

**Guam Community College**  
**Academic Advisement Committee**

**February 16, 2007**



**Agenda**

- I. Call to Order**
- II. Sign In**
- III. Review of Minutes**
- IV. Old Business**
  - A. Student Learning Outcomes (Patty & Trinie)**
  - B. Committee Goals and Objectives (Rose Marie & Hernalin)**
  - C. Committee By-Laws (Patty)**
  - D. Marketing Advisement Project (Arline & Sr. Trinie)**
  - E. Web Advisement Practices (Katherine)**
  - F. GPSS Course Articulation (Katherine)**
  - G. Advisement Committee Web Site (Katherine/Patty)**
  - H. Individual Task Log Sheet (Arline)**
  - I. Professional Development Day Advisement Workshop (Patty)**
- V. New Business**
- VI. Announcements**
- VII. Adjournment**

**Guam Community College**  
**Academic Advisement Committee**

**February 23, 2007**



**Agenda**

- I. Call to Order**
- II. Sign In**
- III. Review of Minutes**
- IV. Old Business**
  - A. Committee Goals and Objectives (Rose Marie & Hernalin)**
  - B. Committee By-Laws (Patty)**
  - C. Marketing Advisement Project (Arline & Sr. Trinie)**
  - D. Web Advisement Practices (Katherine)**
  - E. GPSS Course Articulation (Katherine)**
  - F. Advisement Committee Web Site (Katherine/Patty)**
  - G. Individual Task Log Sheet (Arline)**
- V. New Business**
  - A. Faculty Senate Newsletter**
  - B. Attendance Monitor Sheet On-Line**
- VI. Announcements**
- VII. Adjournment**

**Guam Community College**  
**Academic Advisement Committee**

**March 9, 2007**



**Agenda**

- I. Call to Order**
- II. Sign In**
- III. Review of Minutes**
- IV. Old Business**
  - A. Committee Goals and Objectives (Rose Marie & Hernalin)**
  - B. Committee By-Laws (Patty)**
  - C. Marketing Advisement Project (Arline & Sr. Trinie)**
  - D. Web Advisement Practices (Katherine)**
  - E. GPSS Course Articulation (Katherine)**
  - F. Advisement Committee Web Site (Katherine/Patty)**
  - G. Individual Task Log Sheet (Arline)**
- V. New Business**
  - A. Faculty Senate Newsletter**
  - B. Attendance Monitor Sheet On-Line**
- VI. Announcements**
- VII. Adjournment**

August 11, 2006



## **Agenda**

- I. Call to Order**
- II. Roll Call**
- III. First Committee Meeting of the new academic year**
- IV. New Business**
  - A. Elect a Committee Chair Person**
  - B. Next Meeting**
- V. Agenda for Next Meeting**
  - A. Read documents on student advisement**
  - B. Provide feedback for set meeting time**
  - C. Other open issues for future action:**
    - 1. Update Planning Templates**
    - 2. Training on current NAIS system for committee to get oriented to the process**
- VI. Adjournment**



## **Agenda**

- I. Call to Order**
- II. Roll Call**
- III. Reading of Minutes**
- IV. Unfinished Business**
  - A. Faculty Advisement Handbook**
  - B. Committee Goals and Objectives**
- V. New Business**
  - A. Procedures for Meetings**
  - B. Secretary Position**
  - C. Faculty Development Day**
- VI. Announcements**
  - A. Next Meeting Date**
  - B. New Faculty Orientation**
- VII. Adjournment**



## **Agenda**

- I. Call to Order**
- II. Roll Call**
- III. Reading of Minutes**
- IV. Unfinished Business**
  - A. Faculty Advisement Handbook (align with GCC's Mission Statement, Accreditation Report, and Assessment Report)**
    - 1. Creation of Mission Statement**
    - 2. Development of Student Learning Objectives**
  - B. Committee's Goals and Objectives**
  - C. NIAS Training**
  - D. Administrator Assignment**
  - E. Faculty Development Day (Hernalin & Katherine)**
- V. New Business**
- VI. Announcements**
  - Next Meeting Date**
- VII. Adjournment**



## **Agenda**

- I. Call to Order**
- II. Roll Call**
- III. Reading of Minutes**
- IV. Unfinished Business**
  - A. Faculty Advisement Handbook (align with GCC's Mission Statement, Accreditation Report, and Assessment Report)**
    - 1. Creation of Mission Statement**
    - 2. Development of Student Learning Objectives**
  - B. Committee's Goals and Objectives**
  - C. NIAS Training**
  - D. Administrator Assignment**
  - E. Faculty Development Day (Hernalin & Katherine)**
  - F. Committee Membership Tasks' Accountability**
- V. New Business**
- VI. Announcements**
  - Next Meeting Date**
- VII. Adjournment**



## **Agenda**

- I. Call to Order**
- II. Roll Call**
- III. Reading of Minutes**
- IV. Unfinished Business**
  - A. Faculty Advisement Handbook (align with GCC's Mission Statement, Accreditation Report, and Assessment Report)**
    - 1. Draft Mission Statement to be presented for input to Faculty at Professional Development Day, October 9, 2006**
    - 2. Development of Student Learning Objectives**
  - B. Committee's Goals and Objectives**
  - C. NIAS Training**
  - D. Administrator Assignment**
  - E. Faculty Development Day (Hernalin & Katherine)**
    - 1. Presentation Professional Development Day**
    - 2. Student Survey Results**
  - F. Marketing Advisement Project (Arline & Sr. Trinie)**
- V. New Business**
  - A. Web Advisement Best Practices – Dr. M. Santos' request input from committee ASAP**
- VI. Announcements**
  - Next Meeting Date**
- VII. Adjournment**



**Guam Community College**  
Academic Advisement Committee

October 6, 2006



**Agenda**

- I. Call to Order**
- II. Sign In**
- III. Review of Minutes**
- IV. Old Business**
  - A. Mission Statement (Katherine & Hernalin)**
  - B. Student Learning Outcomes (tabled until feedback on mission)**
  - C. Committee Goals and Objectives (tabled until feedback on mission)**
  - D. NIAS Training (Marilyn Conception, Admissions & Registration)**
  - E. Administrator Assignment (tabled until feedback from Senate)**
  - F. Faculty Development Day (Hernalin & Katherine)**
    - 1. Presentation Professional Development Day**
    - 2. Student Survey Results**
    - 3. COPSA presentation**
  - G. Marketing Advisement Project (Arline & Sr. Trinie)**
  - H. Web Advisement Practices (Rommel)**
  - I. GPSS Course Articulation (Katherine)**
  - J. Advisement Committee Web Site (Katherine)**
  - K. Possible Committee Projects for SY2006-2007**
    - 1. Mission Statement**
    - 2. Committee Goals and Objectives**
    - 3. Committee By-Laws**
    - 4. Student Learning Outcomes**
    - 5. Marketing Efforts for Advisement Process**
    - 6. Professional Development Refresher Information**
    - 7. Educational Planning Process for Secondary Programs**
    - 8. Faculty Workroom as Marketing Network**
- V. New Business**
- VI. Announcements**
- VII. Adjournment**

