

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #189)
President's Conference Room
2 p.m. Friday, November 21, 2008

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Priscilla Johns, Richard Quiambao, Joseph Benavente, Esther Yanger, Marsha Postrozny, Michael Setzer II, Yvonne Tam, Katsuyoshi Uchima and Charlene Flores

Members absent: Gina Tudela, Ines Bukikosa, Cecilia Delos Santos and Joleen Evangelista

III. Approval of prior minutes

IT WAS MOVED BY MIKE SETZER, SECONDED BY JOE BENAVENTE, THAT THE MEETING MINUTES (UPDATE #188) OF NOVEMBER 14, 2008 BE APPROVED AS SUBMITTED. MOTION CARRIED.

VI. Old Business; deliberating/rating plans:

- a) Apprenticeship Training, resubmitted assessment report (Team #1) – The committee rated the Apprenticeship Training report as resubmit. Changes were made based on the CFS. Priscilla received the information yesterday; and suggested reviewing this program in the next CCA meeting. The committee will also review the following programs in the next CCA meeting-Business Office and Computer Networking.
- b) Center for Student Involvement, assessment report, resubmit – The committee rated the CSI report as incomplete. The author did make the changes identified in the CFS; however, she did not identify what she will do to improve student learning or experiences throughout the year. WILSON TAM MOTIONED TO APPROVE WITH MINOR CORRECTIONS, SECONDED BY CHARLENE FLORES. Motion carried.
- c) Mike Setzer, update on Faculty Senate as a TracDat reporting unit – Gina met with Clare last Monday. Mike mentioned that the board approved the change in Article 12 of the 2005-2010 Board of Trustee GFT Agreement. The committees under Article 12 are comprised of three categories 1) Faculty Senate Committee which include Promotions, Professional Development Review, Faculty Professional Ethics, Curriculum and General Education 2) Institutional Committees include College Committee on Assessment, Standards 1-4, College Technology Committee, Resources, Planning and Facilities and Calendar Committee and 3) Joint Union Committees which include Faculty Job Specifications/Faculty Evaluation Committee. Priscilla inquired since the approval of Article 12, is CCA still required to submit

CCA's Mid-Term Goal Matrix to the Faculty Senate? Mike stated that he wasn't sure. Priscilla mentioned that in the event CCA is still required to submit the mid-term report, she will prepare the report and send the draft document to all members for review and approval at our next meeting in order to meet the December 9th end of term deadline.

- d) AIE Website RFP update – The contract is being prepared.
- e) Ad Hoc Report, update training schedule for CCA – AIE is still encountering problems with the report feature. Training will be scheduled when the problem is resolved.
- f) Student Climate Survey, update – Wilson encouraged faculty members to have their students complete the survey. The deadline is December 3rd.
- g) Institutional Effectiveness Survey, update – Forty-one packets were sent out, 27 were returned (66%). The deadline to return the surveys is today, November 21st.
- h) President's Evaluation Survey, update – Status quo.
- i) Assessing Assessment, update – Status quo.
- j) Administrator's Survey, update – Status quo.
- k) Gen. Ed. Assessment – In the previous meeting, there was a discussion that the Gen Ed committee was not going to use the plan that was in Tracdat. The committee will submit a new one. Marsha indicated that there are issues with the 28 gen ed outcomes. Six of those areas do not directly relate to the core Gen Ed.
- l) Assessing Assessment – Status Quo.
- m) Administrator Assessment survey – Status Quo.

V. New Business

- a) Team #1 – Doris, Esther & Joe
 - 1. Instructional Technology Center, assessment report – DORIS PEREZ MOTIONED TO RATE THE REPORT INCOMPLETE, SECONDED BY JOE BENAVENTE. Motion carried.
 - 2. Construction Trades, Secondary, assessment report – The author needs to clarify what "N" is. Also, the author needs to upload the instrument he used for

the skills test. DORIS PEREZ MOTIONED TO APPROVE WITH MINOR CORRECTIONS, SECONDED BY JOE BENAVENTE.

b) Team #4 – Joleen, Mike & Yvonne

1. Cosmetology Certificate - The team reviewed the program Implementation Status and recommended that the author use a table format for the survey form. YVONNE TAM MOTIONED TO APPROVE WITH MINOR CORRECTIONS, SECONDED BY MIKE SETZER. Motion carried.
2. Learning Resources Center – The author made all the changes. He clarified the acronym and identified what “N” represented. YVONNE TAM MOTIONED TO APPROVE WITH MINOR CORRECTIONS, SECONDED BY MIKE SETZER.
3. Admissions & Registration, assessment report – The author needs to number the AUOs and needs to separate the recommendations. The author mentioned “shortages”. He needs to explain what will be done to address the shortages. Also, the report is too long. YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY DORIS PEREZ. Motion carried.

c) Team #2 – Ines, Katsuyoshi & Marsha

1. Supervision & Management Certificate, program level implementation status – There were no changes made from the previous year based on the CFS. Mike indicated that the author was having trouble uploading documents into TracDat. Mike also mentioned that the associate and certificate degrees are almost identical so all the courses are the same. Wilson recommended that the team meet with the author and give him copies of the CFSs. KATSUYOSHI UCHIMA MOTIONED TO RATE INCOMPLETE, SECONDED BY MIKE SETZER. Motion carried.
2. Lodging Management Secondary – Wilson said the data is incomplete. Documents were uploaded but the documents were actual email correspondence to someone else. Wilson also suggested approving Systems Technology and ABE/ASE. The CFSs for these programs were already submitted to AIE for review. Priscilla stated that the electronic CFS was sent to the respective authors.

VI. Open Discussion/Reminder

Incomplete/Resubmit Status – AIE gives reminder notices to all programs that are rated incomplete or resubmit. The only ones that have inputted changes into TracDat are Apprenticeship, Business Office, Center for Student Involvement and Computer Networking AS. Most of the programs are due by November 28th. Priscilla suggested that each review team take a look at the November 14, 2008 Taxonomy and compare it with their assignment listings. She indicated that if a program or unit on their assigned

list does not appear on the current Taxonomy, then the CCA review team members are not be required to follow up with the authors of those programs and units. Wilson suggested that the review teams send the authors reminder notices of their deadlines based on their CFS. The CCA members are doing their part by reminding the authors of the due dates. Priscilla reported that AIE sends a memo at the end of each month to the Vice Presidents and the Deans advising them of the compliance rate for their respective areas.

CFS Due date: Send to AIE no later than Monday after CCA rating.

CFS guide, new deadline to authors is 2 weeks after CCA rating - The author has 2 weeks to make changes based on the CFS.

CFS guide, remind authors in the "Use of Assessment Results" column to include information on any changes that were made to their program/unit based on assessment results. Also discuss how planning & implementing results will improve student learning and or experiences.

Revised CFS – AIE made simple modifications to the CFSs because some authors are not clear on what changes need to be made. CCA members are advised to be very specific when completing the CFSs, i.e. address the specific SLO/AUO/SSUO and TracDat tabs/fields/boxes so the author can easily identify what changes need to be made and where to input them.

CCA Committee Release Time - Mike indicated that some committees get release time for their work. CCA members meet weekly, not including the time when they meet with authors to discuss changes. Mike suggested that CCA recommend to the board or to Gina to try and get release time for the CCA members. Priscilla mentioned that AIE is currently working on a log sheet to determine how many hours the committee meets in an academic year. Wilson said he enjoyed being a member of the CCA committee regardless if there was no release time given. Mike said he has been on the committee for 3 years and has enjoyed it also. Yvonne mentioned that being in the CCA committee has been beneficial to her as a teacher. Wilson does not have a problem with release time for the CCA members. Mike said that in the past, CCA has lost members because of the volume of work the members did and in other committees, you didn't have to do anything but be there. Wilson said this will be on the agenda in the next meeting.

VII. Next Meeting, December 5, 2008 @ 2 p.m. PCR

VIII. Agenda Items for Next Meeting

IX. Adjournment: IT WAS MOVED BY JOE BENAVENTE, SECONDED BY DORIS PEREZ TO ADJOURN. Motion carried. Meeting adjourned at 3:10 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #190)
President's Conference Room
2 p.m. Friday, December 5, 2008

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Dr. Gina Tudela, Richard Quiambao, Joseph Benavente, Ines Bukikosa, Esther Yanger, Marsha Postrozny, Michael Setzer II, Yvonne Tam, Katsuyoshi Uchima, Doris Perez, and Charlene Flores

Members absent: Priscilla Johns, Cecilia Delos Santos and Joleen Evangelista

III. Approval of prior minutes

IT WAS MOVED BY MIKE SETZER, SECONDED BY YVONNE TAM THAT THE MEETING MINUTES (UPDATE #189) OF NOVEMBER 21, 2008 BE APPROVED AS SUBMITTED. MOTION CARRIED.

VI. Old Business; deliberating/rating plans:

1. Team #1 – Doris, Esther & Joe

- a) Apprenticeship Training – (11/07/08 update #187 rated resubmit) assessment report – The author did make changes to the report. However, the team needs to clarify how the author got 80%? The team will meet with the author. DORIS PEREZ MOTIONED TO APPROVE, SECONDED BY YVONNE TAM. Motion carried.
- b) Board of Trustees – (10/17/08 update #184, rated resubmit) assessment report – Doris said that the author provided all the information that was needed. The author also attached the review policy. DORIS PEREZ MOTIONED TO APPROVE, SECONDED BY RICHARD QUIAMBAO. Motion carried.
- c) Computer Networking AS - (10/31/08 update #186, rated incomplete) course level assessment plan – The author needs to include the start and end dates. There also needs to be consistency. DORIS PEREZ MOTIONED TO APPROVE WITH MINOR CORRECTIONS, SECONDED BY MIKE SETZER. Motion carried.
- d) Student Support Services – (10/24/08 update #185, rated resubmit) assessment report. The author was able to meet the criterion. The team spoke to the author and asked that he use data to write the plan for the next cycle. DORIS PEREZ MOTIONED TO APPROVE, SECONDED BY ESTHER YANGER. Motion carried.

