

Guam Community College
Committee on College Assessment (CCA)
2 p.m. – 3 p.m. Allied Health Bldg., Rm. 3223
Friday, September 11, 2015 (Fall 2015 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. New Business
 - Acalog Training (Johanna Camacho)
- IV. Agenda Items for Next Meeting
 - By-Laws (Union Contract)
 - Fall Assessment Award Reception and Leadership Summit/Tentative Date September 25, 2015 – Discussion
 - High School Equivalency (Create New Unit), Replacing GED
 - Nominations/Voting for 2015-2016 Chair Elect
- V. Next meeting – September 25, 2015 (Allied Health Bldg., Rm. 3223)
- VI. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)

MINUTES (Update #329)

9 a.m. in the President's Conference Room (PCR)

Wednesday, September 16, 2015 (Fall Term)

I. Call to Order – 9:05 a.m.

II. Roll Call

Members present: Katsuyoshi Uchima (Chair), Marlana Montague (Co-Chair), Vangie Aguon, Joseph Benavente, Doris Manibusan, Aaron Parker, Joachim (Peter) Roberto, Zhaopei Teng & Gil Yanger

Members absent: Elmarie Anderson, Hernalin Analista, Danilo Bilong, Johanna Camacho, Dr. Liz Diego, Ava Garcia, R. Gary Hartz and Marivic Schrage

III. Old Business

- Fall Assessment Leadership Summit/September 25, 2015 – CCA members agreed to the sessions below.
 - ✓ Assessment/TracDat Working Session 2 p.m. – 5 p.m. in Rm. D3 (Aaron Parker)
 - ✓ Student Learning Outcomes (SLO) Workshop 2 p.m. – 3 p.m. in Rm. D2 (Gil Yanger)
 - ✓ Student Learning Outcomes (SLO) Workshop 3:30 – 4:40 p.m. in D2 (Dr. Liz Diego)
 - ✓ TracDat Beginners Workshop 2 p.m. – 3 p.m. D8 - (Kat Uchima)
 - ✓ TracDat Beginners Workshop 3:30 p.m. – 4:30 p.m. D8 - (Zhaopei Teng)
 - ✓ TracDat Hands-On Workshop with LOC 3 p.m. – 3:30 p.m. D10 – (Marlena & Pete)
- By-Laws (Union Contract) – Table

IV. New Business

- High School Equivalency (Create New Unit), Replacing GED – AIER received a request from Pricilla Johns to change the unit name in TracDat from GED to High School Equivalency.
- Nominations/Voting for 2015-2016 Chair Elect – JOACHIM PETER ROBERTO NOMINATED GIL YANGER AS CHAIR ELECT FOR THE AY 2016 to 2017, SECONDED BY JOSEPH BENAVENTE. No other nominations were made. Motion carried.

V. Next Meeting – October 2, 2015 in the Allied Health Bldg., Rm. 3223

- VI. Adjournment:** IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY JOACHIM (PETER) ROBERTO TO ADJOURN. Motion carried. Meeting adjourned at 10 a.m.

Guam Community College
Committee on College Assessment (CCA)
2 p.m. – 3 p.m. Allied Health Bldg., Rm. 3223
Friday, October 2, 2015 (Fall 2015 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (May 1, 2015 Minutes/Update #327)

Program/Units Rating Recommendations

Team 1
 - Accommodative Services, Student Services Unit Level Assessment Plan –
Team 3
 - Health Services Center, Student Services Unit Level Assessment Plan –
 - Project Aim/TRiO, Student Services Unit Level Assessment Plan –
- IV. Old Business
 - Annual Assessment Awards/Success on the Walls Project
 - By-Laws (Update/Union Contract)
 - 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 Member Training
- VI. Next meeting – October 9, 2015 (Allied Health Bldg., Rm. 3223)
- VII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)

MINUTES (Update #330)

2 p.m. in the Allied Health Bldg., Rm. 3223

Friday, October 2, 2015 (Fall Term)

I. Call to Order – 2 p.m.

II. Roll Call

Members present: Katsuyoshi Uchima (Chair), Vangie Aguon, Hernalin Analista, Doris Manibusan, Aaron Parker, Marivic Schrage, Zhaopei Teng, Pilar Williams and Gil Yanger

Members absent: Marlana Montague (Co-Chair), Elmarie Anderson, Joseph Benavente, Danilo Bilong, Johanna Camacho, Dr. Liz Diego, Ava Garcia, R. Gary Hartz and Joachim (Peter) Roberto

III. Approval of prior minutes/update (May 1, 2015 Minutes/Update #327) - ZHAOPEI TENG MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY GIL YANGER. Motion carried.

Program/Units Rating Recommendations

Team 1

- **Accommodative Services, Student Services Unit Level Assessment Plan – KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY VANGIE AGUON. Motion carried.**

Team 3

- Health Services Center, Student Services Unit Level Assessment Plan – AARON PARKER MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY GIL YANGER. Motion carried.
- Project Aim/TRiO, Student Services Unit Level Assessment Plan – AARON PARKER MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY PILAR WILLIAMS. Motion carried.

IV. Old Business

- Annual Assessment Awards/Success on the Walls Project - Table
- By-Laws (Update/Union Contract) – Table
- 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 –

October 2, 2015

Allied Health Bldg., Rm. 3223

V. New Business

- **CCA Member Training** – Marlana will provide TracDat training to new members next Thursday, October 8, 2015.

VI. Next Meeting – October 9, 2015 (Allied Health Bldg., Rm. 3223)

VII. Adjournment: IT WAS MOVED BY AARON PARKER, SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN. Motion carried. Meeting adjourned at 2:55 P.M.

Guam Community College
Committee on College Assessment (CCA)
2 p.m. – 3 p.m. Allied Health Bldg., Rm. 3223
Friday, October 9, 2015 (Fall 2015 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (September 16, 2015 Minutes/Update #329 and October 2, 2015 Minutes/Update #330)

Program/Units Rating Recommendations

Team 3
 - Development & Alumni Relations, Administrative Unit Level Assessment Plan –
Team 4
 - Learning Resources Center, Student Services Unit Level Assessment Plan –
Data Collection/Implementation Status
 - English Department Courses, (EN100R) Course Unit Level Implementation Status
 - Health Careers Science (Secondary), Program & Course Unit Level Implementation Status
 - Tourism – Lodging & Management Program (Secondary), Program & Course Unit Level Implementation Status
- IV. Old Business
 - Annual Assessment Awards/Success on the Walls Project
 - By-Laws (Update/Union Contract)
 - 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. Next meeting – October 16, 2015 (Allied Health Bldg., Rm. 3223)
- VII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)

MINUTES (Update #331)

2 p.m. in the Allied Health Bldg, Rm. 3223

Friday October 9, 2015 (Fall Term)

I. Call to Order – 2:10 p.m.

II. Roll Call

Members present: Katsuyoshi Uchima (Chair), Vangie Aguon, Elmarie Anderson, Joseph Benavente, Danilo Bilong, Ava Garcia, Doris Manibusan, Aaron Parker, Zhaopei Teng, Pilar Williams and Gil Yanger

Members absent: Marlena Montague (Attending Meeting), Hernalin Analista and Johanna Camacho

III. Approval of prior minutes: Update #329/September 16, 2015 and Update #330/October 2, 2015 - TABLE

Programs/Units Rating Recommendations –

Team 3

- Development & Alumni Relations, Administrative Unit Level Assessment Plan – JOSEPH BENAVENTE MOTIONED TO APPROVE, SECONDED BY AARON PARKER. Motion carried.

Team 4

- Learning Resources Center, Student Services Unit Level Assessment Plan – ZHAOPEI TENG MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY AVA GARCIA. Motion carried.

Data Collection/Implementation Status

- English Department Courses (EN100R) Course Unit Level Implementation Status
- Health Careers Science (Secondary), Program & Course Unit Level Implementation Status
- Tourism – Lodging Management Program (Secondary), Program & Course Unit Level Implementation Status

IV. Old Business - TABLE

- Annual Assessment Awards/Success on the Walls Project
- By-Laws (Update/Union contract)
- Joint Learning Outcomes Committee and CCA Committee - 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 –

October 9, 2015

Allied Health Bldg., Rm. 3223

V. New Business – None

VI. Next Meeting – October 16, 2015 (Allied Health Bldg., Rm. 3223)

VII. Adjournment: IT WAS MOVED BY AVA GARCIA, SECONDED BY JOACHIM PETER ROBERTO TO ADJOURN. Motion carried. Meeting adjourned at 3:06 p.m.

