

## OFFICE OF ASSESSMENT, INSTITUTIONAL EFFECTIVENESS & RESEARCH (AIER)

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RESIDENT'S OFFICE

## Memorandum

Dr. Mary A.Y. Okada, President

TO:

Carmen K. Santos, Vice President Finance & Administration

Reilly Ridgell, Dean for School of Trades & Professional Services

Dr. Gina Tudela, Dean for School of Technology & Student Services Joanne Ige, Associate Dean for School of Technology & Student Services

Dr. Michael Chan, Associate Dean for School of Technology & Student Services

Barry Mead, Adjunct Associate Dean for School of Trades & Professional Services

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

FROM: Marlena Montague, Institutional Researcher, AIER

SUBJECT: Assessment Compliance Update for Fall 2012 Term (October 8, 2012 deadline)

**ATE:** October 22, 2012

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eadline) Human Resources . [0]

about the requirements by AIER staff and members of the CCA Review Teams assigned to specific program units. TracDat workshops throughout the month of September 2012. Furthermore, Department Chairs as well as assessment authors have been reminded This is to provide you with an update of the fall 2012 term assessment compliance. They remain incomplete even after AIER held 25 assessment and

Fall 2012 (October 8, 2012) Assessment Compliance Matrix (N/A=NOT APPLICABLE; N=NON-COMPLIANT; Y=COMPLIANT)

Gil Yanger	Christopher Dennis		Robin Roberson	Person Responsible	
Þ	A & B		A	Group	
Civil Engineering Technology	Certificate	Automotive Service Technology AS &	Accounting, AS	Program/Unit	
TPS	TPS		TPS	Division	3
Z	~		У	Service Unit Assessment	Program-level/Admin/Student
 2	~		Υ	Assessment	Course-level

Person Responsible	Group	Program/Unit	Division	Program-level/Admin/Student Service Unit Assessment	Course-level Assessment
Ricky Tyquingco	Α	Computer Networking AS	TSS	Υ	~
Ricky Tyquingco	A & B	Computer Science AS & Certificate	TSS	γ	Υ
Jose Munoz	A & B	Criminal Justice AS & Certificate	TPS	Z	2
Norman Aguilar	AA	Culinary Arts AA	TPS	2	Z
Sarah Leon Guerrero	А&В	Early Childhood Education AS & Certificate	TPS	Υ	Υ
Sarah Leon Guerrero	A & B	Education, AA & Certificate	TPS	Υ	<b>Y</b>
Norman Aguilar	Α	Food & Beverage Management AS	TPS	2	Z
Norman Aguilar	Α	Hotel Operations & Management AS	TPS	Z	Z
Lisa Baza-Cruz	Α	Liberal Studies AA	TSS	Y	γ
Robin Roberson	Α	Marketing AS	TPS	N (Extension) Completed	Z
Dorothy Manglona	A & B	Medical Assisting AS & Certificate	TPS	Υ	Υ
Ricky Tyquingco	А&В	Office Technology AS & Certificate	TSS	, Y , 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1	Υ
Gil Yanger	Α	Pre-Architectural Drafting AS	TPS	N : : N	Z
Robin Roberson	A & B	Supervision & Management AS & Certificate	TPS	Z	Z
Gil Yanger	A & B	Surveying Technology AS & Certificate	TPS	N	Z
Norman Aguilar	Α	Tourism & Travel Management AS	TPS	N	Z
Robin Roberson	Α	Visual Communications AS	TPS	N	N
		Computer Aided Design & Drafting,			
Gil Yanger	В	Certificate	TPS	Z	z
Gil Yanger	8	Construction Technology, Certificate	TPS	N	Z
Jose Munoz	В	Fire Science Technology, Certificate	TPS	N	2
		Medium Heavy Truck Diesel Technology,		and a second supplies to the second supplies	
Christopher Dennis	B	Certificate	TPS	Υ	~
Dorothy Manglona	В	Practical Nursing, Certificate	TPS	γ	~
Dorothy Manglona	В	Pre-Nursing, Certificate	TPS	Y	Υ
a papa a de la companya de la compan					
John Payne	C	Accommodative Services	TSS	γ	N/A
Patrick Clymer	C	Admissions & Registration	AVP	N	N/A
Terry Barnhart	С	Apprenticeship Training Program	TPS	Υ	N/A
Anthony Roberto	C	Assessment & Counseling	TSS	γ	N/A

