

Guam Community College
Academic Advisement Committee



Agenda

September 13, 2007

- I. Call to Order
- II. Roll Call
- III. Reading of Minutes
 - A. March 9, 2007
 - B. April 20, 2007
 - C. August 31, 2007
- IV. Old Business
 - A. Committee Member Assignment to Goals
 - B. Report on Best Practices & Research Supported Programs
 - 1. Transition Programs
 - 2. Advisement Handbook
 - 3. Advisement By-Laws
- V. New Business
- VI. Announcements
- VII. Adjournment

Guam Community College
Academic Advisement Committee



September 28, 2007

Agenda

- I. Call to Order
- II. Roll Call
- III. Reading of Minutes
 - A. March 9, 2007
 - B. September 13, 2007
- IV. Old Business
 - A. Sub-Committee Reporting Matrix
 - 1. Transition Programs
 - 2. Advisement Handbook
 - 3. Advisement Committee By-Laws
 - B. Website Posting of Committee Activities
- V. New Business
- VI. Announcements
- VII. Adjournment

Guam Community College
Academic Advisement Committee



October 24, 2007

Agenda

- I. Call to Order
- II. Roll Call
- III. Reading of Minutes
October 12, 2007
- IV. Old Business
 - A. Sub-Committee Reporting Matrix
 - 1. Transition Programs
 - 2. Advisement Handbook
 - 3. Advisement Committee By-Laws
 - B. Website Posting of Committee Activities
- V. New Business
- VI. Announcements
- VII. Adjournment

Guam Community College
Academic Advisement Committee



November 20, 2007

Agenda

- I. Call to Order
- II. Roll Call
- III. Reading of Minutes
October 24, 2007
- IV. New Business
Advisement Issue with Liberal Arts Program (Mel Clymer)
- V. Old Business
 - A. Sub-Committee Reporting Matrix
 - 1. Transition Programs
 - 2. Advisement Handbook
 - 3. Advisement Committee By-Laws
 - B. Website Posting of Committee Activities
- VI. Announcements
- VII. Adjournment

Guam Community College
Academic Advisement Committee



December 6, 2007

Agenda

- I. Call to Order
- II. Roll Call
- III. Reading of Minutes
November 20, 2007
- IV. New Business
 - A. Advisement Program Policies (Mel)
 - B. Advisement Program Standard Operating Procedures (Mel)
- V. Old Business
 - A. Sub-Committee Reporting Matrix
 - 1. Transition Programs (Chris, Rose Marie, & Hernalin)
 - 2. Advisement Handbook (Arline & Katherine)
 - 3. Advisement Committee Bylaws (Joni & Patty)
 - B. Mid-term progress report on goals to Faculty Senate
- VI. Announcements
- VII. Adjournment

ACADEMIC ADVISEMENT COMMITTEE

April 4, 2008

Meeting #10 Minutes

Room C-2

PRESENT: Arline Leon Guerrero, Jonita Kerr, Rose Marie Nanpei, Katherine Salzer,
Christine Sison, Hernalin Analista (On Leave)

FACILITATED BY: Patty Terlaje (AAC Chairperson)

- I. Call to Order: **8:15 am**
- II. Roll Call: See Attendance Above
- III. Reading of Minutes
 - A. March 7, 2008 Minutes
 - A. Leon Guerrero motioned to accept the minutes as written.
 - K. Salzer seconded the motion
 - All members agreed to accept the minutes.
- IV. Old Business
 - A. Sub-Committee Reporting Matrix
 1. Transition Programs
 - Sub-committee will present revised goals to Counseling Department on April 11, 2008 for input.
 - Sub-committee will then present revisions to AAC Committee for feedback.
 2. Advisement Handbook
 - Draft copy of by-laws emailed to committee members for Input.
 - Final draft to members by April 11, 2008
 - Hard copies to be distributed to departments and posted online by May 3, 2008.
 3. Advisement Committee By-Laws
 - Tabled until results are tabulated.
 - B. Status of Banner Advisor Technical Training
 - Banner training scheduled for April 18, 2008 at 10:30am. Venue to be announced.
 - Suggestion to offer two sessions – one in the morning and one in the afternoon to accommodate faculty schedules.
 - C. Posting of Collective Advisor Contact Information
 - Advisor contact information to be released by the second week of September 2008 for Fall semester.

V. New Business

A. End of Year Report on Goals

- Handout given to members to complete on goals accomplished by Subcommittee.
- Due by April 18, 2008

B. Committee Nominations for Officers

- Handout of nominations form given to members.
- Committee nominations to be given to A. Leon Guerrero.
- Committee election to be held April 18, 2008.

