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bplm 05/04/15

April 30, 2015

MEMORANDUM

To: Dr. Mary A.Y. Okada, President
Via: Dr. R. Ray Somera, Academic Vice President
From: Sally C. Sablan, Chair, PDRC *scs*
Subject: End-of-the-Year Report

Pursuant to the Board-Union Contract (p. 39), the following report of the Professional Development Review Committee is submitted:

1. Current members
 - Sally Sablan (Chair)
 - Yvonne Tam (Chair-elect)
 - Troy Lizama
 - Jose Munoz
 - Donna Cruz
 - Dr. Marsha Postrozny
2. Funds available as of April 30, 2015: \$7,818.83
 - Travel - \$5,793.83
 - Contractual - \$1,400.00
 - Supplies - \$200.00
 - Miscellaneous - \$425.00
3. Total number of applications/memos received for AY2014-2015
 - Off-Island travel: 18 (all 18 approved by PDRC, however, 1 applicant withdrew and 4 applications were disapproved by Admin.)
 - Tuition Assistance: 14 (all 14 approved by PDRC and Admin)
 - Other: 1 (On-demand PD training)
 - Recording purposes only: 5
4. Challenges
 - A. Delays for an approved application to be processed (applicants have mentioned that by the time the application is approved, the quotes are expired and applicants are frustrated with getting new quotes).
 - B. Although many faculty have been encouraged to apply for PD funding, many faculty have told PDRC members that they don't want to apply because it is too much hassle and not worth the frustration. Many faculty stated that they are

discouraged to apply because even though PDRC approves the application, many times administrators disapprove the application.

Update:

- A. PDRC Chair met with Ms. Carmen Santos, VP of Business and Finance Division, to consider requiring quotes only with the initial application and then a final quote once it has been approved to purchase the ticket. Details will be finalized within the Travel Policy.
- B. Many faculty are still frustrated with the approval process and do not want to apply.

5. Goals

Goal 1. Encourage faculty to participate in professional development activities.

Update:

- A. PDRC re-established the mentoring program. All new GCC faculty have been assigned a mentor.
- B. PDRC continued to send out MyGCC announcements and emails to all faculty to encourage them to participate in workshops and to apply for PDRC funding.
- C. PDRC held meetings with Dr. Elizabeth Diego to discuss the Comprehensive Professional Development Plan (CPDP). PDRC reviewed the draft of the CPDP and provided feedback in December 11, 2014, February 19, 2015 and April 24, 2015. PDRC recommended that the CPDP not be implemented yet, and that an advisory committee on professional development be formed.
- D. PDRC held eight (8) workshops during AY2014-2015. The following table includes dates, topics for the workshops, presenters, and attendees.

Date	Workshop Title	Presenters	Number of attendees
10/24/15	Mentoring Meet and Greet	Sally Sablan, Dr. Marsha Postrozny Dr. Clare Camacho, Anthony Roberto, Yvonne Tam	24
12/05/15	Tips to Prepare Your Evaluation Binder	Sally Sablan, Dr. Marsha Postrozny, Sarah Leon Guerrero, Melissa Palomo	12
03/20/15	Academic Advising: The Core of Student Retention and Success	Patricia Terlaje	5
03/20/15	133,000 E-books, Anywhere on Guam	Christine Matson	5
03/20/15	Finish what you start: Addressing Completion	Pilar Pangelinan	0
04/17/15	Understanding Adult Learners – Math Anxiety and Helping Learners Overcome it!	Dr. Therese Datuin, Trisha Unten, Jose Lopez, Wendell Roden	10
04/17/15	Excel Basic Formulas	Sandy Balbin, Tonirose Concepcion	5
04/24/15	Top Ten Tips for Terrific Teaching and Learning	Dr. Clare Camacho and Melissa Palomo	5

E. PDRC purchased an Institutional membership for on-demand Professional Development Training for all faculty to increase the number of opportunities for all faculty.

Goal 2. Make recommendations to revise the travel policy.

Update:

- A. PDRC Chair met with the Resources and Facilities and Planning Committee in November 2014 to discuss recommendations of changes to the Travel Policy submitted last academic year.
- B. PDRC Chair will continue to meet with Ms. Carmen Santos to discuss recommendations to the Travel Policy. The Travel Policy is expected to be updated before the end of this academic year.