Person Responsible         Group         Program/Unit         Division         Pergam-leve/Jamin//Student         Course-level and Course-level           Barthar Santos         C         Board of Trustee         President         Seven / Sexament         Avassament	Υ	Υ	TPS	Automotive Service Technology (Secondary)	D	Christopher Dennis
Responsible         Group         Program/Unit         Division         Program-level/Admin/Student           stbs         C         Business Office         F&A         Evvice Unit Assessment           stbs         C         Center for Student Involvement         TSS         Y           n Guerrero         C         Center for Student Involvement         TSS         Y           scn         C         Center for Student Involvement         TSS         Y           scn         C         Center for Student Involvement         TSS         Y           scn         C         Centrol Poperations         TSS         Y           scn         C         Communications & Promotions         President         N           scn         C         Communications & Promotions         President         N           scn         C         Communications & Promotions         President         N           scl         C         Communications & Promotions         President         N           president         President         N         Y           president         President         President         President           propert Alm/TRIO         TSS         Nov. 5, 2012           president	≺	N/A	TPS	Occupations	D	Dorothy Manglona
Responsible         Group         Program/Unit         Division         Program-level/Admin/Student rereo         C C Dand of Trustee         Program-level/Admin/Student rereo         Program-level/Admin/Student rereo         Program-level/Admin/Student rereo         Program-level/Admin/Student rereo         President Service Unit Assessment         President Service Unit Assessment         Service Unit Assessment         TSS         Y         Y         C         Cultable reverses Challenge Grant Program         TSS         Y         Y         C         Cultable reverses Challenge Grant Program         TSS         Y         Y         C         Cultable reverses Challenge Grant Program         TSS         Y         Y         C         Cultable reverses Challenge Grant Program         TSS         Y         Y         C         Cultable reverses Challenge Grant Program         President         N         N         N         N         N         N         N         President         N         N         President         N         N         President         N         N         President         N         N         P         N         N         N         N         N         N         N         N         N         N         N         N         N         N         N         N         N         N         N				Allied Health, Introduction to Health		
Responsible rereo         Group         Program/Unit         Division         Program-level/Admin/Student reveal Admin/Student reveal Revery 2 Years         President reveal Admin/Student reveal Revery 2 Years         Every 2 Years         F&A         Nov. 5, 2012         Nov. 5, 2012         Nov. 5, 2012         President reveal rev	<b>Y</b>	N/A	TSS	rogram, English as	D	Wilson Tam
Responsible         Group         Program/Unit         Division         Service Unit Assessment           stretos         C         Board of Trustee         President         Service Unit Assessment           on Guerrero         C         Business Office         F&A         Nov. 5, 2012           on Guerrero         C         Center for Student Involvement         TSS         Y           on Guerrero         C         Center for Student Involvement         TSS         Y           ssn         C         Communications & Promotions         President         N           ssn         C         Communications & Promotions         President         N           ss         C         Communications & Promotions         President         N           ss         C         Development & Alumni Relations         President         N           ss         C         Development & Safety         VP F&A         Nov. 5, 2012           sc         C         Foundation Board         President         Every 2 Years           clan         C         Facilities         VP F&A         Nov. 5, 2012           pacifica         C         President         Every 2 Years         Y           pacifica         C	N/A	Υ	TSS	Adult Education Program, Basics Skills (ABS)	ם	Priscilla Johns
Responsible street         Group         Program/Unit         Division         Program-level/Admin/Student street           Intos         C         Board of Trustee         President         Every 2 Years           Intos         C         Business Office         FR&A         Nov. 5, 2012           on Guerrero         C         Center for Student Involvement         TSS         Y           on Guerrero         C         Center for Student Involvement         TSS         Y           on Guerrero         C         Center for Student Involvement         TSS         Y           on Guerrero         C         Continuing Education & President         N           sscn         C         Conmunications & Promotions         President         N           sscn         C         Continuing Education & Workforce         AVP         Y           sscn         C         Development & Alumni Relations         President         N           sscn         C         Development & Alumni Relations         President         Y           student Flacities         President         President         Y           c         Facilities         President         Ferry 2 Years           clan         C         Human Resource Center         <	N/A	Y	TSS	Adult Education Program, Adult High School Diploma (AHS)	D	Priscilla Johns