VI. Announcements

- A. Leon Guerrero is currently accepting updated task log sheets from AAC members. Due by April 18, 2008.
- Committee vote for by-laws to be held on April 18, 2008 during last AAC meeting.
- Caps and gowns available for faculty use during GCC graduation.
- Next meeting date, April 18, 2008 at 8:00am, Room C-2

VII. Adjournment: **8:45 am**

- A. Leon Guerrero made motion to adjourn meeting.
- C. Sison seconded the motion.

ACADEMIC ADVISEMENT COMMITTEE

August 10, 2007

Meeting # 1

GCC SY2008/2009 Fall Convocation

PRESENT: Hernalin Analista, Therese Hormillosa (new member), Jonita Kerr (new member),
Arline Leon Guerrero, Rose Marie Nanpei, Christine Sison

FACILITATED BY: Patty Terlaje (AAC Chairperson)

Introduction of old and new members (Therese and Joni) to AAC committee.

I. Review Of Minutes

- A. Review of AAC last meeting for SY2007/2008 (April 20, 2007) highlighting goals for SY2008/2009.

II. Old Business

- A. Discussion on revisiting by-laws to include electronic voting and other issues that members may have regarding by-laws.
- B. Revisit goals set forth last year for SY2008/2009

III. New Business

- A. Revisit goals to include by-laws, faculty handbook, transition program
- B. Review and provide feedback before August 20, 2007 regarding Faculty Senate Committee Evaluation criteria (as per Frank Camacho – Oversight Chair).
 - Group discussion on matrix handout.
 - Patty T. will provide feedback to Faculty Senate regarding committee evaluation informing the Senate that AAC members agree with evaluation matrix.
- C. Patty T. will email members with committee goals discussed on April 20, 2007 Meeting and will ask for members' feedback on how goals should be written up in committee reporting matrix.
 - Members to provide feedback to Patty before August 31, 2007 meeting.
- D. Tentative meeting date for committee (agreed upon by members present).
 - Fridays @ 1:30pm in Room C-2
 - Next AAC meeting scheduled for August 31, 2007 @ 1:30pm in Room C-2
 - Subsequent meeting dates will be discussed during the next meeting.

IV. ANNOUNCEMENTS

No announcements made.

Meeting Adjourned:

**** *Katherine Salzer present at the end of this meeting.*

ACADEMIC ADVISEMENT COMMITTEE

August 31, 2007

Meeting # 2

Room C-2

PRESENT: Hernalin Analista, Jonita Kerr, Rose Marie Nanpei, Katherine Salzer
Christine Sison

ABSENT: Arline Leon Guerrero (On- leave), Therese Hormillosa

FACILITATED BY: Patty Terlaje (AAC Chairperson)

- I. Call to Order: 1:42pm
- II. Roll Call: See Attendance Above
- III. Reading of Minutes from 8/10/07
 - K. Salzer name be included as being present for the first AAC meeting.
 - Correction to add the letter *r* to Aline, *Arline* being the correct spelling.
 - * H. Analista made the motioned to accept the minutes with corrections.
 - * C. Sison seconded the motion.
 - * All members present agreed to accept the motion.
- IV. Old Business
 - A. Review of Goals
 - All members present agreed to keep current goals:
 1. Transition Program
 2. Advisement Handbook Review
 3. Committee By-Laws Review
 - B. AAC Minutes from SY 2006/2007
 - There are still two AAC minutes for committee review.
- II. New Business
 - A. Handout on Committee Self-Appraisal for Faculty form.
 - Members to review form and provide feedback during next committee meeting.
 - B. **Committee Homework**
 - Members to research committee goals of transition, advisement and committee by-laws on best practices and volunteer on which of the current goals to work on.
 - Due by next AAC meeting.
- III. Announcements
 - J. Kerr will be off-island from September 8-17, 2007. She will be chaperoning a student.
 - **Next meeting will be on Thursday, September 13, 2007 at 9:00am in Room C-2.**
- V. Adjournment: **2:04pm**
 - * H. Analista made the motion to adjourn the meeting.
 - * C. Sison seconded the motion.

