JA111), Course Unit Level Assessment Plan

Team 2

- Tourism (Lodging Management Program) Secondary, Program Unit Level Assessment Plan
- Tourism (Lodging Management Program) Secondary, Course Unit Level Assessment Plan

Team 3

- Health Careers & Science (Secondary), Program Unit Level Assessment Plan
- Health Careers & Science (Secondary), Course Unit Level Assessment Plan

Data Collection/Implementation Status

- Early Childhood Education, Program & Course Unit Level Implementation Status
- Learning Resource Center, Student Services Unit Level Data Collection Status
- Project Aim, Student Services Unit Level Implementation Status

IV. Old Business

- Joint Learning Outcomes Committee and CCA committee meeting – Update
- CFS from review teams due to AIER the Monday after CCA's Rating –
- CFS from authors due to AIER two Mondays after CCA's Rating –

V. New Business

- New Assessment Software
- Semester Awards
- Assessment Leadership Summit

VI. Agenda Items for Next Meeting

VII. Next meeting – March 14, 2014 in PCR

VIII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #302)
President's Conference Room
2 p.m. Friday March 7, 2014 (Spring 2014 Term)

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Zhaopei Teng (Chair), Marlana Montague (Co-Chair), Vangie Aguon, Joseph Benavente, Danilo Bilong, Ines Bukikosa, Johanna Camacho, Dr. Elizabeth Diego, Ava Garcia, R. Gary Hartz, Joachim (Peter) Roberto, and Katsuyoshi Uchima

Members absent: Steven Alvarez (BOT Student Rep.), Karen Dumchus and Yvonne Tam

III. Approval of prior minutes: IT WAS MOVED BY KATSUYOSHI UCHIMA TO APPROVE, SECONDED BY GARY HARTZ THAT THE MEETING MINUTES (UPDATE #301) FOR FEBRUARY 28, 2014 BE APPROVED. Motion carried.

Programs/Units Rating Recommendations

Team 1

- Tourism & Hospitality Department Courses (JA110 & JA111), Course Unit Level Assessment Plan – MARLENA MONTAGUE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

Team 2

- Tourism (Lodging Management Program) Secondary, Program Unit Level Assessment Plan – VANGIE AGUON MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Tourism (Lodging Management Program) Secondary, Course Unit Level Assessment Plan – VANGIE AGUON MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

Team 3

- Health Careers & Science (Secondary), Program Unit Level Assessment Plan – KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY JOHANNA CAMACHO. Motion carried.
- Health Careers & Science (Secondary), Course Unit Level Assessment Plan – JOHANNA CAMACHO MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

Data Collection/Implementation Status – No Rating from CCA.

- Early Childhood Education, Program & Course Unit Level Implementation Status
- Learning Resource Center, Student Services Unit Level Data Collection Status
- Project Aim, Student Services Unit Level Implementation Status

IV. Old Business

- Joint Learning Outcomes Committee and CCA committee meeting – No updates at this time.
- CFS due to AIER the Monday after CCA's rating – CFS is due to AIER the following Monday, no later than 5 p.m.
- CFS from authors due to AIER two Mondays after CCA's Rating – Authors must submit CFS to AIER two Mondays after they receive their rating from CCA.

V. New Business

- New Assessment Software – Table until next meeting.
- Semester Awards – CCA recognizes the amount of work authors put into assessment. Here are a few recommendations for awards.
 - Provide semester awards instead of annually
 - Include 1st, 2nd and 3rd places
 - Change/Add category names (Best Associate Degree, Best Certificate Degree, Best Gen. Ed and Best Secondary Program)

Members can review the *Awards Criteria* in TracDat under AIER/CCA.

KATSUYOSHI UCHIMA MOTIONED TO HAVE COMMITTEE MEMBERS PRESENT IDEAS FOR CCA AWARDS BY NEXT WEEK THURSDAY (MARCH 13, 2014) TO AIER@GUAMCC.EDU, MARLENA MONTAGUE SECONDED. Motion carried.