**Guam Community College**  
**Academic Advisement Committee**

October 25, 2006



**Agenda**

- I. Call to Order**
- II. Sign In**
- III. Review of Minutes**
- IV. Old Business**
  - A. Mission Statement (Katherine & Hernalin)**
  - B. Student Learning Outcomes (tabled until feedback on mission)**
  - C. Committee Goals and Objectives (tabled until feedback on mission)**
  - D. NIAS Training**
  - E. Administrator Assignment (tabled until feedback from Senate)**
  - F. Faculty Development Day (Hernalin & Katherine)**
    - 1. Presentation Professional Development Day**
    - 2. Student Survey Results**
    - 3. COPSA presentation**
  - G. Marketing Advisement Project (Arline & Sr. Trinie)**
  - H. Web Advisement Practices (Rommel)**
  - I. GPSS Course Articulation (Katherine)**
  - J. Advisement Committee Web Site (Katherine)**
  - K. Possible Committee Projects for SY2006-2007**
    - 1. Mission Statement**
    - 2. Committee Goals and Objectives**
    - 3. Committee By-Laws**
    - 4. Student Learning Outcomes**
    - 5. Marketing Efforts for Advisement Process**
    - 6. Professional Development Refresher Information**
    - 7. Educational Planning Process for Secondary Programs**
    - 8. Faculty Workroom as Marketing Network**
- V. New Business**
- VI. Announcements**
- VII. Adjournment**

**Guam Community College**  
**Academic Advisement Committee**

November 3, 2006



**Agenda**

- I. Call to Order**
- II. Sign In**
- III. Review of Minutes**
- IV. Old Business**
  - A. Mission Statement (Katherine & Hernanlin)**
  - B. Student Learning Outcomes (tabled until feedback on mission)**
  - C. Committee Goals and Objectives (tabled until feedback on mission)**
  - D. Committee By-Laws (Patty)**
  - E. Marketing Advisement Project (Arline & Sr. Trinie)**
  - F. Web Advisement Practices (Rommel/Katherine)**
  - G. GPSS Course Articulation (Katherine)**
  - H. Advisement Committee Web Site (Katherine/Patty)**
- V. New Business**
- VI. Announcements**
- VII. Adjournment**

**Guam Community College**  
**Academic Advisement Committee**

November 17, 2006



**Agenda**

- I. Call to Order**
- II. Sign In**
- III. Review of Minutes**
- IV. Old Business**
  - A. Mission Statement (Katherine & Hernanlin)**
  - B. Student Learning Outcomes (Patty & Trinie)**
  - C. Committee Goals and Objectives (tabled until feedback on Student Learning Outcomes)**
  - D. Committee By-Laws (Patty)**
  - E. Marketing Advisement Project (Arline & Sr. Trinie)**
  - F. Web Advisement Practices (Rommel/Katherine)**
  - G. GPSS Course Articulation (Katherine)**
  - H. Advisement Committee Web Site (Katherine/Patty)**
  - I. Individual Task Log Sheet**
- V. New Business**
- VI. Announcements**
- VII. Adjournment**

**Guam Community College**  
**Academic Advisement Committee**

December 1, 2006



**Agenda**

- I. Call to Order**
- II. Sign In**
- III. Review of Minutes**
- IV. Old Business**
  - A. Student Learning Outcomes (Patty & Trinie)**
  - B. Committee Goals and Objectives (tabled until feedback on Student Learning Outcomes)**
  - C. Committee By-Laws (Patty)**
  - D. Marketing Advisement Project (Arline & Sr. Trinie)**
  - E. Web Advisement Practices (Rommel/Katherine)**
  - F. GPSS Course Articulation (Katherine)**
  - G. Advisement Committee Web Site (Katherine/Patty)**
  - H. Individual Task Log Sheet (Arline)**
- V. New Business**
- VI. Announcements**
- VII. Adjournment**

**Guam Community College**  
**Academic Advisement Committee**

December 11, 2006



**Agenda**

- I. Call to Order**
- II. Sign In**
- III. Review of Minutes**
- IV. Old Business**
  - A. Student Learning Outcomes**
  - B. Committee Goals and Objectives**
  - C. Committee By-Laws**
  - D. Marketing Advisement Project**
  - E. Web Advisement Practices**
  - F. GPSS Course Articulation**
  - G. Advisement Committee Web Site**
  - H. Individual Task Log Sheet**
- V. New Business**
- VI. Announcements**
- VII. Items for Next Meeting**
- VIII. Next Meeting**
- VIV. Adjournment**

## **Academic Advisement Committee**

### **Minutes**

**Meeting Date: February 16, 2007**

**Time: 10:30 pm**

**Place: RM C-2**

#### **I. Call to Order**

#### **II. Sign In:** Patty Terlaje, Katherine Salzer, Hernalin Analista, Trinie Pangelinan,

Arline Leon Guerrero

Absent: Rose Marie Nanpei, Rommell De San Jose, Lois Gage,

#### **III. Review of Minutes**

A. Review of December 11, 2006 minutes. Motion made by Trinie P. to accept minutes, seconded by Arline LG. No objections, motion carried.

#### **IV. Old Business**

##### **A. Student Learning Outcomes**

1. Faculty responses shared with committee, revisions made
2. Discussion – on faculty feedback
3. Motion to Approve the SLOs by Arline LG, seconded by Hernalin A.

Objections – Katherine S.

Discussion - How will the Assessment be done?

- Who will do the Assessment?
- SLOs in By-laws will be the policy, carried out by Enrollment Services
- What is the Assessment (in Trac Dat) currently in place?
- Surveys (satisfaction surveys) have been used in the past
- The Goals have been established, the SLOs are the next step
- Impact Data collection will have on committee and faculty

Vote: In Favor 4, Not in Favor 1, SLO are approved

##### **B. Committee goals and objectives**

1. Goals and Objectives handout given to committee by Hernalin A.
2. Committee Input from last meeting incorporated

##### **C. Committee By-laws**

1. Tabled after discussion

##### **D. Marketing Advisement Project**

1. When new semester Advisor Office Hours are available, will be posted
2. Student Letters with advisor info have been sent out

E. Web Advisement Best Practices

1. Advisement Web page – Discussion on the service that will be available for students to use; Degree Plans, Degree Audits, Interactive Individual Plans
2. Katherine will clarify with Mel C.

F. GPSS Course Articulation

1. Adult Educations has a grant this semester to pay for class, students need to be full-time Adult Ed to take the classes.
2. While this grant is in place, GCC college classes are still available as an option for GPSS students to take on a case by case bases.
3. There may be no Adult Ed classes this summer, the grant may continue in fall

G. The Advisement Web Site

1. Academic Advisement Web Page is continually being updated with the latest committee information

H. Individual Task Log Sheet

1. Arline will be uploading the task sheets on the web page

I. Professional Development Day – Monday February 19, 2007

1. Patty T. presenting power point
2. If time available, participate activity – Katherine will prepare for
2. Guam Employment Office and (Chris S.) Career Placement are part of presentation
3. Door prizes wrapped by Katherine, Hernalin A. to get additional door prizes  
Arline LG to coordinate drawing

**V. New Business**

**VI. Announcements**

**VII. Items for Next Meeting**

**VIII. Next Meeting** February 23, 2007 at 10:30 pm room C-2

**IX. Adjournment**

Motion to adjourn by Trinie P, motion seconded by Hernalin A.