2. Team 2 – Ines, Katsuyoshi, & Marsha
 - a) Visual Communications AS – (11/14/08 UPDATE #188, rated resubmit) course level assessment plan – The author added 3 more SLOs. He also completed the required number of courses to be assessed this cycle. Kat indicated that there are no rubrics and in the last summary review, the author had a large zip file that could not open. The author did break it down by sections but it can't be opened. Also, the links do not work. KATSUYOSHI UCIMA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY MIKE SETZER. Motion carried.
 - b) Business Office, report – Gina indicated that the author made all the changes. INES BUKIKOSA MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
3. Team 3 - Cecilia, Charlene, Richard & Wilson
 - a) ABE/ASE, data collection status – Approved, everything was completed.
 - b) Electronics & Computer Networking Secondary, (rated incomplete) data collection – Incomplete, there was no data collected.
 - c) General Education – AY08-09 program level assessment plan – The Gen. Ed. Committee submitted a revised assessment plan which includes a review of the 28 existing Gen. Ed. outcomes and the development of Institutional Level Outcomes (ILO). Some of the SLOs are specific to courses and others are broad. Marsha said that some of the 28 outcomes are really course level and not program level. CHARLENE FLORES MOTIONED TO APPROVE, SECONDED BY RICHARD QUIAMBAO. Motion carried.
 - d) Lodging Management Secondary – Resubmit, information missing and document that was uploaded was an email correspondence to a person in another department.
 - e) Prostart Secondary, data collection status – Resubmit, only some data was provided.
 - f) Systems Technology Certificate, program implementation status – Approved, need to change end date.
4. Team #4 – Joleen, Mike & Yvonne
 - a) Facility Maintenance – (11-14-08 update #188, AY06-07 report rated incomplete) Yvonne mentioned there was nothing showing for 2006/2007. The author said something happened while he was inputting and everything was deleted so he completed 2007/2008 instead. Everything seemed fine except for AUO#3 where the author said something about a purchase order and that was the reason for the delayed job but then he said how he overcame the PO problem. YVONNE TAM

MOTIONED TO APPROVE WITH MINOR CORRECTIONS, SECONDED BY MIKE SETZER. Motion carried.

5. Mike Setzer, update on Faculty Senate as a TracDat reporting unit – Gina met with Clare 2 weeks ago and Clare will bring up some suggestions to the Faculty Senate committee. Mike mentioned that the committee will meet with the President this week.
6. AIE Website RFP – The contract was awarded to Richard Duque.
7. Ad Hoc Report – Status quo.
8. Student Climate Survey, update – The last day to submit the survey was 12/3/08. There were several issues with internet access and banner being down several times during fall 2008. For spring semester 2009, Gina said they have not decided if they should go back to the “paper/pencil survey” because they had a better response rate as opposed to the electronic survey. There was a suggestion to put a “hold” on a student's record if he/she did not complete the survey. Patrick would have to come up with a policy and figure out a way to create a “hold” on banner. Charlene was told by students that the “paper/pencil” was easier for them because the electronic version needed internet access and the labs on campus were always filled.
9. Institutional Effectiveness Survey – Results are being compiled.
10. President's Evaluation Survey – The survey went out to all board members. They then returned the feedback to Gina. She said there were issues of whether or not the students could understand the terminology used in the survey. CCA will review the survey instruments by reading all the questions and fine-tuning them so that students could easily understand it. The next CCA meeting, the committee is going to review the survey instrument and then return them to the board for final review and approval. The survey instrument will be administered late in the spring semester.
11. Assessing assessment, status quo.
12. Administrators Survey, update - status quo.

V. New Business

- a) Team #3 – Cecilia, Charlene, Richard & Wilson
 - 1) Sign Language Interpreting Certificate, AY07/08 assessment report – Wilson said his team reviewed the report and everything is fine. CHARLENE FLORES MOTIONED TO APPROVE, SECONDED BY MIKE SETZER. Motion carried.

- b) Team #4 – Joleen, Mike & Yvonne
 - 1) Facilities Maintenance AY07/08 assessment report – Yvonne said this should have been a plan. She printed out the plan and he did not do anything. Mike said he lost the AY06/07 but did the report for AY07/08. Gina indicated that many of the reporting units had lapses in the past. YVONNE TAM MOTIONED TO APPROVE, SECONDED BY MIKE SETZER. Motioned carried.
- c) CCA Mid-Term Goal Matrix Report – Everyone reviewed the goal matrix and agreed with the changes made. WILSON TAM MOVED TO APPROVE, SECONDED BY RICHARD QUIAMBAO. Motion carried.
- d) CCA Faculty Members Attendance Analysis, 45 hours per semester – Wilson and Gina indicated that if the members want release time, they suggested that a log sheet be used to see how much time is being spent to review reports, plans and the actual time the members meet with their reporting units. Gina said that there needs to be evidence to justify that faculty members are actually exceeding 45 hours per semester. Mike mentioned that in the new approved Article 12, they are asking for people to commit to a committee for 3 years. There were other members who left the committee because it was a lot of work and they went into other committees. Marsha compared the reports to the curriculum documents and said in her curriculum committee, they don't review every page of the course guides.

VI. Open Discussion/Reminder

- CFS due date: Send to AIE no later than the Monday after CCA rating.
- CFS guide – new deadline to authors is two weeks after CCA rating
- CFS guide – remind authors in the “Use of Assessment Results” to include information on any changes that were made to their program/unit based on assessment results and discuss how planning & implementing results will improve student learning and or experiences for their next assessment cycle.
- Accommodative Services – Julie Stein told Yvonne that she will be out for 20 days. The committee will review her documents next semester. Esther will clarify exactly how long Julie will be off.
- Alumni and Relations Department, assessment plan – The author's extension of 2 weeks was approved. The author needs to put down the end dates. Also, the start date is indicated as 2008 and the end date as 2009. Wilson said that it should be for 2 years instead of 1. Wilson will forward the CFS to Priscilla.

VII. Next Meeting, Spring 2009: January 30, 2009 @ 2 p.m. PCR

VIII. Agenda Items for Next Meeting

- Faculty Senate as a TracDat Reporting Unit
- Ad Hoc Report

December 5, 2008

President's Conference Room, 2:00 p.m.

- Review President's Evaluation Survey
- Assessing Assessment
- Administrators IDEA Survey
- Accommodative Services
- Student Climate Survey

IX. Adjournment: IT WAS MOVED BY MIKE SETZER, SECONDED BY RICHARD QUIAMBAO TO ADJOURN. Motion carried. Meeting adjourned at 3:10 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #191)
President's Conference Room
2 p.m. Friday, January 30, 2009

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Gina Tudela, Priscilla Johns, Cecilia Delos Santos, Doris Perez, Richard Quiambao, Marsha Postrozny, Michael Setzer II, Yvonne Tam, Katsuyoshi Uchima and Charlene Flores

Members absent: Joseph Benavente, Ines Bukikosa, Esther Yanger and Joleen Evangelista

III. Approval of prior minutes

IT WAS MOVED BY KATSUYOSHI UCHMA, SECONDED BY MIKE SETZER, THAT THE MEETING MINUTES (UPDATE #190) OF DECEMBER 5, 2008 BE APPROVED AS SUBMITTED. MOTION CARRIED.

VI. Old Business/Unfinished Business/Action Items

a) Computer Science AS – Team 3 rated incomplete 10/31/08 resubmission

There were many changes from the old assessment plan to the new plan. Some of the old information is no longer there, but new things have been inputted. Wilson thinks this may be a program problem and Priscilla was asked to check the system (TRACDAT).

b) Faculty Senate as a TracDat Reporting Unit

Clare is currently locating documents that the Faculty Senate intends to upload into TracDat.

c) Ad Hoc Report – Status Quo.

d) Review President's Evaluation Survey – Priscilla had some students pilot test the survey. Proposed changes to the survey are as follows:

- 1) The President communicates regularly and effectively with students, faculty, administrators, and staff.
- 2) The President unites students, faculty, administrators, and staff to accomplish the mission of the college.
- 3) The President demonstrates a commitment to the following philosophy of participatory governance
- 4) The President accepts differences of opinion.
- 5) The President is deliberate in making decisions, which affect the college.
- 6) The President is fair in dealing with students, faculty, administrators, and staff.