- Assessment Leadership Summit – Ava will reserve all of D-Wing. The tentative date for the *Assessment Leadership Summit* is September 19, 2014. GARY HARTZ MOTIONED THAT THE TENTATIVE DATE FOR THE *ASSESSMENT LEADERSHIP SUMMIT* IS SEPTEMBER 19, 2014, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

VI. Agenda Items for Next Meeting –

VII. Next Meeting – March 14, 2014 in PCR

VIII. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN. Motion carried. Meeting adjourned at 2:45 p.m.

Guam Community College
Committee on College Assessment (CCA)
2 p.m. in the President's Conference Room (PCR)
Friday, April 10, 2015 (Spring 2015 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (March 20, 2015 Minutes/update #323)

Program/Units Rating Recommendations –

Team 1

- Health Careers Science (Secondary), Program Unit Level Assessment Report (Rated resubmit on March 13, 2015)

Team 2

- Tourism (ProStart) Secondary, Course Unit Level Assessment Report (Rated resubmit on March 13, 2015)

Team 3

- English Department Courses (EN100B, EN100W, EN110, EN111, EN210), Course Unit Level Assessment Report - Table

Data Collection/Implementation Statusx

- Academic Technologies, Administrative Unit Level Implementation Status
- Business Office, Administrative Unit Level Implementation Status
- Environmental Health & Safety, Administrative Unit Level Implementation Status
- Human Resource Office, Administrative Unit Level Implementation Status
- Management Information Systems, Administrative Unit Level Implementation Status
- Materials Management , Administrative Unit Level Implementation Status
- Student Financial Aid, Administrative Unit Level Implementation Status

IV. Old Business

- Joint Learning Outcomes Committee and CCA committee meeting – Update
- CFS from review teams due to AIER the Monday after CCA's Rating –
- CFS from authors due to AIER two Mondays after CCA's Rating –

V. New Business

- CCA Awards – Discussion
- Fall Assessment Leadership Summit - Discussion

VI. Agenda Items for Next Meeting

VII. Next meeting – April 17, 2015 (PCR)

VIII. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2 p.m. President's Conference Room
Friday, March 14, 2014 (Spring 2014 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (March 7, 2014 minutes/update #301)

Program/Units Rating Recommendations

Team 1

- Adult High School Diploma Program (AHS), Program Unit Level Assessment Plan (Pending LOC Approval)
- Adult High School Diploma Program (AHS), Course Unit Level Assessment Plan (Pending LOC Approval)
- Automotive (Automotive Service Technology) Secondary, Program Unit Level Assessment Plan
- Automotive (Automotive Service Technology) Secondary, Course Unit Level Assessment Plan
- Early Childhood Education (Secondary), Program Unit Level Assessment Plan
- Early Childhood Education (Secondary), Course Unit Level Assessment Plan
- Education/Cosmetology Department Courses, Course (CM104) Unit Level Assessment Plan
- Medium/Heavy Truck Diesel Technology Certificate, Program Unit Level Assessment Report
- Medium/Heavy Truck Diesel Technology Certificate, Course Unit Level Assessment Report

Team 2

- Math Department Courses, Course (MA108, MA161A, SI110, SI110L) Unit Level Assessment Plan

Team 3

- Electronics-Computer Networking (Secondary), Program Unit Level Assessment Plan
- Electronics-Computer Networking (Secondary), Course Unit Level Assessment Plan
- English Department Courses, Course (EN100, EN100B, EN100W, EN110, EN111, EN125, EN210,) Unit Level Assessment Plan
- Practical Nursing Certificate, Program Unit Level Assessment Report
- Practical Nursing Certificate, Course Unit Level Assessment Report
- Pre-Nursing Certificate, Program Unit Level Assessment Report
- Pre-Nursing Certificate, Course Unit Level Assessment Report

Team 4

- Adult Basic Education (ABE), Program Unit Level Assessment Plan (Pending LOC Approval)
- Automotive (Collision Repair & Refinishing Technology) Secondary, Program Unit Level Assessment Plan
- Automotive (Collision Repair & Refinishing Technology) Secondary, Course Unit Level Assessment Plan
- Nursing & Allied Health Department Courses, Course Unit Level Assessment Plan