Responsible         Group         Program/Unit         Program/Unit         Program-level/Admin/Student           arrero         C         Board of Trustee         FEAA         Nov. 5, 2012           on Guerrero         C         Center for Civic Engagement         TSS         Y           on Guerrero         C         Center for Student Involvement         TSS         Y           scn         C         Continuing Education & President         N           scn         C         Continuing Education & Workforce         AVP           rez         C         Development & Alumni Relations         President           s         C         Development & Alumni Relations         President           s         C         Development & Alumni Relations         President           s         C         Environmental Health & Safety         VP F&A           s         C         Environmental Health & Safety         VP F&A           s         C         Facilities         VP F&A           s         C         Facilities         VP F&A           c         C         Health Services Center         TSS           y         YP F&A         Nov. 5, 2012           p         President         Presid				resolvents resolvent resolvents resolvent resolvents resolvents resolvents resolvents resolvents resolvent resolvents resolvents resolvent resolvents resolvent resolvent resolvents resolvent resolvents resolvent resolvents resolvent resolvents resolvent resolve		
nsible         Group         Program/Unit         Division         Program-level/Admin/Student           rrero         C         Board of Trustee         President         Service Unit Assessment           rrero         C         Business Office         F&A         Nov. 5, 2012           rrero         C         Center for Student Involvement         TSS         Y           C         Center for Student Involvement         TSS         Y           C         Center for Student Involvement         TSS         Y           C         Confinuing Educations & Promotions         President         N           C         Continuing Education & Workforce         AVP         Y           C         Development & Allumni Relations         President         N           C         Environmental Health & Safety         VP F&A         Nov. 5, 2012           C         Facilities         VP F&A         Nov. 5, 2012           C         Foundation Board         President         Every 2 Years           C         Human Resources Office         VP F&A         Nov. 5, 2012           C         Human Resources Office         VP F&A         Nov. 5, 2012           C         Materials Management         VP F&A         Nov. 5, 2012 <td>N/A</td> <td>Y</td> <td>TSS</td> <td>Student Support Services</td> <td>C</td> <td>John Payne</td>	N/A	Y	TSS	Student Support Services	C	John Payne
nsible         Group         Program/Unit         Division         Program-level/Admin/Student           rrero         C         Board of Trustee         President         Service Unit Assessment           rrero         C         Business Office         F&A         Nov. 5, 2012           rrero         C         Center for Civic Engagement         TSS         Y           rrero         C         Center for Student Involvement         TSS         Y           C         College Access Challenge Grant Program         TSS         Y           C         Continuing Educations & Promotions         President         N           C         Continuing Education & Workforce         AVP         Y           C         Development & Allumni Relations         President         N           C         Environmental Health & Safety         VP F&A         Nov. 5, 2012           C         Environmental Health & Safety         VP F&A         Nov. 5, 2012           C         Foundation Board         President         Every 2 Years           C         Haalth Services Center         TSS         Y           C         Health Services Center         TSS         VP F&A           C         Materials Management         President	N/A	Nov. 5, 2012	VP F&A	Student Financial Aid	С	Micki Lonsdale
Insible         Group         Program/Unit         Program-level/Admin/Student         Program-level/Admin/Student           C         Board of Trustee         President         Service Unit Assessment         Service Unit Assessment           C         C         Business Office         F&A         Nov. 5, 2012         President           C         C         Center for Civic Engagement         TSS         Y         Y           rrero         C         Center for Student Involvement         TSS         Y         Y           C         College Access Challenge Grant Program         TSS         Y         Y           C         Communications & Promotions         President         N         N           C         Communications & Promotions         President         N           C         Communications & Promotions         President         N           C         Development & Alumni Relations         President         N           C         Environmental Health & Safety         President         Nov. 5, 2012           C         Facilities         YP F&A         Nov. 5, 2012           C         Health Services Center         TSS         Y           C         Health Services Center         TSS         Nov. 5,	N/A	N (Extension) Completed	TSS	Project AIM/TRIO	C	Huan Hosei
Insible         Group         Program/Unit         Division         Program-level/Admin/Student           C         Board of Trustee         President         Every 2 Years         C           C         Business Office         F&A         Nov. 5, 2012         President           C         Center for Civic Engagement         TSS         Y         President         TSS         Y           C         Center for Student Involvement         TSS         Y         Nov. 5, 2012         President         Nov. 5, 2012         Continuing Education & Promotions         President         N         N         N         N         President         N         N         President         N         N         President         N         <	N/A	Υ	President	Planning & Development	C	Doris Perez
sible         Group         Program/Unit         Division         Program-level/Admin/Student Service Unit Assessment           C         Board of Trustee         President         Service Unit Assessment           C         Business Office         President         Every 2 Years           C         Center for Civic Engagement         TSS         Y           rrero         C         Center for Student Involvement         TSS         Y           C         College Access Challenge Grant Program         TSS         Y           C         College Access Challenge Grant Program         TSS         Y           C         Communications & Promotions         President         N           C         Communications & Promotions         President         N           C         Development         AVP         Y           C         Development & Alumni Relations         President         Nov. 5, 2012           C         Foundation Board         President         Every 2 Years           C         Health Services Center         TSS         Y           C         Human Resource Center         VP F&A         Nov. 5, 2012           C         Learning Resource Center         VP F&A         Nov. 5, 2012           C </td <td>N/A</td> <td>γ</td> <td>President</td> <td>Office of the President</td> <td>С</td> <td>Esther Muna</td>	N/A	γ	President	Office of the President	С	Esther Muna