Goal 3. Review IOPs and PDRC application forms and make changes, as necessary.

Update:

- A. PDRC revised the IOPs and the application forms to further streamline the process in August 2014.
- B. PDRC revised the IOPs and application forms again in February 2015.

Recommendations for next PDRC Committee

- 1) Review and Revise IOPs and forms.
- 2) Continue Mentoring program.
- 3) Host a workshop on how to complete the PDRC application.
- 4) Host additional workshops for faculty and provide food.
- 5) Promote the Go2Knowlege on-demand PD for Higher Ed training.
- 6) Follow-up with Faculty Senate regarding issues with the PDRC process.
- 7) Work with Associate Dean Diego to review the CPDP.

cc: Anthony Roberto, Faculty Senate President
Frederick Tupaz, GCC Faculty Union President

PROFESSIONAL DEVELOPMENT REVIEW COMMITTEE

Guam Community College

PDRC 2014-2015

DATE	FACULTY	TYPE	AMOUNT APPROVED	AMOUNT charged	ACCOUNT BALANCE	COMMENTS	
Balance for Travel					\$55,000.00		
10/14/14	Troy Lizama	Travel	Tellin Ain't Training Conference	\$3,657.17	3661.03	\$51,338.97	
10/15/14	Steve Lam	Travel	Increase in travel cost	\$138.81	\$138.81	\$51,200.16	
11/04/14	Sarah Leon Guerrero	Travel	Zero-Three National Training Institute	\$3,620.05	\$0.00	\$51,200.16	Disapproved by Admin
12/30/14	Sally Sablan	Travel	Innovations 2015 Conference	\$3,999.50	\$3,999.50	\$47,200.66	
01/28/15	Rose Marie Nanpei	Travel	American Counseling Association Annual Conference	\$3,867.26	\$3,867.26	\$43,333.40	
01/13/15	Troy Lizama	Travel	Increase in travel cost	\$23.12	\$23.12	\$43,310.28	
02/17/15	Rose Marie Nanpei	Travel	Increase in travel cost	\$44.48	\$44.48	\$43,265.80	
02/18/15	Ricky Tyquilengco	Travel	International Wireless Communications Expo	\$4,357.89	\$0.00	\$43,265.80	Disapproved by Admin
03/06/15	Trisha Unten	Travel	ISTE Conference	\$4,958.02	\$4,958.02	\$38,307.78	
03/24/15	Theresa Datuin	Travel	National Council of Teachers of Mathematics	\$4,989.90	\$0.00	\$38,307.78	Disapproved by Admin
04/06/15	Kat Uchima	Travel	AMT educational program and National mtg	\$3,902.41	\$3,902.41	\$34,405.37	
04/06/15	Clare Camacho	Travel	2015 National Institute for Early Childhood PD	\$3,974.90	\$0.00	\$34,405.37	Disapproved by Admin
04/02/15	Trisha Unten	Travel	Increase in travel cost	\$16.04	\$16.04	\$34,389.33	
04/14/15	Christine Matson	Travel	Annual American Library Association Conference	\$4,255.15	\$4,255.15	\$30,134.18	
04/14/15	Adrian Atalig	Travel	CISCO recertification	\$5,000.00	\$5,000.00	\$25,134.18	
04/15/15	Therese Datuin	Travel	STEM Forum and Expo	\$3,464.07	\$3,464.07	\$21,670.11	
04/15/15	Kat Uchima	Travel	Increase in travel cost	\$104.00	\$104.00	\$21,566.11	
04/20/15	Kat Uchima	Travel	Increase in travel cost	\$49.30	\$49.30	\$21,516.81	
04/23/15	Jose Lopez	Travel	Mathematical Association of America Math Fest	\$3,847.67	\$3,847.67	\$17,669.14	
04/27/15	Pilar Pangellinan	Travel	NISOD International Conference	\$4,190.20	\$4,190.20	\$13,478.94	
04/28/15	Emma Bataclan	Travel	Natl Assoc. for School Nurses	\$4,339.30	\$4,339.30	\$9,139.64	
04/28/15	Christie Ginson	Travel	2015 Conference for the Advancement of Math Teacher	\$3,345.81	\$3,345.81	\$5,793.83	
				Balance	\$5,793.83		
			BALANCE FOR Tuition		\$18,400.00		
11/04/14	Wilson Tam		Doctorate	\$2,500.00	\$2,500.00	\$15,900.00	
11/12/14	Jose Lopez II		Technology	\$834.00	\$834.00	\$15,066.00	
12/03/14	Theresa Datuin		Doctorate	\$2,500.00	\$2,500.00	\$12,566.00	
01/06/15	Terry Kuper		Certification for Fiber Optics	\$100.00	\$100.00	\$12,466.00	
01/06/15	Maravic Shrage		Master's degree courses	\$2,500.00	\$2,500.00	\$9,966.00	
01/28/15	Trisha Unten		Doctorate	\$2,199.00	\$2,199.00	\$7,767.00	
01/28/15	Jonita Kerr		Certification for Life Guard	\$370.00	\$370.00	\$7,397.00	
04/06/15	Terry Kuper		CISCO certification	\$150.00	\$150.00	\$7,247.00	
04/13/15	Juanita Tenorio		Doctorate	\$2,500.00	\$2,500.00	\$4,747.00	
04/23/15	PDRC (for all faculty)		On-Demand PD for Higher Ed yearly subscription	\$3,995.00	\$3,995.00	\$752.00	
04/28/15	Steve Lam		CE course, Multimedia Project Design and Dev	\$327.00	\$327.00	\$425.00	
				Balance	\$425.00		
			BALANCE for Supplies		\$200.00		
			BALANCE for Contractual		\$1,400.00		
NON- PDRC (FOR RECORDING PURPOSES ONLY)							
5/3/14	Norman Aguilar		NRA Prostart Competition	\$1,949.00			
05/16/14	Norman Aguilar		NRA Convention	\$10,527.15			
07/20/14	Adrian Atalig		Train-the-Trainers PV Academy	\$2,258.29			
10/28/14	Lisa Baza-Cruz		18th Professional Practices Institute	\$0.00			
02/12/15	Sally Sablan		Learning and the Brain Conference	\$3,053.49			