- 7) The President is creative in solving problems and dealing with crises.
- 8) The President creates an atmosphere which contributes to a positive learning environment.
- 9) The President is trustworthy.
- 10) The President acts professionally.
- 11) The President seeks opportunities to interact with a wide range of community members.
- 12) The President is present at and participates in campus and community activities and functions.
- 13) The President keeps the Board informed on all issues, needs and operations of the college.
- 14) The President works well with Board members.
- 15) The President uses effective personnel and administrative practices.
- 16) The President oversees the college's finances and business operations in a successful manner.
- 17) The President is an effective leader who maintains high educational standards.
- 18) The President ensures that the college's physical facilities are maintained and improved.
- 19) Most, if not all, of my responses to the above questions (that is, regarding the President's performance appraisal) are based on: (circle all that apply).
 1. Personal observation (e.g., formal and informal contact, town hall meetings, etc.)
 2. Report form others
 3. Various informational sources (e.g., memos, email, website, etc.)

e) Assessing Assessment – Status Quo.

f) Administrators IDEA Survey – There are 12 administrators scheduled to be assessed. The survey will be administered on February 1st through the 28th.

g) Accommodative Services – Team #4 – Tabled

h) Student Climate Survey - A draft has been completed and sent to 7 faculty, the 2 Deans and the AVP. Feedback is due on February 6, 2009

V. New Business

Taxonomy for Spring – ACCJC requires GCC to assess every course, therefore the bold face programs in Group D are those that are not associated with either an associates or certificate program but are still being assessed.

VI. Open Discussion/Reminder

- a. CCA Veteran Speaker – As a veteran of CCA, Barbara Bouchard-Miller will provide some tips for the CCA members on what to focus on when reviewing the reports from different reporting units.
- b. TracDat Workshops for spring 2009 – Priscilla has scheduled various workshops with different departments. The recommendation was to have smaller workshops with specific groups. The workshop will take place on the second week of February. Everyone is invited to attend, especially if you are assigned to a particular program or admin unit and you want to meet with the administrator or faculty. Priscilla will send out the dates of the workshop.
- c. Nuventive, TracDat Version 4.1 Curriculum Mapping - There is a Webinar scheduled for February 5, 2009. Gina, Marsha and Priscilla will be attending this workshop.

VII. Next Meeting, February 6, @ 2 p.m. PCR

VIII. Agenda Items for Next Meeting

- IX. Adjournment:** IT WAS MOVED BY RICHARD QUIAMBAO, SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN. Motion carried. Meeting adjourned at 3:10 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #192)
President's Conference Room
2 p.m. Friday, February 6, 2009

I. Call to Order – 2:05 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Dr. Gina Tudela, Priscilla Johns, Richard Quiambao, Joseph Benavente, Ines Bukikosa, Esther Yanger, Marsha Postrozny, Yvonne Tam, Joleen Evangelista, Cecilia Delos Santos, Katsuyoshi Uchima and Charlene Flores

Members absent: Doris Perez and Michael Setzer II

III. Approval of prior minutes

IT WAS MOVED BY RICHARD QUIAMBAO SECONDED BY JOSEPH BENAVENTE THAT THE MEETING MINUTES (UPDATE #191) OF JANUARY 30, 2009 BE APPROVED AS SUBMITTED. MOTION CARRIED.

VI. Old Business; deliberating/rating plans:

- a) Computer Science AS – (Team 3 rated incomplete 10-31-09 resubmission.) Wilson mentioned that his team looked at the Computer Science AS Program in TracDat and said it was fine. The document is under “Assessment Plan” not “Course Assessment Plan”. Wilson will check with Priscilla to see if it is a program (TRACDAT) issue. Although the author had 3 SLOs, the requirement is only to have 1. There are also minor changes that need to be corrected.
- b) Faculty Senate as a Tracdat Reporting Unit – Faculty Senate will report as a TracDat unit. According to Clare, their unit should be inputting some information into TracDat by the end of the semester. Priscilla will include the Faculty Senate into the Taxonomy schedule. TracDat training will be provided for the unit to help them navigate through the system. Gina mentioned that because the 9th AIAR report needs to be published before convocation, she would like all reporting units to have their portion of TracDat populated.
- c) Ad Hoc Report - Status Quo.
- d) President's Evaluation Survey – Gina mentioned that a Xerox software was used to develop the survey form. AIE will prepare surveys for all faculty, staff, BOT members and administrators. Students enrolled in randomly selected courses will also be given surveys to complete. For faculty, staff, and administrators, packets will be given to the DC's and department heads to disseminate the survey to their areas. Charlene will speak to Bobbie to see if some student volunteers can help to administer the surveys.

- e) Assessing Assessment – Wilson mentioned that this will be addressed in the upcoming school year.
- f) Administrators' IDEA SURVEY – The survey is currently ongoing. It started on February 1st and will end on February 28th 2009. Gina reminded everyone that all qualitative comments are published “as is”. Marsha indicated that some really negative comments should not be included in a public report. She said that these comments make the college look unprofessional.
- g) Accommodative Services Team #4 – The author mentioned to Yvonne that she has collected the data but didn't have time to input them into TracDat because of other work she is doing. Gina suggested that a work-study help with inputting. A deadline of February 23rd 2009 will be given to the author to complete her assessment.
- h) Student Climate Survey – The deadline for faculty feedback is 5 p.m. today.

V. New Business

None

VI. Open Discussion/Reminder

- a) CCA Veteran Speaker – Barbara Bouchard-Miller was asked to speak on February 27, 2009 as a veteran of the CCA committee. She has not confirmed at this time.
- b) TracDat Workshop schedule for Spring 2009 was sent to CCA members- TracDat training started this morning. Wilson encouraged everyone to participate. He said that committee members can help guide the authors during this training. Priscilla mentioned that there are some faculty who are collecting data but are unsure how to write the analysis. She suggested that the committee look at the data. Wilson indicated that one author had a hard time understanding the CFS. Marsha suggested that if there were minor errors, the committee can just make the change. Gina agreed that the committee be proactive and make the minor changes. Wilson suggested that all team members prepare CFS's so they all know and will be able to help the authors. Marsha also mentioned that on February 23rd and 24th from 3:30 p.m. to 8 p.m. there will be an SLO refresher training.
- c) Nuventive, Tracdat Version 4.1 Curriculum Mapping – Gina indicated that this version is similar to the SLO mapping that is being used at this time. This new version, however, will not be available until the summer.
- d) 2008 GCC/Guam Contractor's Association Survey Report – The report has been posted on the website. Wilson mentioned that the report was useful and may be

beneficial to the departments because it tells them what employers are looking for when hiring people. He encouraged everyone to read the report.

- e) Institutional Effectiveness Report - Gina encouraged everyone to review the report. She also encouraged faculty to participate in the review process of all the institutional assessment reports. This is part of participatory governance and she would like more faculty to volunteer to review reports. If anyone is interested, please call the AIE office.
- f) TracDat Training – There will be training this afternoon from 3 p.m. to 5 p.m. in room D10. Wilson encouraged everyone to help out during this training.

VII. Next Meeting, February 27, 2008 @ 2 p.m. PCR

VIII. Agenda Items for Next Meeting

- IX. Adjournment:** IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY PRISCILLA JOHNS TO ADJOURN. Motion carried. Meeting adjourned at 3:30 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #193)
President's Conference Room
2 p.m. Friday, February 27, 2009

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Priscilla Johns, Richard Quiambao, Ines Bukikosa, Dr. Marsha Postrozny, Joleen Evangelista, Doris Perez, Michael Setzer II, Katsuyoshi Uchima, Charlene Flores and Bunny Sgambelluri

Members absent: Dr. Gina Tudela, Esther Yanger, Joseph Benavente (on leave), Cecila Delos Santos and Yvonne Tam

III. Approval of prior minutes

IT WAS MOVED BY KATSUYOSHI UCHIMA SECONDED BY DORIS PEREZ THAT THE MEETING MINUTES (UPDATE #192) OF February 6, 2009 BE APPROVED AS SUBMITTED. MOTION CARRIED.

VI. Old Business; deliberating/rating plans:

- a) Computer Science AS, Course Level Plan to be rated – Wilson asked the author to input one more course SLO in the assessment plan. He emailed the author reminding her that as of this morning there are still 6 SLOs and that she needs to input the 7th SLO. He will wait for her to reply. This plan has already been approved.
- b) Faculty Senate as a TracDat Reporting Unit – Clare indicated to Priscilla that she feels that the College Governing Counsel should be the reporting unit instead of the Faculty Senate. She mentioned that under the organizational chart, the Faculty Senate is directly under the “College Governing Counsel”. Clare will discuss this issue in the next “Faculty Senate” meeting.
- c) Ad Hoc Report – Status Quo.
- d) President's Evaluation Survey – Status Quo.
- e) Assessing Assessment - Status Quo.
- f) Administrators IDEA Survey – The 1st round is completed and 2nd round is ongoing. Out of 6 administrators, only 3 remaining met the required 60% + return rate. Richard had asked IDEA to extend deadline for the raters to complete the surveys due to low response.

- g) Accommodative Services, Team 4 – The members of team 4 were not present on this day. Wilson spoke to the author before this meeting and she informed him that she just received her CFS and will complete her report no later than Friday, 3/6/09. The author was given a previous deadline of 2/23/09 and nothing was done. He suggested that Gina speak to the author reminding her again of the new deadline of 3/6/09.