- Transportation Department Courses, Course Unit Level Assessment Plan

Data Collection/Implementation Status

- Accommodative Services, Student Services Unit Level Data Collection Status
- Assessment & Counseling, Student Services Unit Level Data Collection Status
- Apprenticeship Training Program, Student Services Unit Level Data Collection Status
- Automotive Service Technology AS/Cert., Program & Course Unit Level Implementation Status
- Board of Trustees, Administrative Unit Level Data Collection Status
- Center for Civic Engagement, Student Services Unit Level Data Collection Status
- Computer Science AS/Cert., Course (CS103, CS104, CS151, CS206, CS252) Unit Level Implementation Status
- Development & Alumni Relations, Administrative Unit Level Assessment Plan
- Early Childhood Education AS/Cert., Program & Course Unit Level Implementation Status
- Education AA & Cert., Program & Course Unit Level Implementation Status
- Facilities, Administrative Unit Level Data Collection Status
- Health Services Center, Student Services Unit Level Data Collection Status
- Office Technology AS/Cert., Course (OA101, OA103, OA210, OA220 & OA230) Unit Level Implementation Status
- Planning & Development Office, Administrative Unit level Data Collection Status
- Student Support Services, Student Services Unit Level Data Collection Status
- Work Experience (Secondary), Program Unit Level Data Collection Status

IV. Old Business

- Joint Learning Outcomes Committee and CCA committee meeting – Update
- CFS from review teams due to AIER the Monday after CCA's Rating –
- CFS from authors due to AIER two Mondays after CCA's Rating –

V. New Business

- New Assessment Software
- Semester Awards – Provide Feedback/Deadline
- Assessment Leadership Summit (Tentative Date/September 19, 2014, D-Wing)

VI. Agenda Items for Next Meeting

VII. Next meeting – March 21, 2014 in PCR

VIII. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2 p.m. President's Conference Room
Friday, March 21, 2014 (Spring 2014 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (March 7, 2014 minutes/update #301)

Program/Units Rating Recommendations

Team 1

- Adult High School Diploma Program (AHS), Program Unit Level Assessment Plan (Pending LOC Approval)
- Adult High School Diploma Program (AHS), Course Unit Level Assessment Plan (Pending LOC Approval)
- Automotive (Automotive Service Technology) Secondary, Program Unit Level Assessment Plan
- Automotive (Automotive Service Technology) Secondary, Course Unit Level Assessment Plan
- Early Childhood Education (Secondary), Program Unit Level Assessment Plan
- Early Childhood Education (Secondary), Course Unit Level Assessment Plan
- Education/Cosmetology Department Courses, Course (CM104, CM292) Unit Level Assessment Plan
- Medium/Heavy Truck Diesel Technology Certificate, Program Unit Level Assessment Report
- Medium/Heavy Truck Diesel Technology Certificate, Course Unit Level Assessment Report

Team 2

- Math Department Courses, Course (MA095, MA108, MA161A, SI110, SI110L) Unit Level Assessment Plan

Team 3

- Electronics-Computer Networking (Secondary), Program Unit Level Assessment Plan
- Electronics-Computer Networking (Secondary), Course Unit Level Assessment Plan
- English Department Courses, Course (EN100, EN100B, EN100W, EN110, EN111, EN125, EN210,) Unit Level Assessment Plan
- General Education Development Test Program (GED), Program Unit Level Assessment Plan
- Health Careers & Science (Secondary), Program Unit Level Assessment Plan (Rated RS on 3/7/2014)
- Health Career & Science (Secondary), Course Unit Level Assessment Plan (Rated RS on 3/7/2014)
- Practical Nursing Certificate, Program Unit Level Assessment Report
- Practical Nursing Certificate, Course Unit Level Assessment Report
- Pre-Nursing Certificate, Program Unit Level Assessment Report
- Pre-Nursing Certificate, Course Unit Level Assessment Report

Team 4

- Adult Basic Education (ABE), Program Unit Level Assessment Plan (Pending LOC Approval)
- Automotive (Collision Repair & Refinishing Technology) Secondary, Program Unit Level Assessment Plan
- Automotive (Collision Repair & Refinishing Technology) Secondary, Course Unit Level Assessment Plan
- Nursing & Allied Health Department Courses, Course Unit Level Assessment Plan
- Transportation Department Courses, Course Unit Level Assessment Plan