ACADEMIC ADVISEMENT COMMITTEE
September 13, 2007
Meeting # 3 Minutes (DRAFT)
Room C-2

PRESENT: Hernalin Analista, Rose Marie Nanpei, Katherine Salzer, Christine Sison,
Arline Leon Guerrero

ABSENT: Jonita Kerr (Off-island), Therese Hormillosa

IMPROMPTU GUEST: Frank Camacho (Faculty Senate Oversight Chair)

FACILITATED BY: Patty Terlaje (AAC Chairperson)

- I. Call to Order: **9:15am**
- II. Roll Call: See Attendance Above
- III. Reading of Minutes
 - A. March 9, 2007 Minutes
 - Tabled
 - B. April 20, 2007 Minutes
 - Add “Administrator” to reflect C. Sison’s title
 - Remove sentence: L. Gage will not vote in election of officers. See page 2. #3a.
 - Page 3. Change #1 to #3. * H. Analista made the motioned to accept the minutes with corrections.
 - * A. Leon Guerrero seconded the motion.
 - * All members present agreed to accept the motion.
 - C. August 31, 2007 Minutes
 - Add footnote to current minutes to indicate date when corrections/revisions were made to the previous meeting minutes.
 - Only approved minutes to be posted on Faculty Senate website.
 - * C. Sison made the motioned to accept the minutes.
 - * H. Analista seconded the motion.
 - * **Five (5)** members present agreed to accept the minutes of August 31,2007 as stated.
 - One (1)** member did not agree to accept the minutes as stated.
- IV. Old Business
 - A. Committee Member Assignment to Goals
 1. Transition Committee – H. Analista, C. Sison, R. Nanpei
 2. Advisement Handbook – A. Leon Guerrero
 3. Advisement By-Laws – K. Salzer, P. Terlaje
 - Will wait for T. Hormillosa and J. Kerr to choose which committee goal(s) they will work on.
 - Members can also assist with other goals aside from that they have chosen to work on.
 - B. Report on Best Practices & Research Supported Programs
 1. Transition Programs
 - Contribution from H. Analista, C. Sison, R. Nanpei, K. Salzer and P. Terlaje on advisement models in transition from secondary to postsecondary and models of several transitions programs, i.e. Nebraska Plan, Indiana Plan, Washington State Plan.

2. Advisement Handbook

- Handouts/research materials to be given to committee responsible for working on advisement handbook goal.

3. Advisement By-Laws

- Handouts/research materials to be given to committee responsible for working on advisement by-laws goal.

C. Draft of Faculty Senate Forms

1. Faculty Self-Appraisal Form

- Committee concern on goals section and how it will affect participation rating.
- Committee consensus to continue using Action Log to track time and participation in committee.
- Frank Camacho informed committee that the Faculty Self-Appraisal Form will no longer be implemented for use.

2. Committee Matrix

- Committee to provide the Faculty Senate with information on three items on the matrix before the end of September 2007: Institutional Goals, Committee Goals to Support Institutional Goals, Strategy Committee will Develop to Achieve Goals.

V. New Business

NONE

VII. Announcements

- P. Terlaje will email draft of Faculty matrix to members for review.
- Committee sub-groups to be responsible for devising strategies to meet goals.
- **Next meeting will be on Friday, September 28, 2007 at 1:30pm in Room C-2.**

V. Adjournment: **10:14am**

* C. Sison made the motion to adjourn the meeting. *

A. Leon Guerrero seconded the motion.

Patty Terlaje (Chairperson)

Rose Marie Nanpei
(Recorder)

ACADEMIC ADVISEMENT COMMITTEE
September 28, 2007
Meeting #4 Minutes (DRAFT)
Room C-2

PRESENT: Hernalin Analista, Rose Marie Nanpei, Katherine Salzer, Christine Sison,
Arline Leon Guerrero, Jonita Kerr

FACILITATED BY: Patty Terlaje (AAC Chairperson)

- I. Call to Order: **1:45pm**
- II. Roll Call: See Attendance Above
- III. Reading of Minutes
 - A. March 9, 2007 Minutes
 - Page 2, E. #9. Change AAC Advisor to Coordinator
 - * A. Leon Guerrero made the motion to accept minutes with corrections.
 - * H. Analista seconded the motion.
 - * All members agreed to accept the motion.
 - B. September 13, 2007 Minutes
 - K. Salzer to work on Advisement Handbook Committee
 - * H. Analista made motion to accept minutes with correction.
 - * A. Leon Guerrero seconded the motion.
 - * All members agreed to accept the motion.
- J. Kerr to work on Academic Advisement By-Laws Committee.
 - T. Hormillosa working with the Curriculum Committee as her primary committee and AAC as her secondary committee.
- IV. Old Business
 - A. Sub-Committee Reporting Matrix
 1. Transition Committee – H. Analista, C. Sison, R. Nanpei
 - Handout on draft Transition Committee goal matrix to members.
 - Review and discussion of Transition Committee’s goals and activities by members with suggestions for changes – Activity #4 from “Host” to “Partner with” and “Financial Aid Night” to “Financial Aid Workshop”. Change to Activity #7 include secondary and community.
 2. Advisement Handbook – A. Leon Guerrero and K. Salzer
 - Handout on draft Advisement Handbook goal matrix to members.
 - Review and discussion of Advisement Handbook Committee’s goals and activities by members with suggestions for changes – #2 strategies include Counselors.