ponsible         Group         Program/Unit         Division         Program-level/Admin/Student Service Unit Assessment           co         C         Board of Trustee         President         Every 2 Years           c         C         Business Office         F&A         Nov. 5, 2012           uerrero         C         Center for Civic Engagement         TSS         Y           uerrero         C         Center for Student Involvement         TSS         Y           c         College Access Challenge Grant Program         TSS         Y           c         College Access Challenge Grant Program         TSS         Y           c         Continuing Education & Program         President         N           c         Continuing Education & Workforce         AVP         President           c         Development & Alumni Relations         President         N           d         C         Environmental Health & Safety         VP F&A         Nov. 5, 2012           d         C         Facilities         President         Every 2 Years           d         C         Health Services Center         VP F&A         Nov. 5, 2012           d         C         Health Service Center         VP F&A         Nov. 5, 2012	N/A	Nov. 5, 2012	VP F&A	Materials Management	С	Joleen Evangelista
nr Responsible         Group         Program/Unit         Division         Program-level/Admin/Student           uerrero         C         Board of Trustee         President         Service Unit Assessment           leon Guerrero         C         Business Office         F&A         Nov. 5, 2012           leon Guerrero         C         Center for Civic Engagement         TSS         Y           leon Guerrero         C         Center for Student Involvement         TSS         Y           siscn         C         College Access Challenge Grant Program         TSS         Y           res         C         Communications & Promotions         President         N           res         C         Continuing Education & Workforce         AVP         Y           Perez         C         Development         AVP         Y           yes         C         Development & Alumni Relations         President         N           yer         C         Environmental Health & Safety         VP F&A         Nov. 5, 2012           yer         C         Foundation Board         President         Every 2 Years           taclain         C         Human Resources Center         VP F&A         Nov. 5, 2012           Jana	N/A	Nov. 5, 2012	VP F&A	Management Information Systems	C	Frank Camacho
bonsible         Group         Program/Unit         Division         Service Unit Assessment           0         C         Board of Trustee         President         Every 2 Years           0         C         Business Office         F&A         Nov. 5, 2012           uerrero         C         Center for Civic Engagement         TSS         Y           uerrero         C         College Access Challenge Grant Program         TSS         Y           C         College Access Challenge Grant Program         TSS         Y           C         Continuing Educations & Promotions         President         N           C         Development         AVP         Y           C         Development & Alumni Relations         President         Nov. 5, 2012           D         C         Environmental Health & Safety         VP F&A         Nov. 5, 2012           D         C         Foundation Board         President         Every 2 Years           D         C         Health Services Center         VP F&A         Nov. 5, 2012	N/A	Υ	TSS	Learning Resource Center	C	Bob Neff
bonsible         Group         Program/Unit         Division         Program-level/Admin/Student Service Unit Assessment           0         C         Board of Trustee         President         Service Unit Assessment           0         C         Business Office         President         Every 2 Years           uerrero         C         Center for Civic Engagement         TSS         Y           uerrero         C         Center for Student Involvement         TSS         Y           uerrero         C         College Access Challenge Grant Program         TSS         Y           C         College Access Challenge Grant Program         TSS         Y           C         Communications & Promotions         President         N           C         Development         AVP         Y           C         Development & Alumni Relations         President         N           C         Environmental Health & Safety         VP F&A         Nov. 5, 2012           D         C         Foundation Board         President         Every 2 Years	N/A	Nov. 5, 2012	VP F&A	Human Resources Office	С	Joann Muna
onsible         Group         Program/Unit         Division         Program-level/Admin/Student           A         C         Board of Trustee         President         Every 2 Years           Business Office         F&A         Nov. 5, 2012         President           Berrero         C         Center for Civic Engagement         TSS         Y           C         Center for Student Involvement         TSS         Y           C         College Access Challenge Grant Program         TSS         Y           C         Communications & Promotions         President         N           C         Continuing Education & Workforce         AVP         Y           C         Development         AVP         Y           C         Development & Alumni Relations         President         Nov. 5, 2012           C         Environmental Health & Safety         VP F&A         Nov. 5, 2012           C         Foundation Board         President         Every 2 Years	N/A	γ	TSS	Health Services Center	C	Emma Bataclan
