

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #311)
President's Conference Room
2 p.m. Friday September 26, 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, Elmarie Anderson (BOT Student Representative), Joseph Benavente, Ines Bukikosa, Dr. Elizabeth Diego, Doris Manibusan, Joachim (Peter) Roberto, Catherine Solidum, Yvonne Tam and Katsuyoshi Uchima

Members absent: Ava Garcia and R. Gary Hartz (Leave)

III. Approval of prior minutes: IT WAS MOVED BY KATSUYOSHI UCHIMA TO APPROVE, SECONDED BY JOSEPH BENAVENTE THAT THE MEETING MINUTES (UPDATE #310) FOR SEPTEMBER 5, 2014 BE APPROVED. Motion carried.

Programs/Units Rating Recommendations –

Team 3

- Project Aim, Student Services Unit Level Assessment Report – Table

IV. Old Business

- Joint Learning Outcomes Committee and CCA committee – Zhaopei will schedule a meeting with Norma.
- CFS from review teams due to AIER the Monday after CCA's Rating – No rating.
- CFS from authors due to AIER two Mondays after CCA's Rating -

V. New Business

Curriculum Review Cycle – An annual review cycle was developed and posted on MyGCC. All curricula should be current by the next accreditation visit in March of 2018. Clarification on the approval process was discussed.

- TracDat Data Input Memo – The new TracDat Input Memo is in TracDat and in MyGCC in the AIER page, under AIER Resources. AIER will not receive the TracDat Data Input Memo if it is not in the new format.
- Team Assignments – CCA welcomed the new members. Catherine Solidum from MIS, Doris Manibusan from the Dean's Office, Gil Yanger from Construction Trades and Elmarie Anderson, the BOT Student Representative. Listed below is the breakdown of the teams.
 - Team 1: Joe Benavente, Dr. Elizabeth Diego & Katsuyoshi Uchima

- Team 2: Vangie Aguon, Ines Bukikosa, Ava Garcia & Doris Manibusan
 - Team 3: Elmarie Anderson, Marlena Montague, Peter Roberto & Yvonne Tam
 - Team 4: R. Gary Hartz, Catherine Solidum, Gil Yanger & Zhaopei Teng
- Spring 2015 Assessment Day (For Discussion) – The CCA members agreed that February 20, 2015 will be the *Spring 2015 Assessment Day*. Members also agreed to invite COPSA students to participate in this event. KATSUYOSHI UCHIMA MOTIONED, 2ND BY JOE BENAVENTE. Motion carried.
- By-Laws (Leadership) – The By-Laws need to be updated to recognize leadership. The Chair, Chair Elect and Past Chair need to be included.
- Discussion regarding SLO review was brought forth. CCA will clarify with AVP.

VI. Agenda Items for Next Meeting

- Reminder of Assessment Deadline, Oct. 13, 2014.
- Update By-Laws
- SLO Review (Who is Responsible?)

VII. 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, October 3, 2014 (Fall 2014 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (September 26, 2014 minutes/update #311)

Program/Units Rating Recommendations –

Team 3
 - Project Aim, Student Services Unit Level Assessment Report
- 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 Deadline Reminder (October 13, 2014)
 - By-Laws – Update
 - Group A/Assessment Plan
 - SLO Review (Who is Responsible)
- VI. Agenda Items for Next Meeting
- VII. Next meeting – October 10, 2014 in PCR
- VIII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #312)
President's Conference Room
2 p.m. Friday October 3, 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, Ines Bukikosa, Dr. Elizabeth Diego, R. Gary Hartz Doris Manibusan, Joachim (Peter) Roberto, Yvonne Tam and Katsuyoshi Uchima & Gil Yanger

Members absent: Elmarie Anderson (BOT Student Representative), Ava Garcia and Catherine Solidum

Approval of prior minutes: MEETING MINUTES (UPDATE #311) FOR SEPTEMBER 26, 2014 - TABLED.

Programs/Units Rating Recommendations –

Team 3

- Project Aim, Student Services Unit Level Assessment Report – MARLENA MONTAGUE MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

III. Old Business

- Joint Learning Outcomes Committee and CCA committee – Zhaopei will reschedule the meeting with Norma.
- CFS from review teams due to AIER the Monday after CCA's Rating – Due to AIER no later than 5 p.m. on Monday.
- CFS from authors due to AIER two Mondays after CCA's Rating –

IV. New Business

- Assessment Deadline Reminder (October 13, 2014) – Remind authors of the Assessment Deadline, October 13, 2014.
- By-Laws/Update –The committee recommended that the following changes be made to the by-laws.
 - Include leader positions as *Chair, Chair Elect and Past Chair*.
 - The election for *Chair Elect* shall occur at the last meeting of the academic year (spring 2015).
 - Remove the sentence, *Recorder must be AIER staff*.

The Chair will get clarification from the Job Specs Committee on why the CCA Chair must be Postsecondary Instructional Faculty.

- Group A/Assessment Plan – Any program or courses that are being updated by LOC will not have to do their assessment until their documents are approved. Authors must submit their TracDat Data Input Memo with Curriculum Revisions checked, attach curriculum cover sheet and send to AIER.
- SLO Review (Who is Responsible) – Several CCA members met with Dr. Ray regarding SLOs. CCA is responsible for quality control on all SLOs. Members can advise authors to make changes on SLOs if needed. There was a discussion on SLO training for both LOC and CCA members. CCA Chair, Co-Chair and Chair-elect will have a meeting with LOC Chair to work out a solution on quality assurance of SLOs.

V. 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, October 10, 2014 (Fall 2014 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (September 26, 2014 minutes/update #311) and (October 3, 2014 minutes/update #312)

Program/Units Rating Recommendations –

Team 3
 - Early Childhood Education AS/Certificate, Course Unit Level Assessment Plan – CURRICULUM REVIEW
 - Education AA/Certificate, Course Unit Level Assessment Plan – CURRICULUM REVIEW
 - Marketing (Secondary) – CURRICULUM REVIEW
 - Office Technology AS/Certificate, Program Unit Level Assessment Plan
 - Office Technology AS/Certificate, Course Unit Level Assessment PlanTeam 4
 - Learning Resources Center, Student Services Unit Level Assessment ReportData Collection/Implementation Status:
 - Allied Health (Introduction to Health Occupations) Secondary, Data Collection Status
 - Math & Science Department Courses/MA161A, Data Collection Status
 - English Department Courses/EN100R, 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
 - Assessment Deadline Reminder (October 13, 2014)
 - By-Laws/Leadership - Update
 - SLO Handbook
- VI. Agenda Items for Next Meeting
- VII. Next meeting – October 17, 2014 in PCR
- VIII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #313)
President's Conference Room
2 p.m. Friday October 10, 2014 (Fall 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, Dr. Elizabeth Diego, R. Gary Hartz, Doris Manibusan, Joachim (Peter) Roberto, Catherine Solidum, Yvonne Tam and Katsuyoshi Uchima & Gil Yanger

Members absent: Elmarie Anderson (BOT Student Representative), Ava Garcia

III. Approval of prior minutes: IT WAS MOVED BY KATSUYOSHI UCHIMA TO APPROVE, SECONDED BY JOSEPH BENAVENTE THAT THE MEETING MINUTES (Update #311) for SEPTEMBER 26, 2014 BE APPROVED. Motion Carried.
IT WAS MOVED BY INES BUKIKOSA TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA THAT THE MEETING MINUTES (Update #312) for OCTOBER 3, 2014 BE APPROVED.

Programs/Units Rating Recommendations –

Team 3

- Early Childhood Education AS/Certificate, Course Unit Level Assessment Plan – CURRICULUM REVIEW
- Education AA/Certificate, Course Unit Level Assessment Plan – CURRICULUM REVIEW
- Marketing (Secondary), CURRICULUM REVIEW
- Office Technology AS, Program Unit Level Assessment Plan – TABLE
- Office Technology AS, Course Unit Level Assessment Plan – TABLE

Team 4

- Learning Resources Center, Student Services Unit Level Assessment Report – ZHAOPEI TENG MOTIONED TO APPROVE, SECONDED BY JOSEPH BENAVENTE. Motion carried.

Data Collection/Implementation Status

- Allied Health (Introduction to Health Occupations) Secondary, Data Collection Status
- Math & Science Department Courses/MA161A, Data Collection Status
- English Department Courses/EN100R, Data Collection Status

IV. Old Business

- Joint Learning Outcomes Committee and CCA committee – Zhaopei, Marlena and Kat will meet with LOC two weeks from today to discuss the SLOs.
- 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 Deadline Reminder (October 13, 2014) – The Assessment Deadline of October 13, 2014 was posted on MyGCC.
- By-Laws/Leadership –Discussions regarding secondary faculty leadership roles occurred. Chair will communicate with faculty representatives on Job-Specs to clarify and incorporate secondary faculty leadership.
KATSUYOSHI UCHIMA MOTIONED TO HAVE JOB-SPECS COMMITTEE INCLUDE BOTH POST-SECONDARY AND SECONDARY FACULTY AS POSSIBLE CHAIRS FOR CCA, SECONDED BY GIL YANGER. Motion carried.
- SLO Handbook – The draft SLO handbook was provided to members. Details were discussed and recommendations were made. CCA and LOC will work together to finalize the details. Some recommendations for quality review included an SLO review group, creative compensation, and a dedicated curriculum office.