V. New Business

None

VI. Open Discussion/Update

- a) CCA Veteran Speaker, Bunny Sgambelluri – Bunny indicated that there have been major systemic changes in assessment. He said for years the CCA members were using hard copies when reviewing assessment plan and reports, and with the new version of TracDat, everyone had to adjust themselves and it was very difficult. The CCA members were constantly asking the authors “how do you measure success”. Bunny indicated that it took awhile for authors to explain what and how the tools they used could provide evidence supporting success of their program outcomes. Barbara Bouchard-Miller came up with the “Payroll National Exam” in the Accounting program. That triggered credibility and improvement, and success was measured in this program by using the national standards.
- b) Nuventive-TracDat Version 4.1 Curriculum Mapping – The TracDat Version 4.1 curriculum mapping is now available, however there are slight problems. According to Priscilla, the vendor had upgraded TracDat so that they would input the mapping electronically. A test was done under AS Accounting and Priscilla realized that when the report was printed, it showed prior AY SLOs. She communicated with the vendor and asked how they can address this issue and to print current program level SLOs on the curriculum mapping documents. The vendor has not responded at this time.
- c) CCA Agendas & Minutes Updates, available in Tracdat – All CCA minutes and agendas have been uploaded in TracDat. You can find them under cca/aie.
- d) No CCA Meeting on March 6, 2009 – Gina suggested that since there are no programs to review that they cancel the meeting for March 6. However, she also asked that the members get in touch with their assigned reporting units and make sure they are up to date with their assessment because the deadline is March 9th.

VII. Next Meeting, March 13, 2008 @ 2 p.m. PCR

VIII. Agenda Items for Next Meeting

Begin review and rating of March 9, 2009 assessment submissions.

IX. Adjournment: IT WAS MOVED BY RICHARD QUIAMBOA, SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN. Motion carried. Meeting adjourned at 3 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #194)
President's Conference Room
2 p.m. Friday, March 13, 2009

I. Call to Order – 2:05 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Dr. Gina Tudela, (Co-Chair), Priscilla Johns, Richard Quiambao, Ines Bukikosa, Esther Yanger, Dr. Marsha Postrozny, Joleen Evangelista, Doris Perez, Michael Setzer II, Yvonne Tam, Katsuyoshi Uchima and Charlene Flores

Members absent: Joseph Benavente and Cecilia Delos Santos

III. Approval of prior minutes

IT WAS MOVED BY MICHAEL SETZER II, SECONDED BY KATSUYOSHI UCHIMA THAT THE MEETING MINUTES (UPDATE #193) OF February 27, 2009 BE APPROVED AS SUBMITTED. MOTION CARRIED.

IV. New Business

Team 1: Doris, Esther, Joe

- a) Construction Trades secondary assessment report – TABLED
- b) Work Experience program level assessment plan – TABELLED

Team 2: Marsha, Ines Katsuyoshi

- a) *Marketing secondary* program level assessment report – There were no major problems with the report. KATSUYOSHI UCHIMA MOTIONED TO APPROVE WITH MINOR CHNAGES, SECONDED BY INES BUKIKOSA. Motion carried.
- b) *Project Aim*, AY07-08- The report does not address how data collection /summary of results reported for this period will be used to improve the program for the next cycle. KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY MIKE SETZER. Motion carried.
- c) *Veteran's Upward Bound*, AY07-08 assessment report (close loop) – The committee was concerned about what measures were taken to inform the students that the program grant funding wasn't renewed. Esther Yanger reported that there was a letter advising the students that the funding was not renewed. She volunteered to provide a copy of the letter to be uploaded in TracDat. KASUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY MIKE SETZER. Motion carried.

- d) *Visual Communications* secondary program level assessment report – The author needs to address how the results will be used to improve the program. KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY MIKE SETZER. Motion carried.

Team 3: Wilson, Charlene, Richard, Cecilia

- a) *Adult Education (ABE/ASE)* assessment report – The author needs to clarify what constitutes students enrolled in the various levels of ESL courses. WILSON TAM MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY MIKE SETZER. Motion carried.
- b) *Development & Alumni Relations* assessment report – The report lacks information about how the results will be used to improve the unit. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY MIKE SETZER. Motion carried.
- c) *Electronics & Computer Networking* secondary assessment report – The report lacked information about what methods or plans will be used to improve the program for the next academic year. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY CHARLENE FLORES. Motion carried.
- d) *ProStart* secondary assessment report – The committee was concerned about the approach taken in reporting the information contained in the report (i.e. not all of the satellite schools inputted data). The committee recommended a collaborative effort of all schools to develop a uniform program report. The measures that were reported differed between schools (GWHS, SHS, SSHS, JFK) RICHARD QUIAMBAO MOVED TO RESUBMIT, SECONDED BY WILSON TAM. Motion carried.

Team 4: Joleen, Mike, Yvonne

- a) Career Placement Center assessment report – TABLED
- b) Cosmetology Certificate AY08-09 course level assessment plan – TABLED
- c) Office Technology AS, AY08-09 course level assessment plan – TABLED

V. Old Business/Unfinished Business/Action Items

- a) Faculty Senate as a TracDat Reporting Unit – Mike will follow up with the Chair elect.
- b) Ad Hoc Report – AIE will schedule training for fall 2009.
- c) President's Evaluation Survey – The deadline to return surveys is March 20, 2009.

- d) Assessing Assessment – Status quo.
- e) Administrators IDEA Survey – Awaiting results from the vendor.
- f) Accommodative Services, Team #4 – The author was given three different deadlines to complete her assessment. They were Feb. 23rd, March 3rd and March 10th. To date, no action taken to complete the report.

VI. Open Discussion/Update

- Updates will be discussed next week.
- Priscilla, Richard and Gina will not be attending the March 20 meeting. They will be participating in the workshop re: Student Data for US DOE. Esther Yanger will represent administration during next week's meeting.

VII. Next Meeting, March 20, 2008 @ 2 p.m. PCR

VIII. Agenda Items for Next Meeting – tabled items.

IX. Adjournment: IT WAS MOVED BY MIKE SETZER, SECONDED BY ESTHER YANGER TO ADJOURN. Motion carried. Meeting adjourned at 2:28 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #195)
President's Conference Room
2 p.m. Friday, March 20, 2009

I. Call to Order – 2:05 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Priscilla Johns, Ines Bukikosa, Joleen Evangelista, Michael Setzer II, Yvonne Tam, Katsuyoshi Uchima, Cecilia Delos Santos and Charlene Flores

Members absent: Dr. Gina Tudela (attending the Federal-Technical Assistance Sessions), Joseph Benavente, Richard Quiambao (attending the Federal-Technical Assistance Sessions), Doris Perez (attending the Federal-Technical Assistance Sessions, Marsha Postrozny (attending the Federal-Technical Assistance Sessions).

III. Approval of prior minutes

IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY MIKE SETZER THAT THE MEETING MINUTES (UPDATE #194) OF MARCH 13, 2009 BE APPROVED AS CORRECTED. MOTION CARRIED.

IV. New Business

Team 1: Doris, Esther, Joe

- a) Construction Trades secondary assessment report - In SLO #1, the AY08/09 should reflect AY07/08. The criterion needs to be corrected to follow 100%. Artifacts and instruments need to be uploaded. The author has to indicate what “n” is and how the data will be used to improve the program. ESTHER YANGER MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY MIKE SETZER. Motion carried.
- b) Office Technology Certificate Program course level assessment plan – The author did a good job with the plan. The program is required to assess 5 courses with at least one SLO per course. The author is assessing 6 course SLOs. The schedule, however, was not clear. Esther was not sure if the classes were offered in the fall or spring semester. Mike mentioned that some courses get cancelled due to low enrollment then it is offered during other semesters. The author needs to upload the instruments and clarify the schedule. ESTHER YANGER MOVED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA. Motion Carried.
- c) Work Experience, program level assessment plan, - This program is not in sync. The author needs to explain the circumstance and start new with AY08-09 by uploading supporting documents. The last time this program was reviewed was back in

2005/2006. Esther recommended that the 1st SLO be modified by including the evaluation and placement under "Method or Tool". Also the author needs to upload the appropriate artifacts, instruments and rubrics and define what "Eligible Students" mean. Mike mentioned that in the past, a computer science student must have 18 credits in order to qualify to participate in the Co-op program. On the last SSUO, Esther recommends that the author go back and check the language. ESTHER YANGER MOVED TO APPROVE WITH MINOR CHANGES, SECONDED BY MIKE SETZER. Motion carried.

Team 2: Marsha, Ines, Katsuyoshi

- a) Marketing Secondary resubmitted program level assessment report - Kat asked was it necessary to upload rubrics at this time in SLO#1. The author indicated that the department is working with the secondary GCC Counselors to guide students through the Pell Grant application process and provide 2nd & 3rd year students with more information about the postsecondary marketing program. Kat doesn't see how it's related. Mike explained that perhaps it is to recruit students to enroll in the post secondary program after completing their secondary Marketing program. KATSUYOSHI UCHIMA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY INES BUKIKOSA. Motion carried.
- b) Visual Communications resubmitted secondary program level assessment report – Esther recommended that the author explain how the results will be used to improve the program as it wasn't clear on the report. Kat said that 2006-2007 SLO was completed, however there's still no data for AY2007-2008. KATSUYOSHI UCIMA MOTIONED TO RESUBMIT, SECONDED BY INES BUKIKOSA. Motion carried.

Team 3: Wilson, Charlene, Richard, Cecilia

- a) Electronics & Computer Networking secondary resubmitted report – The team reviewed the report and everything that was recommended for the author to do was corrected and done. The survey was uploaded and more data was provided in the implementation status. CECILIA DELOS SANTOS MOTIONED TO APPROVE, SECONDED BY CHARLENE FLORES. Motion Carried.