Guam Community College
Committee on College Assessment (CCA)
2 p.m. – 3 p.m. Allied Health Bldg., Rm. 3223
Friday, October 16, 2015 (Fall 2015 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (September 16, 2015 Minutes/Update #329 and October 2, 2015 Minutes/Update #330)

Program/Units Rating Recommendations

Team 1

- Computer Science AS/Certificate, Program Unit Level Assessment Plan
- Computer Science AS/Certificate, Course Unit Level Assessment Plan

Team 2

- Center for Student Involvement, Student Services Unit Level Assessment Plan –
- Computer Networking AS/Certificate, Program Unit Level Assessment Plan –
- Computer Networking AS/Certificate, Course Unit Level Assessment Plan –
- Office of the President, Administrative Unit Level Assessment Plan –

Team 3

- Office of Sustainability, Administrative Unit Level Assessment Plan-
- Office Technology AS/Certificate, Program Unit Level Assessment Plan –
- Office Technology AS/Certificate, Course Unit (OA109, OA130, OA240, OA250) Level Assessment Plan –
- Planning and Development, Administrative Unit Level Assessment Plan –

Team 4

- Apprenticeship Training Program, Student Service Unit Level Assessment Plan –
- Liberal Studies (AA), Program Unit Level Assessment Plan
- Liberal Studies (AA), Course Unit Level Assessment Plan
- Work-Keys, Student Services Unit Level Assessment Plan

Curriculum Revisions

- Automotive Service Technology (Secondary), Program & Course
- Automotive Service Technology AS/Certificate, Course (AST120 & AST 220)
- Computer Science Course, (CS103RPG, CS110)
- Office Technology AS/Certificate, Course Unit (OA109 & OA130)

Data Collection/Implementation Status

- Continuing Education & Workforce Development, Administrative Unit Level Implementation Status
- Electronic Computer-Networking (Secondary), Implementation Status
- English Department Courses (EN110), Course Unit Level Implementation Status

- High School Equivalency, Program Unit Level Implementation Status

IV. Old Business

- Annual Assessment Awards/Success on the Walls Project
- By-Laws (Update/Union Contract)
- 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. Next meeting – October 23, 2015 (Allied Health Bldg., Rm. 3223)

VII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)

MINUTES (Update #332)

2 p.m. in the Allied Health Bldg, Rm. 3223

Friday October 16, 2015 (Fall Term)

I. Call to Order – 2:09 p.m.

II. Roll Call

Members present: Katsuyoshi Uchima (Chair), Marlana Montague (Co-Chair), Vangie Aguon, Hernalin Analista, Joseph Benavente, Danilo Bilong, Ava Garcia, Doris Manibusan, Aaron Parker, Zhaopei Teng, Pilar Williams and Gil Yanger

Members absent: Johanna Camacho, Roberto (Peter) Roberto, and Gil Yanger

III. Approval of prior minutes: TABLED

Programs/Units Rating Recommendations –

Team 1

- Computer Science AS/Certificate, Program Unit Level Assessment Plan – KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY MARLENA MONTAGUE. Motion carried.
- Computer Science AS/Certificate, Course Unit Level Assessment Plan – Course Nos. CS101, CS110, CS112, CS203, CS204, CS205, KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY MARLENA MONTAGUE. MOTION CARRIED.
Course Nos. CS102, CS103, CS151, CS206, CS252, KATSUYOSHI UCHIMA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY MARLENA MONTAGUE. Motion carried.

Team 2

- Center for Student Involvement, Student Services Unit Level Assessment Plan – AVA GARCIA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY JOACHIM (PETER) ROBERTO. Motion carried.
- Computer Networking AS/Certificate, Program Unit Level Assessment Plan – AVA GARCIA MOTIONED TO RESUBMIT, SECONDED BY JOACHIM (PETER) ROBERTO. Motion carried.
- Computer Networking AS/Certificate, Course Unit Level Assessment Plan – AVA GARCIA MOTIONED TO RESUBMIT, SECONDED BY JOACHIM (PETER) ROBERTO. Motion carried.
- Office of the President, Administrative Unit Level Assessment Plan - JOACHIM (PETER) ROBERTO MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY VANGIE AGUON. Motioned carried.

Team 3

- Office of Sustainability, Administrative Unit Level Assessment Plan – JOSEPH BENAVENTE MOTIONED TO RESUBMIT, SECONDED BY PILAR WILLIAMS. Motion carried.
- Office Technology AS/Certificate, Program unit Level Assessment Plan – AVE GARCIA MOTIONED TO RESUBMIT, SECONDED BY HERNALIN ANALISTA. Motion carried.
- Office Technology AS/Certificate, Course Unit Level Assessment Plan – AVA GARCIA MOTIONED TO RESUBMIT, SECONDED BY PILAR WILLIAMS. Motion carried.
- Planning & Development Administrative Unit Level Assessment Plan – AVA GARCIA MOTIONED TO RESUBMIT, SECONDED BY DANILO BILONG. Motion carried.

Team 4

- Apprenticeship Training Program, Student Service Unit Level Assessment Plan – MARLENA MONTAGUE MOTIONED TO RESUBMIT, SECONDED BY AVA GARCIA. Motion carried.
- Work-Keys, Student Services Unit Level Assessment Plan – AVA GARCIA MOTIONED TO RESUBMIT, SECONDED BY PILAR WILLIAMS. Motion carried.

Curriculum Revisions

- Automotive Service Technology (Secondary), Program & Course Units
- Automotive Service Technology AS/Certificate, Course (AST120 & AST 220)
- Computer Science Course, (CS103RPG, CS110)
- Office Technology AS/Certificate, Course Unit (OA109 & OA130)

Data Collection/Implementation Status

- Continuing Education & Workforce Development, Administrative Unit Level Implementation Status
- Electronics-Computer Networking (Secondary) Program Unit Level Implementation Status
- Electronics-Computer Networking (Secondary) Course Unit Level Implementation Status
- English Department Courses (EN110), Course Unit Level Implementation Status
- High School Equivalency, Program Unit Level Implementation Status
- Liberal Studies (AA), Program Unit Level Implementation Status
- Liberal Studies (AA), Course Unit Level Implementation Status

IV. Old Business - TABLE

- Annual Assessment Awards/Success on the Walls Project
- By-Laws (Update/Union contract)
- Joint Learning Outcomes Committee and CCA Committee - Update

October 16, 2015

Allied Health Bldg., Rm. 3223

- CFS from review teams due to AIER the Monday after CCA's Rating – CFSS' are due to AIER on Monday by 5 p.m. –

V. New Business

VI. Next Meeting – October 23, 2015 (Allied Health Bldg., Rm. 3223)

VII. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY AVA GARCIA TO ADJOURN. Motion carried. Meeting adjourned at 3:22 p.m.

Guam Community College
Committee on College Assessment (CCA)
2 p.m. – 3 p.m. Allied Health Bldg., Rm. 3223
Friday, October 23, 2015 (Fall 2015 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (September 16, 2015 Minutes/Update #329 and October 2, 2015 Minutes/Update #330)

Program/Units Rating Recommendations

Team 1

- Office of Accommodative Services, Student Services Unit Level Assessment Plan, RESUBMIT -

Team 2

- Assessment & Counseling, Student Services Unit Level Assessment Plan –
- Facilities, Administrative Unit Level Assessment Plan –

Team 3

- Human Services AS, Program Unit Level Assessment Plan –
- Human Services AS, Course Unit Level Assessment Plan –

Team 4

- Communications & Promotions Office, Administrative Unit Level Assessment Plan –
- Liberal Studies AA, Course Unit (EN111, EN125 & SI110) Level Assessment Report

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Curriculum Revisions

- Accounting AS, Course (AC150 & AC250) Unit Level
- Automotive Service Technology (Secondary), Program Unit Level
- Automotive Service Technology AS/Certificate, Course (AST 120 & AST220) Unit Level
- Computer Science AS/Certificate, Program & Course Unit (CS103 & CS110), Level
- Construction Technology Certificate, Program Unit
- Construction Trades (Carpentry & AutoCAD) Secondary, Program & Course Unit Level
- Marketing AS, Program Unit Level
- Marketing AS, Course (MK124, MK205, MK206, MK207, MK208, MK224, MK292) Unit Level
- Medical Assisting, Program & Course Unit Level
- Practical Nursing Certificate, Program & Course Unit Level
- Office Technology AS/Certificate, Course (OA103, OA109, OA110 & OA130) Unit Level
- Tourism & Hospitality Department Courses, Course (JA108) Unit Level
- Visual Communications (Secondary) Program Unit Level
- Visual Communications (Secondary) Course Unit (CTVC051, CTVC052, CTVC053 & CTVC054) Level

Request for Extension/Approved by Dr. Ray Somera

- Cosmetology – Due on or before December 9, 2015
- Early Childhood Education, Secondary – Due on or before December 9, 2015.
- Education/ECE - Due on or before December 9, 2015.