VI. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY GIL YANGER 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, October 17, 2014 (Fall 2014 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (October 10, 2014 minutes/update #313)

Program/Units Rating Recommendations –

Team 1

- Accommodative Services, Student Services Unit Level Assessment Report –
- Accounting AS, Program Unit Level Assessment Plan – CURRICULUM REVIEW
- Accounting AS, Course Unit Level Assessment Plan – CURRICULUM REVIEW
- Automotive Service Technology AS/Certificate, Program Unit Level Assessment Plan – CURRICULUM REVIEW
- Automotive Service Technology AS/Certificate, Course Unit Level Assessment Plan – CURRICULUM REVIEW
- Civil Engineering Technology AS, Program Unit Level Assessment Plan – CURRICULUM REVIEW
- Civil Engineering Technology AS, Course Unit Level Assessment Plan – CURRICULUM REVIEW
- Computer Science AS/Certificate, Program Unit Level Assessment Plan – CURRICULUM REVIEW
- Computer Science AS/Certificate, Course (CS152, CS203, CS205 & CS206) Unit Level Assessment Plan – CURRICULUM REVIEW
- Construction Technology Certificate, Program Unit Level Assessment Plan – CURRICULUM REVIEW
- Construction Technology Certificate, Course Unit Level Assessment Plan – CURRICULUM REVIEW
- Culinary Arts AA, Program Unit Level Assessment Plan – CURRICULUM REVIEW
- Culinary Arts AA, Course Unit Level Assessment Plan – CURRICULUM REVIEW
- Hotel Operations Management AS/Certificate, Program Unit Level Assessment Plan – CURRICULUM REVIEW
- Hotel Operations Management AS/Certificate, Course Unit Level Assessment Plan – CURRICULUM REVIEW
- Social Science/Criminal Justice Department Courses – CURRICULUM REVIEW

Team 2

- Assessment & Counseling, Student Services Unit Level Assessment Report –
- Center for Student Involvement, Student Services Unit Level Assessment Report –
- College Access Challenge Grant Program, Student Services Unit Level Assessment Report –
- Computer Networking AS, Program Unit Level Assessment Plan – CURRICULUM REVIEW
- Computer Networking AS, Course Unit Level Assessment Plan – CURRICULUM

REVISION

- Criminal Justice AS/Certificate Program Unit Level Assessment Plan – CURRICULUM REVIEW
- Criminal Justice AS/Certificate Course Unit Level Assessment Plan – CURRICULUM REVIEW
- Facilities, Administrative Unit Level Assessment Report –
- Office of the President, Administrative Unit Level Assessment Report –
- Pre-Architectural Drafting AS, Program Unit Level Assessment Plan – CURRICULUM REVIEW
- Pre-Architectural Drafting AS, Course Unit Level Assessment Plan – CURRICULUM REVIEW
- Surveying Technology AS/Certificate, Program Unit Level Assessment Plan – CURRICULUM REVIEW
- Surveying Technology AS/Certificate, Course Unit Level Assessment Plan – CURRICULUM REVIEW
- Tourism & Travel Management AS/Certificate, Program Unit Level Assessment Plan – CURRICULUM REVIEW
- Tourism & Travel Management AS/Certificate, Course Unit Level Assessment Plan – CURRICULUM REVIEW

Team 3

- Development & Alumni Relations, Administrative Unit Level Assessment Report –
- Fire Science Technology Certificate, Program Unit Level Assessment Plan – CURRICULUM REVIEW
- Fire Science Technology Certificate, Course Unit Level Assessment Plan – CURRICULUM REVIEW
- Office Technology AS Program Unit Level Assessment Plan –
- Office Technology AS Course Unit Level Assessment Plan –
- Office Technology Certificate, Program Unit Level Assessment Plan – CURRICULUM REVIEW
- Office Technology Certificate, Course Unit Level Assessment Plan – CURRICULUM REVIEW
- Planning & Development, Administrative Unit Level Assessment Report –
- Supervision & Management AS/Certificate, Program Unit Level Assessment Plan – CURRICULUM REVIEW
- Supervision & Management AS/Certificate, Course Unit Level Assessment Plan – CURRICULUM REVIEW

Team 4

- Center for Civic Engagement, Student Services Unit Level Assessment Report –
- Computer Aided Design & Drafting Certificate, Program Unit Level Assessment Plan – CURRICULUM REVIEW
- Computer Aided Design & Drafting Certificate, Course Unit Level Assessment Plan – CURRICULUM REVIEW
- Family Services Certificate, Program Unit Level Assessment Plan – CURRICULUM REVIEW
- Family Services Certificate, Course Unit Level Assessment Plan – CURRICULUM REVIEW
- Interdisciplinary Arts & Sciences AA, Program Unit Level Assessment Plan –
- Interdisciplinary Arts & Sciences AA, Course Unit Level Assessment Plan –
- Medical Assisting AS/Certificate, Program Unit Level Assessment Plan – CURRICULUM REVIEW
- Medical Assisting AS/Certificate, Course Unit Level Assessment Plan – CURRICULUM REVIEW

- Food & Beverage AS/Certificate, Program Unit Level Assessment Plan – CURRICULUM REVIEW
- Food & Beverage AS/Certificate, Course Unit Level Assessment Plan – CURRICULUM REVIEW
- Marketing AS/Certificate, Program Unit Level Assessment Plan – CURRICULUM REVIEW
- Marketing AS/Certificate, Course Unit Level Assessment Plan – CURRICULUM REVISION

Data Collection/Implementation Status:

- Automotive (Collision Repair & Finishing) Secondary, Program & Course Unit Level Data Collection Status
- Automotive Service Technology (Secondary), Program & Course Unit Level Data Collection Status
- Business Department Courses, Course Unit Data Collection Status –
- Construction Trades (Carpentry & AutoCAD) Secondary, Program & Course Unit Level Data Collection Status –
- Construction Trades Department Courses, Course Unit Level Data Collection Status –
- Education/Cosmetology Department Courses, Course Unit Level Data Collection Status –
- English Department Courses (EN125, EN11, EN210), Data Collection Status
- GED (General Education Development Test Program), Administrative Unit Level Data Collection Status
- Health Careers Science (Secondary), Program & Course Unit Level Data Collection Status
- Math/Science Department Courses (MA085, MA161A) (SI110, SI110L, SI150-), Course Unit Level Data Collection Status
- Nursing Allied Health Department Courses (MS101, 120, 121, 125, 140, 141, 145, 201, 210, 220, 221, 225, 292), Data Collection Status
- Practical Nursing Certificate, Program & Course Unit Level Implementation Status –
- Social Science/Criminal Justice Department Courses, Data Collection Status –
- Technology Department Courses, Course Unit Level Data Collection Status
- Transportation Department Courses, Course Unit Level Data Collection Status –
- Tourism & Hospitality Department Courses (JA108, 110, 111, 210, KE110), Course Unit Level Data Collection Status
- Tourism-Lodging Management Program/Secondary, Program & Course Unit Level Data Collection Status
- Tourism-ProStart/Secondary, Program & 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

- Spring 2015 Assessment Day – Discussion/Invite Wilson

VI. Agenda Items for Next Meeting

VII. Next meeting – October 24, 2014 in the Student Center/Training Room (5108)

VIII. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2 p.m. in the Student Center Training Room, 5108
Friday, October 24, 2014 (Fall 2014 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (October 10, 2014 minutes/update #313)

Program/Units Rating Recommendations –

Team 1

- Accommodative Services, Student Services Unit Level Assessment Report –

Team 2

- Assessment & Counseling, Student Services Unit Level Assessment Report –
- Center for Student Involvement, Student Services Unit Level Assessment Report –
- College Access Challenge Grant Program, Student Services Unit Level Assessment Report –
- Facilities, Administrative Unit Level Assessment Report –
- Office of the President, Administrative Unit Level Assessment Report –

Team 3

- Development & Alumni Relations, Administrative Unit Level Assessment Report –
- Health Services Center, Student Services Unit Level Assessment Report
- Planning & Development, Administrative Unit Level Assessment Report –

Team 4

- Apprenticeship Training Program, Student Services Unit Level Assessment Report -
- Board of Trustees, Administrative Unit Level Assessment Report
- Center for Civic Engagement, Student Services Unit Level Assessment Report –
- Communications & Promotions, Administrative Unit Level Assessment Report –
- Interdisciplinary Arts & Sciences AA, Program Unit Level Assessment Plan –
- Interdisciplinary Arts & Sciences AA, Course Unit Level Assessment Plan –
- Student Support Services, Student Services Unit Level Assessment Report –

Programs/Courses under Curriculum Review:

- Accounting AS - Program & Course AC240
- Automotive Service Technology AS/Certificate – Program & Course
- Business Department Courses -
- Civil Engineering Technology AS, - Program & Course, CE211 & CE221
- Computer Networking AS, Program & Course -
- Computer Aided Design & Drafting Certificate - Program & Course
- Computer Science AS/Certificate – Program & Course CS152, CS203, CS205 & CS206
- Construction Technology Certificate – Program & Course, CT152, CT152A, CT153, CT154A, CT154B, CT165A, CT165B, CT165C, CT165D, CT173, CT182, CT183, CT185A, CT185B, CT185C, CT196A, CT196B, CT197A & CT197B

- Construction Trades Department Courses – CE121, CE215, CE225, CT100, CT140, CT197 & WT100
- Continuing Education & Workforce Development, Administrative Unit Level Data Collection Status –
- Criminal Justice AS/Certificate – Program & Course, CJ100, 101, 102, 107, 126, 126L, 132, 135, 150, 200, 204, 205, 206, 209, 255, 250 & 260
- Culinary Arts AA - Program & Course, CUL120, CUL140, CUL145, CUL160, CUL180, CUL200, CUL220, CUL240, CUL280, CUL293
- Education/Cosmetology Department Courses – Archival Curriculum: ED202, ED251, ED252, ED253, ED254, ED282 & ED283. Courses-ASL110, IN180, PD201, PD240 & PD241
- Emergency Management Certificate – Program & Course, EM1100, EM1102, EM1104, EM1106, EM1108, EM1110, EM1112, EM1114, EM1116, EM1118, EM1120, EM1122, EM1124, EM1126, EM1128, EM1130, EM1132, EM1134, EM1138, EM1142, EM1144, EM1146, EM1148, EM1150, EM1152 & EM1154
- Family Service Certificate – Program & Course, FA110, FA192, & FA201
- Fire Science Technology Certificate – Program & Course, FS100, FS101, FS102, FS103, FS104, FS105, & FS107
- Food & Beverage AS/Certificate - Program & Course, HS140, HFB215, HS208
- Hotel Operations Management AS/Certificate – Program & Course, HS150, HS160, HS211, HS215, HS217 & HS219
- Human Services AS – Program & Course, HM150, HM180, HM205, HM225, HM250, HM292
- Marketing AS/Certificate, Program & Course
- Medical Assisting AS/Certificate, Program & Course, MS101, MS120, MS121, MS125, MS140, MS141, MS145, MS201, MS210, MS220, MS221, MS225, MS292
- Medium/Heavy Truck Diesel Technology Certificate – Program & Course
- Nursing & Allied Health Department Courses –
- Office Technology AS/Certificate - Program & Course (OA109, OA130, OA240 & OA250)
- Practical Nursing Certificate -
- Pre-Architectural Drafting AS - Program & Course, AE103, AE121, AE122, AE138 & AE150
- Social Science/Criminal Justice Department Courses – CJ104, CJ122, CJ140, CJ145, CJ148, CJ155, CJ160, CJ292, EC110, H1121, H1122, H1176, HU120, 220, PI101, PS140, PY100, PY120, PY125, SO099, SO110, SO130, SS063, SS078, SS081, SS082, SS083, SS084, SS091
- Supervision & Management AS/Certificate - Program & Course
- Surveying Technology AS/Certificate - Program & Course, SU100, SU101, SU230, SU240, SU241, SU250, SU251, SU280 & SU292
- Tourism & Hospitality Department Courses – JA108, JA110, JA111, JA210 & KE110
- Tourism & Travel Management AS/Certificate - Program & Course, HS152 & HS278
- Transportation Department Courses -