Jonsible of Coup         Group         Program/Unit         Division         Program-level/Admin/Student           O         C         Board of Trustee         President         Every 2 Years           C         C         Business Office         F&A         Nov. 5, 2012           Uerrero         C         Center for Civic Engagement         TSS         Y           Uerrero         C         Continuing Education & Program         TSS         Y           C         Communications & Promotions         President         N           C         Continuing Education & Workforce         AVP         Y           C         Development & Alumni Relations         President         N           C         Environmental Health & Safety         VP F&A         Nov. 5, 2012	N/A	Every 2 Years	President	Foundation Board	C	Bertha Guerrero
ponsible         Group         Program/Unit         Division         Program-level/Admin/Student           o         C         Board of Trustee         President         Every 2 Years           c         C         Business Office         F&A         Nov. 5, 2012           uerrero         C         Center for Civic Engagement         TSS         Y           uerrero         C         Center for Student Involvement         TSS         Y           C         College Access Challenge Grant Program         TSS         Y           C         Communications & Promotions         President         N           C         Development         AVP         Y           C         Development & Alumni Relations         President         Nov. 5, 2012           C         Environmental Health & Safety         VP F&A         Nov. 5, 2012	N/A	Υ	VP F&A	Facilities	C	Doris Perez
sponsible         Group         Program/Unit         Division         Program-level/Admin/Student           ro         C         Board of Trustee         President         Every 2 Years           s         C         Business Office         F&A         Nov. 5, 2012           Guerrero         C         Center for Civic Engagement         TSS         Y           Guerrero         C         Center for Student Involvement         TSS         Y           O         College Access Challenge Grant Program         TSS         Y           C         Communications & Promotions         President         N           C         Development         AVP         AVP           C         Development & Alumni Relations         President         N	N/A	Nov. 5, 2012	VP F&A	Environmental Health & Safety	С	Greg Manglona
sponsible         Group         Program/Unit         Division         Program-level/Admin/Student           ro         C         Board of Trustee         President         Every 2 Years           s         C         Business Office         F&A         Nov. 5, 2012           Guerrero         C         Center for Civic Engagement         TSS         Y           Guerrero         C         Center for Student Involvement         TSS         Y           O         College Access Challenge Grant Program         TSS         Y           O         Communications & Promotions         President         N           O         Continuing Education & Workforce         President         N	N/A	N	President	Development & Alumni Relations	C	Lolita Reyes
lesponsible         Group         Program/Unit         Division         Program-level/Admin/Student           rero         C         Board of Trustee         President         Every 2 Years           tbs         C         Business Office         F&A         Nov. 5, 2012           n Guerrero         C         Center for Civic Engagement         TSS         Y           n Guerrero         C         Center for Student Involvement         TSS         Y           cn         C         College Access Challenge Grant Program         TSS         Y           C         Communications & Promotions         President         N	N/A	Υ	AVP	Development	C	Rowena Perez
lesponsible         Group         Program/Unit         Division         Program-level/Admin/Student           rero         C         Board of Trustee         President         Every 2 Years           tos         C         Business Office         F&A         Nov. 5, 2012           n Guerrero         C         Center for Civic Engagement         TSS         Y           n Guerrero         C         Center for Student Involvement         TSS         Y           cn         C         College Access Challenge Grant Program         TSS         Y           C         Communications & Promotions         President         N		- and an analyze of the state o		Continuing Education & Workforce		
Board of Trustee       Program/Unit       Division       Program-level/Admin/Student         C       Board of Trustee       President       Every 2 Years         C       Business Office       F&A       Nov. 5, 2012         C       Center for Civic Engagement       TSS       Y         C       Center for Student Involvement       TSS       Y         C       College Access Challenge Grant Program       TSS       Y	N/A	Z	President	Communications & Promotions	С	Jayne Flores
Group       Program/Unit       Division       Program-level/Admin/Student         C       Board of Trustee       President       Every 2 Years         C       Business Office       F&A       Nov. 5, 2012         C       Center for Civic Engagement       TSS       Y	N/A	Υ	TSS	College Access Challenge Grant Program	C	Christine Siscn
Onsible     Group     Program/Unit     Division     Program-level/Admin/Student       C     Board of Trustee     President     Every 2 Years       C     Business Office     F&A     Nov. 5, 2012       errero     C     Center for Civic Engagement     TSS     Y	N/A	Υ	TSS	Center for Student Involvement	С	Barbara Leon Guerrero
Onsible       Group       Program/Unit       Division       Service Unit Assessment         C       Board of Trustee       President       Every 2 Years         C       Business Office       F&A       Nov. 5, 2012	N/A	Υ	TSS	Center for Civic Engagement	С	Barbara Leon Guerrero
onsible Group Program/Unit Division Service Unit Assessment  C Board of Trustee President Every 2 Years	N/A	Nov. 5, 2012	F&A	Business Office	C	Carmen Santos
Group Program/Unit Division Service Unit Assessment	N/A	Every 2 Years	President	Board of Trustee	С	Bertha Guerrero
	Course-level Assessment	Program-level/Admin/Student Service Unit Assessment	Division	Program/Unit	Group	Person Responsible