No objections. Motion carried. Adjourned at 12:15 pm

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Patty Terlaje  
Chairperson

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Rose Marie Nanpei  
Recorder

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Katherine Salzer  
Recorder



## **Academic Advisement Committee**

### **Minutes**

**Meeting Date: February 23, 2007**

**Time: 10:30 pm**

**Place: RM C-2**

**I. Call to Order**

**II. Sign In:** Patty Terlaje, Arline Leon Guerrero, Katherine Salzer, Trinie Pangelinan,

Absent: Hernalin Analista – GW Registration

Rommell De San Jose

Lois Gage – Computer Training

Rose Marie Nanpei – JFK Registration

Committee does not have Quorum

Next meeting March 9, 2007 10:30 am C-2

## **Academic Advisement Committee**

### **Minutes**

**Meeting Date: March 9, 2007**

**Time: 10:30 pm**

**Place: RM C-2**

#### **I. Call to Order**

#### **II. Sign In:** Patty Terlaje, Hernalin Analista, Trinie Pangelinan, Arline Leon Guerrero, Rose Marie Nanpei, Katherine Salzer, Gary Hartz, Frank Blas

Absent: Rommell De San Jose, Lois Gage,

#### **III. Review of Minutes**

A. Minutes from February 16, 2007 and February 23, 2007 for committee to review

B. Copy of Michelle Santos' e-mail for committee (members received e-mail 3-6-07)

#### **IV. Guests; Gary Hartz and Frank Blas, to discuss Student Learning Outcomes**

Gary Hartz:

- no process for Academic Advisement committee in terms of student learning outcomes
- faculty can not supervise other faculty
- pull student learning outcomes from the by-laws and send it as a letter to person(s) responsible for responsibilities

Frank Blas

- concern from Michelle Santos regarding student learning outcomes
- if committee feels strongly about the student learning outcomes in the bylaws, can bring up at the next senate meeting

Katherine Salzer.

- voted 'no' on the student learning outcomes and has asked the committee to bring it back to the table to discuss
- have concerns about the student learning outcomes and per the senate minutes have put the concerns in writing to accompany the SLOs when they are to go to the senate.
- concerns:
  - committee should look at the assessment in tracdat that relates to academic advisement
  - consider impact of SLOs on faculty workload
  - consideration to the collection of the data necessary for the SLOs, and new online process
  - it was briefly discussed that the Academic Advisement coordinator will do the assessment, do not believe a committee can create work for another faculty member without involving them and their supervisor, believe assessment will or should fall on committee
  - committee needs to review input from Academic Advisement coordinator and Dean (administrator on our committee) before we send recommendation to faculty senate

Frank B.

- committee to take a closer look at concerns brought forth by Katherine S. regarding the SLOs
- will discuss with Katherine S. and Patty T. regarding this issue for meeting Monday 3-12-07 at 1:30.

Patty Terlaje

- committee has done research to support the need for the SLOs
- other issue
- draft minutes and approved minutes made available in 5 working days?

Frank B.

- any concerns on having the minutes available put in writing for discussion with senate

Gary Hartz

- to what extent for committee to have SLOs in bylaws vs. having persons involved be informed of responsibilities
- can look at General Ed by-laws and SLOs, mechanisms in place regarding SLOs

Patty Terlaje

- difficult for committee due to nonparticipation of Mel C. in committee

Frank Blas

- next year, senate can take a look at having Mel's position included in the Academic Advisement committee

Katherine Salzer

- I have not found it difficult to work with Mel,
- Hernalin and I both went to Mel for the Prof Development training and I went for the web advisement and have not found it difficult

Patty Terlaje

- it has been difficult to go to Mel, the faculty hours for Trinie P. and the e-mails have made it difficult

Katherine Salzer

- can a committee dictate membership to another faculty member,
- suggest the committee try harder to communicate with Mel and include Mel on committee activities

Frank Blas

- these issues can be brought before the faculty senate on Monday, March 12, 2007 at 1:30 in C-2. Patty Terlaje to come present committees views. The meeting is open to all faculty.

Gary Hartz and Frank Blas left

Katherine Salzer

- asked that the committee continue the discussion on the conversation with Gary Hartz and Frank Blas

Patty Terlaje

- suggestion to wait for recommendation from senate

Hernalin Analista

- wait until senate meets and discusses SLOs and their recommendations made

Rose Marie Nanpei

- wait until senate meets and then work on recommendations

Katherine Salzer

- would like to discuss to see if committee can resolve the issue
- propose discussing taking the SLOs out of the bylaws and include a statement supporting institutions SLOs
- concerns regarding the assessment that Academic Advisement committee will be undertaking

Trinie Pangelinan

- would like committee to work to resolve
- can a consensus be met leaving the SLOs in the bylaws
- what route to take if committee is at an impasse and no consensus is made, bring up to Frank Blas

Patty Terlaje

- the issues to go before the senate
  - will put together a timeline of activities for the SLOs
  - how can we resolve issue of the SLO and assessment?
  - who will be responsible?
  - having Academic Advisement Advisor as part of committee?

Katherine Salzer

- can Mel's and Michelle's e-mails concerning the SLOs be shared with the committee, both expressed concerns over the SLOs in December and the committee has not had those e-mails to review

Patty Terlaje

- poll taken if other members concerned about not being given adequate information regarding SLOs  
Trinie Pangelinan, Hernalin Analista, Arline Leon Guerrero and Rose Marie Nanpei did not feel like they were not given enough information.

## **V. Adjournment**

Motion to adjourn by Hernalin Analista, motion seconded by Rose Marie Nanpei

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Patty Terlaje

Chairperson

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Rose Marie Nanpei

Recorder

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Katherine Salzer

Recorder

## **Academic Advisement Committee**

### **Minutes**

**Meeting Date: April 20, 2007**

**Time: 10:30 pm**

**Place: RM C-2**

#### **I. Call to Order**

- II. Sign In:** Patty Terlaje, Katherine Salzer, Hernalin Analista, Trinie Pangelinan, Arline Leon Guerrero, Rose Marie Nanpei, Lois Gage,  
Present (after voting): Rommell De San Jose,  
Other faculty in attendance: Jose Munoz, Gary Hartz, Christine Sison

#### **III. Review of Minutes**

- A. Motion to table minutes from March 9, 07 by Rose Marie N. to allow time to review e-mail from Dave Moran. Motion seconded by Arline L.G., no objections, motion passed.  
Discussion: review minutes to remove names from the minutes

#### **IV. New Business**

- A. Voting for next years officers

1. Point of Order by Katherine S.

Which by-laws will we be using for the voting? The proposed by-laws limit voting to 'membership in good standing'.

By-laws approved by senate will be used

2. Point of Order by Katherine S.

Where is the recording of the vote, the Call to Vote or Motions to vote, from the committee for the bylaws that were forwarded to the senate?

E-mails reviewed, senate accepts the request for input as a vote

Katherine S: how was my input on the bylaws counted?