Team 4: Joleen, Mike , Yvonne

- a) Career Placement Center assessment report – Mike went into TracDat this morning and under this program it was still showing 2004/2005. Priscilla recommended that review teams run the Unit Assessment Four Column report and select active and currently being assessed to activate filtering feature. Joleen said the services for this program will be discontinued. The author had indicated on the "Use of Assessment Results" and "Implementation Status" that activities for this program will no longer be active. This submission closes the assessment loop until the program is re-established. YVONNE TAM MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY JOLEEN EVANGELISTA. Motion Carried.

- b) Cosmetology Certificate AY08-09 course level assessment plan – The author specified that all things were related to the standardized board. Mike reviewed the report and everything was complete. He suggested that the author upload each of the tools that will be used to assess the course SLOs such as the skills proficiency checklist and the Guam Board of Cosmetology rules and regulations. MIKE SETZER MOVED TO APPROVE, SECONDED BY JOLEEN EVANGELISTA. Motion Carried.
- c) Office Technology AS—AY08-09 course level assessment plan - The author still needs to input information under “Means of Assessment”, “Criterion”, and “Anticipated Use of Assessment Results” for three courses in addition to completing the data collection status for the same three required number of courses being assessed. YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY JOLEEN EVANGELISTA. Motion Carried.

V. Old Business/Unfinished Business/Action Items

- a) Faculty Senate as a TracDat Reporting Unit – Status Quo.
- b) President's Evaluation Survey – The deadline for the survey is 5 p.m. today.
- c) Assessing Assessment – Status Quo.
- d) Administrators IDEA Survey – Priscilla mentioned that AIE received the 2nd set of surveys and that Gina is still working on the report.
- e) Accommodative Services – The author completed the assessment report. Joleen asked that the author explain what “n” was. She also mentioned that the author was very detailed in her report. When the author starts on the new plan she will be in sync. Mike indicated that Priscilla helped the author and hopefully she will be on track from now on. JOLEEN EVANGELISTA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY MIKE SETZER. Motion Carried.

VI. Open Discussion/Update

CFS, for Data Collection & Implementation Status Submission – Wilson mentioned that, in the past, the committee had discussed submitting a CFS for the Data Collection & Implementation Status. Priscilla had mentioned that a CFS would be helpful so that the authors will know if anything was missing and not wait until the end when reviewing their reports or plans. The committee agreed that a CFS needs to be prepared for Data Collection & Implementation Status. The CFS will be prepared then submitted to Priscilla and she will then send it to the author. WILSON TAM MOTIONED TO APPROVE, SECONDED BY MIKE SETZER. Motion Carried.

CCA Workload – Wilson received an email from Gina this morning asking him to discuss the need for all CCA members to actively participate in the review of plans and

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President's Conference Room, 2:00 p.m.

reports that are assigned to their respective teams. For team #3, Richard and Charlene will pair up and Wilson and Cecilia will also team up.

Volunteers to Evaluate AIE Reports – Mike indicated that Gina sent an email to the Faculty Senate asking for volunteers to review the reports that Gina has written. Clare is one of the volunteers. If anyone is interested, please let Gina know.

VII. Next Meeting, March 27 2008 @ 2 p.m. PCR

VIII. Agenda Items for Next Meeting

IX. Adjournment: IT WAS MOVED BY PRISCILLA JOHNS, SECONDED BY KATSUYOSHI UCIMA TO ADJOURN. Motion carried. Meeting adjourned at 3:30 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #196)
President's Conference Room
2 p.m. Friday, March 27, 2009

I. Call to Order – 2:05 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Priscilla Johns, Richard Quiambao, Dr. Marsha Postrozny, Esther Yanger, Ines Bukikosa, Michael Setzer II, Yvonne Tam, Katsuyoshi Uchima, Cecilia Delos Santos and Charlene Flores

Members absent: Dr. Gina Tudela, Joseph Benavente, Joleen Evangelista and Doris Perez

III. Approval of prior minutes

IT WAS MOVED BY ESTHER YANGER, SECONDED BY KATSUYOSHI UCHIMA THAT THE MEETING MINUTES (UPDATE #195) OF MARCH 20, 2009 BE APPROVED. MOTION CARRIED.

IV. New Business

Team 1: Doris, Esther, Joe

- a) Center for Learning & Instruction, program level assessment plan – The team reviewed the plan and had many questions that need clarification from the dean before they move forward. One question was whether the “Mission and Vision” statement of this program is sufficient. Esther was not sure if the author was trying to fulfill the deadline or was it a true intent. Wilson indicated that the recommendation be to make the mission statement into a sentence instead of a phrase. ESTHER YANGER MOTIONED TO TABLE, SECONDED BY YVONNE TAM. Motion carried.
- b) Practical Nursing Certificate, course level assessment plan – Esther wanted to thank the current author, Colleen Reilly for completing the assessment plan for this program. The author did a good job in uploading the documents into TracDat and did the required 5 SLOs. The forms for this program are standardized. The only improvements needed are to indicate the academic year, start and end dates and to input the related goals. ESTHER YANGER MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY YVONNE TAM. Motion carried.

Team 2: Ines, Marsha, Katsuyoshi

- a) Project Aim, resubmitted program assessment report - Katsuyoshi tried to call the author but there was no reply. Katsuyoshi explained that on the first CFS, the committee requested for current "Summary of Results" data for SLO #1. Priscilla explained that she worked with the current author and inquired about why the "Summary of Results" data only had information for October 2008 instead of May 2009. The author explained that the report end dates coincided with the Grant report date. KATSUYOSHI UCHIMA MOVED TO APPROVED WITH MINOR CHANGES, SECONDED BY MIKE SETZER. Motion carried.

Team 3: Wilson, Charlene, Richard, Cecilia

- a) Lodging Management Secondary, program level assessment report – Priscilla mentioned that the DC instructed each faculty from the different high schools (GWHS, JFK, SSHS, SHS) to gather data, summarize the data and input such data gathered for their assigned program individually. Priscilla expressed that during her TracDat workshop with the Tourism & Hospitality faculty, she advised they were supposed to get together as a department and determine how effective was the program as a whole based on the data collected. They were also supposed to evaluate this program and determine as a whole what changes if any was needed to improve the program and not to determine what each school does. Richard mentioned that the authors writing was good however columns 3, 4 and 5 did not match up or link with columns 1 & 2 for the program as a whole. RICHARD QUIAMBAO MOTIONED TO RESUBMIT THE REPORT, SECONDED BY CHARLENE FLORES. Motion Carried.

V. Old Business/Unfinished Business/Action Items

- a) Faculty Senate as a TracDat Reporting Unit – Status Quo.
- b) President's Evaluation Survey – The analysis for the random classes that were chosen to participate in this survey is complete. Richard is now working on surveys from faculty, employees and administrators and is hoping to have it done by next week.
- c) Assessing Assessment – Status Quo.
- d) Administrators IDEA Survey – Priscilla reported that all of the administrators' data was received from IDEA and Dr. Gina is currently working on analyzing and writing the report.

VI. Open Discussion/Update

- a) Data Collection & Implementation status review from Team #3 program/unit assignments – Team #3 reviewed several of the “Data Collection” and prepared the CFSs however will not be rated.
 - Center for Civic Engagement – 1) Clarify the acronym HIPICC. 2) The criterion needs to be elaborated on how it will be measured. The author just stated to request phone calls, emails and return in 2 days. The team would like to see a percentage instead.
 - Early Childhood Education - The author needs to input the start and end dates.
 - Assessment & Counseling – 1) It should read AUO not SSUO. 2) Upload documents, nothing is showing in the report. 3) Discuss the type of tasks to perform and not just naming the counselor who is responsible for each task. 4) Indicate the percentage in the criterion. 5) SSUO 2 & 3 is not in the correct order.
- b) Course Level Assessment Plan Matrix – The “Technical Course Requirements” matrix identifying the number of courses/SLOs is available in TracDat under the “Documents Tab”, “Show Folder For” Guam Community College. CCA members were reminded to use the matrix to determine how many courses and SLOs were required to be assessed this assessment cycle (AY08-09) for each of the certificate programs.
- c) Review teams were reminded to refer to the Four-Year Assessment Schedule when addressing what is due from the authors for the next cycle due date in the CFSs.
- d) Reminder, Spring break from April 6 to April, no meeting on April 10th.
- e) Assessment Awards - Priscilla is currently working on the assessment awards matrix. They will be ready for CCA review on April 24th.
- f) Assessment Compliance – Group C is in compliance 100%. Group A; Criminal Justice, Culinary Arts, Hospitality Management, Liberal Arts, review teams assigned to the programs were asked to follow up with the authors. Katsuyoshi mentioned that Barbara Mafnas is working on the Medical Assisting AS/Certificate program. Group B, all have been submitted except for Systems Technology. Systems Technology Certificate program is in the process of being deleted, and the author was advised to close the assessment loop in TracDat. Group C is 100% in compliance. Although ITC is within this category, they were not included in the compliance report because the unit name has been changed to Center for Learning & Instruction. ITC however needs to complete and close the assessment cycle and the

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author is aware of the closeout requirement. The compliance report was sent to the Dean's and the AVP and a copy will be sent to CCA after today's meeting. Group D, the author for Automotive Technology was given an extension to March 25th. Priscilla spoke to the author and he should have everything completed by today. Assessment of courses under Group D that are not required or assigned to a specific program are due spring 2010.