Data Collection/Implementation Status

- Accommodative Services, Student Services Unit Level Data Collection Status
- Assessment & Counseling, Student Services Unit Level Data Collection Status
- Apprenticeship Training Program, Student Services Unit Level Data Collection Status
- Automotive Service Technology AS/Cert., Program & Course Unit Level Implementation Status
- Board of Trustees, Administrative Unit Level Data Collection Status
- Center for Civic Engagement, Student Services Unit Level Data Collection Status
- Computer Science AS/Cert., Course (CS103, CS104, CS151, CS206, CS252) Unit Level Implementation Status
- Development & Alumni Relations, Administrative Unit Level Assessment Plan
- Early Childhood Education AS/Cert., Program & Course Unit Level Implementation Status
- Education AA & Cert., Program & Course Unit Level Implementation Status
- Facilities, Administrative Unit Level Data Collection Status
- Health Services Center, Student Services Unit Level Data Collection Status
- Office Technology AS/Cert., Course (OA101, OA103, OA210, OA220 & OA230) Unit Level Implementation Status
- Planning & Development Office, Administrative Unit level Data Collection Status
- Student Support Services, Student Services Unit Level Data Collection Status
- Work Experience (Secondary), Program Unit Level Data Collection Status

IV. Old Business

- Joint Learning Outcomes Committee and CCA committee meeting – Update
- CFS from review teams due to AIER the Monday after CCA's Rating –
- CFS from authors due to AIER two Mondays after CCA's Rating –

V. New Business

- New Assessment Software
- Semester Awards – Provide Feedback/Deadline
- Assessment Leadership Summit (Tentative Date/September 19, 2014, D-Wing)

VI. Agenda Items for Next Meeting

VII. Next meeting – April 4, 2014 in PCR

VIII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #303)
President's Conference Room
2 p.m. Friday March 21, 2014 (Spring 2014 Term)

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Zhaopei Teng (Chair), Marlana Montague (Co-Chair), Vangie Aguon, Steven Alvarez (BOT Student Rep.), Joseph Benavente, Ines Bukikosa, Johanna Camacho, Dr. Elizabeth Diego, Karen Dumchus, Ava Garcia, R. Gary Hartz, Joachim (Peter) Roberto, Yvonne Tam, and Katsuyoshi Uchima

Members absent: None

III. Approval of prior minutes: IT WAS MOVED BY KATSUYOSHI UCHIMA TO APPROVE, SECONDED BY GARY HARTZ THAT THE MEETING MINUTES (UPDATE #301) FOR MARCH 7, 2014 BE APPROVED. Motion carried.

Programs/Units Rating Recommendations

Team 1

- Adult High School Diploma Program (AHS) Program Unit Level Assessment Plan (Pending LOC Approval)
- Automotive (Automotive Service Technology) Secondary, Program Unit level Assessment Plan – KATSUYOSHI UCHIMA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- Automotive (Automotive Service Technology) Secondary, Course Unit Level Assessment Plan – KATSUYOSHI UCHIMA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- Early Childhood Education (Secondary), Program Unit Level Assessment Plan – JOSEPH BENAVENTE MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Early Childhood Education (Secondary), Course Unit Level Assessment Plan – JOSEPH BENAVENTE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Education/Cosmetology Department Courses, Course (CM104) Unit Level Assessment Plan – JOSEPH BENAVENT MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

- Medium/Heavy Truck Diesel Technology Certificate, Program Unit Level Assessment Report – JOSEPH BENAVENTE MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
- Medium/Heavy Truck Diesel Technology Certificate, Course Unit Level Assessment Report – JOSEPH BENAVENTE MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.

Team 2

- Math Department Courses, Course (MA095, MA108, MA161A, SI110, SI110L) Unit Level Assessment Plan – AVA GARCIA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY JOHANNA CAMACHO. Motion carried.