PROFESSIONAL DEVELOPMENT REVIEW COMMITTEE

Guam Community College

AY2013-2014 (funds from FY14-15)

			BALANCE for Travel from AY2013-2014			\$11,873.64	
08/27/14	Barbara Mafnas	Travel	AAMA Conference & Accreditation workshop	\$3,284.02		\$11,873.64	Applicant withdrew
08/27/14	Steve Lam	Travel	American Mathematical Association Conference	\$3,033.99	\$3,033.99	\$8,839.65	
			Transfer to Supplies		\$1,161.74	\$7,677.91	
			Transfer to Tuition Assistance (Misc)		\$4,393.89	\$3,284.02	
			transfer from supplies		\$69.10	\$3,214.92	
			BALANCE for Tuition from AY2013-2014			\$2,004.16	
			Transfer from Travel		\$4,393.89	\$6,398.05	
08/27/14	Terry Kuper	Tuition	Degree	\$839.05	\$839.05	\$5,559.00	
08/27/14	Clare Camacho	Tuition	Enrichment	\$559.00	\$559.00	\$5,000.00	
08/27/14	Tonirose Realica	Tuition	Degree	\$2,500.00	\$2,500.00	\$2,500.00	
08/27/14	Adrian Atalig	Tuition	Degree	\$2,500.00	\$2,500.00	\$0.00	
			BALANCE for Supplies from AY2013-2014			\$120.00	
			Transfer from Travel		\$1,161.74	\$1,281.74	
			Transfer from Contractual Services		\$1,400.00	\$2,681.74	
08/27/14	All faculty 117	supplies	flashdrives 8GB (117)	\$936.00	\$936.00	\$1,745.74	
08/27/14	All faculty 117	supplies	pens (250 pcs @\$1.50 each)	\$375.00	\$375.00	\$1,370.74	
08/27/14	All faculty 117	supplies	whiteboard markers (96 @ 12 pcs/box \$13.50)	\$1,296.00	\$1,296.00	\$74.74	
			transfer back to Travel		\$69.10	\$5.64	