VII. Next Meeting, April 3, 2008 @ 2 p.m. PCR

VIII. Agenda Items for Next Meeting

IX. Adjournment: IT WAS MOVED BY PRISCILLA JOHNS SECONDED BY RICHARD QUIAMBAO TO ADJOURN. Motion carried. Meeting adjourned at 3 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #197)
President's Conference Room
2 p.m. Friday, April 3, 2009

I. Call to Order – 2:08 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Dr. Gina Tudela (Co-Chair), Priscilla Johns, Richard Quiambao, Joseph Benavente, Esther Yanger, Ines Bukikosa, Michael Setzer II, Yvonne Tam, Doris Perez, Joleen Evangelista and Cecilia Delos Santos

Members absent: Dr. Marsha Postrozny, Katsuyoshi Uchima and Charlene Flores

III. Approval of prior minutes

IT WAS MOVED BY CECILIA DELOS SANTOS, SECONDED BY INES BUKIKOSA THAT THE MEETING MINUTES (UPDATE #196) OF MARCH 27, 2009 BE APPROVED. MOTION CARRIED.

IV. New Business

Team 1: Doris, Esther, Joe

- a) Center for Learning & Instruction, program level assessment plan – The concern in the previous meeting was the “Mission & Vision” of the plan. Esther was going to clarify with the Dean. DORIS PEREZ MOTIONED TO TABLE, SECONDED BY JOSEPH BENAVENTE. Motion carried

Team 2: Ines, Marsha, Katusyoshi

- a) Auto Body program level assessment report – Since the criterion for all 3 SLOs was not met, the author needs to indicate a timeline as to when a meeting with the department faculty will take place. INES BUKIKOSA MOVED TO APPROVE WITH MINOR CORRECTIONS, SECONDED BY RICHARD QUIAMBAO. Motion carried
- b) Automotive Technology secondary, program level assessment report – This program is out of sync. The author needs to clarify why the exam was wrongly administered in the spring. A timeline must be provided on when faculty will meet to discuss resolution of this issue. INES BUKIKOSA MOVED TO APPROVE WITH CORRECTIONS. SECONDED BY CECILIA DELOS SANTOS. Motion carried.

April 3, 2009

President's Conference Room, 2:00 p.m.

Team 3: Wilson, Charlene, Richard, Cecilia

- a) Hospitality Industry Management AS, course level assessment plan – RICHARD QUIAMBAO MOTIONED TO TABLE, SECONDED BY CECILIA DELOS SANTOS. Motion carried.

Team 4: Joleen, Mike, Yvonne

- a) Office Technology AS, course level resubmitted assessment plan - Joleen received a response from the author, but she has not completely reviewed the plan. YVONNE TAM MOTIONED TO TABLE, SECONDED BY JOLEEN EVANGELISTA. Motion carried.

V. Old Business/Unfinished Business/Action Items

- a) Faculty Senate as a TracDat Reporting Unit – Status Quo.
- b) President's Evaluation Survey – Richard indicated that the analysis of the President's survey should be completed by next week. He will have the response rate ready for the next CCA meeting.
- c) Assessing Assessment – Status quo.
- d) Administrators IDEA Survey, 4th Consolidated Assessment Report – Gina indicated that the draft of the 4th Consolidated Administrator's Assessment Report is complete and that she will be sending it to the reviewers for feedback. In one of the past CCA meetings, a member was concerned about some of the qualitative comments made on the report. Gina said that the report is intended to provide formative feedback to the administrators. She indicated that the survey is not a tool to vent frustration or to make derogatory comments. Richard said from a researcher's perspective, you cannot pick and choose which comments to keep. Mike mentioned that it should be reported verbatim. Mike also suggested that AIE inform the administrators that the report will be an official public report and that it will be posted on the website. This will be the last year that IDEA will be conducting the survey. The surveys will be done internally and based on the administrator's job description. The members reviewed the qualitative comments of the report and agreed to keep the comments in for transparency. MICHAEL SETZER MOTIONED TO KEEP THE COMMENTS IN, SECONDED BY ESTHER YANGER. Motioned Carried.

VI. Open Discussion/Update

- a) Data Collection & Implementation status update.
 - Team #1 - There was nothing to report.
 - Team #2 – Ines said the team needs to review the course data collection.
 - Team #3 – 1) President/CEO, everything looks good. 2) Computer Science AS/Cert., No suggestions needed. 3) CSI, the team approved with suggestions. 4) The team approved this with suggestions. 4). Alumni Relations Office, the team approved this also with recommended changes to be made.

April 3, 2009

President's Conference Room, 2:00 p.m.

- Team #4 – Joleen reported that Career Placement is placed on inactive status. The author will upload more information into Tracdat for closure. Joleen will review Office Technology, Cosmetology and Safety Office again.
- b) Four more meetings for the term (last meeting is May 8th).
- c) Assessment Awards – The nominations for the awards will be given after the break.
- d) CCA Goal Report due to Faculty Senate – Priscilla asked that the CCA members review the last report. If there are any comments, please send them to Priscilla by April 17th.
- e) CFS is due by 5pm the Monday after CCA's rating.
- f) Administrator's Assessment Survey – The response rate ranged from a low of 60% to a high of 72.2%.

VII. Next Meeting, April 17, 2009 @ 2 p.m. PCR

VIII. Agenda Items for Next Meeting, tabled items.

IX. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY JOLEEN EVANGELISTA TO ADJOURN. Motion carried. Meeting adjourned at 3:05 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #198)
President's Conference Room
2 p.m. Friday, April 17, 2009

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Priscilla Johns, Richard Quiambao, Esther Yanger, Dr. Marsha Postrozny, Ines Bukikosa, Michael Setzer II, Yvonne Tam, Cecilia Delos Santos, Katsuyoshi Uchima, and Charlene Flores

Members absent: Dr. Gina Tudela, Joseph Benavente, Joleen Evangelista, and Doris Perez

III. Approval of prior minutes

IT WAS MOVED BY RICHARD QUIAMBAO, SECONDED BY KATSUYOSHI UCHIMA THAT THE MEETING MINUTES (UPDATE #197) OF APRIL 3, 2009 BE APPROVED. MOTION CARRIED.

IV. New Business

Team 1: Doris, Esther, Joe

Center for Learning & Instruction (CLI), program level assessment plan - The author needs to identify the related goals for all AUOs, correct the start and end dates and upload instruments. Esther said that this program is ahead based on the matrix that they developed. Priscilla explained, due to the department name change from Instructional Technology Center, a new plan was developed for CLI. This is the reason for being ahead of the 4-year schedule/cycle. ESTHER YANGER MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

Team 3: Wilson, Charlene, Richard, Cecilia

Hospitality Industry Management AS, course level assessment plan – The author needs to explain what the “national exam” or a “standard exam” is. Also, the artifacts and criterion must agree. Cecilia said that the author used the word “majority”, he needs to be more specific. The program authors have 20 courses identified as being assessed this cycle whereas only 12 are required. Suggestions were made to change those courses plans with problems from “currently being assessed” to “not currently being assessed.” Wilson will meet with the authors/faculty. MIKE SETZER MOTIONED TO TABLE, SECONDED BY RICHARD QUIAMBAO. Motion carried.

Lodging Management Secondary, resubmitted program level assessment report – The team went through all items of concerned. Everything on the CFS was addressed. For example, faculty from the various schools have decided to work on using the same measurement tool to assess all the students enrolled in the same course. Richard and

RICHARD QUIAMBAO MOTIONED TO APPROVE, SECONDED BY CHARLENE FLORES. Motion carried.

Team 4: Joleen, Mike, Yvonne

Office Technology AS, resubmitted course level assessment plan – Mike mentioned that Joleen was going to meet with the author to address the issues. Mike recommended that this be tabled until the next meeting. TABLED

V. Old Business/Unfinished Business/Action Items

- 1) Faculty Senate as a TracDat Reporting Unit – Status Quo.
- 2) President's Evaluation Survey – The analysis has been completed and Gina is currently writing the report. Richard is also waiting for the response rate.
- 3) Assessing Assessment - Status Quo.
- 4) Administrator's IDEA Survey, 4th consolidated Assessment Report – Status Quo.

VI. Open Discussion/Update

- a) Data Collection & Implementation status update from review teams
Automotive Technology, AS - The 9th SLO is not matching the “method of tools”. Also, the author needs to correct the “AY07” to “AY08-09”.
- b) CCA Meetings remaining - There are three more meetings for the term. The last meeting is May 8th.
- c) Assessment Awards – In the past, AIE nominated the authors for the awards. The CCA Chair, Co-chair and Priscilla decided that this year the teams will be the ones to nominate the authors. Each team will select an author for each category and from there they will vote on the best out of the 4 teams. Priscilla will email the categories, criteria and a spread sheet of the departments to the members for their review.
- d) CCA Goal Report due to Faculty Senate - The updated report was emailed earlier this week. Priscilla asked that everyone review the report for any additions, deletions or comments. This report is due to the Faculty Senate before the end of spring 2009 term. Mike indicated that the Faculty Senate falls under the “College Governing Council” and therefore the report should be submitted to them and not the Faculty Senate. Wilson said that the committee will vote on the report in the next meeting (April 24th).

VII. Next Meeting, April 24, 2009 @ 2 p.m. PCR

VIII. Agenda Items for Next Meeting

- IX. Adjournment:** IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY CHARLENE FLORES TO ADJOURN. Motion carried. Meeting adjourned at 3:05 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #199)
President's Conference Room
2 p.m. Friday, April 24, 2009

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Priscilla Johns, Richard Quiambao, Joseph Benavente, Dr. Marsha Postrozny, Ines Bukikosa, Michael Setzer II, Yvonne Tam, Cecilia Delos Santos, Joleen Evangelista, and Charlene Flores

Members absent: Dr. Gina Tudela, Katsuyoshi Uchima, Doris Perez and Esther Yanger

III. Approval of prior minutes

IT WAS MOVED BY INES BUKIKOSA, SECONDED BY JOSEPH BENAVENTE THAT THE MEETING MINUTES (UPDATE #198) OF APRIL 17, 2009 BE APPROVED. MOTION CARRIED.