Team 3

- Electronics-Computer Networking (Secondary), Program Unit Level Assessment Plan – GARY HARTZ MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY MARLENA MONTAGUE. Motion carried.
- Electronics-Computer Networking (Secondary), Course Unit Level Assessment Plan – GARY HARTZ MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
- English Department Courses, Course (EN100, EN100B, EN100W, EN110, EN111, EN125, EN210), Unit Level Assessment Plan – TABLE
- General Education Development Test Program (GED), Program Unit Level Assessment Plan – GARY HARTZ MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Health Careers & Science (Secondary), Program Unit Level Assessment Plan (Rated RS on 3/7/2014) – KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY MARLENA MONTAGUE. Motion carried.
- Health Careers & Science (Secondary), Course Unit Level Assessment Plan (Rated RS on 3/7/2014) – KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY YVONNE TAM. Motion carried.
- Practical Nursing Certificate, Program Unit Level Assessment Report – GARY HARTZ MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Practical Nursing Certificate, Course Unit Level Assessment Report – MARLENA MONTAGUE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY AVA GARCIA. Motion carried.
- Pre-Nursing Certificate, Program Unit Level Assessment Report – MARLENA MONTAGUE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY AVA GARCIA. Motion carried.

Team 4

- Adult Basic Education (ABE), Program Unit Level Assessment Plan (Pending LOC Approval)

- Automotive (Collision Repair & Refinishing Technology) Secondary, Program Unit Level Assessment Plan – ZHAOPEI TENG MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
- Automotive (Collision Repair & Refinishing Technology) Secondary, Course Unit Level Assessment Plan – ZHAOPEI TENG MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
- Nursing & allied Health Department Courses, Course Unit Level Assessment Plan – TABLE UNTIL APRIL 4, 2014
- Transportation Department Courses, Course Unit Level Assessment Plan – PETE ROBERTO MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY AVA GARCIA.

Data Collection/Implementation Status – No Rating from CCA.

- Accommodative Services, Student Services Unit Level Data Collection Status
- Assessment & Counseling, Student Services Unit Level Data Collection Status
- Apprenticeship Training Program, Student Services Unit Level Data Collection Status
- Automotive Service Technology AS/Cert., Program & Course Unit Level Implementation Status
- Board of Trustees, Administrative Unit Level Data Collection Status
- Center for Civic Engagement, Student Services Unit Level Data Collection Status
- Computer Science AS/Cert., Course (CS103, CS104, CS151, CS206, CS252) Unit Level Implementation Status
- Development & Alumni Relations, Administrative Unit Level Assessment Plan
- Early Childhood Education AS/Cert., Program & Course Unit Level Implementation Status
- Education AA & Cert., Program & Course Unit Level Implementation Status
- Facilities, Administrative Unit Level Data Collection Status
- Health Services Center, Student Services Unit Level Data Collection Status
- Office Technology AS/Cert., Course (OA101, OA103, OA210, OA220 & OA230) Unit Implementation Status
- Planning & Development Office, Administrative Unit Level Data Collection Status
- Work Experience (Secondary), Program Unit Level Data Collection Status

IV. Old Business

- Joint Learning Outcomes Committee and CCA committee meeting – No updates at this time.
- CFS due to AIER the Monday after CCA's rating – CFS is due to AIER the following Monday, no later than 5 p.m.
- CFS from authors due to AIER two Mondays after CCA's Rating – Authors

must submit CFS to AIER two Mondays after they receive their rating from CCA.

V. New Business

- New Assessment Software – The link of the new assessment software will be emailed to CCA members.
- Semester Awards – Continue to send recommendations to AIER.
- Assessment Leadership Summit (Tentative Date/September 19, 2014, D-Wing) – Members agreed that the start of the campaign for the Assessment Leadership Summit be March 31, 2014.

VI. Next Meeting – April 4, 2014 in PCR

VII. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN. Motion carried. Meeting adjourned at 2:45 p.m.