Senate recognized 5 responses given, 4 agree, 1 dissention

Katherine S: with my 'no' vote, were my reasons for voting 'no' presented to the senate

Senate representative: the senate was given the reasons for voting no

The by-laws accepted by the senate will be used

3. Voting for next year's officers: Handout on Elections Procedures from Trinie
  - a. Review of 'Members in good standing' from attendance sheet to reflect who present are eligible to vote: Lois G. will not vote in election of officers.
  - b. Members in good standing sign for written ballots with all offices and nominated individuals
  - c. Individuals counting/verifying votes: Joey Munoz, Lois G.,
  - d. Individual ballot results read out loud by Gary Hartz
  - e. Final Results: 07-08 Officers
- Chairperson: P. Terlaje 5, K. Salzer 1 P. Terlaje
- Chairperson Elect: A. Leon Guerrero 5, H. Analista 1 A. Leon Guerrero
- Secretary: RM Nanpei 4, K Salzer 2 RM Nanpei

B. End of Year Report (handout)

1. Committee discussion
  - a. #I Membership details
    1. Arline L.G. task monitor sheet
      - a. Individual task sheets updated to Arline L.G. by next Weds.
      - b. Documentation for report
  - b. #II Goal and/or Plans when it started and what are they now
    1. Mission statement
    2. Marketing plan
    3. Faculty Training
    4. SLO
    5. Research best websites practices from other Academic Advisement programs
    6. Bylaws
    7. These are ongoing goals
  - c. #III Highlights/Accomplishments/Action Items
    1. same as #II
  - d. #IV Action plan for next school year (Changes for the better)
    1. Revisit # II and #III (revisit committee activities, completed mission statement, training)

2. Activities that associate with state plan, transition plan
  3. Secondary advising plan for CTEs
  4. Faculty training-with transition activities
  5. Faculty advisement handbook- guidelines for placement with input from counselors
  6. Look at time lines for each recommendation and action plan for next school year
2. Question: Is it acceptable to have report written up and send out in e-mail to committee for review before giving to faculty senate?
- a. Trinie motion: to vote electronically on the end of year report so it could be turned in to the senate. Hernalin – second the motion  
Discussion:  
Trinie P: formalizing the voting when issue is sent out for feedback to avoid confusion as to whether actual electronic vote took place.
  - b. Point of Order by Katherine S.  
Can not vote electronically to approve the report because our by-laws do not allow for electronic voting.  
Trinie: withdrew motion to vote electronically
  - c. Discussion on committee reviewing report before forwarded to senate
    1. Katherine S. Motion to accept that the report will be written up as discussed at the meeting and the committee members will accept it being forwarded to the senate  
Motion seconded by Trinie P.  
No objections, all agree

## **V. Announcements**

- A. Possibly call one more meeting,  
New officers will start at the next meeting
- B. Review synopsis of activities and attendance reports and provide feedback
  1. Discussion: Attendance report:  
Members included on sheet should be committee members and those that attend meeting; do not include in attendance form someone that never came
  2. Discussion Synopsis:

Members to check e-mail and send feedback by e-mail to chairperson  
C. Christine Sison would like to join committee next year

## **VI Adjournment**

Motion to adjourn by Lois G, motion seconded by C. Sison

Members agree Adjourned at 11:30 am

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Patty Terlaje  
Chairperson

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Rose Marie Nanpei  
Recorder

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Katherine Salzer  
Recorder



## **Academic Advisement Committee**

**Meeting Date: August 11, 2006**

**Time: 2:30**

**Place: Multi-Purpose Auditorium**

**I. Call to Order**

- II. Present:** Patty Terlaje – Counseling, Katherine Salzer - Counseling CTE,  
Hernalin Analista - Counseling CTE, Rose Marie Nanpei - Counseling CTE,  
Arline Leon Guerrero - ETS, Lois Gage - Allied Health, Rommel De San Jose - Math,  
Sister Trinie Pangelinan - Counseling

**III. First Committee Meeting of the new academic year**

**IV. New Business**

**A. Elect a Committee Chair Person**

1. Requirements to be chair discussed
2. Katherine S. motioned for Patty Terlaje to be committee chair, motion seconded by  
Hernalin A.,  
Patty Terlaje accepts nomination, motion carried.

**B. Next Meeting**

Friday August 25, 2006, 1:00pm Room C-2, Faculty Room

**V. Agenda for Next Meeting**

1. Read documents on student advisement
2. Provide feedback for set meeting time
3. other open issues for future action:  
Update Planning Templates  
Training on current NAIS system for committee to get oriented to the process

**VI. Adjournment**

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Patty Terlaje  
Chairperson

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Rose Marie Nanpei  
Recorder

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Katherine Salzer  
Recorder

## **Academic Advisement Committee**

**Meeting Date: August 25, 2006**

**Time: 1:00 pm**

**Place: C-2**

**I. Call to Order**

**II. Sign in**

**III. Review of Minutes**

motion to postpone reading of minutes from last meeting by Sister Trinie

motion seconded by Katherine Salzer, motion carried

**IV. Old Business**

A. Last meeting discussed the Faculty Advisement Handbook (2005, a 2-year project)

1. Pending submission due to Accreditation

2. Handbooks given to committee members for review for next meeting

**V. New Business**

A. Quick review of Robert's Rule of Order by Patty T.

B. Guest Speaker: Gary Hartz (Oversight Chair for Student Learning Excellence)

1. Discussion on structure of Student Learning Excellence committees

2. Role of oversight chair in committees:

A. to bring issues to Faculty senate

B. insure no redundancy/overlap in committee work

C. facilitate/advocate for committees

D. work with committee chair to present to faculty senate

- discussion on how info is presented for voting on by senate

- decisions made in committee are brought before Senate to be approved or adopted by faculty

E. issue of posting information on senate web page discussed

- discussion: who will post info? Would like an Assessment folder

3. Documents to look at for info (per Dr. Rider) to assist in committee work:

(Assessment Report on website, Accreditation study, ACCJC Accreditation)

4. Gary H. will find out which administrator is a member of the Advisement

5. Senate Meetings Tuesdays 8:15 am. If any committee members want something put on the agenda, need one week in advance. Open meetings.

6. Clarification of committee name: Academic Advisement Committee (instead of Academic Advisement/Counseling Committee)

- C. History of Faculty Advisement (briefly given by Patty T. instead of Karen S.)
  - Faculty based advisement model
  - Training given to faculty who opted to continue using this model
- D. Student Issues with Faculty Advisement
  - 1. Students not going to their assigned faculty advisors
  - 2. Faculty Development Training October 9, 2006 (and Feb. 19, 2007)
    - A. Gary H. will check on reserving a time slot to present refresher on faculty advisement for faculty on Oct 9<sup>th</sup>. (15 mins)
    - B. Katherine S. and Hernalin A. will work on agenda for Faculty Development Training; possibly a handout or e-mail to faculty
- E. Committee Goals and Objectives
  - motion by Katherine S. to table setting goals until after committee has had time to review material, motion seconded by Hernalin A., motion carried
- F. Secretary/Recorder for Academic Advisement
  - Rose Marie N. and Katherine S. agree to serve as co-secretary for this committee
  - Sister Trinie seconded the motion, all members agreed.
- G. New Faculty Orientation
  - 1. Coordinated by Eric Chong
  - 2. Mel will speak about Academics
  - 3. Patty T. will follow up on date and time

**VI. Items for Next Meeting**

- A. Next Academic Advisement Committee Meeting: Sept 7, 2006 @ 1:30 in RM C-2
  - We will not meet next week since many committee members will be in training.
- B. Review of Advisement Procedures currently being used by GCC
  - to include the process with students and briefly computer system

**VII. Adjournment**

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Patty Terlaje  
Chairperson

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Rose Marie Nanpei  
Recorder

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Katherine Salzer  
Recorder

## Academic Advisement Committee

### Minutes

**Meeting Date: September 7, 2006**

**Time: 1:30 pm**

**Place: C-2**

**I. Call to Order**

**II. Sign in** - Patty Terlaje, Rose Marie Nanpei, Katherine Salzer, Lois Gage, Hernalin Analista, Sister Trinie Pangelinan,

**III. Review of Minutes** – corrections made

Motion to accept corrected minutes from 8-11-06 by Lois G.

Motion seconded by Sr. Trinie , motion carried

Motion to accept corrected minutes from 8-25-06 by Katherine S.