IV. New Business

Team 3: Wilson, Charlene, Richard, Cecilia

- a. Hospitality Industry Management AS, course level assessment plan –Wilson met with one of the authors and suggested that they decrease the number of SLOs from 20 to 12. The faculty mentioned that she will be done by the next meeting. RICHARD QUIAMBAO MOTIONED TO TABLE, SECONDED BY MIKE SETZER. Motion carried.
- b. Culinary Arts AA, course level SLOs — the author was only required to assess course 5 SLOs, however he did 8. There are issues with the start dates not being the same and the tools need to be uploaded for review. Wilson will work with the author this week. MIKE SETZER MOTIONED TO TABLE, SECONDED BY RICHARD QUIAMBAO. Motion carried.

Team 4: Joleen, Mike, Yvonne

- Office Technology AS, resubmitted course level assessment plan - The author changed the date and included the rubric. It seemed that the author was trying to explain everything and placed it in the 3rd column. What the team suggests is that the author upload a table and put all the information there instead so that it would be easier to read. JOLEEN EVANGELISTA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY YVONNE TAM. Motioned carried.

V. Old Business/Unfinished Business/Action Items

- a) Faculty Senate as a TracDat Reporting Unit – Status quo.
- b) President's Evaluation Survey – Status quo.
- c) Assessing Assessment - Status quo.
- d) Administrator's IDEA Survey, 4th consolidated Assessment Report – Status quo.

VI. Open Discussion/Update

- a) Data Collection & Implementation status update from review teams - None
- b) CCA Meetings remaining – There are only two meetings remaining for the term, May 1st and May 8th.
- c) Assessment Awards – The teams voted for the following programs/department.
 - Commitment to Assessment Award - PRISCILLA JOHNS MOTIONED TO APPROVE EARLY CHILDHOOD EDUCATION, SECONDED BY JOSEPH BENAVENTE. Motion carried.
 - Best Assessment Model Award – RICHARD QUIAMBAO MOTIONED TO APPROVE CEO (PRESIDENT'S OFFICE), SECONDED BY MARSHA POSTROZNY. Motion carried.
 - The Most Improved Assessment Effort Award – CHARLENE FLORES MOTIONED TO APPROVE CONSTRUCTION TRADES, SECONDED BY RICHARD QUIAMBAO. Motion carried.
 - Best Instructional Program Effort Award – JOSEPH BENAVENTE MOTIONED TO APPROVE ADULT EDUCATION, SECONDED BY INES BUKIKOSA. Motioned carried.
 - Best Administrative Unit Effort Award – JOSEPH BENAVENTE MOTIONED TO APPROVE BOARD OF TRUSTEES, SECONDED BY CECILIA DELOS SANTOS. Motion carried.
 - Best Student Services Effort Award – MARSHA POSTROZNY MOTIONED TO APPROVE FINANCIAL AID, SECONDED BY JOLEEN EVANGELISTA. Motion carried.

CCA Goal Report due to Faculty Senate – Priscilla received the new template late yesterday and it is due back to the committee by 4/30/09 at 5 p.m. Priscilla has answered the questions on the template and asked the committee members their input to the following questions:

1. *“What were your committee's achievements for AY08-09?”* CCA & AIE conducted TracDat/Course SLO working sessions with 79 participants during fall and 54 during spring. CCA met 27 times throughout the AY and rated 100% of the assessment plans and reports during the meeting.

2. ***“Did your committee encounter any hardships or challenges during the year? If yes, what were they?”*** The compliance rate for all groups decreased during spring 2009 term except for group C, therefore maintaining/improving the compliance rate was a challenge. Additional challenges were, problems encountered with transitioning from TracDat version 3 to version 4. Problems with email, where CCA members and program authors did not always receive their messages. Authors transitioning from program level to course level assessment. Few author's reports continue to be too lengthy, rather than summarizing. Add a session on Prof. Dev. Day to train authors on how to prepare a survey.
3. ***“What are the goals for the next academic year?”*** Focus on aligning ACCJC's Evaluation Report and the AIAR report recommendations for program, course, administrative, and student service units during training/workshop sessions. Emphasize on meeting the course level assessment report compliance rate. MIKE SETZER MOTIONED TO APPROVE THE CCA GOAL REPORT, SECONDED BY CECILIA DELOS SANTOS. Motion carried.

VII. Next Meeting, May 1, 2009 @ 2 p.m. PCR

VIII. Agenda Items for Next Meeting

- Licensing Technical Skills

IX. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY INES BUKIKOSA TO ADJOURN. Motion carried. Meeting adjourned at 3:17 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #200)
President's Conference Room
2 p.m. Friday, May 1, 2009

I. Call to Order – 2:05 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Dr. Gina Tudela (Co-Chair), Priscilla Johns, Richard Quiambao, Joseph Benavente, Dr. Marsha Postrozny, Doris Perez, Katsuyoshi Uchima, Ines Bukikosa, Joleen Evangelista, Esther Yanger and Charlene Flores

Members absent: Cecilia Delos Santos, Michael Setzer II, and Yvonne Tam (off-island)

III. Approval of prior minutes

IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY INES BUKIKOSA THAT THE MEETING MINUTES (UPDATE #199) OF APRIL 24, 2009 BE APPROVED. MOTION CARRIED.

IV. Review Team Report

Team 3: Wilson, Charlene, Richard, Cecilia

- Culinary Arts AA, course level assessment plan - Wilson met with the authors this morning and they discussed the recommendations that were made on the plan and is now completed. The team needs time to review the plan so Wilson asked that this be tabled until the next meeting.
- Hospitality Industry Management AS, course level assessment plan – Wilson will meet one of the authors on Monday (5/4/09) at 12:30 p.m. to help him with the plan. Hopefully the authors will complete the plan before the last CCA meeting.

V. Old Business/Unfinished Business/Action Items

- a) Faculty Senate as a TracDat Reporting Unit – Gina spoke with some of the senators regarding the importance of moving this item forward. However, she doesn't think this will happen this semester. The two new senators for this committee are Mel Clymer and Sarah Leon Guerrero.
- b) President's Evaluation Survey – Gina is currently writing the report for the President's Performance Appraisal.
- c) Assessing Assessment – Tabled until next semester.
- d) Administrator's IDEA Survey, 4th consolidated Assessment Report – The report is now completed, just waiting for the front cover. Gina received feedback from all four

faculty members that were asked to review the report. She also wanted to thank Doris Perez for allowing Ava Garcia to work on the cover for the report. As soon as the cover is completed, the report will be posted onto MyGCC and the AIE assessment websites and then forwarded to the Board of Trustees.

VI. Open Discussion/Update

- a) Data Collection & Implementation status update from review teams — None.
- b) CCA Meetings remaining – May 8, 2009 will be the last meeting for the semester.
- c) Technical Skills, Licensure Data – Gina indicated that Doris was requesting information two months ago in terms of GCC students who have gone out and took the licensure exams and whether or not they passed or failed. Because the licensure data of passing and failing is between the entity administrator and the person taking the exam, the only way to get that information is from the students. In the Accreditation Monitoring Group (AMG) meeting last Tuesday, the committee was discussing how they can get the licensure data information which is now required by ACCJC and must be included in the annual SLO report. A recommendation was made to revise several questions on the “Transcript form” so that students can be identified. According to Doris, a presentation was done for Planning and Development and GPSS and the presenter indicated that many of the educational institutions are experiencing the same problem. Doris mentioned that as a state agency for Career and Technical Education (CTE) for GCC, Perkins provides funding of over \$600,000.00 for secondary and post-secondary education. She also mentioned that one of the indicators from Perkins is that Guam needs to report on the licensure data. They want to know how many CTE students have the technical skills and knowledge whether it's at the state or national level. A conversation with a DC indicated that he can be proactive in terms of getting a list of the graduates and following up and asking students if they applied for the licensure exam. Ines from Cosmetology said that she asks their students if they passed or failed the exams. The exam can take up an entire day or two with the written exam taken first then the practicum. Ines said the test was done locally, but it is a national standard test that comes in sealed. Marsha said the test will be extremely costly and that the test is not required by the industry at this time. Gina and Doris will draft a memo for Dr. Ray's approval. DR. GINA TUDELA MADE A MOTIONED FOR THIS COMMITTEE TO PREPARE A MEMO TO BE REPORTED TO THE VICE PRESIDENT FOR ENDORSEMENT ON THE APPROVAL TO GATHER INFORMATION PERTAINING TO THE LICENSURE EXAM. SECONDED BY DORIS PEREZ. Motion carried.
- d) Universal user name for TracDat – Effective 4/30/09 Priscilla created a universal user name password so that all GCC personnel will be able to access TracDat to review course and program curriculum documents and to review assessment reports. Six

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President's Conference Room, 2:00 p.m.

individuals each using different computers tested the username and password and were successful in logging on at the same time. Priscilla further stated although this feature is currently available, announcement will be placed on MyGCC at the opening of Fall 2009 term. The user name is gcc.universalid and the password is fuetsa.

