

*[Handwritten signature]* 8/21/13

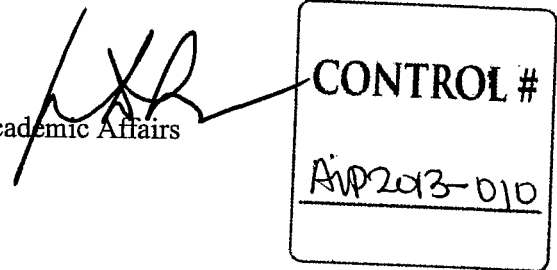
## MEMORANDUM

TO: Elizabeth J. Duenas, Staff Senate President

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

SUBJECT: Accreditation Basics online course

DATE: August 20, 2013



In keeping with my announcement of the Accreditation Basics Online Course during the 2013 Convocation event, I am encouraging all staff members to complete this online course on or before December 31, 2014. The Accreditation Basic Online Course will provide a good understanding of the principles of accreditation and the four (4) Accreditation Standards. The course offers a flexible, self-paced learning opportunity suitable to the individual's schedule. It may be accessed at the following link: <http://www.trainingway.com/accjc>.

So far the following staff members have completed the Accreditation Basics online course:

Ana Mari C. Atoigue  
Kenneth C. Bautista  
Joseph L. Benavente  
Johanna L. Camacho  
Bertha M. Guerrero

Please be sure to monitor all who complete the online course and provide a copy of the ACCJC Certificate of Completion to the Office of Assessment, Institutional Effectiveness & Research (AIER) [aiier@guamcc.edu](mailto:aiier@guamcc.edu).

Thank you for your willingness to assist with our accreditation efforts.

CC: AVP, AIER Asst. Director