Data Collection/Implementation Status

- Continuing Education & Workforce Development, Administrative Unit Level Implementation Status
- Electronics-Computer Networking (Secondary) Program Unit Level Implementation Status
- Electronics-Computer Networking (Secondary) Course Unit Level Implementation Status
- English Department Courses, Course Unit (EN100B & EN100R) Level Implementation Status
- Liberal Studies AA, Data Collection Status
- Math & Science Department Courses, Course Unit (SI103) Level Implementation Status

IV. Old Business

- Annual Assessment Awards/Success on the Walls Project
- By-Laws (Update/Union Contract)
- 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. Next meeting – October 30, 2015 (Allied Health Bldg., Rm. 3223)

VII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)

MINUTES (Update #333)

2 p.m. in the Allied Health Bldg., Rm. 3223

Friday, October 23, 2015 (Fall Term)

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Katsuyoshi Uchima (Chair), Vangie Aguon, Elmarie Anderson, Hernalin Analista, Joseph Benavente, Doris Manibusan, Aaron Parker, Marivic Schrage, Zhaopei Teng and Pilar Williams

Members absent: Marlina Montague, Co-Chair (Attending Off Campus Training), Danilo Bilong, Johanna Camacho, Ava Garcia, Joachim Peter Roberto, and Gil Yanger

III. Approval of prior minutes/update (September 16, 2015 Minutes/Update #329 and October 2, 2015 Minutes/Update #330) - Table

Programs/Units Rating Recommendations –

Team 1

- Office of Accommodative Services, Student Services Unit Level Assessment Plan, RESUBMIT -

Team 2

- Assessment & Counseling, Student Services Unit Level Assessment Plan – ZHAOPEI TENG MOTIONED TO RESUBMIT, SECONDED BY PILAR WILLIAMS. Motion carried.
- Facilities, Administrative Unit Level Assessment Plan – DORIS MANIBUSAN MOTIONED TO RESUBMIT, SECONDED BY VANGIE AGUON. Motion carried.

Team 3

- Human Services AS, Program Unit Level Assessment Plan – PILAR WILLIAMS MOTIONED TO RESUBMIT, SECONDED BY AARON PARKER. Motioned carried.
- Human Services AS, Course Unit Level Assessment Plan – Will rate in the next meeting.

Team 4

- Communications & Promotions Office, Administrative Unit Level Assessment Plan – TABLE
- Liberal Studies AA, Course Unit (EN111, EN125 & SI110) Level Assessment Report – TABLE

Curriculum Revisions

- Accounting AS, Course (AC150 & AC250) Unit Level
- Automotive Service Technology (Secondary), Program Unit Level
- Automotive Service Technology AS/Certificate, Course (AST 120 & AST220) Unit Level
- Computer Science AS/Certificate, Program & Course Unit (CS103 & CS110), Level
- Construction Technology Certificate, Program Unit
- Construction Trades (Carpentry & AutoCAD) Secondary, Program & Course Unit Level
- Marketing AS, Program Unit Level
- Marketing AS, Course (MK124, MK205, MK206, MK207, MK208, MK224, MK292) Unit Level
- Medical Assisting, Program & Course Unit Level
- Practical Nursing Certificate, Program & Course Unit Level
- Office Technology AS/Certificate, Course (OA103, OA109, OA110 & OA130) Unit Level
- Tourism & Hospitality Department Courses, Course (JA108) Unit Level
- Visual Communications (Secondary) Program Unit Level
- Visual Communications (Secondary) Course Unit (CTVC051, CTVC052, CTVC053 & CTVC054) Level

Request for Extension/Approved by Dr. Ray Somera – Kat Uchima approved extensions for all 3 programs below.

- Cosmetology – Due on or before December 9, 2015.
- Early childhood Education, Secondary – Due on or before December 9, 2015.
- Education/ECE – Due on or before December 9, 2015.

Data Collection/Implementation Status

- Continuing Education & Workforce Development, Administrative Unit Level Implementation Status
- Electronics-Computer Networking (Secondary) Program Unit Level Implementation Status
- Electronics-Computer Networking (Secondary) Course Unit Level Implementation Status
- English Department Courses, Course Unit (EN100B & EN100R) Level Implementation Status
- Liberal Studies AA, Data Collection Status
- Math & Science Department Courses, course Unit (SI103) Level Implementation Status

IV. Old Business – TABLED

- Annual Assessment Awards/Success on the Walls Project
- By-Laws (Update/Union contract)
- Joint Learning Outcomes Committee and CCA – 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. –

October 23, 2015

Allied Health Bldg., Rm. 3223

- 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

VI. Next Meeting – October 30, 2015 (Allied Health Bldg., Rm. 3223)

VII. Adjournment: IT WAS MOVED BY PILAR WILLIAMS, SECONDED BY DORIS MANIBUSAN TO ADJOURN. Motion carried. Meeting adjourned at 2:55 P.M.

Guam Community College
Committee on College Assessment (CCA)
2 p.m. – 3 p.m. Allied Health Bldg., Rm. 3223
Friday, October 30, 2015 (Fall 2015 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (September 16, 2015 Minutes/Update #329 and October 2, 2015 Minutes/Update #330)

Program/Units Rating Recommendations

Team 1
 - Office of Accommodative Services, Student Services Unit Level Assessment Plan - TABLETeam 3
 - Human Services AS, Course Unit Level Assessment Plan –
 - Marketing (Secondary), Program Unit Level Assessment Plan
 - Marketing (Secondary), Course Unit Level Assessment Plan –
 - Sustainability, Program Unit Level Assessment Plan, RESUBMIT –Team 4
 - Apprenticeship Training, Program Unit Level Assessment Plan, RESUBMIT –
 - Communications & Promotions Office, Administrative Unit Level Assessment Plan –
 - Board of Trustees, Administrative Unit Level Assessment Plan –
 - Liberal Studies AA, Course Unit (EN111, EN125, SI110 & TH101) Level Assessment Report –
- IV. Old Business
 - Annual Assessment Awards/Success on the Walls Project
 - By-Laws (Update/Union Contract)
 - 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. Next meeting – November 6, 2015 (Allied Health Bldg., Rm. 3223)
- VII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)

MINUTES (Update #334)

2 p.m. in the Allied Health Bldg., Rm. 3223

Friday, October 30, 2015 (Fall Term)

I. Call to Order – 2:07 p.m.

II. Roll Call

Members present: Katsuyoshi Uchima (Chair), Marlana MontagueVangie Aguon, Elmarie Anderson, Hernalin Analista, Joseph Benavente, Doris Manibusan, Aaron Parker, Marivic Schrage and Zhaopei Teng

Members absent: Marlana Montague, Co-Chair (Attending Off Campus Training), Danilo Bilong, Johanna Camacho, Ava Garcia, Joachim Roberto, and Gil Yanger

III. Approval of prior minutes: Update #329/September 16, 2015 and Update #330/October 2, 2015 – TABLE

Programs/Units Rating Recommendations –

Team 1

- Office of Accommodative Services, Student Services Unit Level Assessment Plan – KATSUYOSHI UCHIMA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY JOSEPHE BENAVENTE. Motion carried.

Team 3

- Human Services AS, Course Unit Level Assessment Plan – MARLENA MONTAGUE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY GIL YANGER. Motion carried.
- Marketing (Secondary), Program Unit Level Assessment Plan – GIL YANGER MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY PILAR WILLIAMS. Motion carried.
- Marketing (Secondary), Course Unite Level Assessment Plan – MARLENA MONTAGUE MOTIONED TO APPROVE WITH MINORE CHANGES, SECONDED BY GIL YANGER. Motion carried.
- Sustainability, Program Unit Level Assessment Plan, RESUBMIT – TABLE, Need to add feature inTracDat.

Team 4

- Apprenticeship Training, Program Unit Level Assessment Plan, RESUBMIT – MARLENA MONTAGUE MOTIONED TO RESUBMIT, SECONDED BY AVA GARCIA. Motion carried.

- Communications & Promotions Office, Administrative Unit Level Assessment Plan – JOSEPH BENAVENTE MOTIONED TO APPROVE SECONDED BY ZHAOPEI TENG. Motion carried.
- Board of Trustees, Administrative Unit Level Assessment Plan – JOSEPH BENAVENTE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY JOACHIM PETER ROBERTO. Motion carried.
- Liberal Studies AA, Course Unit (EN111, EN125, SI110 & TH101) Level Assessment Report - Table

IV. Old Business – TABLE

- Annual Assessment Awards/Success on the Walls Project
- By-Laws (Update/Union contract)
- Joint Learning Outcomes Committee and CCA – 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 – Test New CFS

VI. Next Meeting – October 30, 2015

VII. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY AVA GARCIA TO ADJOURN. Motion carried. Meeting adjourned at 3:16 p.m.

Guam Community College
Committee on College Assessment (CCA)
2 p.m. – 3 p.m. Allied Health Bldg., Rm. 3223
Friday, November 6, 2015 (Fall 2015 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (September 16, 2015 Minutes/Update #329 and October 2, 2015 Minutes/Update #330)

Program/Units Rating Recommendations

Team 2
 - Materials Management, Administrative Unit Level Assessment Plan –
 - Student Financial Aid, Student Services Unit Level Assessment Plan –Team 3
 - Human Resources Office, Administrative Unit Level Assessment Plan –
 - Management Information Systems Office, Administrative Unit Level Assessment Plan –Team 4
 - Environmental Health & Safety, Administrative Unit Level Assessment Plan –
 - Liberal Studies AA, Course Unit (EN111, EN125, SII10 & TH101) Level Assessment Report – TABLE
- IV. Old Business
 - Annual Assessment Awards/Success on the Walls Project
 - By-Laws (Update/Union Contract)
 - 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. Next meeting – November 13, 2015 (Allied Health Bldg., Rm. 3223)
- VII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)

MINUTES (Update #335)

2 p.m. in the Allied Health Bldg., Rm. 3223

Friday, November 6, 2015 (Fall Term)

I. Call to Order – 2:10 p.m.

II. Roll Call

Members present: Katsuyoshi Uchima (Chair), Vangie Aguon, Hernalin Analista, Joseph Benavente, Danilo Bilong, Ava Garcia, Doris Manibusan, Aaron Parker, Joachim Peter Roberto, Marivic Schrage, Zhaopei Teng, Pilar Williams and Gil Yanger

Members absent: Elmarie Anderson, Johanna Camacho, Marlena Montague, Co-Chair (Off-Island Conference)

III. Approval of prior Minutes: IT WAS MOVED BY JOACHIM PETER ROBERTO TO APPROVE, SECONDED BY AARON PARKER THAT THE MEETING MINUTES (Update #329, September 16, 2015) BE APPROVED. Motion carried.