Motion seconded by Hernalin A. , motion carried

**IV. Old Business**

A. Discussed the Faculty Advisement Handbook (2005, Revised)

B. Gary H. reported, through Patty, that our committee can invite an administrator to become a member of our committee.

- Possible admin. to invite: Christine Sison, Program Specialist for Career Placement Office, Bill Melendez – past member of committee,

- Motion to table discussion to find out from Senate if there is one appointed before we invite someone by Rose Marie N., motion seconded by Katherine S., motion carried

C. Discussion of creating our Mission Statement by Patty T.

- Handout on mission statements for committee members to review (on own) and committee members will work on ideas, on their own, to bring back to the next meeting for discussion.

- Can create a draft mission to present to faculty on Professional Develop Day.

- Possible student involvement with mission statement (COPSA)

D. Discussion of developing Student Learning Outcomes for committee

E. Goal Setting Discussion

1. Academic Advisement and Enrollment Services Coordinator (currently Mel Clymer) compliments and carries out many of the findings of the committee, in that its current job specifications include:

- a. Provides advisement to students regarding degree options
- b. Assist with development of procedures of academic tools and implementation services
- c. Maintains and update advisory tools and resources
- d. Updates and generates the advisory assignment listings and distributes to the department chairpersons.
- e. Conducts advisement training for new faculty members at New Faculty Orientation, coordinated by PDRC

2. Committee will want to come up with a list of goals/projects for the year

F. NIAS Training

1. Will schedule in the future, NIAS training for committee members to gain understanding of the current process and procedures being used

2. NIAS training for faculty/departments is done by admissions and registrar.

G. Professional Development Day

1. Report on possible topics for discussion by Katherine S. Handout of ideas given out for committee members to review and asked to provide additional feedback for next meeting
2. Faculty Develop. Day. Committee will need to be e-mailed concerning how info can be shared on Oct. 9<sup>th</sup>. Katherine S. will e-mail Tico Tenotio for feedback.
3. Suggestion to possible set up table with info on Professional Develop. Day.
4. Faculty training/handout to include and emphasis that full time faculty advisors should be doing all general education counseling for their advisees.
5. Additional ideas for the information could be gathered from Mel Clymer, (Academic Advisement and Enrollment Services). Hernalin A will ask Mel Clymer for feedback.

V. **New Business**

- A. Dr. Rider wants committees to keep a template of staff actions, there is a Template for: Committee Task Assignments, Each member should maintain and Patty will maintain one for the committee or work with secretaries to maintain.
- B. Members need to maintain a time sheet log for committee work as well, 45 hours per semester.
  1. hours to include reading material
  2. outside research
  3. projects

VI. **Items for Next Meeting**

- A. Next Academic Advisement Committee Meeting: Sept 14, 2006 @ 1:30 in RM C-2

VII. **Adjournment**

Motion to adjourn meeting by Katherine S.

Motion seconded by Hernalin A.

Motion carried

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Patty Terlaje  
Chairperson

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Rose Marie Nanpei  
Recorder

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Katherine Salzer  
Recorder

## **Academic Advisement Committee**

### **Minutes**

**Meeting Date: September 17, 2006**

**Time: 1:30 pm**

**Place: C-2**

#### **I. Call to Order**

**II. Sign In:** Patty Terlaje, Rose Marie Nanpei, Katherine Salzer, Lois Gage, Hernalin Analista, Sister Trinie Pangelinan, Arline Leon Guerrero,  
Absent: Rommell De San Jose

#### **III. Review of Minutes**

A. Add names to role call on minutes

B. Motion by Lois G. to accept corrected minutes, Rose Marie N. seconded,  
motion carried

#### **IV. Old Business**

A. Mission Statement

1. Discussion and consensus on:

**The Academic Advisement Committee is committed to guiding the GCC community in its efforts to support faculty-based advisement to effectively guide, advise and retain students by providing resources for life-long learning.**

2. Rose Marie N. motioned to accept mission draft, Katherine S. seconded, motion carried.

3. Draft will be proposed to faculty and COPSA for review and input

B. Student Learning Outcomes – Patty T. handed out Student Learning Outcome information for review for next meeting

C. Committee goals and objectives – Patty T. handed out info for review

D. NIAS Training - tabled

E. Administrative Assignment to committee - Patty T. - waiting for feedback

F. Faculty Development Day

1. Katherine S. – e-mailed and called Tico Tenorie and waiting to hear back if can have time to present at Faculty Development Day. Can still move forward with information whether delivered by power point

presentation or handout, and/or table

2. Hernalin A. met with Mel (with Patty T.) for feedback on items for faculty training

- a. Discuss responsibilities of faculty
- b. Suggestion to review educational planning guide
- c. Present results of academic advisement survey

- Suggested to Ask Mel to present these results

3. Hernalin and Katherine will continue to work on information

G. Task Sheet and Self task/time sheet

1. Patty T. handed out sample Committee task sheet

- a. Discussion of purpose of task sheet
- b. Need a Historian for Task Sheet
- c. Motion for Lois Gage to be the Historian by Rose Marie N.,  
motioned seconded by Arline G., motion carried

2. Patty T. handed out Individual Task Monitoring sheet

- a. Suggestion to change time in/out to total time
- b. Members to keep individual task sheet and turn in at end of year if needed
- c. Members should spend 45 hours a semester on committee work and this sheet may serve as verification.

## **V. New Business**

A. General Ed Info – handout for review and feedback

B. Marketing Efforts for Programs

- 1. Need for promoting Office Hrs of faculty, to be posted on faculty doors
  - a. Possibly provide template for faculty to use with a catchy phrase
- 2. Faculty/Advisors hours to be compiled and posted around campus
- 3. Need individuals to spearhead this project:
- 4. Motion for Arline G. and Sister Trinie to Facilitate, motion carried.
  - a. Will provide feedback to committee Oct. 19, 06
- 5. Marketing can be on-going effort of committee

## **VI. Items for Next Meeting**

A. Student Learning Objectives and Goals

**VII. Next Meeting** September 29, 2006 at 1:00 pm room C-2

**VIII. Adjournment**

Motion to adjourn by Sister Trinie P., motioned seconded by Lois G.,  
motion carried.

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Patty Terlaje  
Chairperson

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Rose Marie Nanpei  
Recorder

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Katherine Salzer  
Recorder



## **Academic Advisement Committee**

### **Minutes**

**Meeting Date: September 29, 2006**

**Time: 1:00 pm**

**Place: C-2**

#### **I. Call to Order**

**II. Sign In:** Patty Terlaje, Rose Marie Nanpei, Katherine Salzer,  
Hernalin Analista, Sister Trinie Pangelinan, Arline Leon Guerrero,  
Rommell De San Jose  
Absent: Lois Gage

#### **III. Review of Minutes**

- A. Corrections: next meeting date as separate item, other clerical corrections made
- B. Motion by Hernalin A. to accept corrected minutes, Sister Trinie P. seconded,  
motion carried

#### **IV. Old Business**

##### **A. Mission Statement**

- 1. Draft to be presented on 10-9-06 to faculty for feedback. Hernalin and Katherine will incorporate into 5 min. slides and have a feedback sheet for faculty.
- 2. Draft to be presented to COPSA (student organization) for feedback. Patty T. will e-mail Bobbie Leon Guerrero to get on agenda. Sheets and drop off box will be part of Professional Development Day material. Patty has agreed to attend COPSA on behalf of committee.