Data Collection/Implementation Status:

- Automotive (Collision Repair & Finishing) Secondary, Program & Course Unit Level Data Collection Status
- Automotive Service Technology (Secondary), Program & Course Unit Level Data Collection Status
- Business Department Courses, Course Unit Data Collection Status –
- Continuing Education & Workforce Development, Student Service Unit Level Data Collection Status –

- Construction Trades (Carpentry & AutoCAD) Secondary, Program & Course Unit Level Data Collection Status –
- English Department Courses (EN100R, EN111, EN125, EN210), Data Collection Status
- GED (General Education Development Test Program), Administrative Unit Level Data Collection Status
- Health Careers Science (Secondary), Program & Course Unit Level Data Collection Status
- Math/Science Department Courses (MA085, MA161A) (SI103, SI110, SI110L, SI150), Course Unit Level Data Collection Status
- Nursing & Allied Health Department Courses, Course Unit Level Data Collection Status
- Practical Nursing Certificate, Program & Course Unit Level Implementation Status –
- Social Science/Criminal Justice Department Courses, Data Collection Status –
- Technology Department Courses, Course Unit Level Data Collection Status –
- Transportation Department Courses, Course Unit Level Data Collection Status –
- Tourism-Lodging Management Program/Secondary, Program & Course Unit Level Data Collection Status
- Tourism-ProStart/Secondary, Program & Course Unit Level Data Collection Status
- Work-Key, Administrative Unit Level Assessment 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

- Spring 2015 Assessment Day – Discussion/Invite Wilson

VI. Agenda Items for Next Meeting

VII. Next meeting – October 31, 2014 in the PCR

VIII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #314)
Student Center Training Room, 5108
2 p.m. Friday October 24, 2014 (Fall Term)

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Zhaopei Teng (Chair), Vangie Aguon, Elmarie Anderson (BOT Student Representative), Joseph Benavente, Ines Bukikosa, Dr. Elizabeth Diego, R. Gary Hartz, Doris Manibusan, Joachim (Peter) Roberto and Katsuyoshi Uchima

Members absent: Marlana Montague (Meeting), Danilo Bilong, Ava Garcia, Catherine Solidum, Yvonne Tam and Gil Yanger

III. Approval of prior minutes: IT WAS MOVED BY R. GARY HARTZ TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA THAT THE MEETING MINUTES (Update #313) for OCTOBER 10, 2014 BE APPROVED. Motion Carried.

Programs/Units Rating Recommendations –

Team 1

- Accommodative Services, Student Services Unit level Assessment Report – KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.

Team 2

- Assessment & Counseling, Student Services Unit Level Assessment Report – INES BUKIKOSA MOTIONED TO APPROVE, SECONDED BY VANGIE AGUON. Motion carried.
- Center for Student Involvement, Student Services Unit Level Assessment Report – INES BUKIKOSA MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- College Access Challenge Grant Program, Student Services Unit Level Assessment Report – INES BUKIKOSA MOTIONED TO APPROVE, SECONDED BY VANGIE AGUON. Motion carried.
- Facilities, Administrative Unit Level Assessment Report – INES BUKIKOSA MOTIONED TO APPROVE, SECONDED BY VANGIE AGUON. Motion carried.
- Office of the President, Administrative Unit Level Assessment Report – INES BUKIKOSA MOTIONED TO APPROVE, SECONDED BY VANGIE AGUON. Motion carried.

Team 3

- Development & Alumni Relations, Administrative Unit Level Assessment Report – VANGIE AGUON MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Health Services Center, Student Services Unit Level Assessment Report – VANGIE AGUON MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Planning & Development, Administrative Unit Level Assessment Report – VANGIE AGUON MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

Team 4

- Apprenticeship Training Program, Student Services Unit Level Assessment Report – ZHAOPEI TENG MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Board of Trustees, Administrative Unit Level Assessment Report – TABLED
- Center for Civic Engagement, Student Services Unit Level Assessment Report – ZHAOPEI TENG MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Communications & Promotions, Administrative Unit Level Assessment Report – TABLED
- Interdisciplinary Arts & Sciences AA, Program Unit Level Assessment Plan – TABLED
- Interdisciplinary Arts & Sciences AA, Course Unit Level Assessment Plan – TABLED
- Student Support Services, Student Services Unit Level Assessment Report – ZHAOPEI TENG MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

Program/Courses under Curriculum Review

- Automotive Service Technology AS/Certificate – Program & Course
- Business Department Courses -
- Civil Engineering Technology AS, - Program & Course, CE211 & CE221
- Computer Networking AS, Program & Course -
- Computer Aided Design & Drafting Certificate - Program & Course
- Computer Science AS/Certificate – Program & Course CS152, CS203, CS205 & CS206
- Construction Technology Certificate – Program & Course, CT152, CT152A, CT153, CT154A, CT154B, CT165A, CT165B, CT165C, CT165D, CT173, CT182, CT183, CT185A, CT185B, CT185C, CT196A, CT196B, CT197A & CT197B
- Construction Trades Department Courses – CE121, CE215, CE225, CT100, CT140, CT197 & WT100
- Continuing Education & Workforce Development, Administrative Unit Level Data Collection Status –

- Criminal Justice AS/Certificate – Program & Course, CJ100, 101, 102, 107, 126, 126L, 132, 135, 150, 200, 204, 205, 206, 209, 255, 250 & 260
- Culinary Arts AA - Program & Course, CUL120, CUL140, CUL145, CUL160, CUL180, CUL200, CUL220, CUL240, CUL280, CUL293
- Education/Cosmetology Department Courses – Archival Curriculum: ED202, ED251, ED252, ED253, ED254, ED282 & ED283. Courses-ASL110, IN180, PD201, PD240 & PD241
- Emergency Management Certificate – Program & Course, EM1100, EM1102, EM1104, EM1106, EM1108, EM1110, EM1112, EM1114, EM1116, EM1118, EM1120, EM1122, EM1124, EM1126, EM1128, EM1130, EM1132, EM1134, EM1138, EM1142, EM1144, EM1146, EM1148, EM1150, EM1152 & EM1154
- Family Service Certificate – Program & Course, FA110, FA192, & FA201
- Fire Science Technology Certificate – Program & Course, FS100, FS101, FS102, FS103, FS104, FS105, & FS107
- Food & Beverage AS/Certificate - Program & Course, HS140, HFB215, HS208
- Hotel Operations Management AS/Certificate – Program & Course, HS150, HS160, HS211, HS215, HS217 & HS219
- Human Services AS – Program & Course, HM150, HM180, HM205, HM225, HM250, HM292
- Marketing AS/Certificate, Program & Course
- Medical Assisting AS/Certificate, Program & Course, MS101, MS120, MS121, MS125, MS140, MS141, MS145, MS201, MS210, MS220, MS221, MS225, MS292
- Medium/Heavy Truck Diesel Technology Certificate – Program & Course
- Nursing & Allied Health Department Courses –
- Office Technology AS/Certificate - Program & Course (OA109, OA130, OA240 & OA250)
- Practical Nursing Certificate -
- Pre-Architectural Drafting AS - Program & Course, AE103, AE121, AE122, AE138 & AE150
- Social Science/Criminal Justice Department Courses – CJ104, CJ122, CJ140, CJ145, CJ148, CJ155, CJ160, CJ292, EC110, H1121, HI122, HI176, HU120, 220, PI101, PS140, PY100, PY120, PY125, SO099, SO110, SO130, SS063, SS078, SS081, SS082, SS083, SS084, SS091
- Supervision & Management AS/Certificate - Program & Course
- Surveying Technology AS/Certificate - Program & Course, SU100, SU101, SU230, SU240, SU241, SU250, SU251, SU280 & SU292
- Tourism & Hospitality Department Courses – JA108, JA110, JA111, JA210 & KE110
- Tourism & Travel Management AS/Certificate - Program & Course, HS152 & HS278
- Transportation Department Courses -

Data Collection/Implementation Status:

- Automotive (Collision Repair & Finishing) Secondary, Program & Course Unit Level Data Collection Status
- Automotive Service Technology (Secondary), Program & Course Unit Level Data Collection Status
- Business Department Courses, Course Unit Data Collection Status –
- Continuing Education & Workforce Development, Student Service Unit Level Data Collection Status –
- Construction Trades (Carpentry & AutoCAD) Secondary, Program & Course Unit Level Data Collection Status –
- English Department Courses (EN100R, EN111, EN125, EN210), Data Collection Status
- GED (General Education Development Test Program), Administrative Unit Level Data Collection Status
- Health Careers Science (Secondary), Program & Course Unit Level Data Collection Status
- Math/Science Department Courses (MA085, MA161A) (SI103, SI110, SI110L, SI150), Course Unit Level Data Collection Status
- Nursing & Allied Health Department Courses, Course Unit Level Data Collection Status
- Practical Nursing Certificate, Program & Course Unit Level Implementation Status –
- Social Science/Criminal Justice Department Courses, Data Collection Status –
- Technology Department Courses, Course Unit Level Data Collection Status –
- Transportation Department Courses, Course Unit Level Data Collection Status –
- Tourism-Lodging Management Program/Secondary, Program & Course Unit Level Data Collection Status
- Tourism-ProStart/Secondary, Program & Course Unit Level Data Collection Status
- Work-Key, Administrative Unit Level Assessment Data Collection Status –

IV. Old Business

- Joint Learning Outcomes Committee and CCA committee – Zhaopei will email Norma to schedule a meeting.
- CFS from review teams due to AIER the Monday after CCA's Rating – CFSs' are due to AIER on Monday by 5 p.m.
- CFS from authors due to AIER two Mondays after CCA's Rating – CFSs' from authors are due to AIER two Mondays after meeting.