IT WAS MOVED BY AARON PARKER TO APPROVE, SECONDED BY AVA GARCIA THAT THE MEETING MINUTES (Update #330, October 2, 2015) BE APPROVED. Motion carried.

Programs/Units Rating Recommendations –

Team 2

- Materials Management, Administrative Unit level Assessment Plan – AVA GARCIA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY DORIS MANIBUSAN. Motion carried.
- Student Financial Aid, Student Services Unit Level Assessment Plan – AVA GARCIA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY DORIS MANIBUSAN. Motion carried.

Team 3

- Human Resources Office, Administrative Unit Level Assessment Plan – AVA GARCIA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY GIL YANGER. Motion carried.
- Management Information Systems Office, Administrative Unit Level Assessment Plan – AVA GARCIA MOTIONED TO APPROVE, SECONDED BY JOSEPH BENAVENTE. Motion carried.

Team 4

- Environmental Health & Safety, Administrative Unit Level Assessment Plan – AVA GARCIA MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- Liberal Studies AA, Course Unit (EN111, EN125, SI110 & TH101) Level Assessment Report - TABLE

IV. Old Business – TABLE

- Annual Assessment Awards/Success on the Walls Project
- By-Laws (Update/Union contract)
- Joint Learning Outcomes Committee and CCA – Updates
- 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 – None

VI. Next Meeting – November 13, 2015

VII. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY AVA GARCIA TO ADJOURN. Motion carried. Meeting adjourned at 2:55 P.M.

Guam Community College
Committee on College Assessment (CCA)
2 p.m. – 3 p.m. Allied Health Bldg., Rm. 3223
Friday, November 13, 2015 (Fall 2015 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (October 9, 2015 Minutes/Update #3331, October 16, 2015 Minutes/Update #332, October 23, 2015/Update #333, October 30, 2015/Update #334 and November 6, 2015/Update#335)

Program/Units Rating Recommendations

Team 1
 - Business Office, Administrative Unit Level Assessment Plan –Team 2
 - Academic Technologies, Administrative Unit Level Assessment Plan –Team 3
 - Office Technology AS/Certificate, Course (OA240 & OA250) Unit Level Assessment Plan - RESUBMITTeam 4
 - Liberal Studies AA, Course Unit (EN111, EN125, SII10 & TH101) Level Assessment Report – TABLE
- IV. Old Business
 - Annual Assessment Awards/Success on the Walls Project
 - By-Laws (Update/Union Contract)
 - 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. Next meeting – November 20, 2015 (Allied Health Bldg., Rm. 3223)
- VII. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2 p.m. Allied Health Bldg., Rm. 3223
Friday, November 13, 2015 (Fall 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.	Analista, Hernalin	Assistant Professor, TSS, Vocational Guidance Program	
4.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research (AIER)	
5.	Bilong, Danilo	Program Specialist, Alumni Relations & Fundraising	
8.	Camacho, Johanna	Program Coordinator II, Admissions & Registration	
9.	Garcia, Ava	Program Specialist, Adult Education Office	
10.	Manibusan, Doris	Administrative Assistant, Dean's Office/TSS	
11.	Montague, Marlena	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 – Criminal Justice & Social Science	
14.	Schrage, Marivic	Assistant Professor (Secondary), TPS, Tourism & Hospitality	
15.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
16.	Williams, Pilar	Associate Dean, TPS	
17.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
18.	Yanger, Gil	Assistant Instructor, TPS – Construction Trades	
19.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
20.			

COMMITTEE ON COLLEGE ASSESSMENT (CCA)

MINUTES (Update #336)

2 p.m. in the Allied Health Bldg., Rm. 3223

Friday, November 13, 2015 (Fall Term)

I. Call to Order – 2:05 p.m.

II. Roll Call

Members present: Katsuyoshi Uchima (Chair), Marlena Montague (Co-Chair), Hernalin Analista, Joseph Benavente, Danilo Bilong, Ava Garcia, Aaron Parker, Marivic Schrage, Zhaopei Teng, Pilar Williams and Gil Yanger

Members absent: Vangie Aguon, Elmarie Anderson, Johanna Camacho, Doris Manibusan and Joachim Peter Roberto

III. Approval of prior Minutes:

- ✓ IT WAS MOVED BY PILAR WILLIAMS TO APPROVE, SECONDED BY AVA GARCIA THAT THE MEETING MINUTES (**Update #331, October 9, 2015**) BE APPROVED. Motion carried.
- ✓ IT WAS MOVED BY AVA GARCIA TO APPROVE, SECONDED BY JOSEPH BENAVENTE THAT THE MEETING MINUTES (**Update #332, October 16, 2015**) BE APPROVED. Motion carried.
- ✓ IT WAS MOVED BY JOSEPH BENAVENTE TO APPROVE, SECONDED BY PILAR WILLIAMS THAT THE MEETING MINUTES (**Update #333, October 23, 2015**) BE APPROVED. Motioned carried.
- ✓ IT WAS MOVED BY JOSEPH BENAVENTE TO APPROVE, SECONDED BY AVA GARCIA THAT THE MEETING MINUTES (**Update #334, October 30, 2015**) BE APPROVED. Motion carried.
- ✓ IT WAS MOVED BY AARON PARKER TO APPROVE, SECONDED BY AVA GARCIA THAT THE MEETING MINUTES (Update #335, November 6, 2015) BE APPROVED. Motion carried.

Programs/Units Rating Recommendations –

Team 1

- Business Office, Administrative Unit Level Assessment Plan - GIL YANGER MOTIONED TO APPROVE, SECONDED BY AVA GARCIA. Motion carried.

Team 2

- Academic Technologies, Administrative Unit Level Assessment Plan – AVA GARCIA MOTIONED TO RESUBMIT, SECONDED BY PILAR WILLIAMS. Motion carried.

Team 3

- Office Technology AS/Certificate, Course (OA240 & OA250) Unit Level Assessment Plan, RESUBMIT - TABLE

Team 4

- Liberal Studies AA, Program Unit Level Assessment Report – INCOMPLETE
- Liberal Studies AA, Course Unit (EN111, EN125, SI110 & TH101) LEVEL Assessment Report – GIL YANGER MOTIONED TO RESUBMIT SECONDED BY AVA GARCIA. Motion carried.

IV. Old Business – TABLE

- Annual Assessment Awards/Success on the Walls Project – Remaining budget not uploaded at this time. Therefore, unable to process requisition for the *Success on the Walls Project*.
- By-Laws (Update/Union contract) – Update by-laws by indicating the position titles of the chair elect, past chair, secretary, their responsibilities and timeline. Kat will do the write up.
With regards to staff, Kat asked if they received any incentive for being part of an institutional committee. Ava reported that its participatory governance and staff should be allowed the same opportunities as everyone else. Therefore, they should be able to include in their evaluation that they are part of an institutional committee. This issue should be brought up to their Staff Senate.
- Joint Learning Outcomes Committee and CCA – Kat reported that he met with Rosemarie from LOC and she will bring up the following items to her members.
 - ✓ Using the SLO box
 - ✓ Forms being valid for one year
 - ✓ LOC to participate in the 2016 Spring Summit
- 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 – None

VI. Next Meeting – November 13, 2015

VII. 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. – 3 p.m. Allied Health Bldg., Rm. 3223
November 20, 2015 Meeting Cancelled/Typhoon
November 27, 2015 No Meeting/Thanksgiving Break
Friday, December 4, 2015 (Last Meeting for Fall 2015)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (November 13, 2015 Minutes/Update #336)

Program/Units Rating Recommendations

Team 3
 - Office Technology AS/Certificate, Course (OA240 & OA250) Unit Level Assessment Plan - RESUBMITTeam 4
 - Liberal Studies AA, Program Unit Level Assessment Report –
Data Collection/Implementation Status
 - Tourism (Lodging Management Program) Secondary, Program & Course Unit Level Implementation Status
- IV. Old Business
 - Annual Assessment Awards/Success on the Walls Project –
 - By-Laws (Update/Union Contract)
 - 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. Next meeting – February 5, 2016 (CCA Retreat/Venue)
- VII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)

MINUTES (Update #337)

2 p.m. in the Allied Health Bldg., Rm. 3223

Friday, December 4, 2015 (Fall Term)

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Katsuyoshi Uchima (Chair), Marlana Montague (Co-Chair), Vangie Aguon, Hernalin Analista, Joseph Benavente, Danilo Bilong, Doris Manibusan, Aaron Parker, Joachim P. Roberto, Marivic Schrage, Zhaopei Teng, Pilar Williams and Gil Yanger

Members absent: Elmarie Anderson, Johanna Camacho and Ava Garcia

III. Approval of prior Minutes:

- ✓ IT WAS MOVED BY JOESEPH BENAVENTE TO APPROVE, SECONDED BY PILAR WILLIAMS THAT THE MEETING MINUTES (**Update #336, November 13, 2015**) BE APPROVED. Motion carried.