B. Student Learning Outcomes – Tabled until feedback on Mission

C. Committee goals and objectives – Tabled until feedback on Mission

D. NIAS Training – Training/overview for Academic Advisement committee members will be held at the next meeting in room 205.

Rommell D. will coordinate location and use of computers.

E. Administrative Assignment to committee - Waiting for feedback on assignment.

Senate will be coordinating with administration for the committees that do not currently have an administrator on them.

#### F. Faculty Development Day

1. The senate will be giving each committee an opportunity to share information during their time on Faculty Development Day. We will have 5 minutes. Katherine S. and Hernalin A. will present.
2. Power point slides with refresher information given out to committee members for feedback
3. Mission draft included in slides and faculty will be given a sheet to provide feedback – Hernalin will work on sheets and a drop off box
4. This short presentation is a refresher. New faculty will receive advisement training at the new faculty orientation.
5. After further discussion with Mel Clymer, the survey results will not be presented at this time. Mel will put together the packet of advisor information that can be given out. Katherine will meet with Mel to finalize items for packet.
6. Hernalin and Katherine will continue to work on information

#### G. Marketing Advisement Project

1. Sister Trinie P. office hours for Faculty not complete yet
2. Office hours could be posted on Academic Advisement web page
3. Arline L.- monitors in rotunda as possible location to post office hours of faculty
4. Will move project date back for posting of office hours around campus (until all office hours are available)
5. Other Marketing ideas:  
Handout from Patty from NACADA to incorporate
6. Arline L. and Sister Trinie P. will continue to work on this project

### V. New Business

#### A. Web Advisement Best Practices

1. Patty T. shared information from Michelle Santos concerning web advisement online
2. Committee needs to work on information for Luminis
  - a. Links to department/degree Educational Plans
  - b. Links to Admissions and Registration

- c. Members should do on-line research of other academic institution's web advisement pages to bring back to committee to discuss

- d. Rommell D. is going to spearhead this project.

B. Brainstorm on projects and possible future projects for Acad. Advisement Comm.

1. Establish mission statement
2. Establish goals and objectives
3. By-laws
4. Marketing efforts for office hours
5. Marketing for educational plans
6. Professional Development refresher info
7. Educational plans for secondary programs/worksheet
8. Faculty workroom as marketing network to reach faculty

C. GCC credit that transfers back to GPSS?

1. Katherine S. will verify the adult high school classes that transfer into the high schools and what other classes transfer.  
Eloise Sanchez, GPSS curriculum, will be a contact for this information.
2. Students should get their counselors/school to sign off that they will accept the credit before the student takes the class.

**VI. Announcements**

- A. Academic Advisement Senate web page has our information up.

The web page is [guamcc.edu/Faculty Senate](http://guamcc.edu/Faculty%20Senate) or [guamcc.edu/online](http://guamcc.edu/online)

- B. E-mail picture of committee to Katherine that you would like posted on the page

- C. Be thinking about what other info we would like on the web page

**VII. Items for Next Meeting**

- A. NIAS training

- B. Last Review of Slides for Professional Development Day

**VII. Next Meeting**    October 6, 2006 at 1:30 pm room 205

## **VIII. Adjournment**

Motion to adjourn by Katherine S., seconded by Sister Trinie P.,  
motion carried.

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Patty Terlaje  
Chairperson

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Rose Marie Nanpei  
Recorder

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Katherine Salzer  
Recorder

## **Academic Advisement Committee**

### **Minutes**

**Meeting Date: October 6, 2006**

**Time: 1:00 pm**

**Place: RM 205**

**I. Call to Order**

- II. Sign In:** Patty Terlaje, Rose Marie Nanpei, Katherine Salzer,  
Hernalin Analista, Sister Trinie Pangelinan, Arline Leon Guerrero,  
Rommell De San Jose, Catherine Anderson, Tracy Watson,  
Absent: Lois Gage

**III. Review of Minutes**

- A. Review of September 29<sup>th</sup> minutes tabled until next meeting.

**IV. NIAS Training Conducted**

- A. Marilyn Concepcion, from admissions, presented training on NIAS for committee members
- B. Training was an overview for committee members to understand the system and how it is used in advisement.
- C. Training included accessing NIAS, reading and understanding the information on the student degree audit, and accessing Math and English placement scores.

**V. Old Business**

**A. Mission Statement**

1. Draft presented on 10-6-06 at the COPSA meeting by Patty T, Hernalin A, and Katherine S.
2. Feedback sheets were provided.
3. Students may continue to drop off their feedback in Patty's office until Friday, October 13. Hernalin A. and Katherine S. will compile results.
4. Mission statement incorporated into 5 min. power point on Prof. Develop. Day and have feedback sheets for faculty.

B. Student Learning Outcomes – Tabled until feedback on Mission

C. Committee goals and objectives – Tabled until feedback on Mission

D. Administrative Assignment to committee - Waiting for feedback from Senate.

E. Faculty Development Day

1. The Senate will be giving committees an opportunity to share information during their time on Faculty Development Day. We will have 5 minutes. Katherine S. will present.
2. Katherine S. met with Mel Clymer to review information on slides and to finalize information for the folders Mel put together.
3. Thanks to Mel Clymer for her contribution and the packets/folders of information. The 100 packets are ready for distribution.
4. Power point slides with refresher information given out to committee members for feedback and power points reviewed on computer.
5. Mission draft included in slides and faculty will be given a sheet to provide feedback. Hernalin has sheets and drop off box prepared.
6. Patty T. will introduce the committee and everyone's assistance will be needed to distribute info folders and mission statement sheets.

F. Marketing Advisement Project

1. Sister Trinie P. and Arline L.G. continue working on faculty office hours marketing project for committee
2. Subcommittee met on October 5, 06 to discuss strategy and timeline.
3. A report was turned in documenting task and status and an estimated completion by the end of October.
4. Other Marketing projects still to be decided on

G. Web Advisement Best Practices – tabled until next meeting

H. GPSS Course Articulation – tabled until next meeting

I. The Advisement Web Site has our agendas, minutes and meeting dates. Pictures and other information will be added.

J. Discussion of possible committee projects – tabled until next meeting

**VI. New Business**

A. Documentation/Committee Work

1. In addition to the Historian that will document our task sheet, the committee would like someone to be tasked with compiling all of our work and documents for the year (to be passed on to next years committee)
2. Sister Trinie P. was nominated by Patty T. to compile the committee's work through out the year. Sister Trinie P. accepted.

**VII. Items for Next Meeting**

- A. Committee members should do on-line research of other academic institutions web advisement pages to bring back to the committee to discuss.

VIII.    **Next Meeting** October 25, 2006 at 2:00 pm room C-2

IX.     **Adjournment**

Sister Trinie P. motioned to adjourn. Katherine S. seconded.  
Motion carried. Adjourned at 3pm

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Patty Terlaje  
Chairperson

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Rose Marie Nanpei  
Recorder

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Katherine Salzer  
Recorder

## **Academic Advisement Committee**

### **Minutes**

**Meeting Date: October 25, 2006**

**Time: 1:00 pm**

**Place: RM C-2**

#### **I. Call to Order**

- II. Sign In:** Patty Terlaje, Rose Marie Nanpei, Katherine Salzer,  
Hernalin Analista, Sister Trinie Pangelinan, Arline Leon Guerrero,  
Rommell De San Jose, Michelle Santos  
Absent: Lois Gage

#### **III. Review of Minutes**

- A. Review of September 29<sup>th</sup> minutes. Motion made by Sister Trinie P. to accept minutes with corrections. Seconded by Katherine S. No objections, motion carried.
- B. Review of October 6th minutes. Motion made by Hernalin A. to accept minutes with corrections. Seconded by Sister Trinie P. No objections, motion carried.