Person Responsible	Group	Program/Unit	Division	Program-level/Admin/Student Service Unit Assessment	Course-level Assessment
		Automotive, Collision Repair & Refinishing			Assessment Householder Commission
Christopher Dennis	D	Technology (Secondary)		~	~
Gil Yanger	D	Construction Trades Department Courses	TPS	Z	Z
Gil Yanger	D	Construction Trades (Secondary)	TPS	Z	Z
		Criminal Justice & Social Science Department			
Jose Munoz	ם	Courses	TPS	Z	Z
Sarah Leon Guerrero	D	Early Childhood Education (Secondary)	TPS	γ	Υ
	MI-A	Electronics & Computer Networking			AAAAA AAAAA AAAAAA AAAAAAAAAAAAAAAAAAA
Ricky Tyquingco	D	(Secondary)	TSS	Y	~
Lisa Baza-Cruz	D	English Department Courses	TSS	N/A	Y
Doris Perez	D	General Education Diploma (GED)	TPS	γ	N/A
Norman Aguilar	D	Lodging Management Program (Secondary)	TPS	Z	Y
Robin Roberson	D	Marketing (Secondary)	TPS	Z	2
		Math & Science Department Courses (MA &		The state of the s	
Steve Lam	D	SI)	TSS	N/A	Z
Norman Aguilar	O	ProStart (Secondary)	TPS	Z	Y
Tony San Nicolas	0	Work Experience (Secondary)	TPS	γ	N/A
		Tourism & Hospitality Department Courses		and the state of t	
Norman Aguilar	D	(CH, CI, HS, JA, KE)	TPS	N/A	Z
Robin Roberson	D	Visual Communications (Secondary)	TPS	Z	Z

Please remind the assessment authors of the March 11, 2013 deadline.

Thank you for your support and contributions to the campus wide assessment process.

Copy: Dr. Ray Somera, Academic Affairs Vice President Joann Muna, Human Resources Administrator