Programs/Units Rating Recommendations –

Team 3

- Office Technology AS/Certificate, Course (OA240 & OA250) Unit Level Assessment Plan/RESUBMIT - No artifacts. MARLENA MONTAGUE MOTIONED TO RESUBMIT, SECONDED BY DANILO BILONG. Motion carried.

Team 4

- Liberal Studies AA, Program Unit Level Assessment Report – MARLENA MONTAGUE MOTIONED TO RESUBMIT, SECONDED BY DORIS MANIBUSAN. Motion carried.

Data Collection/Implementation Status

- Tourism (ProStart) Secondary, Program & Course Unit Level Implementation Status.

IV. Old Business –

- Annual Assessment Awards/Success on the Walls Project – Will be discussed during the retreat.
- By-Laws (Update/Union Contract) – Will be discussed during the retreat.
- Joint Learning Outcomes Committee and CCA committee meeting – Update
- CFS from review teams due to AIER the Monday after CCA's Rating –
- CFS from author due to AIER two Mondays after CCA's Rating –

- V. New Business** – None
- VI. Next Meeting** – February 5, 2016 (CCA Retreat/Venue)
- VII. Adjournment:** IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY GIL YANGER TO ADJOURN. Motion carried. Meeting adjourned at 3 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #338)
World Café in the Fiesta Resort Hotel
11:30 a.m. – 3:30 p.m
Friday, February 5, 2016 (Spring Term)

I. Call to Order – 11: 30 a.m.

II. Roll Call

Members present: Katsuyoshi Uchima (Chair), Marlana Montague (Co-Chair), Vangie Aguon, Joseph Benavente, Doris Manibusan, Joachim P. Roberto, Marivic Schrage, Zhaopei Teng, Pilar Williams and Gil Yanger

Members absent: Hernalin Analista, Elmarie Anderson, Danilo Bilong, Johanna Camacho, Ava Garcia and Pilar Williams

III. Old Business –

- Finalize By-Laws (Update/Union Contract) – Members reviewed and made revisions to the By-Laws. The final revisions and the vote to approve will be made in the next meeting, February 12, 2016.
Pete will prepare a draft to LOC with regards to issues on the submissions and timelines of course guides. He will have CCA members review the draft prior to sending to the AVP and Faculty Senate.
- Success on the Walls Project Awards – This will be the last funding using AIER's budget to purchase awards for authors. Marlana reported that anything regarding awards or promotions will no longer come out of funds being approved by the Legislature. Marlana will check the President for funding if CCA continues to provide awards to authors. CCA will also review the criteria once more to see if additional changes need to be made.
- Assessment Training Schedule – The assessment deadline is March 14, 2016. CCA will use the actual meeting dates for campus training with authors.

IV. New Business – None

V. Next Meeting – February 12, 2016 (Allied Health Bldg., Rm. 3223)

VI. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY ZHAOPEI TENG TO ADJOURN. Motion carried. Meeting adjourned at 3:30 p.m.

Guam Community College
Committee on College Assessment (CCA)
2 p.m. – 3 p.m. Allied Health Bldg., Rm. 3223
Friday, February 12, 2016

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update – Next Meeting

Program/Units Rating Recommendations

Team 1
 - Early Childhood Education (Secondary), Course Unit Level Assessment Plan -
 - Education/Cosmetology Department Courses, Course Unit Level Assessment Plan -
- IV. Old Business
 - Annual Assessment Awards/Success on the Walls Project –
 - By-Laws (Update/Union Contract)
 - 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. Next meeting – February 19, 2016
- VII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)

MINUTES (Update #339)

2 p.m. in the Allied Health Bldg., Rm. 3223

Friday, February 12, 2016 (Fall Term)

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Katsuyoshi Uchima (Chair), Marlena Montague (Co-Chair), Vangie Aguon, Hernalin Analista, Joseph Benavente, Danilo Bilong, Ava Garcia, Doris Manibusan, Joachim P. Roberto, Marivic Schrage, Zhaopei Teng, Pilar Williams and Gil Yanger

Members absent: Johanna Camacho

III. Approval of prior Minutes: Table

Programs/Units Rating Recommendations –

Team 1

- Early Childhood Education (Secondary), Course Unit Level Assessment Plan- The plan was rejected by the committee. A team member will contact the author.
- Education/Cosmetology Department Courses, Course Unit Level Assessment Plan – The plan was rejected by the committee. A team member will contact the author.

IV. Old Business –

- Annual Assessment Awards/Success on the Walls Project – No funds at this time. GIL YANGER ordered shirts for committee members through his incentive funds. THANK YOU GIL YANGER!
- By-Laws (Update/Union Contract) – The by-laws were updated and finalized. IT WAS MOVED BY JOSEPH BENAVENTE TO APPROVE, SECONDED BY JOACHIM P. ROBERTO. Motion carried.
 - ✓ By unanimous decision, Vangie Aguon was voted as Secretary for CCA. Kat indicated that Vangie inform Staff Senate that the Secretary position is a Leadership position.
 - ✓ Gil recommended that the committee members meet off-campus once a month.
- Joint Learning Outcomes Committee and CCA committee meeting – There was no meeting with LOC.

- ✓ Pete will prepare a draft to LOC with regards to issues on the submissions and timelines of course guides. He will have CCA members review the draft prior to sending to the AVP and Faculty Senate.
- CFS from review teams due to AIER the Monday after CCA's Rating –
- CFS from author due to AIER two Mondays after CCA's Rating –

V. New Business – None

- TracDat/Assessment Assistance for Authors – CCA will be available to assist authors with their assessment every Friday from 2:30 – 3:30 p.m.

VI. Next Meeting – February 19, 2016

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

Guam Community College
Committee on College Assessment (CCA)
2 p.m. – 3 p.m. Allied Health Bldg., Rm. 3223
Friday, February 19, 2016

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (December 4, 2015 Minutes/Update #337), (February 5, 2016 Minutes/Update #338), (February 12, 2016 Minutes/Update #339).

Program/Units Rating Recommendations

Team 2
 - Tourism (Lodging Management Program) Secondary, Program Unit Level Assessment Plan
 - Tourism (Lodging Management Course) Secondary, Course Unit level Assessment PlanTeam 3
 - Early Childhood Education AS/Certificate, Program Unit Level Assessment Plan
 - Early Childhood Education AS/Certificate, Course Unit Level Assessment Plan
Data Collection/Implementation Status
 - Health Services Center, Program Unit Level Data Collection Status
- IV. Old Business
 - Annual Assessment Awards/Success on the Walls Project -
 - 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. Next meeting – February 26, 2016 (Allied Health Bldg., Rm. 3223)
- VII. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2 p.m. Allied Health Bldg., Rm. 3223
Friday, February 19, 2016 (Spring 2016)
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.	Analista, Hernalin	Assistant Professor, TSS, Vocational Guidance Program	
4.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research (AIER)	
5.	Bilong, Danilo	Program Specialist, Alumni Relations & Fundraising	
8.	Camacho, Johanna	Program Coordinator II, Admissions & Registration	
9.	Garcia, Ava	Program Specialist, Adult Education Office	
10.	Manibusan, Doris	Administrative Assistant, Dean's Office/TSS	
11.	Montague, Marlana	Assistant Director, Office of Assessment, Institutional Effectiveness & Research (AIER)	
12.	Roberto, Joachim (Peter)	Postsecondary Instructor, TPS – Criminal Justice & Social Science	
13.	Schrage, Marivic	Assistant Professor (Secondary), TPS, Tourism & Hospitality	
14.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
15.	Williams, Pilar	Associate Dean, TPS	
16.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
18.	Yanger, Gil	Assistant Instructor, TPS – Construction Trades	
19.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
20.			

COMMITTEE ON COLLEGE ASSESSMENT (CCA)

MINUTES (Update #340)

2 p.m. in the Allied Health Bldg., Rm. 3223

Friday, February 19, 2016 (Fall Term)

I. Call to Order – 2:10 p.m.

II. Roll Call

Members present: Katsuyoshi Uchima (Chair), Hernalin Analista, Joseph Benavente, Danilo Bilong, Doris Manibusan, Joachim P. Roberto, Marivic Schrage, Zhaopei Teng, and Gil Yanger

Members absent: Vangie Aguon, Johanna Camacho, Ava Garcia, Marlena Montague, Pilar Williams

III. Approval of prior Minutes:

- ✓ IT WAS MOVED BY ZHAOPEI TENG TO APPROVE, SECONDED BY JOSEPH BENAVENTE THAT THE MEETING MINUTES (**Update #337, December 4, 2015**) BE APPROVED. Motion carried.
- ✓ IT WAS MOVED BY HERNALYN ANALISTA TO APPROVE, SECONDED BY DANILO BILONG THAT THE MEETING MINUTES (**Update #338, February 5, 2016**) BE APPROVED. Motion carried.
- ✓ IT WAS MOVED BY JOSEPH BENAVENTE TO APPROVE, SECONDED BY DANILO BILONG THAT THE MEETING MINUTES (**Update #339, February 12, 2016**) BE APPROVED. Motion carried.