Guam Community College
Committee on College Assessment (CCA)
2 p.m. President's Conference Room
Friday, March 28, 2014 (Spring 2014 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (March 21, 2014 minutes/update #303)

Program/Units Rating Recommendations

Team 3

- English Department Courses, Course (EN100, EN100B, EN100W, EN110, EN111, EN125, EN210,) Unit Level Assessment Plan
- Continuing Education & Workforce Development, Administrative Unit Level Assessment Plan

Team 4

- Work-Keys, Administrative Unit Level Assessment Plan

Data Collection/Implementation Status

- Academic Technologies, Administrative Unit Level Data Collection Status
- Business Office, Administrative Unit Level Data Collection Status
- College Access Challenge Grant Program, Student Services Unit Level Data Collection Status
- Environmental Health & Safety, Administrative Unit Level Data Collection Status
- Human Resources Office, Administrative Unit Level Data Collection Status
- Management Information Systems Office, Administrative Unit Level Data Collection Status
- Materials Management, Administrative Unit Level Data Collection Status
- Student Financial Aid, Student Services Unit Level Data Collection Status

IV. Old Business

- Joint Learning Outcomes Committee and CCA committee meeting – Update
- CFS from review teams due to AIER the Monday after CCA's Rating –
- CFS from authors due to AIER two Mondays after CCA's Rating –

V. New Business

- CCA By-Laws/Update
- New Assessment Software
- Semester Awards – Other Recommendations/DC/Authors
- Assessment Leadership Summit (Tentative Date/September 19, 2014, D-Wing) Publication Date (March 31, 2014)

VI. Agenda Items for Next Meeting

VII. Next meeting – April 4, 2014 in PCR

VIII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #304)
President's Conference Room
2 p.m. Friday March 28, 2014 (Spring 2014 Term)

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Zhaopei Teng (Chair), Marlana Montague (Co-Chair), Vangie Aguon, Steven Alvarez (BOT Student Rep.), Ines Bukikosa, Johanna Camacho, Dr. Elizabeth Diego, Karen Dumchus, R. Gary Hartz, Joachim (Peter) Roberto and Yvonne Tam

Members absent: Joseph Benavente, Ava Garcia and Katsuyoshi Uchima

III. Approval of prior minutes: IT WAS MOVED BY R. GARY HARTZ TO APPROVE, SECONDED BY INES BUKIKOSA THAT THE MEETING MINUTES (UPDATE #303) FOR MARCH 21, 2014 BE APPROVED. Motion carried.

Programs/Units Rating Recommendations

Team 3

- English Department Courses, Course (EN100, EN100W, EN110, EN111, EN125, EN210) Unit Level Assessment Plan – JOACHIM (PETER) ROBERTO MOTIONED TO APPROVE, SECONDED BY STEVEN ALVAREZ. Motion carried.
- Continuing Education & Workforce Development, Administrative Unit Level Assessment Plan – MARLENA MONTAGUE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY R. GARY HARTZ. Motion carried.

Team 4

- Work-Keys, Administrative Unit Level Assessment Plan – YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY STEVEN ALVAREZ. Motion carried.

Data Collection/Implementation Status – No Rating from CCA.

- Academic Technologies, Administrative Unit Level Data Collection Status
- Business Office, Administrative Unit Level Data Collection Status
- College Access Challenge Grant Program, Student Services Unit level Data Collection Status
- Environmental Health & Safety, Administrative Unit Level Data Collection Status
- Human Resources Office, Administrative Unit Level Data Collection Status

March 21, 2014

President's Conference Room (PCR)

- Management Information Systems Office, Administrative Unit level Data Collection Status
- Materials Management, Administrative Unit level Data Collection Status
- Student Financial Aid, Student Services Unit Level Data Collection Status

IV. Old Business

- Joint Learning Outcomes Committee and CCA committee meeting – No updates at this time.
- CFS due to AIER the Monday after CCA's rating – CFS is due to AIER the following Monday, no later than 5 p.m.
- CFS from authors due to AIER two Mondays after CCA's Rating – Authors must submit CFS to AIER two Mondays after they receive their rating from CCA.

V. New Business

- CCA By-Laws/Update – Will be discussed in the next meeting.
- New Assessment Software – Marlana will send link to CCA members.
- Semester Awards – Continue to send recommendations to AIER.
- Assessment Leadership Summit (Tentative Date/September 19, 2014, D-Wing) – Members confirmed that the Assessment Leadership Summit will take place on September 19, 2014.
Publication Date (March 31, 2014) - Chair will draft memo announcing the 2014 Assessment Leadership Summit.

