

# Unit Assessment Report - Four Column

## Guam Community College

### Board of Trustees

**Mission Statement:** The Board of Trustees upholds the mission of Guam Community College through policy formulation and governance processes that shape, promote and strengthen the college as a premier vocational institution in the Pacific region.

**Vision Statement:** The BOT envisions a highly-respected, reputable, and community-supported two-year institution that addresses the changing needs of the workforce in Guam and the region through quality educational opportunities that lead to career success and lifelong learning.

Administrative Unit Outcomes (AUOs)	Means of Assessment & Criteria ( Written in % ) / Tasks	Data Collection Status/Summary of Results (N=?)	Use of Summary Result & Implementation Status
<p>Board of Trustees - FA2015-SP2017 AUO#1- Policy Review - Continued - Continue to evaluate and amend periodically Board Policies and the Code of Ethics Policy for all GCC constituents (including the Board) to align processes and procedures, as necessary and appropriate.</p> <p><b>Start Date:</b> 10/31/2015</p> <p><b>End Date:</b> 05/31/2017</p> <p><b>AUO Status:</b> Currently being assessed</p> <p><b>Program SLO/AUO Plan reflects/incorporates:</b> Use and Implementation of Results from the previous cycle</p> <p><b>Historical Assessment Perspective:</b> Use and implementation of result from the previous cycle</p> <p><b>Budget Goals:</b> Evaluate and amend periodically Board Policies and the Code of Ethics Policy for all GCC constituents (including the Board) to align processes and procedures, as necessary and appropriate.</p>	<p><b>Artifact/Instrument/Rubric/Method/Tool Description:</b> Continue to revise BOT policies that separate the procedural portion of the policies into a companion document of administrative procedures in order to consolidate and facilitate administrative changes without unduly taxing the Board to act upon changes that do not affect the integrity of the policy itself.</p> <p><b>Type of Artifact/Instrument/Rubric/Method/Tool:</b> Board of Trustees Policy</p> <p><b>Criterion ( Written in % ):</b> 100% BOT policies will reflect a last review date of 3 years or less. BOT will continuously update BOT policies to maintain currency on a regular basis as deemed necessary and appropriate. 100% BOT policies reviewed will separate the policy and guidelines, as recommended by ACCJC on their 2012 report recommendations.</p> <p><b>Budget Related Performance Indicators:</b> Follow and implement the established annual schedule for evaluation of board policies; Addressing 2012 ACCJC Report recommendations.</p> <p><b>Related Documents:</b>  <a href="#">2016.POLICY REVIEW TOOL-Criteria for BOT Policy Review.pdf</a>  <a href="#">Proposed.AY2015-2017 BOT Assessment Goals, Objectives, Person Responsible, Timeline.pdf</a>  <a href="#">Proposed.BOT Fiscal Calendar (October 2015-September 2016).pdf</a> </p>		
	<p><b>Artifact/Instrument/Rubric/Method/Tool Description:</b> Policy review tool</p> <p><b>Type of Artifact/Instrument/Rubric/Method/Tool:</b> Board of Trustees Policy</p>		

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	<p><b>Criterion ( Written in % ):</b> Approximately 80% of policies reviewed will be approved by first review by the Board.</p> <p><b>Budget Related Performance Indicators:</b> Follow and implement the established annual schedule for evaluation of board policies; Addressing 2012 ACCJC Report recommendations.</p>	<p>10/10/2016 - N=78 policies which is the number of current policies. Not all of the 78 policies are due for review, however, in 2015 and 2016, some were due for review, were updated with changes and or no changes. This is a continuous process as policies should be updated for currency as needed.</p> <p><b>Summary of Result Type:</b> Criterion Met</p> <p><b>Data Collection Status/Summary of Result Status:</b> Administrative/Student Services Unit Data Collection Status</p> <p><b>Growth Budget Implications/Effect:</b> No budget impact</p> <p><b>Growth Budget Justification:</b> None is known to author at this time.</p> <p><b>Budget Related Proposed Outcomes:</b> Continue to revise BOT policies that separate the procedural portion of the policies into a companion document of administrative procedures in order to consolidate and facilitate administrative changes without unduly taxing the Board to act upon changes that do not affect the integrity of the policy itself.</p> <p><b>Related Documents:</b>  <a href="#">Board Policies Review 2016 Report to FILE-General Policies - Series 100(II)-UPDATED.pdf</a>  <a href="#">POLICY REVIEW TOOL-Criteria for BOT Policy Review.2016-2017.pdf</a>  <a href="#">5.27.2016.BOT Policy Series 100 Review.pdf</a>  <a href="#">7-15-16 BOT mtg.signed.pdf</a>  <a href="#">7.31.15BOTmtg.signed.pdf</a>  <a href="#">BOT Fiscal Calendar (October 2016-September 2017)-(DRAFT) for Board.pdf</a>  <a href="#">Series 200 Policies.2016.pdf</a>  <a href="#">Series 300 Policies.2016.pdf</a>  <a href="#">Series 400 Policies.2016.pdf</a>  <a href="#">Series 500 Policies.2016.pdf</a>  <a href="#">Series 700 Policies.2016.pdf</a> </p>	<p>03/13/2017 - Since the author's first policy review, changes such as having the matrix being continuously updated assists in the review of all the Board Policy Series. Key personnel are made aware of policies relating to their department/division that require updating. Author has observed key personnel are appreciative of this process. Author is also appreciative of this process and will continue to keep up with updating of Board policies as deemed necessary.</p> <hr/> <p>10/10/2016 - The author submits updates of policy reviews to the President and Vice President of Academic Affairs to also be apprised of policies that are ready for review, whether amendments are made or policies are reviewed, with no changes.</p> <p><b>Implementation Status:</b> 03/13/2017 - Updating of policies is a continuous process and several policies were updated in 2016. In 2016, author attempted to have all policies updated before the year ended, which was one of the goals. Although policy review sessions were scheduled, author has to anticipate other institutional priorities such as the Board of Trustees/Faculty Union contract which expired in 2016. Several key management personnel were involved in this process and had to reschedule, which was necessary at the time. In January 2017, the key management personnel once again was on track and at one session all Board Policy</p>