Programs/Units Rating Recommendations –

Team 2

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

Team 3

- Early Childhood Education AS/Certificate, Program Unit Level Assessment Plan- TABLE
- Early Childhood Education AS/Certificate, Course Unit Level Assessment Plan – TABLE

Data Collection/Implementation Status

- Health Services Center, Program Unit Level Data Collection Status

IV. Old Business –

- Annual Assessment Awards/Success on the Walls Project – No funds at this time.
- Joint Learning Outcomes Committee and CCA committee meeting – Pete prepared the draft and had CCA members review. The recommendation from CCA was to include in the draft “*that all LOC reviewers have the ability to approve documents*”. Pete will make the changes to the draft and present it to CCA in the next meeting.
- CFS from review teams due to AIER the Monday after CCA’s Rating –
- CFS from author due to AIER two Mondays after CCA’s Rating –

V. New Business – None

VI. Next Meeting – February 26, 2016

VII. Adjournment: IT WAS MOVED BY GIL YANGER, SECONDED BY JOACHIM P. ROBERTO TO ADJOURN. Motion carried. Meeting adjourned at 2:40 p.m.

Guam Community College
Committee on College Assessment (CCA)
2 p.m. – 3 p.m. Allied Health Bldg., Rm. 3223
Friday, February 26, 2016

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (February 19, 2016 Minutes/Update #340)

Program/Units Rating Recommendations

Team 1

- Computer Science AS/Certificate, Program Unit Level assessment Plan (Resubmitted)
- Computer Science AS/Certificate, Course (CS101, 110, 112, 203, 204 & 205) Unit Level Assessment Plan (Resubmitted) -

Team 2

- Academic Technologies, Administrative Unit Level Assessment Plan, (Resubmitted) –
- Assessment & Counseling, Student Services Unit Level Assessment Plan, (Resubmitted) -
- Computer Networking AS/Certificate, Program Unit Level Assessment Plan, (Resubmitted) -
- Tourism (Lodging Management Program) Secondary, Program Unit Level Assessment Plan - TABLE
- Tourism (Lodging Management Course) Secondary, Course Unit level Assessment Plan – TABLE

Team 3

- Early Childhood Education AS/Certificate, Program Unit Level Assessment Plan - TABLE
- Early Childhood Education AS/Certificate, Course Unit Level Assessment Plan – TABLE
- Office Technology AS/Certificate, Course (OA240 & OA250) Unit Level Assessment Plan (Resubmitted) -

Team 4

- Apprenticeship Training Program, Student Services Unit Level Assessment Plan, (Resubmitted) -
- Liberal Studies, Program Unit Level Assessment Report (Incomplete) –

IV. Old Business

- Annual Assessment Awards/Success on the Walls Project -
- 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. Next meeting – February 26, 2016 (Allied Health Bldg., Rm. 3223)

VII. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2 p.m. Allied Health Bldg., Rm. 3223
Friday, February 26, 2016 (Spring 2016)
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.	Analista, Hernalin	Assistant Professor, TSS, Vocational Guidance Program	
4.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research (AIER)	
5.	Bilong, Danilo	Program Specialist, Alumni Relations & Fundraising	
8.	Camacho, Johanna	Program Coordinator II, Admissions & Registration	
9.	Garcia, Ava	Program Specialist, Adult Education Office	
10.	Manibusan, Doris	Administrative Assistant, Dean's Office/TSS	
11.	Montague, Marlana	Assistant Director, Office of Assessment, Institutional Effectiveness & Research (AIER)	
12.	Roberto, Joachim (Peter)	Postsecondary Instructor, TPS – Criminal Justice & Social Science	
13.	Schrage, Marivic	Assistant Professor (Secondary), TPS, Tourism & Hospitality	
14.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
15.	Williams, Pilar	Associate Dean, TPS	
16.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
18.	Yanger, Gil	Assistant Instructor, TPS – Construction Trades	
19.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
20.			

COMMITTEE ON COLLEGE ASSESSMENT (CCA)

MINUTES (Update #341)

2 p.m. in the Allied Health Bldg., Rm. 3223

Friday, February 26, 2016 (Fall Term)

I. Call to Order – 2:10 p.m.

II. Roll Call

Members present: Katsuyoshi Uchima (Chair), Hernalin Analista, Vangie Aguon Joseph Benavente, Danilo Bilong, Ava Garcia, Doris Manibusan, Marivic Schrage and Zhaopei Teng

Members absent: Adrian Davis, Johanna Camacho, Marlena Montague, Joachim P. Roberto, Pilar Williams and Gil Yanger

III. Approval of prior Minutes: - IT WAS MOVED BY JOSEPH BENAVENTE TO APPROVE, SECONDED BY DORIS MANIBUSAN THAT THE MEETING MINUTES (Update #340, February 19, 2016) BE APPROVED. Motion carried.

Programs/Units Rating Recommendations –

Team 1

- Computer Science AS/Certificate, Program Unit Level Assessment Plan (Resubmitted) – KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY AVA GARCIA. Motion carried.
- Computer Science AS/Certificate, Course (CS101, 110, 112, 203, 204 & 205) Unit Level Assessment Plan (Resubmitted) – KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

Team 2

- Academic Technologies, Administrative Unit Level Assessment Plan (Resubmitted) – TABLE
- Assessment & Counseling, Student Services Unit Level Assessment Plan (Resubmitted) – VANGIE AGUON MOTIONED TO RESUBMIT, SECONDED BY AVA GARCIA. Motion carried.
- Computer Networking AS/Certificate, Program Unit Level Assessment Plan (Resubmitted) – TABLE
- Tourism (Lodging Management Program) Secondary, Program Unit Level Assessment Plan – VANGIE AGUON MOTIONED TO APPROVE, SECONDED BY DORIS MANIBUSAN. Motion carried.
- Tourism (Lodging Management Course) Secondary, Course Unit Level Assessment Plan – VANGIE AGUON MOTIONED TO APPROVE, SECONDED BY DORIS MANIBUSAN. Motion carried.

Team 3

- Early Childhood Education AS/Certificate, Program Unit Level Assessment Plan- HERNALIN ANALISTA MOTIONED TO APPROVE, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- Early Childhood Education AS/Certificate, Course Unit Level Assessment Plan – AVA GARCIA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY DORIS MANIBUSAN. Motion carried.

Team 4

- Apprenticeship Training Program, Student Services Unit Level Assessment Plan – VANGIE AGUON MOTIONED TO APPROVE, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- Liberal Studies, Program Unit Level Assessment Report – VANGIE AGUON MOTIONED TO APPROVE WITH MINOR, SECONDED BY ZHAOPEI TENG. Motion carried.

IV. Old Business –

- Annual Assessment Awards/Success on the Walls Project – No funds at this time.
- Joint Learning Outcomes Committee and CCA committee meeting – Kat reported that LOC sent him an email asking if CCA would like to be part of the curriculum process. Will continue discussion in the next meeting.
- CFS from review teams due to AIER the Monday after CCA's Rating –
- CFS from author due to AIER two Mondays after CCA's Rating –

V. New Business – None

VI. Next Meeting – March 4, 2016

VII. Adjournment: IT WAS MOVED BY GIL YANGER, SECONDED BY JOACHIM P. ROBERTO TO ADJOURN. Motion carried. Meeting adjourned at 2:40 p.m.

Guam Community College
Committee on College Assessment (CCA)
2 p.m. – 3 p.m. Allied Health Bldg., Rm. 3223
Friday, March 4, 2016

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (February 26, 2016 Minutes/Update #341)

Program/Units Rating Recommendations

Team 2
 - Academic Technologies, Administrative Unit Level Assessment Plan, (Resubmitted) –
 - Computer Networking AS/Certificate, Program Unit Level Assessment Plan, (Resubmitted) – Table
 - Computer Networking AS/Certificate, Course Unit Level Assessment Plan (Resubmitted) – Table
 - Math & Science Department Courses, Course (MA085) Unit Level Assessment Plan -
 - Planning & Development, Administrative Unit Level Assessment Plan (Resubmitted) -Team 3
 - Office of Sustainability, Administrative Unit Level Assessment Plan (Resubmitted) –Team 4
 - Work-Keys Program, Administrative Unit Level Assessment Plan (Resubmitted) -
- IV. Old Business
 - Annual Assessment Awards/Success on the Walls Project -
 - 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. Next meeting – March 11, 2016 (Allied Health Bldg., Rm. 3223)
- VII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)

MINUTES (Update #342)

2 p.m. in the Allied Health Bldg., Rm. 3223

Friday, March 4, 2016 (Spring Term)

I. Call to Order – 2:05 p.m.

II. Roll Call

Members present: Katsuyoshi Uchima (Chair), Vangie Aguon, Hernalin Analista, Joseph Benavente, Danilo Bilong, Adrian Davis, Ava Garcia, Joachim P. Roberto, Marivic Schrage and Pilar Williams

Members absent: Johanna Camacho, Doris Manibusan, Marlena Montague (Leave), Zhaopei Teng 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 #341, February 26, 2016) BE APPROVED. Motion carried.