V. New Business

- Spring 2015 Assessment Day/Discussion (Invite Wilson) – Suggestions made by Wilson:
 - ✓ Invite former CCA members and authors to assist on Assessment Day.

- ✓ CCA members should take a proactive role in helping Assessment authors.
 - ✓ All CCA members should be proficient with TracDat so they can help assessment authors more effectively.
 - ✓ New members should be trained to use TracDat.
- Certificates on Assessment Summit - CCA members agreed that certificates will not be issued. Sign-in sheets will be provided upon request.

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

Guam Community College
Committee on College Assessment (CCA)
2 p.m. in the Student Center Training Room, 5108
Friday, October 31, 2014 (Fall 2014 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (October 10, 2014 minutes/update #313)
 - Program/Units Rating Recommendations –
 - Team 1
 - Accommodative Services, Student Services Unit level Assessment Report – Resubmitted on 10/27/2014
 - Team 4
 - Apprenticeship Training Program, Student Services Unit Level Assessment Report – Resubmitted on 10/28/2014.
 - Board of Trustees, Administrative Unit Level Assessment Report – Tabled
 - Communications & Promotions, Administrative Unit Level Assessment Report – Tabled
 - Interdisciplinary Arts & Sciences AA, Program Unit Level Assessment Plan – Tabled
 - Interdisciplinary Arts & Sciences AA, Course Unit Level Assessment Plan – Tabled
- 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
 - Spring 2015 Assessment Day – Discussion/Continue
- VI. Agenda Items for Next Meeting
- VII. Next meeting – November 7, 2014 in the PCR
- VIII. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2 p.m. in the President's Conference Room (PCR)
(October 31, 2014 Meeting Postponed)
Friday, November 7, 2014 (Fall 2014 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (October 24, 2014 minutes/update #314)

Program/Units Rating Recommendations –

Team 1
 - Accommodative Services, Student Services Unit level Assessment Report – Resubmitted on 10/27/2014
 - Business Office, Administrative Unit Level Assessment Report –Team 3
 - Human Resources Office, Administrative Unit Level Assessment Report –
 - Management Information Systems, Administrative Unit Level Assessment Report –
 - Project Aim/TRIO, Student Services Unit Level Assessment Report , Resubmitted on October 30, 2014 –Team 4
 - Apprenticeship Training Program, Student Services Unit Level Assessment Report – Resubmitted on 10/28/2014.
 - Board of Trustees, Administrative Unit Level Assessment Report – Tabled
 - Communications & Promotions, Administrative Unit Level Assessment Report – Tabled
 - Interdisciplinary Arts & Sciences AA, Program Unit Level Assessment Plan – Tabled
 - Interdisciplinary Arts & Sciences AA, Course Unit Level Assessment Plan – Tabled
- 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
 - Spring 2015 Assessment Day – Discussion/Continue
- VI. Agenda Items for Next Meeting
- VII. Next meeting – November 14, 2014 in the PCR
- VIII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #316)
President's Conference Room (PCR)
2 p.m. Friday November 14, 2014 (Fall Term)

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Marlena Montague, Vangie Aguon, Joseph Benavente, Danilo Bilong, Ines Bukikosa, Dr. Elizabeth Diego, Ava Garcia, R. Gary Hartz, Doris Manibusan, Catherine Solidum, Yvonne Tam and Katsuyoshi Uchima

Members absent: Zhaopei Teng (Chair), Elmarie Anderson (BOT Student Representative), R. Joachim (Peter) Roberto, and Gil Yanger

III. Approval of prior minutes: IT WAS MOVED BY KATSUYOSHI UCHIMA TO APPROVE, SECONDED BY INES BUKIKOSA THAT THE MEETING MINUTES (Update #315) for NOVEMBER 7, 2014 BE APPROVED. Motion Carried.

Programs/Units Rating Recommendations –

Team 2

- Academic Technologies, Administrative Unit Level Assessment Report – AVA GARCIA MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
- Materials Management Office, Administrative Unit Level Assessment Report – AVA GARCIA MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
- Student Financial Aid, Student Services Unit Level Assessment Report – YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY AVA GARCIA. Motion carried.

Team 3

- Development & Alumni Relations, Administrative Unit Level Assessment Report – Resubmitted on October 24, 2014. – MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY AVA GARCIA. Motion carried.
- Project Aim/TRIO, Student Services Unit Level Assessment Report – Resubmitted on October 30, 2014 – MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY AVA GARCIA. Motion carried.

Team 4

- Board of Trustees, Administrative Unit Level Assessment Report – R. GARY HARTZ MOTIONED TO APPROVE, SECONDED BY AVA GARCIA. Motion carried.
- Communications & Promotions, Administrative Unit Level Assessment Report – MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY AVA GARCIA. Motion carried.
- Interdisciplinary Arts & Sciences AA, Program Unit Level Assessment Plan – CCA recommends SLO/Curriculum Update.
- Interdisciplinary Arts & Sciences AA, Course Unit Level Assessment Plan – CCA recommends SLO/Curriculum Update.

IV. Old Business

- Joint Learning Outcomes Committee and CCA committee – No update at this time.
- CFS from review teams due to AIER the Monday after CCA's Rating – CFSs' are due to AIER on Monday by 5 p.m.
- CFS from authors due to AIER two Mondays after CCA's Rating – CFSs' from authors are due to AIER two Mondays after meeting.

V. New Business

- Spring 2015 Assessment Day/Discussion – Discussion will continue in the next meeting.

VI. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY AVA GARCIA TO ADJOURN. Motion carried. Meeting adjourned at 3 p.m.

Guam Community College
Committee on College Assessment (CCA)
2 p.m. in the President's Conference Room (PCR)
Friday, November 14, 2014 (Fall 2014 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (November 7, 2014 minutes/update #315)

Program/Units Rating Recommendations –

Team 2
 - Academic Technologies, Administrative Unit Level Assessment Report –
 - Materials Management Office, Administrative Unit Level Assessment Report –
 - Student Financial Aid, Student Services Unit Level Assessment Report –Team 3
 - Development & Alumni Relations, Administrative Unit Level Assessment Report, Resubmitted on October 24, 2014.
 - Project Aim/TRIO, Student Services Unit Level Assessment Report , Resubmitted on October 30, 2014 – TABLEDTeam 4
 - Board of Trustees, Administrative Unit Level Assessment Report – Tabled
 - Communications & Promotions, Administrative Unit Level Assessment Report – Tabled
 - Environmental Health & Safety, Administrative Unit Level Assessment Report –
 - Interdisciplinary Arts & Sciences AA, Program Unit Level Assessment Plan – Tabled
 - Interdisciplinary Arts & Sciences AA, Course Unit Level Assessment Plan – Tabled
- 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
 - Spring 2015 Assessment Day – Discussion/Continue
- VI. Agenda Items for Next Meeting
- VII. Next meeting – December 5, 2014 in the PCR (*No meeting on Nov. 21, 2014/Mandatory Professional Development Day*) & (*No meeting on Nov. 28, 2014/Thanksgiving Break*)
- VIII. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2 p.m. in the President's Conference Room (PCR)
Friday, December 5, 2014 (Fall 2014 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (November 14, 2014 minutes/update #316)

Program/Units Rating Recommendations –

Team 2
 - Academic Technologies, Administrative Unit Level Assessment Report, Rated RS on November 14, 2014 -
 - Materials Management Office, Administrative Unit level Assessment Report, Rated RS on November 14, 2014.
 - Student Financial Aid, Student Services Unit Level Assessment Report, Rated RS on November 14, 2014.
- 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
 - Spring 2015 Assessment Day – Finalize Agenda
- VI. Agenda Items for Next Meeting
- VII. Next meeting – February 6, 2015 (CCA Retreat)
- VIII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #317)
President's Conference Room (PCR)
2 p.m. Friday December 5, 2014 (Fall 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, Dr. Elizabeth Diego, Ava Garcia, R. Gary Hartz, Doris Manibusan, Yvonne Tam and Katsuyoshi Uchima

Members absent: Elmarie Anderson (BOT Student Representative), Danilo Bilong, Ines Bukikosa, R. Joachim (Peter) Roberto, Catherine Solidum and Gil Yanger

III. Approval of prior minutes: IT WAS MOVED BY KATSUYOSHI UCHIMA TO APPROVE, SECONDED BY JOSEPH BENAVENTE THAT THE MEETING MINUTES (Update #316) for NOVEMBER 14, 2014 BE APPROVED. Motion Carried.

Programs/Units Rating Recommendations –

Team 2

- Academic Technologies, Administrative Unit Level Assessment Report, RS on November 14, 2014 – AVA GARCIA MOTIONED TO APPROVE, SECONDED BY VANGIE AGUON. Motion carried.
- Materials Management Office, Administrative Unit Level Assessment Report, rated RS on November 14, 2014 – VANGIE AGUON MOTIONED TO APPROVE, SECONDED BY AVA GARCIA. Motion carried.
- Student Financial Aid, Student Services Unit Level Assessment Report, Rated RS on November 14, 2014. TABLED.