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		<p><a href="#">2016.Attendance BOT Policy Review.working session.pdf</a></p>	<p><b>Implementation Status:</b>  Series from 200-700 were reviewed. A set of policies were either amended or noted as reviewed without changes. This first set into 2016 were approved at a Board of Trustees meeting on February 3, 2017. This process of having the matrix listing the policies and the next review date is very helpful for the author and believes the same for the institutional The author believes this review process is a success and that the author did achieve the goals as planned and will continuously apply this process for future updates to all Board of Trustees policies.</p> <hr/> <p>10/10/2016 - BOT Policy Review reports provide a matrix of policies with last review date and next review date. This provides the author and BOT members a list as a guide of which policies are expected to be reviewed and amended, if needed. Though it is not recorded in the BOT Minutes, the author and BOT members are still aware and anticipate policy review working sessions.</p> <hr/> <p>10/10/2016 - Not all of the 78 policies are currently due for review, however, in 2015 and 2016, some were due for review, were updated with changes and or no changes. This is a continuous process as policies should be updated for currency as needed.</p> <p><b>Implementation Status:</b>  03/13/2017 - Author achieved its goal of scheduling sessions for updating of all policies and will continue to utilize the matrix listing Board policies for review and date due for review.</p> <hr/>
Board of Trustees - FA2015-SP2017 AUO#2- Board Assessment - Continued - Continue to set an example by engaging all stakeholders in the	<b>Artifact/Instrument/Rubric/Method/Tool Description:</b> 2a. Implement a regular schedule for board		

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<p>College's continuous assessment and planning processes so that there is a clear understanding of roles and expectations among all constituents.</p> <p><b>Start Date:</b> 10/31/2015</p> <p><b>End Date:</b> 05/31/2017</p> <p><b>AUO Status:</b> Currently being assessed</p> <p><b>Program SLO/AUO Plan reflects/incorporates:</b> Use and Implementation of Results from the previous cycle</p> <p><b>Historical Assessment Perspective:</b> Use and implementation of results from the previous cycle.</p> <p><b>Budget Goals:</b> Assessment. Set an example by engaging all stakeholders in the College's continuous assessment and planning processes so that there is a clear understanding of roles and expectations among all constituents.</p>	<p>assessment training to increase and deepen members' knowledge of assessment and accreditation for accountability and improvement</p> <p><b>Type of Artifact/Instrument/Rubric/Method/Tool:</b> Training Plan</p> <p><b>Criterion ( Written in % ):</b> 100% of all Board members will attend the regular assessment training-in compliance with assessment process.</p> <p><b>Budget Related Performance Indicators:</b> Implement regular schedule for Board assessment training to increase/deepen members' knowledge of assessment/accreditation for accountability and improvement; include input/participation of Faculty Senate in the GBAQ process.</p> <p><b>Related Documents:</b>  <a href="#">Proposed.BOT Fiscal Calendar (October 2015-September 2016).pdf</a>  <a href="#">Proposed.AY2015-2017 BOT Assessment Goals, Objectives, Person Responsible, Timeline.pdf</a> </p> <hr/> <p><b>Artifact/Instrument/Rubric/Method/Tool Description:</b> 2b. Include the input and participation of the Faculty Senate in the Governing Board Assessment Questionnaire (GBAQ) process.</p> <p><b>Type of Artifact/Instrument/Rubric/Method/Tool:</b> Other (indicate the specific tool in the Method field/box)</p> <p><b>Criterion ( Written in % ):</b> 100% Board participation in survey</p> <p><b>Budget Related Performance Indicators:</b> Implement regular schedule for Board Assessment Training to increase/deepen members' knowledge of assessment/accreditation for accountability and improvement; include input/participation of faculty senate in the GBAQ process.</p> <hr/>	<p>10/10/2016 - N=7 or 100% participation from BOT members in survey.</p> <p><b>Summary of Result Type:</b> Criterion Met</p> <p><b>Data Collection Status/Summary of Result Status:</b> Administrative/Student Services Unit Data Collection Status</p> <p><b>Growth Budget Implications/Effect:</b> No budget impact</p>	<p>03/13/2017 - Author will work with AIER to help align the assessment cycle schedule with the survey schedule.</p> <hr/> <p>10/10/2016 - Issues are resolved/addressed by Board of Trustees for all constituents and the GCC community, including</p>