Programs/Units Rating Recommendations –

Team 2

- Academic Technologies, Administrative Unit Level Assessment Plan, (Resubmitted) – AVA GARCIA MOTIONED TO RESUBMIT, SECONDED BY VANGIE AGUON. Motion carried.
- Computer Networking AS/Certificate, Program Unit Level Assessment Plan (Resubmitted) – AVA GARCIA MOTIONED TO RESUBMIT, SECONDED BY PILAR WILLIAMS. Motion carried.
- Computer Networking AS/Certificate, Course Unit Level Assessment Plan (Resubmitted) – AVA GARCIA MOTIONED TO RESUBMIT, SECONDED BY PILAR WILLIAMS. Motion carried.
- Planning & Development, Administrative Unit Level Assessment Plan (Resubmitted) – AVA GARCIA MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.

Team 3

- Office of Sustainability, Administrative Unit Level Assessment Plan (Resubmitted) – MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY JOSEPH BENAVENTE. Motion carried.

Team 4

- Work-Keys Program, Administrative Unit Level Assessment Plan (Resubmitted) – AVA GARCIA MOTIONED TO RESUBMIT, SECONDED BY PILAR WILLIAMS. Motion carried.

March 4, 2016

Allied Health Bldg., Rm. 3223

IV. Old Business –

- Annual Assessment Awards/Success on the Walls Project – Status Quo
- Joint Learning Outcomes Committee and CCA committee meeting – Kat will draft a memo to LOC not to include CCA in the curriculum process. However, CCA may assist authors by reviewing their SLOs.
- CFS from review teams due to AIER the Monday after CCA's Rating –
- CFS from author due to AIER two Mondays after CCA's Rating –

V. New Business – None

VI. Next Meeting – March 11, 2016 (Allied Health Bldg., Rm. 3223)

VII. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY AVA GARCIA TO ADJOURN. Motion carried. Meeting adjourned at 3:10 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)

MINUTES (Update #343)

2 p.m. in the Allied Health Bldg., Rm. 3223

Friday, March 11, 2016 (Spring Term)

I. Call to Order – 2:10 p.m.

II. Roll Call

Members present: Katsuyoshi Uchima (Chair), Hernalin Analista, Vangie Aguon Joseph Benavente, Danilo Bilong, Johanna Camacho, Doris Manibusan, Zhaopei Teng, and Pilar Williams

Faculty present for Training: Sarah Leon Guerrero

Members absent: Adrian Davis, Ava Garcia, Marlena Montague (Leave), Joachim P. Roberto, Marivic Schrage, and Gil Yanger

III. Approval of prior Minutes: - March 4, 2016 Minutes/Update #342 – Table

Programs/Units Rating Recommendations –

Team 1

- Computer Science AS/Certificate, Course Unit Level Assessment Plan (Resubmitted) – KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY JOHANNA CAMACHO. Motion carried.
- Health Careers & Science (Secondary), Program Unit Level Assessment Plan – KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY DANILO BILONG. Motion carried.
- Health Careers & Science (Secondary), Course Unit Level Assessment Plan – KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY DORIS MANIBUSAN. Motion carried.

Curriculum Revisions

- Accounting AS/Certificate, Program/Courses Unit (AC100, AC150, AC250, AC225)
- Math & Science Department Courses (MA161B)

Data Collection/Implementation Status

- Center for Student Involvement, Student Services Unit Level Data Collections Status
- Development & Alumni Relations, Data Collection Status
- Office of the President, Administrative Unit Level Data Collection Status

March 11, 2016

Allied Health Bldg., Rm. 3223

IV. Old Business –

- Annual Assessment Awards/Success on the Walls Project – Status Quo
- CCA memo to LOC – Continue discussion on memo in the next meeting.
- Joint Learning Outcomes Committee and CCA committee meeting – Update
- CFS from review teams due to AIER the Monday after CCA's Rating –
- CFS from author due to AIER two Mondays after CCA's Rating –

V. New Business – None

VI. Next Meeting – March 18, 2016

VII. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY PILAR WILLIAMS TO ADJOURN. Motion carried. Meeting adjourned at 3:10 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)

MINUTES (Update #345)

2 p.m. in the Allied Health Bldg., Rm. 3223

Friday, April 8, 2016 (Spring Term)

I. Call to Order – 2:05 p.m.

II. Roll Call

Members present: Katsuyoshi Uchima (Chair), Marlena Montague (Co-Chair), Hernalin Analista, Vangie Aguon Joseph Benavente, Zhaopei Teng, Pilar Williams and Gil Yanger

Members absent: Danilo Bilong, Johanna Camacho, Adrian Davis, Ava Garcia, Doris Manibusan, Joachim P. Roberto and Marivic Schrage

III. Approval of prior Minutes: - March 4, 2016 Minutes/Update #342, March 11, 2016 Minutes/Update 343 and April 1, 2016 Minutes/Update #344 - TABLE

Programs/Units Rating Recommendations –

Team 2

- Academic Technologies, Administrative Unit Level Assessment Plan, (Resubmitted) – VANGIE AGUON MOTIONED TO RESUBMIT, SECONDED BY PILAR WILLIAMS. Motion carried.
- Computer Networking AS/Certificate, Program Unit Level Assessment Plan (Resubmitted) – JOSEPH BENAVENTE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY PILAR WILLIAMS. Motion carried.
- Computer Networking AS/Certificate, Course Unit Level Assessment Plan (Resubmitted) – JOSEPH BENAVENTE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY PILAR WILLIAMS. Motion carried.
- Math & Science Department Courses, Course (MA108) Unit Level Assessment Plan - TABLE

Curriculum Revisions

- Hotel Operations Management AS, Program
- Hotel Operations Management AS, Course (HS152, HS160, HS211, HS215, HS217, HS219)
- Math & Science Department Courses, (MA161A)
- Medical Assisting AS/Certificate, Program Unit
- Medical Assisting AS/Certificate, Course
- Tourism & Hospitality Department Courses, (CH110 & CH111)

Data Collection/Implementation Status

- Academic Technologies, Administrative Unit Level Data Collection Status
- Business Office, Administrative Unit Level Data Collection Status
- Communications & Promotions Office, Administrative Unit level Data Collection Status
- Environmental Health & Safety, Administrative Unit level Data Collection Status
- Management Information Systems, Administrative Unit Level Data Collection Status
- Materials Management Office, Administrative Unit Level Data Collection Status
- Office Technology AS/Certificate, Program Unit Level Data Collection Status
- Office Technology AS/Certificate, Course (OA101, OA103, OA210, OA211, OA220 & OA230) Unit Level Data Collection Status
- Planning & Development Office, Administrative Unit Level Data Collection Status
- Student Financial Aid, Student Services Unit Level Data Collection Status
- Work-Keys, Administrative Unit Level Data Collection Status

IV. Old Business –

- Annual Assessment Awards/Success on the Walls Project – Vangie will check on budget.
- CCA memo to LOC-Discussion/Approval – Recommend sequence of events.
- Joint Learning Outcomes Committee and CCA committee meeting - Update
- CFS from review teams due to AIER the Monday after CCA's Rating –
- CFS from author due to AIER two Mondays after CCA's Rating –

V. New Business

- April 29, 2016 - CCA Luncheon Meeting
- Fall 2016 Assessment Leadership Summit – There was a recommendation to include CCA in the College Assembly.
- Governance Year End Report – Reminder that the report is due.
- Faculty Accountability Form – Kat will send form to Faculty Senate.
- Year End Report – Zhaopei will send form to Kat.
- Leadership Election – Members will vote for Chair-Elect in the next meeting.
- May 6, 2016/AVP Close Out – Dr. Ray will attend the last CCA meeting.

VI. Next Meeting – April 15, 2016

VII. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY PILAR WILLIAMS TO ADJOURN. Motion carried. Meeting adjourned at 2:35 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)

MINUTES (Update #346)

2 p.m. in the Allied Health Bldg., Rm. 3223

Friday, April 15, 2016 (Spring Term)

I. Call to Order – 2:05 p.m.

II. Roll Call

Members present: Katsuyoshi Uchima (Chair), Vangie Aguon, Joseph Benavente, Danilo Bilong, Ava Garcia, Doris Manibusan, Joachim P. Roberto, Zhaopei Teng, Pilar Williams and Gil Yanger

Members absent: Hernalin Analista, Johanna Camacho, Adrian Davis, Marlena Montague (Conference) and Marivic Schrage,

Approval of prior Minutes/Update: (March 4, 2016 Minutes/Update #342, March 11, 2016 Minutes/Update # 343, April 1, 2016 Minutes/Update #344, April 8, 2016/Update #345) - TABLE

Programs/Units Rating Recommendations –

Team 2

- Math & Science Department Courses (MA095), Course Unit Level Assessment Plan – AVA GARCIA MOTIONED TO RESUBMIT, SECONDED BY GIL YANGER. Motion carried.