ELECTRONIC VOTING - MARLENA MONTAGUE MOTIONED FOR CCA MEMBERS TO VOTE ELECTRONICALLY NEXT WEEK FOR (1). *STUDENT FINANCIAL AID, STUDENT SERVICES UNIT LEVEL ASSESSMENT REPORT*, (2). *INTERDISCIPLINARY ARTS and SCIENCES AA, PROGRAM UNIT LEVEL ASSESSMENT PLAN* and (3). *ADMISSIONS and REGISTRATIONS, ADMINISTRATIVE UNIT LEVEL ASSESSMENT PLAN*, SECONDED BY R. GARY HARTZ. Motion carried.

- Admissions & Registration Office, Administrative Unit Level Assessment Report – MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY AVA GARCIA. Motion carried.

- Interdisciplinary Disciplinary Arts and Sciences AA, Program Unit Level Assessment Plan – ZHAOPEI TENG MOTIONED TO APPROVE, SECONDED BY MARLENA MONTAGUE. Motion carried.
- Student Financial Aid, Student Services Unit Level Assessment Report, rated RS on November 14, 2014 – AVA GARCIA MOTIONED TO APPROVE, SECONDED BY MARLENA MONTAGUE. Motion carried.

IV. Old Business

- Joint Learning Outcomes Committee and CCA committee – Zhaopei, Kat and Norma met on November 20th to discuss SLOS. Norma will present the SLO recommendations to LOC when finalized by CCA. The recommendations were to add check boxes onto the curriculum cover page.
 - ✓ Check Box (1) – By author and DCs name. Check indicates that the department as a whole has reviewed the SLOs and the SLOs are measureable and learning can be demonstrated.
 - ✓ Check Box (2) – SLO reviewed by Sub-Committee led by Dr. Diego.
 - ✓ Check Box (3) – Place box by the names of the author and DC. Assures that the SLOs are measureable and learning demonstrated based on the current SLO Handbook.
 - ✓ Instead of boxes, incorporate a definition of what signatures mean using Acalog. The electronic feature also needs to be incorporated into Acalog.
- CFS from review teams due to AIER the Monday after CCA's Rating – CFSs' are due to AIER on Monday by 5 p.m.
- CFS from authors due to AIER two Mondays after CCA's Rating – CFSs' from authors are due to AIER two Mondays after meeting.

V. New Business

- Spring 2015 Assessment Day/Discussion – The recommendation is to have two sessions; Gary reported that February 2, 2015 is Professional Development day for secondary. Most secondary instructors would be available to participate in Assessment Day if it was scheduled for February 2, 2015.
 - ✓ 1st Session/SLO Workshop (2 p.m. – 3:30 p.m.)
 - ✓ 2nd Session/Assessment & TracDat Workshop (3:30 p.m. – 5 p.m.)
- CCA Retreat/January 30, 2015 – CCA Retreat is scheduled for January 30, 2015 at the Sheraton Laguna Hotel, Lacoscata Restaurant from 11 a.m. – 3 p.m. Dr. Liz will provide SLO training to CCA members.

VI. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY AVA GARCIA TO ADJOURN. Motion carried. Meeting adjourned at 3 p.m.

Guam Community College
Committee on College Assessment (CCA)
2 p.m. in the President's Conference Room (PCR)
Friday, February 27, 2015 (Spring 2015 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (December 5, 2014 minutes/update #316)

Program/Units Rating Recommendations –

Team 1
 - Work Experience (Secondary), Student Services Unit Level Assessment ReportTeam 2
 - Math & Science Dept. Courses (MA085), Course Unit Level Assessment Report
 - Tourism (Lodging Management Program) Secondary, Course Unit Level Assessment Report
Data Collection/Implementation Status
 - Development & Alumni Relations, Administrative Unit Level Implementation Status
 - Math & Science Depart. Courses (MA085), Implementation Status **(Due Fall 2015)**
 - Work Experience (Secondary), 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
- VI. Agenda Items for Next Meeting
- VII. Next meeting – March 6, 2015 (PCR)
- VIII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #321)
2 p.m. in the President's Conference Room (PCR)
Friday, February 27, 2015 (Spring 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, Ava Garcia, R. Gary Hartz, Doris Manibusan, Aaron Parker, Joachim Peter Roberto and Katsuyoshi Uchima

Members absent: Catherine Solidum and Gil Yanger

III. Approval of prior minutes: IT WAS MOVED BY KATSUYOSHI UCHIMA TO APPROVE, SECONDED BY JOSEPH BENAVENTE THAT THE MEETING MINUTES (Update #316) for DECEMBER 5, 2014 BE APPROVED. Motion Carried.

Programs/Units Rating Recommendations –

Team 1

- Work Experience (Secondary), Student Services Unit Level Assessment Report – KATSUYOSHI UCHIMA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY JOSEPH BENAVENTE. Motion carried.

Team 2

- Math & Science Department Courses (MA085), Course Unit Level Assessment Report – INES BUKIKOSA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY VANGIE AGUON. Motion carried.
- Tourism (Lodging Management Program) Secondary, Course Unit Level Assessment Report – JOACHIM PETER ROBERTO MOTIONED TO RESUBMIT, SECONDED BY AVA GARCIA. Motion carried.

Date Collection/Implementation Status

- Development & Alumni Relations, Administrative Unit Level Implementation Status
- Math & Science Department Courses (MA085), Implementation Status (Due Fall 2015)
- Work Experience (Secondary), Student Services Unit level Implementation Status

IV. Old Business

- Joint Learning Outcomes Committee and CCA committee – Zhaopei will schedule a meeting with Norma.
- CFS from review teams due to AIER the Monday after CCA's Rating – CFSs' are due to AIER on Monday by 5 p.m.
- CFS from authors due to AIER two Mondays after CCA's Rating – CFSs' from authors are due to AIER two Mondays after meeting.

V. New Business

- Live Text – CCA members viewed a demonstration of the Live Text software for assessment.

VI. 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. in the President's Conference Room (PCR)
Friday, March 13, 2015 (Spring 2015 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (February 27, 2015 Minutes/update #321)

Program/Units Rating Recommendations –

Team 1

- Accounting AS, Program Unit Level under CURRICULUM REVIEW
- Accounting AS, Course Unit (AC150 & 250) Level under CURRICULUM REVIEW
- Automotive Service Technology AS/Cert., Program Unit Level under CURRICULUM REVIEW
- Automotive Service Technology AS/Cert., Course (AST110 & AST210) Unit Level under CURRICULUM REVIEW
- Automotive Technology (Secondary), Program Unit Level Assessment Report
- Automotive Technology (Secondary), Course Unit Level Assessment Report
- Computer Science AS Program, under CURRICULUM REVIEW
- Computer Science Certificate Program, under CURRICULUM REVIEW
- Computer Science AS/Cert, Course (CS104, CS152, CS203, CS205, CS206, CS266) Unit Level, under CURRICULUM REVIEW
- Early Childhood Education/Secondary, Program Unit Level Assessment Report
- Early Childhood Education/Secondary, Course Unit Level Assessment Report
- Education/Cosmetology Department Courses, under CURRICULUM REVIEW
- Health Careers Science (Secondary), Program Unit Level Assessment Report
- Health Careers Science (Secondary), Course Unit Level Assessment Report

Team 2

- Business Department Courses, Course Unit Level under CURRICULUM REVIEW
- Computer Networking AS, Program Unit under CURRICULUM REVIEW
- Computer Networking AS, Course (EE112 & EE298) Unit, under CURRICULUM REVIEW
- Math & Science Department Courses (MA110A, MA161B), (SI103 & SI1103L) Course Unit Level Assessment Report
- Tourism (Pro-Start) Secondary Course Unit Level Assessment Report
- Visual Communications (Secondary), Program Unit Level under CURRICULUM REVIEW
- Visual Communications (Secondary), Course Unit Level under CURRICULUM REVIEW

Team 3

- Early Childhood Education AS/Certificate, Program Unit Level under CURRICULUM REVIEW
- Early Childhood Education AS/Certificate, Course Unit Level under CURRICULUM REVIEW

REVIEW

- Education AA, Program Unit Level under CURRICULUM REVIEW
- Education AA, Course Unit Level under CURRICULUM REVIEW
- English Department Courses (EN100B, EN100W, EN111, EN210), Course Unit Level Assessment Report
- General Education Development Test Program (GED), Program Unit Level Assessment Report
- Marketing (Secondary), under CURRICULUM REVIEW
- Medical Assisting AS/Certificate, Program Unit Level under CURRICULUM REVIEW
- Medical Assisting AS/Certificate, Course Unit Level under CURRICULUM REVIEW
- Office Technology AS/Certificate, Program Unit Level under CURRICULUM REVIEW
- Office Technology AS/Certificate, Course (OA101, OA109, OA130, OA211, OA240 & OA250) Unit Level under CURRICULUM REVIEW
- Office Technology AS/Certificate, Program Unit Level under CURRICULUM REVIEW
- Practical Nursing Certificate, Program Unit Level under CURRICULUM REVIEW
- Practical Nursing Certificate, Course Unit Level under CURRICULUM REVIEW
- Supervision & Management AS/Certificate, Course Unit Level under CURRICULUM REVIEW
- Supervision & Management AS/Certificate, Program Unit Level under CURRICULUM REVIEW

Team 4

- Automotive Collision, Repair & Refinishing Technology (Secondary), Program Unit Level Assessment Report
- Automotive Collision, Repair & Refinishing Technology (Secondary), Course Unit Level Assessment Report
- Marketing AS, Program Unit Level under CURRICULUM REVISION
- Marketing AS, Course Unit Level under CURRICULUM REVISION
- Medical Assisting AS/Certificate, Course Unit Level under CURRICULUM REVISION
- Medical Assisting AS/Certificate, Program Unit Level under CURRICULUM REVIEW
- Nursing Allied Health Department Courses, Course Unit Level under CURRICULUM REVIEW
- Transportation Department Courses, Course Unit Level Assessment Report
- Visual Communication AS, Program Unit Level , under CURRICULUM REVIEW
- Visual Communication AS, Course Unit Level under CURRICULUM REVIEW