VI. Next Meeting – April 4, 2014 in PCR

VII. Adjournment: IT WAS MOVED BY JOACHIM (PETER) ROBERTO, SECONDED BY YVONNE TAM TO ADJOURN. Motion carried. Meeting adjourned at 3 p.m.

Guam Community College
Committee on College Assessment (CCA)
2 p.m. President's Conference Room
Friday, April 4, 2014 (Spring 2014 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (March 28, 2014 minutes/update #304)

Program/Units Rating Recommendations

Team 3
 - Practical Nursing Certificate, Program Unit Level Assessment Report (Rated RS on 3/21/2014) -Team 4
 - Nursing & Allied Health Department Courses, Course Unit level Assessment Plan -
Data Collection/Implementation Status - None
- IV. Old Business
 - Joint Learning Outcomes Committee and CCA committee meeting – Update
 - CFS from review teams due to AIER the Monday after CCA's Rating –
 - CFS from authors due to AIER two Mondays after CCA's Rating –
- V. New Business
 - CCA By-Laws/Update
 - New Assessment Software
 - Semester Awards – Other Recommendations/DC/Authors
 - Assessment Leadership Summit (September 19, 2014, D-Wing)
- VI. Agenda Items for Next Meeting
- VII. Next meeting – April 11, 2014 in (Tentative - Tech Center 2nd Floor/Room 1210)
- VIII. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2 p.m. President's Conference Room (PCR)
Friday, April 4, 2014 (Spring Term)
Sign-In

No.	Name	Position	Signature
1.	Aguon, Vangie	Administrative Assistant, Office of Assessment, Institutional Effectiveness & Research (AIER)	
2.	Alvarez, Steven	Student Representative, Board of Trustees	
3.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research (AIER)	
4.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Camacho, Johanna	Program Coordinator II, Registrar's Office	
6.	Diego Dr., Elizabeth	Associate Dean, TPS	
7.	Dumchus, Karen	Secondary Instructor, TPS - Allied Health	
8.	Garcia, Ava	Program Specialist, Night Administration	
9.	Hartz, R. Gary	Associate Dean, TPS	
10.	Montague, Marlana	Assistant Director, Office of Assessment, Institutional Effectiveness & Research (AIER)	
11.	Roberto, Joachim (Peter)	Postsecondary Instructor, TPS-Social Science	
12.	Tam, Yvonne	Secondary Assistant Professor, TPS – Marketing	
13.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
14.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
15.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
16.			
17.			
18.			

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #305)
President's Conference Room
2 p.m. Friday April 4, 2014 (Spring 2014 Term)

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Zhaopei Teng (Chair), Marlana Montague (Co-Chair), Vangie Aguon, Steven Alvarez (BOT Student Rep.), Joseph Benavente, Ines Bukikosa, Dr. Elizabeth Diego, Karen Dumchus, R. Gary Hartz, Yvonne Tam and Katsuyoshi Uchima

Members absent: Johanna Camacho, Ava Garcia and Joachim (Peter) Roberto

III. Approval of prior minutes: IT WAS MOVED BY INES BUKIKOSA TO APPROVE, SECONDED BY STEVEN ALVAREZ THAT THE MEETING MINUTES (UPDATE #304) FOR MARCH 28, 2014 BE APPROVED. Motion carried.

Programs/Units Rating Recommendations

Team 3

- Practical Nursing Certificate, Program Unit Level Assessment report (Rated RS on 3/21/2014) – R. GARY HARTZ MOTIONED TO APPROVE, SECONDED BY KAREN DUMCHUS. Motion carried.

Team 4

- Nursing & Allied Health Department Courses, Course Unit Level Assessment Plan – MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY ZHAOPEI TENG. Motion carried.