#### **IV. Old Business**

##### **A. Mission Statement**

1. Input collected from faculty on Professional Development Day and student's input from COPSA meeting were presented by Hernalin A. and Katherine S.
2. Hernalin A., Katherine S. and Rose Marie N. will incorporate suggestions into mission statement and present to committee at next meeting.

##### **B. Student Learning Outcomes – Tabled until mission finalized**

##### **C. Committee goals and objectives – Tabled until mission finalized**

##### **D. NAIS training - completed**

##### **E. Administrative Assignment to committee – Michelle Santos is administrator on Academic Advisement committee.**

##### **E. Faculty Development Day**

1. The Presentation on Prof. Development Day went well.
2. We had some input from faculty on the mission statement to incorporate into statement.
3. COPSA presentation also went well. Committee will continue to bring information (i.e. Student Learning Objectives) to COPSA for input
4. Patty T. will get committee members to assist for future COPSA when needed.



#### F. Marketing Advisement Project

1. Sister Trinie P. and Arline L.G. shared completed faculty office hours sheet
2. Discussion: Issue regarding office hours of non-instructional faculty, discrepancy between work hours and office hours. The faculty hours should only include faculty who are advising.
3. Sister Trinie P. and Arline L.G. will revise the faculty hour's sheet by removing the non-instructional faculty that do not do regular advising.

#### G. Web Advisement Best Practices

1. Committee members presented research on on-line advisement from other college and university webpages.
2. Katherine S. – shared info from University of Tenn. and Clemson University etc.
3. Rose Marie N. – shared info from Monterey Peninsula etc.
4. Hernalin A. – shared info from 'The Mentor' online advisement link with lots of great resources etc.
5. Sister Trinie P. – shared info from Orange Calhoun College, etc.
6. Arline L.G. – shared info from U of Guam, Chandler Gilbert CC, etc.
7. Katherine S. will work with Rommel to compile research for committee.

#### H. GPSS Course Articulation

1. Correspondence with Eloise Sanchez (curriculum from GPSS) resulted in Danny Crisotomo as the individual tasked by E Sanchez to research what has been accepted in the past.
2. A list of GCC Adult High School classes has been provided for D. Crisotomo to review.
3. Discussion: The discussion for GCC classes to count as GPSS classes may need more input and discussion. GPSS will be researching to see what has been accepted. Katherine S. will stay in contact with D. Crisotomo to provide assistance and information.

#### I. The Advisement Web Site

1. The web site has our agendas, minutes, meeting dates, GCC mission Statement, Academic Advisement mission draft and a picture. The picture can be updated when we have one of the entire committee.
2. The web page is a work in progress and other information can be added.

#### J. Committee Projects

1. Mission statement
2. Goals and Objectives
3. By-laws
4. Student Learning Outcomes

5. Marketing efforts
6. Professional Development Day refresher info
7. Educational planning Process for Secondary programs/worksheet
8. Faculty workroom as marketing network to reach faculty

Add # 9 Web Advisement Recommendations

Add # 10 Task Sheets

Add # 11 Historical Binders

Add # 12 Academic Advisement Senate Webpage

#### H. Historical Binders

1. The historical binders for the committee have been put together by Sis Trinie P.
2. Paper copies of the past minutes have been signed by the Committee Chairperson and Recorders and added to the binder.

#### V. New Business

##### A. Documentation/Committee Work

1. The Historian role of documenting and compiling our committee task sheet will now be done by Arline L.G. instead of Lois G.

For Arline to start compiling the committee members' information, each committee member should provide a detailed individual task sheet next week to Patty T.

B. Lois Gage will rejoin the committee next semester.

#### VI. Items for Next Meeting

A. Committee members should complete detailed individual task sheets.

#### VII. Next Meeting November 3, 2006 at 1:00 pm room C-2

#### VIII. Adjournment

Motioned to adjourn by Katherine S. Motion seconded by Sister Trinie P.  
No objections. Motion carried. Adjourned at 3:35 pm

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Patty Terlaje  
Chairperson

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Rose Marie Nanpei  
Recorder

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Katherine Salzer  
Recorder

## Academic Advisement Committee

### Minutes

**Meeting Date: November 3, 2006**

**Time: 1:00 pm**

**Place: RM C-2**

#### **I. Call to Order**

- II. Sign In:** Patty Terlaje, Rose Marie Nanpei, Katherine Salzer, Hernalin Analista, Trinie Pangelinan, Arline Leon Guerrero, Rommell De San Jose,  
Absent: Lois Gage

#### **III. Review of Minutes**

- A. Review of October 25 minutes. Motion made by Hernalin A. to accept minutes with corrections. Seconded by Arline L.G. No objections, motion carried.

#### **IV. Old Business**

##### A. Mission Statement

1. Input collected from faculty and students incorporated into a revised mission statement by Hernalin A, Katherine S. and Rose Marie N. and shared with committee. Additional input and editing done by committee at meeting.
2. Trinie P. made a motion to accept the revised mission statement. Katherine S. seconded. No objections. Motion carried. New Mission Statement:  
**The Academic Advisement Committee supports the GCC community in its efforts to provide student-centered advisement, effectively guiding, advising, and retaining students with resources for life-long learning.**
3. New Mission Statement will replace draft on AAC webpage.

##### B. Student Learning Outcomes

1. Patty T. and Trinie P. will work on Student Learning Outcomes and will present information to committee

##### C. Committee goals and objectives

1. Hernalin A. and Rose Maria N. will work on Committee goals and objectives after Student Learning Outcomes are complete.

##### D. Committee By-laws

1. Patty T. wrote up by-laws for committee. Committee members need to review by-laws for next meeting. Other committee by-laws may be used for reference.

##### E. Marketing Advisement Project

1. Trinie P. and Arline L.G. updated office hours almost complete and ready for

posting. (revisions being made and approval for posting)

**F. Web Advisement Best Practices**

1. Katherine compiled webpage academic advising information gathered by committee members from different colleges. Committee reviewed the information and had discussion. Katherine will make revisions for next meeting.
2. Katherine and/or Rommel will met with Mel Clymer to discuss the academic advising webpages for Luminis.

**G. GPSS Course Articulation**

1. Katherine waiting to hear back from Danny. Crisotomo on GPSS input/findings regarding what GCC classes transfer into GPSS.

**H. The Advisement Web Site**

1. Revised Mission Statement will be put on the web site.
2. The web page is a work in progress and other information can be added.
3. Committee picture taken to be added to the web page (Katherine)

**I. Individual Task Log Sheet**

1. The committee task log sheet will be compiled by Arline L.G.
2. Committee members should complete task log sheet documentation by next meeting. (e-mail to Patty T.)
3. Log sheet can include meetings and all individual tasks.