- 3. Advisement By-Laws –J. Kerr and P. Terlaje
 - Handout on draft Advisement By-Laws goal matrix to members
 - Review and discussion of Advisement By-Laws Committee's goals and activities by members.
- B. Web Posting of Committee Activities
 - Postponed, according to Elaine Fejerang, due to ongoing problems with GCC website.
 - AAC is included in Group Posting for purposes of sharing information.
- V. New Business
NONE
- VII. Announcements
 - J. Kerr will email information on Transition program research to the Transitions sub-committee.
 - **Next meeting will be on Friday, October 12, 2007 at 1:30pm in Room C-2.**
- V. Adjournment: **2:30pm**
 - * H. Analista made the motion to adjourn the meeting.
 - * C. Sison seconded the motion.

Patty Terlaje (Chairperson)

Rose Marie Nanpei (Recorder)

Note: Change made to September 13, 2007 minutes on October 1, 2007.

ACADEMIC ADVISEMENT COMMITTEE
OCTOBER 12, 2007
Meeting #5 Minutes (DRAFT)
Room C-2

PRESENT: Hernalin Analista, Rose Marie Nanpei, Katherine Salzer, Christine Sison,
Arline Leon Guerrero, Jonita Kerr, Imelda Clymer, Rose Hormillosa

FACILITATED BY: Patty Terlaje (AAC Chairperson)

- I. Call to Order: **1:35pm**
- II. Roll Call: See Attendance Above
- III. Reading of Minutes
 - A. September 28, 2007 Minutes
 - Page 2, E. #9. Change AAC Advisor to Coordinator
 - * A. Leon Guerrero made the motion to accept minutes.
 - * J. Kerr seconded the motion.
 - * All members agreed to accept the minutes.
- IV. Old Business
 - Sub-Committee Reporting Matrix
 - A. Transition Committee – H. Analista, C. Sison, R. Nanpei
 - Ongoing
 - B. Advisement Handbook – A. Leon Guerrero and K. Salzer
 - On Schedule
 - C. Advisement By-Laws –J. Kerr and P. Terlaje
 - Handout on AAC By-Laws.
 - AAC members to review by-laws and make changes (if needed) on hard copy provided.
 - Input from GCC community will also be solicited.
 - AAC members will meet on October 24, 2007 to discuss any changes and/or feedback on the current by-laws.
 - AAC by-laws will be presented during the COPSA membership meeting on November 16, 2007.
- V. New Business
 - NONE
- VII. Announcements
 - Ethics Committee meeting will be held this afternoon at 2:30pm in Room 105.
 - **Next meeting will be on Wednesday, October 24, 2007 at 12:00pm in Room C-2.**
- V. Adjournment: **2:00pm**
 - * C. Sison made the motion to adjourn the meeting.
 - * H. Analista seconded the motion.

Patty Terlaje (Chairperson)

Rose Marie Nanpei (Recorder)

ACADEMIC ADVISEMENT COMMITTEE
OCTOBER 24, 2007
Meeting #6 Minutes (DRAFT)
Room C-2

PRESENT: Hernalin Analista, Rose Marie Nanpei, Katherine Salzer, Christine Sison,
Arline Leon Guerrero, Jonita Kerr

FACILITATED BY: Patty Terlaje (AAC Chairperson)

- I. Call to Order: **12:00pm**
- II. Roll Call: See Attendance Above
- III. Reading of Minutes
 - A. October 12, 2007 Minutes
 - * H. Analista made the motion to accept minutes.
 - * A. Leon Guerrero seconded the motion.
 - * All members agreed to accept the minutes.
- IV. Old Business
 - A. Sub-Committee Reporting Matrix
 - 1. Transition Committee – H. Analista, C. Sison, R. Nanpei
 - Ongoing
 - 2. Advisement Handbook – A. Leon Guerrero and K. Salzer
 - Ongoing
 - 3. Advisement By-Laws –J. Kerr and P. Terlaje
 - Handout on By-Laws Feedback Form.
 - AAC members to review by-laws and provide feedback on form provided by next meeting.
 - By-Laws sub-committee members will review and compile feedback.
 - B. Website Posting of Committee Activities
 - GCC system is still down.
- V. New Business
 - NONE
- VII. Announcements
 - **Next meeting will be on Tuesday, November 20, 2007 at 1:00pm in Room C-2.**
- V. Adjournment: **12:15pm**
 - * H. Analista made the motion to adjourn the meeting.
 - * A. Leon Guerrero seconded the motion.

Patty Terlaje (Chairperson)

Rose Marie Nanpei (Recorder)