Date Collection/Implementation Status

- Accommodative Services, Student Services Unit Level Implementation Status
- Apprenticeship Training Program, Student Services Unit Level Implementation Status
- Assessment & Counseling, Student Services Unit Level Implementation Status
- Board of Trustees, Administrative Unit Level Implementation Status
- Center for Student Involvement, Student Services Unit Level Implementation Status
- College Access Challenge Grant Program, Student Services Unit Level Implementation Status
- Communications & Promotions Office, Administrative Unit Level Implementation Status
- Facilities, Administrative Unit Level Implementation Status

- Interdisciplinary Arts and Sciences AA, Course Unit Level Implementation Status
- Health Services Center, Student Services Unit Level Implementation Status
- Learning Resource Center, Student Service Unit Level Implementation Status
- Office of the President, Administrative Unit Level Implementation Status
- Planning & Development, Administrative Unit Level Implementation Status
- Project Aim/TRIO, Student Services Unit Level Implementation Status
- Student Support Services , 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

- Fall Assessment Leadership Summit

VI. Agenda Items for Next Meeting

VII. Next meeting – March 20, 2015 (PCR)

VIII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #322)
2 p.m. in the President's Conference Room (PCR)
Friday, March 13, 2015 (Spring Term)

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Zhaopei Teng (Chair), Marlana Montague (Co-chair), Joseph Benavente, Danilo Bilong, Ines Bukikosa, Dr. Elizabeth Diego, Ava Garcia, R. Gary Hartz, Doris Manibusan, Aaron Parker, Joachim Peter Roberto, Catherine Solidum and Katsuyoshi Uchima

Members absent: Vangie Aguon and Gil Yanger

III. Approval of prior minutes: IT WAS MOVED BY KATSUYOSHI UCHIMA TO APPROVE, SECONDED BY JOSEPH BENAVENTE THAT THE MEETING MINUTES (Update #321) for FEBRUARY 27, 2015 BE APPROVED. Motion Carried.

Programs/Units Rating Recommendations –

Team 1

- Accounting AS, Program Unit Level under CURRICULUM REVIEW
- Accounting AS, Course Unit Level under CURRICULUM REVIEW
- Automotive Service Technology AS/Certificate, Program Unit Level under CURRICULUM REVIEW
- Automotive Service Technology AS/Certificate, Course Unit Level under CURRICULUM REVIEW
- Automotive Service Technology (Secondary), Program Unit Level Assessment Report – KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY AVA GARCIA. Motion carried.
- Automotive Service Technology (Secondary), Course Unit level Assessment Report, KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY AVA GARCIA. Motion carried.
- Computer Science AS Program, under CURRICULUM REVIEW
- Computer Science Certificate Program, under CURRICULUM REVIEW
- Early Childhood Education/Secondary, Program Unit Level Assessment Report – KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- Early Childhood Education/Secondary, Course Unit Level Assessment Report – KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.

- Education/Cosmetology Department Courses, under CURRICULUM REVIEW.
- Health Careers Science (Secondary), Program Unit Level Assessment Report - KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- Health Careers Science (Secondary), Course Unit Level Assessment Report – JOSEPH BENAVENTE MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Work Experience (Secondary), Student Services Unit Level Assessment Report – KATSUYOSHI UCHIMA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY JOSEPH BENAVENTE. Motion carried.

Team 2

- Business Department Courses, Course Unit Level under CURRICULUM REVIEW
- Computer Networking AS, Program Unit Level under CURRICULUM REVIEW
- Computer Networking AS, Course (EE112 & EE298) Unit Level under CURRICULUM REVIEW
- Math & Science Department Courses (MA110A, MA161B), (SI103 & SI103L) Course Unit Level Assessment Report – INES BUKIKOSA MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Tourism (Lodging Management Program) Secondary, Course Unit Level Assessment Report, Resubmitted on February 27, 2015 – AVA GARCIA MOTIONED TO APPROVE, SECONDED BY INES BUKIKOSA. Motion carried.
- Tourism (Pro-Start) Secondary Course Unit level Assessment Report – INES BUKIKOSA MOTIONED TO RESUBMIT, SECONDED BY AVA GARCIA. Motion carried.
- Visual Communications (Secondary), Course Unit Level under CURRICULUM REVIEW.
- Visual Communications (Secondary), Program Unit Level under CURRICULUM REVIEW.

Team 3

- Early Childhood Education AS/Certificate, Program Unit Level under CURRICULUM REVIEW.
- Early Childhood Education AS/Certificate, Course Unit Level under CURRICULUM REVIEW.
- Education AA, Program Unit Level under CURRICULUM REVIEW.
- Education AA, Course Unit Level under CURRICULUM REVIEW.
- English Department Courses (EN100B, EN100W, EN111, EN210), Course Unit Level Assessment Report - TABLE

- General Education Development Test Program (GED), Program Unit Level Assessment Report – TABLE
- Marketing (Secondary) under CURRICULUM REVIEW
- Office Technology AS/Certificate, Program Unit Level under CURRICULUM REVIEW
- Office Technology AS/Certificate, Course (OA101, OA109, OA130, OA211, OA240 & OA250) Unit Level under CURRICULUM REVIEW
- Practical Nursing Certificate, Program Unit Level under CURRICULUM REVIEW
- Practical Nursing Certificate, Course Unit Level under CURRICULUM REVIEW
- Supervision & Management AS/Certificate, Course Unit Level under CURRICULUM REVIEW
- Supervision & Management AS/Certificate, Program Unit Level under CURRICULUM REVIEW

Team 4

- Automotive Collision, Repair & Refinishing Technology (Secondary), Program Unit Level Assessment Report – ZHAOPEI TENG MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Automotive Collision, Repair & Refinishing Technology (Secondary), Course Unit Level Assessment Report – TABLE
- Marketing AS, Program Unit Level under CURRICULUM REVIEW
- Marketing AS, Course Unit Level under CURRICULUM REVIEW
- Medical Assisting AS/Certificate, Course Unit Level under CURRICULUM REVIEW
- Medical Assisting AS/Certificate, Program Unit Level under CURRICULUM REVIEW
- Nursing Allied Health Department Courses, course Unit Level under CURRICULUM REVIEW
- Transportation Department courses, course Unit Level Assessment Report – TABLE
- Visual Communication AS, Program Unit Level under CURRICULUM REVIEW
- Visual Communication AS, Course Unit Level under CURRICULUM REVIEW

Data Collection/Implementation Status

- Accommodative Services, Student Services Unit Level Implementation Status
- Apprenticeship Training Program, Student Services Unit Level Implementation Status
- Assessment & Counseling, Student Services Unit Level Implementation Status
- Board of Trustees, Administrative Unit Level Implementation Status

- Center for Student Involvement, Student Services Unit Level Implementation Status
- College Access Challenge Grant Program, Student Services Unit Level Implementation Status
- Communications & Promotions Office, Administrative Unit Level Implementation Status
- Facilities, Administrative Unit Level Implementation Status
- Interdisciplinary Arts and Sciences AA, Course Unit Level Implementation Status
- Health Services Center, Student Services Unit Level Implementation Status
- Learning Resource Center, Student Service Unit Level Implementation Status
- Office of the President, Administrative Unit Level Implementation Status
- Planning & Development, Administrative Unit Level Implementation Status
- ProjectAim/TRIO, Student Services Unit Level Implementation Status
- Student Support Services, Student Services Unit Level Implementation Status

IV. Old Business

- Joint Learning Outcomes Committee and CCA committee – Zhaopei will meet with Norma from LOC next Wednesday.
- CFS from review teams due to AIER the Monday after CCA's Rating – CFSs' are due to AIER on Monday by 5 p.m.
- CFS from authors due to AIER two Mondays after CCA's Rating – CFSs' from authors are due to AIER two Mondays after meeting.

V. New Business

- Fall 2015 Assessment Leadership Summit – The Leadership Summit will take place annually. Authors will be invited to talk about assessment. Marlena asked members to come up with different topics for the summit and their personal experiences with helping authors. A suggestion was made to invite individuals from both off and on island who are experts in assessment.
- CHEA – There is a proposal in Congress to remove a certain aspect of the Accrediting Commission. Therefore, CHEA is asking for feedback from institutions that see the value of accreditation.

VI. Agenda Items for the Next Meeting

- CCA Awards – Marlena will come up with the statistics on which programs are deserving of an award. Will be discussed further.

VII. Next Meeting – March 20, 2015

VIII. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY JOACHIM PETER ROBERTO TO ADJOURN. Motion carried. Meeting adjourned at 2:30 p.m.

Guam Community College
Committee on College Assessment (CCA)
2 p.m. in the President's Conference Room (PCR)
Friday, March 20, 2015 (Spring 2015 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (March 13, 2015 Minutes/update #322)

Program/Units Rating Recommendations –

Team 1

- Social Science/Criminal Justice Department Courses, Course Unit Level under CURRICULUM REVIEW

Team 2

- Criminal Justice AS/Certificate, Course Unit Level under CURRICULUM REVIEW
- Criminal Justice AS/Certificate, Program Unit Level under CURRICULUM REVIEW

Team 3

- English Department Courses (EN100B, EN100W, EN110, EN111, EN210), Course Unit Level Assessment Report - Table
- General Education Development Test Program (GED), Program Unit Level Assessment Report
- Electronics-Computer Networking (Secondary), Program Unit Level Assessment Report
- Electronics-Computer Networking (Secondary), Course Unit Level Assessment Report

Team 4

- Automotive Collision, Repair & Refinishing Technology (Secondary), Course Unit Level Assessment Report – Table
- Transportation Department Courses, Course Unit Level Assessment Report – Table

Data Collection/Implementation Status

- Admissions & Registration Office, 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 Awards – Discussion
- Fall Assessment Leadership Summit - Discussion

- VI. Agenda Items for Next Meeting
- VII. Next meeting – March 27, 2015 (PCR)
- VIII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #323)
2 p.m. in the President's Conference Room (PCR)
Friday, March 20, 2015 (Spring Term)

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Zhaopei Teng (Chair), Marlana Montague (Co-chair), Joseph Benavente, Danilo Bilong, Ines Bukikosa, Dr. Elizabeth Diego, R. Gary Hartz, Doris Manibusan, Aaron Parker, Catherine Solidum and Katsuyoshi Uchima

Members absent: Vangie Aguon, Ava Garcia, Joachim Peter Roberto and Gil Yanger

III. Approval of prior minutes: IT WAS MOVED BY KATSUYOSHI UCHIMA TO APPROVE, SECONDED BY INES BUKIKOSA THAT THE MEETING MINUTES (Update #322) for MARCH 13, 2015 BE APPROVED. Motion Carried.