**V. New Business**

None

**VI. Items for Next Meeting**

- A. Committee members should complete detailed individual task sheets.
- B. Committee members should review by-laws

**VII. Next Meeting** November 17, 2006 at 11:00 pm room C-2

**VIII. Adjournment**

Motion to adjourn by Rose Marie N., motion seconded by Hernalin A.  
No objections. Motion carried. Adjourned at 2:25

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Patty Terlaje  
Chairperson

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Rose Marie Nanpei  
Recorder

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Katherine Salzer  
Recorder

## **Academic Advisement Committee**

### **Minutes**

**Meeting Date: November 17, 2006**

**Time: 11:00 pm**

**Place: RM C-2**

**I. Call to Order**

- II. Sign In:** Patty Terlaje, Rose Marie Nanpei, Katherine Salzer, Hernalin Analista, Trinie Pangelinan,  
Absent: Lois Gage, Arline Leon Guerrero, Rommell De San Jose

**III. Review of Minutes**

A. Review of November 3, 2006 minutes. Motion made by Trinie P. to accept minutes with corrections, seconded by Katherine S. No objections, motion carried.

**IV. Old Business**

A. Mission Statement

**The Academic Advisement Committee supports the GCC community in its efforts to provide student-centered advisement, effectively guiding, advising, and retaining students with resources for life-long learning.**

New Mission Statement on the AAC webpage.

B. Student Learning Outcomes

1. Patty T. and Trinie P. worked on Student Learning Outcomes
2. Presented SLOs and committee reviewed and made suggestions
3. Trinie P. will e-mail out revised SLOs for committee input through e-mail, to Trinie P. by Nov. 22.06.
4. SLOs will be presented to COPSA general meeting on Dec. 1, 2006

C. Committee goals and objectives - tabled until Student Learning Outcomes

D. Committee By-laws - tabled until next meeting

E. Marketing Advisement Project

1. Trinie P.- updated office hours waiting on approval from Bill Melendez before posting.
2. Office hours will need to be updated every semester

F. Web Advisement Best Practices –

Motion made to table this agenda item and following agenda items by

Katherine S., motion seconded by Hernalin A., no objections, motion carried.

G. GPSS Course Articulation - tabled

H. The Advisement Web Site -tabled

I. Individual Task Log Sheet - tabled

**V. New Business**

None

**VI. Items for Next Meeting**

E-mail input on Student Learning Outcomes by Nov. 22, 2006 to Trinie P.

**VII. Next Meeting** December 1, 2006 at 11:00 pm room C-2

**VIII. Adjournment**

Motion to adjourn by Trinie P., motion seconded by Hernalin A.

No objections. Motion carried. Adjourned at 12:12

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Patty Terlaje

Chairperson

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Rose Marie Nanpei

Recorder

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Katherine Salzer

Recorder

## **Academic Advisement Committee**

### **Minutes**

**Meeting Date: December 1, 2006**

**Time: 11:00 pm**

**Place: RM C-2**

**I. Call to Order**

**II. Sign In:** Patty Terlaje, Rose Marie Nanpei, Katherine Salzer, Hernalin Analista,  
Michelle Santos, Rommell De San Jose

Absent: Trinie Pangelinan – Covering Counseling Office, Lois Gage,  
Arline Leon Guerrero – Disability Workshop,

**III. Review of Minutes**

A. Review of November 17, 2006 minutes. Motion made by Hernalin A. to accept minutes without corrections, seconded by Rose Marie N., No objections, motion carried.

**IV. Old Business**

A. Student Learning Outcomes

1. Patty T. presented SLOs to COPSA at General Meeting on Dec 1, 06  
Students were enthusiastic and looked forward to on-line advisement info
2. Faculty responses – waiting for all to compile

B. Committee goals and objectives

1. Given to committee to review for feedback
2. Hernalin A. to send out by e-mail to committee members

C. Committee By-laws

1. reviewed by committee and input and revisions made
2. additional revisions to be added from review of other by-laws

D. Motion made to table remaining items by Hernalin A. Motion seconded by Katherine S.  
No objectives, motion carried.

E. Marketing Advisement Project - tabled

F. Web Advisement Best Practices – tabled

G. GPSS Course Articulation - tabled

H. The Advisement Web Site -tabled

I. Individual Task Log Sheet - tabled

**V. New Business**

**VI. Announcements**

Michelle Santos – advisement 12/12-12/14 Banner registration and Advisement training

Gary Hartz – Available to forward info to senate for approval  
Turn in By-laws when complete for senate approval  
Senate Survey on-line – please complete by Dec. 15

Discussion – how will Enrollment Services fall into the by-laws and membership?

**VII. Items for Next Meeting**

Review the Goals and Objectives for feedback for the next meeting

**VIII. Next Meeting** December 11, 2006 at 1:30 pm room C-2

**IX. Adjournment**

Motion to adjourn by Katherine S., motion seconded by Hernalin A.

No objections. Motion carried. Adjourned at 12:30 pm

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Patty Terlaje  
Chairperson

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Rose Marie Nanpei  
Recorder

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Katherine Salzer  
Recorder



## **Academic Advisement Committee**

### **Minutes**

**Meeting Date: December 11, 2006**

**Time: 1:30 pm**

**Place: RM C-2**

**I. Call to Order**

- II. Sign In:** Patty Terlaje, Rose Marie Nanpei, Katherine Salzer, Hernalin Analista,  
Rommell De San Jose, Lois Gage, Trinie Pangelinan  
Absent: Arline Leon Guerrero – staff meeting,

**III. Review of Minutes**

- A. Review of December 1, 2006 minutes. Motion made by Trinie P. to accept minutes, seconded by Hernalin A. No objections, motion carried.

**IV. Old Business**

A. Student Learning Outcomes

1. Faculty responses to be summarized and then shared with committee
2. Discussion – on SLOs
3. Discussion - to review Track Dat assessment info

B. Committee goals and objectives

1. Goals and Objectives handout given to committee
2. Committee reviewed and gave input
3. Hernalin A. and Rose Marie to incorporate suggestions and bring back to committee

C. Committee By-laws

1. Patty T. shared revised By-laws
2. Additional revisions to be added

D. Marketing Advisement Project

1. Advisor Office Hours are posted in 5 places around campus,
2. Office Hour Posting can be a continued project and updated every semester

E. Web Advisement Best Practices

1. Katherine reviewed information from Nov. 15 meeting with Mel Clymer
  - a. Information included where the suggests for the Advising Information Web page will be on the web page (handout given)
  - b. Information shared on how the channels will link to information
  - c. Katherine will continue open communication with Mel Clymer concerning the Advising Information Web Channel and information

2. Katherine shared additional information from the meeting that can lead to possible discussions for next semesters' committee meetings

**F. GPSS Course Articulation**

1. Katherine gave report on discussions with Danny Crisostome from GPSS Curriculum.
2. At this point, credit will need to be accepted on a case by case base.
3. Katherine will continue discussions with Danny Crisostome to propose a standard for accepting credit and will report back progress as it is made.

**G. The Advisement Web Site**

1. Academic Advisement Web Page is continually being updated with the latest committee information

**H. Individual Task Log Sheet**

1. Arline is accepting the individual task sheets to compile for the committee task sheet

**V. New Business**

**VI. Announcements**

Patty Terlaje shared information on the 2007 NACADA conferences; in Maryland in June and Salt Lake City, Utah in July. PDRC money can be applied for.

Feb. 19, 2007 Patty will be presenting at the Faculty Professional Development day on Advising and Retention. Let Patty know if you would like to help.

**VII. Items for Next Meeting**

**VIII. Next Meeting** February 9, 2007 at 11:00 pm room C-2

**IX. Adjournment**

Motion to adjourn by Rommel DSG., motion seconded by Lois G.

No objections. Motion carried. Adjourned at 3:30 pm

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Patty Terlaje  
Chairperson

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Rose Marie Nanpei  
Recorder

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Katherine Salzer  
Recorder