Data Collection/Implementation Status – No Rating from CCA/None

IV. Old Business

- Joint Learning Outcomes Committee and CCA committee meeting – Zhaopei will meet with Patty next week.
- CFS due to AIER the Monday after CCA's rating – CFS is due to AIER the following Monday, no later than 5 p.m.
- CFS from authors due to AIER two Mondays after CCA's Rating – Authors must submit CFS to AIER two Mondays after they receive their rating from CCA.

April 4, 2014

President's Conference Room (PCR)

V. New Business

- CCA By-Laws/Update – Fall 2014 effective date of Job Specs. By-Laws update pending further discussion.
- New Assessment Software – Marlana sent the software link to all CCA members. Members will be able to explore the different software that is available.
- Semester Awards – Recommendations received from Kat Uchima.
- Assessment Leadership Summit (September 19, 2014, D-Wing) – Campus announcement was posted on MyGCC on Monday, March 31, 2014.

VI. Next Meeting – April 11, 2014 in (Tentative/Tech Center 2nd Floor/Room 1210)

VII. Adjournment: IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY JOSEPH BENAVENTE TO ADJOURN. Motion carried. Meeting adjourned at 3 p.m.

Guam Community College
Committee on College Assessment (CCA)
2 p.m. Tech. Center, 2nd Floor Rm. 1210 (Conference Room)
Friday, April 11, 2014 (Spring 2014 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (April 4, 2014 minutes/update #305)

Program/Units Rating Recommendations

Team 2
 - Tourism (Lodging Management Program) Secondary, Program Unit Level Assessment Plan (Rated RS on 3/7/2014)
 - Tourism (Lodging Management Program) Secondary, Course Unit Level Assessment Plan (Rated RS on 3/7/2014)
Data Collection/Implementation Status - None
- IV. Old Business
 - Joint Learning Outcomes Committee and CCA committee meeting – Update
 - CFS from review teams due to AIER the Monday after CCA's Rating –
 - CFS from authors due to AIER two Mondays after CCA's Rating –
- V. New Business
 - Semester Awards/Nominations
 - CCA By-Laws/Update - Table
 - Assessment Leadership Summit (September 19, 2014, D-Wing)
Updates/Recommendations
- VI. Agenda Items for Next Meeting
- VII. Next meeting – April 25, 2014 in PCR (No meeting on April 18, 2014/Easter Break)
- VIII. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2 p.m. President's Conference Room (PCR)
Friday, May 2, 2014 (Spring 2014 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (April 25, 2014 minutes/update #307)

Program/Units Rating Recommendations

Team 1

- Medium Heavy Truck Diesel Technology Certificate, Program Unit Level Assessment Report (Rated RS on 3/21/2014)
- Medium Heavy Truck Diesel Technology Certificate, Course Unit Level Assessment Report (Rated RS ON 3/21/2014)

Team 3

- Construction Technology Certificate, Program Unit Level Assessment Report

Team 4

- Automotive (Collision Repair & Refinishing Technology) Secondary, Program Unit Level Assessment Plan (Rated RS on 3/21/2014)
- Automotive (Collision Repair & Refinishing Technology) Secondary, Course Unit Level Assessment Plan (Rated RS on 3/21/2014)
- Computer Aided Design and Drafting Certificate, Program Unit Level Assessment Report

Data Collection/Implementation Status

- Computer Networking AS, Program & Course Unit Level Implementation Status
- Computer Science AS/Certificate, Program & Course Unit Level Implementation Status
- Construction Trades Department Courses, Course Unit Level Implementation Status
- Civil Engineering Technology AS, Program & Course Unit Level Implementation Status
- Pre-Architectural Drafting AS/Certificate, Program & Course Unit Level Implementation Status

IV. Old Business

- Joint Learning Outcomes Committee and CCA committee meeting – Update
- CFS from review teams due to AIER the Monday after CCA's Rating –
- CFS from authors due to AIER two Mondays after CCA's Rating –

V. New Business

- CCA Voting
- CCA By-Laws/Update
- Committee Goals & Recommendations for AY2014-2015
- Assessment Leadership Summit (September 19, 2014, D-Wing)
Updates/Recommendations

- VI. Agenda Items for Next Meeting
- VII. Next meeting – August 29, 2014 in PCR (First Meeting/Fall 2014)
- VIII. Adjournment