Programs/Units Rating Recommendations –

Team 1

- Early Childhood Education/Secondary, Course Unit Level Assessment Report – KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY ELMARIE ANDERSON. Motion carried.
- Early Childhood Education/Secondary, Program Unit Level Assessment Report – KATSUYOSHI UCHIMA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY ELMARIS ANDERSON. Motion carried.
- Social Science/Criminal Justice Department Courses, Course Unit Level under CURRICULUM REVIEW.

Team 2

- Criminal Justice AS/Certificate, Course Unit Level under CURRICULUM REVIEW
- Criminal Justice AS/Certificate, Program Unit Level under CURRICULUM REVIEW

Team 3

- English Department Courses (EN100B, EN100W, EN110, EN111, EN210), Course Unit Level Assessment Report - Table
- General Development Test Program (GED), Program Unit Level Assessment Report – MARLENA MONTAGUE MOTIONED TO RESUBMIT, SECONDED KATSUYOSHI UCHIMA. Motion carried.

- Electronics-Computer Networking (Secondary), Program Unit Level Assessment Report – MARLENA MONTAGUE MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Electronics-Computer Networking (Secondary), Course Unit Level Assessment Report – MARLENA MONTAGUE MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

Team 4

- Automotive Collision, Repair & Refinishing Technology (Secondary), Course Unit Level Assessment Report –TABLE
- Automotive Service Technology Department Courses – MARLENA MONTAGUE MOTIONED TO RESUBMIT, SECONDED BY ELMARIE ANDERSON. Motion carried.

Data Collection/Implementation Status

- Admissions & Registration Office, Student Services Unit Level Data Collection Status

IV. Old Business

- Joint Learning Outcomes Committee and CCA - LOC has agreed to place a **check box** in the SLO section of the curriculum document. By checking this box, it ensures that the author and DCs have reviewed the SLOs indicated on the curriculum document and that the SLOs are *Measurable and that Learning is being Demonstrated*, based on the current SLO handbook.
- CFS from review teams due to AIER the Monday after CCA's Rating – CFSs' are due to AIER on Monday by 5 p.m. – turn in on time.
- CFS from authors due to AIER two Mondays after CCA's Rating – CFSs' from authors are due to AIER two Mondays after meeting.

V. New Business

- **CCA Awards** – AIER has budgeted \$600.00 (\$50 x 12 Categories) for the annual assessment award. The Compliance Matrix is currently being compiled and should be completed by the end of the month. The awards are given out in August during Convocation.
- Fall 2015 Assessment Leadership Summit – Summit will take place in the fall of September 2015. Details will be discussed further.

VI. Agenda Items for the Next Meeting

- None

VII. Next Meeting – CCA meeting for March 27, 2015 is postponed until April 10, 2015. No CCA meeting on April 3, 2015 (Spring Break).

March 20, 2015

President's Conference Room (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. 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

- Automotive Technology (Secondary) Course, Unit Level Assessment Report (Rated resubmit on March 13, 2015) –
- Automotive Technology (Secondary) Program, Unit Level Assessment Report (Rated resubmit on March 13, 2015) –
- 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

Team 4

- Automotive Collision, Repair & Refinishing Technology (Secondary), Course Unit Level Assessment Report (Rated resubmit on March 20, 2015)
- Automotive Collision, Repair & Refinishing Technology (Secondary), Program Unit Level Assessment Report (Rated resubmit on March 13, 2015)

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

- Nominations/Voting for 2015-2016 Chair Elect
- 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 (PCR)
Friday, April 10, 2015 (Spring Term)
Sign-In

No.	Name	Position	Signature
1.	Aguon, Vangie	Administrative Assistant, Office of Assessment, Institutional Effectiveness & Research (AIER)	
2.	Anderson, Elmarie	Student Representative, Board of Trustees	
3.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research (AIER)	
4.	Bilong, Danilo	Program Specialist, Alumni Relations & Fundraising	
5.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
6.	Diego Dr., Elizabeth	Associate Dean, TPS	
7.	Garcia, Ava	Program Specialist, Night Administration	
8.	Hartz, R. Gary	Associate Dean, TPS	
9.	Manibusan, Doris	Administrative Assistant, Dean's Office/TSS	
10.	Montague, Marlena	Assistant Director, Office of Assessment, Institutional Effectiveness & Research (AIER)	
11.	Parker, Aaron	Institutional Research, Office of Assessment, Institutional Effectiveness & Research (AIER)	
12.	Roberto, Joachim (Peter)	Postsecondary Instructor, TPS-Social Science	
13.	Solidum, Catherine	Systems Programmer, Management Information Systems (MIS)	
14.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
15.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
16.	Yanger, Gil	Instructor, Secondary – TPS/Construction Trades	
17.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
18.			

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #324)
2 p.m. in the President's Conference Room (PCR)
Friday, April 10, 2015 (Spring Term)

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Zhaopei Teng (Chair), Marlena Montague (Co-chair), Vangie Aguon, Elmarie Anderson, Joseph Benavente, Danilo Bilong, Ines Bukikosa, R. Gary Hartz, Doris Manibusan, Joachim Peter Roberto, Catherine Solidum and Katsuyoshi Uchima

Members absent: Dr. Elizabeth Diego (Meeting), Ava Garcia (Conference/Hilton), Marlena Montague (Conference/Hilton), Aaron Parker (Conference/Hilton), and Gil Yanger

III. Approval of prior minutes: IT WAS MOVED BY R. GARY HARTZ TO APPROVE, SECONDED BY INES BUKIKOSA THAT THE MEETING MINUTES (Update #323) for MARCH 20, 2015 BE APPROVED. Motion Carried.

Programs/Units Rating Recommendations –

Team 1

- Automotive Technology (Secondary) Course, Unit Level Assessment Report (Rated resubmit on March 13, 2015) – KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- Automotive Technology (Secondary) Program, Unit Level Assessment Report (Rated resubmit on March 13, 2015) – KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- Health Careers Science (Secondary), Program Unit Level Assessment Report (Rated resubmit on March 13, 2015) – KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.

Team 2

- Tourism (Prostart) Secondary, Course Unit Level Assessment Report (Rated resubmit on March 13, 2015) – INES BUKIKOSA MOTIONED TO RESUBMIT, SECONDED BY VANGIE AGUON. Motion carried.

Team 3

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

Team 4

- Automotive Collision, Repair & Refinishing Technology (Secondary), Course Unit Level Assessment Report – (Rated resubmit on March 20, 2015) – ZHAOPEI TENG MOTIONED TO APPROVE, SECONDED BY R. GARY HARTZ. Motion carried.
- Automotive Collision, Repair & Refinishing Technology (Secondary), Program Unit Level Assessment Report – (Rated resubmit on March 13, 2015) – ZHAOPEI TEND MOTIONED TO APPROVE, SECONDED BY R. GARY HARTZ. Motion carried.

Data Collection/Implementation Status

- 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 – No update at this time.
- CFS from review teams due to AIER the Monday after CCA's Rating – CFSs' are due to AIER on Monday by 5 p.m. –
- CFS from authors due to AIER two Mondays after CCA's Rating – CFSs' from authors are due to AIER two Mondays after meeting.

V. New Business

- Nomination/Voting for 2015-2016 Chair Elect – KATSUYOSHI UCHIMA MOTIONED TO TABLE THE VOTING OF THE CHAIR ELECT, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- CCA Awards – Listed are suggestions made by committee members on how to determine which programs will be awarded.
 - The number of curriculum uploads into Acalog.
 - Best revisions of SLOs
 - The top 10 who submitted their programs (LOC Deadline, March 9, 2015)
 - CCA Early Bird Award
 - Exceptional Revisions of SLOs, 1st and 2nd Place
 - Normal submissions for Post-Secondary & Secondary

April 10, 2015

President's Conference Room (PCR)

- Fall 2015 Assessment Leadership Summit – Listed are suggestions for the Leadership Summit in the fall.
 - Display assessment poster boards
 - Power Point presentation
 - TracDat Training Workshops/Assist Authors (Fall Assessment Deadline/October 12, 2015)
 - SLO Training
 - How to do Assessment
 - Invite Curriculum Expert to address College Community
 - Invite LOC to provide training on Curriculum Writing
 - Invite Carmen to provide samples of budget used and what was the end result

VI. Agenda Items for the Next Meeting

- None

VII. Next Meeting – April 17, 2015

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. in the President's Conference Room (PCR)
Friday, April 17, 2015 (Spring 2015 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (April 10, 2015 Minutes/update #324)

Program/Units Rating Recommendations –

Team 1
 - Health Careers Science (Secondary), Program Unit Level Assessment Report (Rated resubmit on March 13, 2015 & April 10, 2015)Team 3
 - English Department Courses (EN100B, EN100W, EN110, EN111, EN210), Course Unit Level Assessment Report – Table
- 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
 - Committee Goals for AY2015-2016
 - Fall Assessment Leadership Summit
 - Nominations/Voting for 2015-2016 Chair Elect
- VI. Agenda Items for Next Meeting
- VII. Next meeting – April 24, 2015 (PCR)
- VIII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #325)
2 p.m. in the President's Conference Room (PCR)
Friday, April 17, 2015 (Spring 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, R. Gary Hartz, Aaron Parker, Joachim Peter Roberto, Catherine Solidum and Katsuyoshi Uchima

Members absent: Elmarie Anderson, Danilo Bilong, Ines Bukikosa, Dr. Elizabeth Diego, Ava Garcia, Doris Manibusan, and Gil Yanger

III. Approval of prior minutes: No minutes approved at this meeting.

Programs/Units Rating Recommendations –

Team 1

- Health Careers (Secondary), Program Unit Level Assessment Report (Rated resubmit on March 13, 2015 & April 10, 2015) - JOSEPH BENAVENTE MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

Team 3

- English Department Courses (EN100B, EN100W, EN110, EN111, EN210), Course Unit Level Assessment Report – MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY R. GARY HARTZ. Motion carried.