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		<p><b>Growth Budget Justification:</b> No budget impact known to author at this time</p> <p><b>Budget Related Proposed Outcomes:</b> Board of Trustees' forum for faculty senate, staff senate, and the Council on Post Secondary Student Affairs (COPSA).</p> <p><b>Related Documents:</b> <a href="#">AY2015-2016 Assessment Plan.Approved</a></p>	<p>representation by the Faculty and Staff Advisory members during BOT meetings. BOT members will participate in any surveys, especially if the survey results provides the College input from all constituents, the GCC Community and BOT members and use this as a guide to continuously improve the institution and continuously support and improve its educational initiatives for students in achieving their goals.</p> <hr/> <p>10/10/2016 - Issues are resolved/addressed by Board of Trustees for all constituents and the GCC community, including representation by the Faculty and Staff Advisory members during BOT meetings.</p> <p>BOT members will participate in any surveys, especially if the survey results provides the College input from all constituents, the GCC Community and BOT members this as a guide to continuously improve the institution and continuously support and improve its educational initiatives for students in achieving their goals.</p> <hr/>
<p>Board of Trustees - FA2015-SP2017 AUO#3- Governance Evaluation-Continued - Continue to assess the effectiveness of the participatory governance structure as a whole through an integrated campus-wide survey that builds on previous assessment work.</p> <p><b>Start Date:</b> 10/31/2015</p> <p><b>End Date:</b> 10/17/2017</p> <p><b>AUO Status:</b> Currently being assessed</p> <p><b>Program SLO/AUO Plan reflects/incorporates:</b> Use and Implementation of Results from the previous cycle</p> <p><b>Historical Assessment Perspective:</b> Use and implementation of results from the</p>	<p><b>Artifact/Instrument/Rubric/Method/Tool Description:</b> Participate actively in campus-wide governance survey</p> <p><b>Type of Artifact/Instrument/Rubric/Method/Tool:</b> Other (indicate the specific tool in the Method field/box)</p> <p><b>Criterion ( Written in % ):</b> 75% Participation from students, 100% from Board members, Faculty and Staff</p> <p><b>Budget Related Performance Indicators:</b> Participate actively in campus-wide governance survey.</p> <p><b>Related Documents:</b> <a href="#">Proposed.BOT Fiscal Calendar (October 2015-September 2016).pdf</a> <a href="#">Proposed.AY2015-2017 BOT</a></p>		

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<p>previous cycle.</p> <p><b>Budget Goals:</b></p> <p>Governance Evaluation. Assess the effectiveness of the participatory governance structure as a whole through an integrated campus-wide survey that builds on previous assessment work.</p>	<p><a href="#">Assessment Goals, Objectives, Person Responsible, Timeline.pdf</a></p>	<p>10/10/2016 - N=7 or 100% Board participation.</p> <p><b>Summary of Result Type:</b></p> <p>Criterion Met</p> <p><b>Data Collection Status/Summary of Result Status:</b></p> <p>Administrative/Student Services Unit Data Collection Status</p> <p><b>Growth Budget Implications/Effect:</b></p> <p>No budget impact</p> <p><b>Growth Budget Justification:</b></p> <p>No budget impact known to author at this time.</p> <p><b>Budget Related Proposed Outcomes:</b></p> <p>Evidence of input by the faculty, staff and student representatives present at Board meetings will reflect their close connection with the participatory governance process.</p>	<p>03/13/2017 - The survey is complete and results are being compiled by AIER, however, the report will be forthcoming.</p> <hr/> <p>10/10/2016 - Participate actively in campus-wide governance survey.</p> <hr/> <p>10/10/2016 - Anticipate a campus wide survey and positive participation from Board of Trustees members and non-Board of Trustees members. The number of survey participants and its results will be used to gather perceptions of Board functions and its effectiveness and anticipate this reported in an assessment report.</p> <hr/>