Team 4

- Work-Keys, Administrative Unit Level Assessment Plan (Resubmitted) – Table

III. Old Business –

- Annual Assessment Awards/Success on the Walls Project – Members were encouraged to research for motivational and inspirational quotes.
- CCA memo to LOC – Memo was sent to all members for review.
- Joint Learning Outcomes Committee and CCA committee meeting – Gil will schedule a meeting with Tressa Dela Cruz, the Chair elect for LOC to further discuss the process of curriculum documents.
- CFS from review teams due to AIER the Monday after CCA's Rating –
- CFS from author due to AIER two Mondays after CCA's Rating –

IV. New Business

April 15, 2016

Allied Health Bldg., Rm. 3223

- April 29, 2016 - CCA Luncheon Meeting - Vangie will make reservations at the Lago Café, Leo Palace Resort.
- Fall 2016 Assessment Leadership Summit – There was a recommendation to include CCA in the College Assembly.
- Governance Year End Report – Reminder that the report is due. Zhaopei will send report to Kat.
- Faculty Accountability Form – Vangie will send Kat for the attendance form.
- Year End Report – Zhaopei will send form to Kat.
- Leadership Election – Members will vote for Chair-Elect in the next meeting.
- May 6, 2016/AVP Close Out – Dr. Ray will be attending the last CCA meeting.

V. Next Meeting – April 22, 2016 (Allied Health Bldg., Rm. 3223)

- **CCA Goals**
 - ✓ **Follow up on non-compliance.**
 - ✓ **Process of curriculum, letter of interest concerning processing time.**
 - ✓ **Increase faculty members**

VI. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY JOACHIM P. ROBERTO TO ADJOURN. Motion carried. Meeting adjourned at 2:35 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)

MINUTES (Update #347)

2 p.m. in the Allied Health Bldg., Rm. 3223

Friday, April 22, 2016 (Spring Term)

I. Call to Order – 2:10 p.m.

II. Roll Call

Members present: Katsuyoshi Uchima (Chair), Hernalin Analista, Joseph Benavente, Danilo Bilong, Doris Manibusan, Marivic Schrage, Zhaopei Teng, Pilar Williams and Gil Yanger

Members absent: Vangie Aguon, Johanna Camacho, Adrian Davis, Ava Garcia Marlena Montague and Joachim P. Roberto

III. Approval of prior Minutes: -

IT WAS MOVED BY ZHAOPEI TENG, SECONDED BY DANILO BILONG THAT THE MEETING MINUTES (UPDATE #342/MARCH 4, 2016) BE APPROVED. Motion carried.

IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY GIL YANGER THAT THE MEETING MINUTES (UPDATE #343/MARCH 11, 2016) BE APPROVED. Motion carried.

IT WAS MOVED BY DANILO BILONG, SECONDED BY ZHAOPEI TENG THAT THE MEETING MINUTES (UPDATE #344/APRIL 1, 2016) BE APPROVED. Motion carried.

IT WAS MOVED BY PILAR WILLIAMS, SECONDED BY DORIS MANIBUSAN THAT THE MEETING MINUTES (UPDATE #345/APRIL 8, 2016) BE APPROVED. Motion carried.

Programs/Units Rating Recommendations –

Team 3

- Marketing Program (Secondary), Course Unit Level Assessment Plan (Resubmitted) – HERNALIN ANALISTA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY PILAR WILLIAMS. Motion carried.

April 22, 2016

Allied Health Bldg., Rm. 3223

Team 4

- Work-Keys, Administrative Unit Level Assessment Plan (Resubmitted) – JOSEPH BENAVENTE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY PILAR WILLIAMS. Motion carried.

IV. Old Business –

- Annual Assessment Awards/Success on the Walls Project – Status Quo
- Joint Learning Outcomes Committee and CCA committee meeting – Pending letter to send out.
- CFS from review teams due to AIER the Monday after CCA's Rating –
- CFS from author due to AIER two Mondays after CCA's Rating –

V. New Business

- April 29, 2016 - CCA will meet at the Lago Café in the Leo Palace Resort at 11 a.m. on April 29, 2016.
- Fall 2016 Assessment Leadership Summit – Will be discussed when Marlena returns from conference.
- May 6, 2016/AVP Close Out – Dr. Ray will attend the last CCA meeting. We will be meeting in the President's Conference Room at 2 p.m.

VI. Next Meeting – April 29, 2016/Lago Café in the Leo Palace Resort

VII. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY GIL YANGER TO ADJOURN. Motion carried. Meeting adjourned at 2:35 p.m.

Guam Community College
Committee on College Assessment (CCA)
11 a.m. Lago Café, Leo Palace Resort
Friday, April 29, 2016

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (April 15, 2016 Minutes/Update #346 & April 22, Minutes/Update #347).

Program/Units Rating Recommendations

Team 1
 - Early Childhood Education (Secondary), Program Unit Level Assessment Plan
 - Early Childhood Education (Secondary), Course Unit Level Assessment PlanTeam 3
 - High School Equivalency Office, Administrative Unit Level Assessment Plan (Resubmitted)Team 4
 - Marketing Program (Secondary), Program Unit Level Assessment Plan (Resubmitted)
Curriculum Revision
 - Tourism (Pro-Start) Secondary, Course (CTTT075) Unit
Data Collection/Implementation Memo
 - Accommodative Services & Title IV, Student Services Unit Level Data Collection Status
 - Tourism (Pro-Start) Secondary, Program Unit Level Implementation Status
 - Tourism (Pro-Start) Secondary, Course Unit Level Implementation Status
- IV. Old Business
 - Annual Assessment Awards/Success on the Walls Project - Update
 - 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 2016 Assessment Leadership Summit –
- VI. Next meeting – May 6, 2016/AVP Close Out/Last CCA Meeting (President's Conference Room)
- VII. Adjournment

COMMITTEE ON COLLEGE ASSESSMENT (CCA)

MINUTES (Update #348)

11 a.m. Lago Café/Leo Palace Resort

Friday, April 29, 2016 (Spring Term)

I. Call to Order – 12:05 p.m.

II. Roll Call

Members present: Katsuyoshi Uchima (Chair), Marlena Montague (Co-Chair), Hernalin Analista, Vangie Aguon, Joseph Benavente, Doris Manibusan, Pilar Williams and Gil Yanger

Members absent: Danilo Bilong, Johanna Camacho, Adrian Davis, Ava Garcia Joachim P. Roberto, Marivic Schrage and Zhaopei Teng

III. Approval of prior Minutes/Update (April 15, 2016 Minutes/Update #346 & April 22, 2016 Minutes/Update #347) - Table

Programs/Units Rating Recommendations –

Team 1

- Early Childhood Education (Secondary), Program Unit Level Assessment Plan – KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY PILAR WILLIAMS. Motion carried.
- Early Childhood Education (Secondary), Course Unit Level Assessment Plan – KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY PILAR WILLIAMS. Motion carried.

Team 3

- High School Equivalency Office, Administrative Unit Level Assessment Plan (Resubmitted) – JOSEPH BENAVENTE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

Team 4

- Marketing Program (Secondary), Program Unit Level Assessment Plan (Resubmitted) – JOSEPH BENAVENTE MOTIONED TO APPROVE, SECONDED BY DORIS MANIBUSAN. Motion carried.

Curriculum Revision

- Tourism (Pro-Start) Secondary, Course (CTTT075) Unit

April 29, 2016

Allied Health Bldg., Rm. 3223

Data Collection/Implementation Memo

- Accommodative Services & Title IV, Student Services Unit Level Data Collection Status
- Tourism (Pro-Start) Secondary, Program Unit Level Implementation Status
- Tourism (Pro-Start) Secondary, Course Unit Level Implementation Status

IV. Old Business

- Annual Assessment Awards/Success on the Walls Project – Pilar will send link to website.
- Joint Learning Outcomes Committee and CCA committee meeting – No meeting.
- CFS from review teams due to AIER the Monday after CCA's Rating –
- CFS from author due to AIER two Mondays after CCA's Rating –

V. New Business

- Fall 2016 Assessment Leadership Summit – Members would like to include in the Fall College Assembly.

VI. Next Meeting – May 6, 2016 in the President's Conference Room (PCR) at 2 p.m.

VII. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY GIL YANGER TO ADJOURN. Motion carried. Meeting adjourned at 1:40 p.m.

Guam Community College
Committee on College Assessment (CCA)
2 p.m. President's Conference Room (PCR)
Friday, May 6, 2016

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior minutes/update (April 15, 2016 Minutes/Update #346, April 22, Minutes/Update #347, and April 29, 2016 Minutes/Update #348).

Program/Units Rating Recommendations

Team 1
 - Work Experience, Program Unit Level Assessment Plan -
- IV. Old Business
 - Annual Assessment Awards/Success on the Walls Project - Update
 - 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
 - Dr. Ray D. Somera, (AVP Close Out)
 - Fall 2016 Assessment Leadership Outreach
 - CCA Goals for AY2016 - 2017
- VI. Next meeting – September 2, 2016/Allied Health Bldg. Rm. 3223
- VII. Adjournment