IV. Old Business

- Joint Learning Outcomes Committee and CCA – Zhaopei will meet Norma on May 1, 2015.
- CFS from review teams due to AIER the Monday after CCA's Rating – CFSs' are due to AIER on Monday by 5 p.m. –
- CFS from authors due to AIER two Mondays after CCA's Rating – CFSs' from authors are due to AIER two Mondays after meeting.

V. New Business

- CCA Awards – Marlana reported that all programs are in compliant this academic year. JOACHIM PETER ROBERTO MOTIONED THAT THE CHAIR OF CCA ANNOUNCE DURING CONVOCATION THAT CCA WILL WORK TOWARDS IMPROVING COURSE GUIDE CURRICULUM

FOR THE NEXT ASSESSMENT CYCLE AND THAT THE 2015 ASSESSMENT AWARD RECEPTION AND LEADERSHIP SUMMIT WILL TAKE PLACE IN SEPTEMBER WITH MORE INFORMATION FORTHCOMING TO INCLUDE A ROUND OF REFRESHMENTS FOR ALL PARTICIPANTS, SECONDED BY JOHANNA CAMACHO. Motion carried.

- Committee Goals for AY2015-2016
 - Increase Faculty Membership
 - Maintain an Assessment Compliance Rate of 75%
 - Identify and Select Assessment Management System (Live Text, Task Stream, etc)
 - Post 2015-2016 Assessment Leadership Summit/CCA Retreat
 - Bi-Monthly CCA Meetings/Adjust time from 1 hour to 2 hours
 - Developing Assessment Course/Assessment 101 for New Employees – Making course required for new employees. Develop through CE make course official.

JOSEPH BENAVENTE MOTIONED TO ACCEPT THE CCA GOALS FOR ACADEMIC YEAR 2015-2016, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

- Fall Assessment Leadership Summit – TABLE
- Nominations/Voting for 2015-2016 Chair Elect - TABLE

VI. Agenda Items for the Next Meeting

- None

VII. Next Meeting – April 24, 2015

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. in the President's Conference Room (PCR)
Friday, April 24, 2015 (Spring 2015 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (April 10, 2015 Minutes/update #324 and April 17, 2015 Minutes/update #325)

Program/Units Rating Recommendations –

Team 3
 - Electronics-Computer Networking (Secondary), Course Unit Level Assessment Report (Rated resubmit on March 20, 2015)
 - Electronics-Computer Networking (Secondary), Program Unit Level Assessment Report (Rated resubmit on March 20, 2015)
 - General Education Development Test Program, Program Unit Level Assessment Report (Rated resubmit on March 20, 2015)
- 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
 - Fall Assessment Leadership Summit – Discussion
 - Nominations/Voting for 2015-2016 Chair Elect
- VI. Agenda Items for Next Meeting
- VII. Next meeting – May 1, 2015 (PCR/Last Meeting)
- VIII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #326)
2 p.m. in the President's Conference Room (PCR)
Friday, April 24, 2015 (Spring Term)

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Zhaopei Teng (Chair), Marlena Montague (Co-chair), Vangie Aguon, Johanna Camacho, Dr. Elizabeth Diego, Ava Garcia, R. Gary Hartz, Aaron Parker, and Katsuyoshi Uchima

Members absent: Elmarie Anderson, Joseph Benavente, Danilo Bilong, Ines Bukikosa, Doris Manibusan, Joachim Peter Roberto, Catherine Solidum and Gil Yanger

III. Approval of prior minutes: IT WAS MOVED BY KATSUYOSHI UCHIMA TO APPROVE, SECONDED BY AVA GARCIA THAT THE MEETING MINUTES (Update #324) for APRIL 10, 2015 BE APPROVED. Motion Carried.

Programs/Units Rating Recommendations –

Team 3

- Electronics-Computer Networking (Secondary), Course Unit Level Assessment Report (Rated resubmit on March 20, 2015) – MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY AVA GARCIA. Motion carried.
- Electronics-Computer Networking (Secondary), Program Unit Level Assessment Report (Rated resubmit on March 20, 2015) – MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY AVA GARCIA.
- General Education Development Test Program, Program Unit Level Assessment Report (Rate resubmit on March 20, 2015) – MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY JOHANNA CAMACHO. Motion carried.

IV. Old Business

- Joint Learning Outcomes Committee and CCA – Zhaopei will meet Norma on May 1, 2015.
- CFS from review teams due to AIER the Monday after CCA's Rating – CFSs' are due to AIER on Monday by 5 p.m. –

April 24, 2015

President's Conference Room (PCR)

- CFS from authors due to AIER two Mondays after CCA's Rating – CFSs' from authors are due to AIE-R two Mondays after meeting

V. New Business

- Fall 2015 Assessment Award Reception and Leadership Summit – Tentative date for the summit is September 25, 2015.
- Nominations/Voting for 2015-2015 Chair Elect – TABLE
- CCA Retreat/September 4, 2015 – No decision on the venue at this time.

VI. Agenda Items for the Next Meeting

- None

VII. Next Meeting – May 1, 2015 (Last Meeting for the Semester)

VIII. Adjournment: IT WAS MOVED BY AVA GARCIA, SECONDED BY JOHANNA CAMACHO 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, May 1, 2015 (Spring 2015 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (April 17, 2015 Minutes/update #325 and April 24, 2015 Minutes/update #326)

Program/Units Rating Recommendations – 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
 - Fall Assessment Award Reception and Leadership Summit/Tentative Date September 25, 2015 – Discussion
 - Nominations/Voting for 2015-2016 Chair Elect
 - CCA Retreat - Venue
- VI. Agenda Items for Next Meeting
- VII. Next meeting – September 4, 2015 (CCA Retreat/Venue-TBA)
- VIII. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2 p.m. President's Conference Room (PCR)
Friday, May 1, 2015 (Spring Term)
Sign-In

No.	Name	Position	Signature
1.	Aguon, Vangie	Administrative Assistant, Office of Assessment, Institutional Effectiveness & Research (AIER)	
2.	Anderson, Elmarie	Student Representative, Board of Trustees	
3.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research (AIER)	
4.	Bilong, Danilo	Program Specialist, Alumni Relations & Fundraising	
5.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
6.	Camacho, Johanna	Program Coordinator II, Admissions & Registration	
7.	Diego Dr., Elizabeth	Associate Dean, TPS	
8.	Garcia, Ava	Program Specialist, Night Administration	
9.	Hartz, R. Gary	Associate Dean, TPS	
10.	Manibusan, Doris	Administrative Assistant, Dean's Office/TSS	
11.	Montague, Marlana	Assistant Director, Office of Assessment, Institutional Effectiveness & Research (AIER)	
12.	Parker, Aaron	Institutional Research, Office of Assessment, Institutional Effectiveness & Research (AIER)	
13.	Roberto, Joachim (Peter)	Postsecondary Instructor, TPS-Social Science	
14.	Solidum, Catherine	Systems Programmer, Management Information Systems (MIS)	
15.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
16.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
17.	Yanger, Gil	Instructor, Secondary – TPS/Construction Trades	
18.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
19.			

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #327)
2 p.m. in the President's Conference Room (PCR)
Friday, May 1, 2015 (Spring Term)

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Zhaopei Teng (Chair), Vangie Aguon, Elmarie Anderson, Joseph Benavente, Danilo Bilong, Ines Bukikosa, Dr. Elizabeth Diego, Ava Garcia, R. Gary Hartz, Joachim Peter Roberto, Catherine Solidum and Katsuyoshi Uchima

Members absent: Marlana Montague (Faculty Training), Johanna Camacho, Doris Manibusan, Aaron Parker (Leave) -and Gil Yanger

III. Approval of prior minutes: IT WAS MOVED BY JOSEPH BENAVENTE TO APPROVE, SECONDED BY DANILO BILONG THAT THE MEETING MINUTES (Update #325) for APRIL 17, 2015 and (Update #326) for April 24, 2015 BE APPROVED. Motion Carried.

Programs/Units Rating Recommendations –

IV. Old Business

- Joint Learning Outcomes Committee and CCA – No updates
- CFS from review teams due to AIER the Monday after CCA's Rating – CFSs' are due to AIER on Monday by 5 p.m. –
- CFS from authors due to AIER two Mondays after CCA's Rating – CFSs' from authors are due to AIE-R two Mondays after meeting

V. New Business

- Fall 2015 Assessment Award Reception and Leadership Summit – September 25, 2015 is the confirmed date for the summit.
CCA members are requesting assistance from AIER for the following items listed below:
 - Find guest speaker for summit.
 - Send announcement out in the fall regarding summit, asking faculty for input.
- Nominations/Voting for 2015-2016 Chair Elect – CCA members voted Ines Bukikosa as the new Chair-Elect for the AY2015-2016.

May 1, 2015

President's Conference Room (PCR)

- CCA Retreat/September 4, 2015 – Members agreed to have retreat at the Lacoscata Restaurant in the Sheraton Laguna Hotel. Items that will be discussed during the retreat are:
 - CFS/Revisions for both Plan and Report
 - By-Laws

VI. Agenda Items for the Next Meeting

- None

VII. Next Meeting – September 4, 2015 (CCA Retreat/Lacoscata Restaurant, Sheraton Laguna Hotel)

VIII. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN. Motion carried. Meeting adjourned at 2:25 p.m.