- e) AY 2009-2010 CCA meeting schedule – CCA meetings effective Fall 2009 semester was emailed to all CCA members and should be visible in their outlook calendar once accepted. Although the time posted in their outlook calendar is 1:30 pm, the meeting actually starts at 2:00 p.m.

VII. Next Meeting, May 8, 2009 @ 2 p.m. PCR

VIII. Agenda Items for Next Meeting

- IX. Adjournment:** IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY ESTHER YANGER TO ADJOURN. Motion carried. Meeting adjourned at 2:59 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #201)
President's Conference Room
2 p.m. Friday, May 8, 2009

I. Call to Order – 2:09 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Dr. Gina Tudela (Co-Chair), Priscilla Johns, Dr. Marsha Postrozny, Katsuyoshi Uchima, Cecilia Delos Santos, Ines Bukikosa, Joleen Evangelista, Esther Yanger, Yvonne Tam and Charlene Flores

Members absent: Joseph Benavente, Doris Perez, Richard Quiambao, and Michael Setzer II.

III. Approval of prior minutes

IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY INES BUKIKOSA THAT THE MEETING MINUTES (UPDATE #200) OF MAY 1, 2009 BE APPROVED. MOTION CARRIED.

IV. Review Team Report

Team 3: Wilson, Charlene, Richard, Cecilia

Culinary Arts AA, course level assessment plan – Wilson went over the assessment plan with Chefs Kevin and Paul and they made changes to the plan earlier this week. The team also reviewed the plan. Wilson indicated that everything was there, dates, the 5 SLO's and that the criterion was also addressed. **WILSON TAM MOTIONED TO APPROVE, 2ND BY CHARLENE FLORES.** Motion carried.

Hospitality Industry Management AS, course level asst. plan – Wilson mentioned that he met with both authors, Lani and Frank. He sat with them individually for more than an hour and assisted them with their plans. Wilson checked on Lani's plan the following day and it was still incomplete. Frank needs to address the 69% passing requirement. He indicated that the percentage was not established by the teacher but by the American Hotel & Lodging Educational Institute. He said it was a very difficult test. Marsha said that the author needs to clarify if this is a final exam given by the State National. She said that if this exam was given at the end of the course, it doesn't sound correct. She said maybe the test is taken at the end of the program. Gina mentioned that there are many misspelled words, the author needs to do a spell-check. Marsha also mentioned that when preparing course guides and using the word "power-point", Dr. Ray would prefer that they use the word "multi-media project or presentation" instead. **WILSON TAM MOTIONED TO RESUBMIT, 2ND BY CHARLENE FLORES.** Motion carried.

V. Old Business/Unfinished Business/Action Items

a) Faculty Senate as a TracDat Reporting Unit – Status Quo.

- b) President's Evaluation Survey - Status Quo.
- c) Assessing Assessment – Tabled until Fall 2009.
- d) Administrators IDEA Survey - 4th Consolidated Assessment Report – The report has been completed and will be posted on MyGCC before the end of the month.

VI. Open Discussion/Update

- a) Data collection & Implementation status update from review teams – No report at this time. Marsha informed the members that course guides can now be found in TracDat and that all faculty, including adjunct will have access to view and/or print curriculum document using a universal ID and password; gcc.universalid and the password is fuetsa.
- b) Chair Elect – Wilson Tam will be serving his 2nd term next school year. The By-Laws indicate that the term should be no less than 3 years for each member. Gina mentioned that if anyone is interested in becoming the Chair-elect, now would be a good time to start mentoring.
- c) Technical Skills, Licensure Data – AIE has prepared a memo for Wilson to sign requesting Dr. Somera's assistance in having faculty and their departments get involved with information regarding the data on the National Certification Exams and to ensure that information is available in a timely manner. The Licensure Data is also needed for Planning & Development and is required by ACCJC. CECILIA DELOS SANTOS MOTIONED TO APPROVE MEMO WITH CORRECTIONS, 2ND BY KATSUYOSHI UCHIMA. Motion carried.
- d) Confidentiality Form – Wilson mentioned that Dr. Somera asked that the CCA committee members sign the confidentiality form in regards to the 6 assessment awards that will be given out during Convocation. AIE will prepare the envelopes and the checks for each category. Cecilia agreed to assist Wilson during the awards presentation during Convocation on August 17th at 6 p.m. in the Multi-Purpose Auditorium.

VII. Next Meeting, September 4, 2009 @ 2 p.m. PCR

VIII. Agenda Items for Next Meeting

IX. Adjournment: IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY INES BUKIKOSA TO ADJOURN. Motion carried. Meeting adjourned at 3 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #179)
President's Conference Room
2 p.m. Friday, August 29, 2008

I. Call to Order – 2:10 p.m.

II. Roll Call

Members present: Ines Bukikosa, Michael Setzer II, Wilson Tam, Marsha Postrozny, Joseph Benavente, Priscilla Johns, Doris Perez, Charlene Flores, Yvonne Tam, Kat Uchima, Esther Yanger, and Joleen Evangelista.

Members absent: Gina Tudela

III. Approval of prior minutes

IT WAS MOVED BY MIKE SETZER II, SECONDED BY DORIS PEREZ THAT THE MEETING MINUTES (UPDATE #178) OF MAY 9, 2008 BE APPROVED AS SUBMITTED. MOTION CARRIED.

INES BUKIKOSA MOTIONED TO MOVE #4 OLD BUSINESS TO #5 and #5 NEW BUSINESS TO #4. SECONDED BY DORIS PEREZ. Motion carried.

VI. New Business

a). AY08 -09 CCA Meeting Schedule - Priscilla will conduct TracDat training on September 12th and 19th. There will be two sessions for both days. Morning session begins at 9 a.m – 12 p.m. and the afternoon session is from 4 p.m. – 6 p.m. DORIS PEREZ MOTIONED TO APPROVE, SECONDED BY MIKE SETZER. Motion carried.

b). SLO Course Level Assessment, Number SLOs – Marsha met with Priscilla and Gina regarding the number of SLO's and they came up with a chart of how many technical courses there were for each program. There is an overwhelming amount of course SLOs and it is unrealistic to have them all assessed. Therefore, it was proposed that a reasonable expectation is that for this assessment cycle, departments should assess at least 50% of the technical required courses for each of their programs. The expectation is that at least one SLO per course be assessed during this cycle. If a program has 8 technical requirements, then four courses will be assessed (at least one SLO per course). A planning worksheet will be provided to the departments to help monitor who is responsible for assessing each course. Marsha indicated that ACCJC's annual report template states---“has the college identified appropriate assessment methodologies for SLOs in all courses”.

A proposal was made to change the two-year assessment cycle to a four-year assessment cycle so that departments can alternate between course assessment and program assessment. The proposal for the course level SLOs are for Group A (AS degree

programs). Marsha indicated that in the ACCJC reports and template, it does not say how often course and program SLOs have to be assessed. Other colleges have a 5-year assessment cycle for their Gen. Ed. courses, so they all have different cycles. This is an enormous task and departments are also required to update their curriculum every 5 years. Mike recommended that the SLO assess one affective, behavioral, or cognitive. MIKE SETZER II MOTIONED TO APPROVE, SECONDED BY MARSHA POSTROZNY. Motioned carried.

c). Financial Aid/Computer Science Intern-Practicum Students – There is a lot of data that needs to be inputted into TracDat. AIE is looking at the possibility of having work study students or practicum students with computer skills help enter data into TracDat. Authors will be asked to complete their course mapping and submit it to AIE and the students will input the information into TracDat. Three students were interviewed this morning. Priscilla and Marsha will determine whether or not they are selected. ESTHER YANGER MOTIONED TO APPROVE, SECONDED BY DORIS PEREZ. Motion carried

d). Four Year Assessment Cycle Schedule – A 4-year assessment cycle schedule will show what is expected of each group and where to enter the required information in TracDat. The current schedule does not provide any instructions on where to input data. MARSHA POSTROZNY MOTIONED TO APPROVE, SECONDED BY JOE BENAVENTE. Motion carried

e). TracDat/Curriculum/DC Training Schedule on Course Level SLO – Priscilla will provide TracDat training on course level SLOs. The CCA members are encouraged to participate in this training. DORIS PEREZ MOTIONED TO APPROVE, SECONDED BY MIKE SETZER. Motion carried.

f) 8th AIAR – Gina has recommended that as a body, the committee should look at the recommendation section in the 8th AIAR.

e). Faculty Senate Goal Matrix for AY 2008-2009 - The goal for AY August 2008 may change depending on the responsibility. The deadline to submit the matrix to the Faculty Senate office is September 2, 2008. The matrix is in the Faculty Senate website under AIE. Rose Hormillosa has uploaded the agenda and minutes of the CCA meetings. Wilson suggested that a decision not be made until the new members review the matrix. Marsha suggested that the committee request a one week extension from the Faculty Senate Office. Mike will make the follow up. MIKE SETZER MOTIONED TO APPROVE, SECONDED BY DORIS PEREZ.

f). CCA Website Update – Rose Hormillosa from the Faculty Senate Office has been updating the CCA section. If the members want to upload something, AIE will coordinate with Rose. Mike was having difficulty with his password and was not able to

complete the uploading of the reports into the AIE website. He will try to finish the uploading by this weekend.

g). Update CCA Member Review Team Assignments – Wilson said that the committee is still looking for a non-teaching faculty. He spoke to Cecelia Delos Santos and she is interested in serving on the committee. Cecelia is currently a member of the curriculum committee and has requested to move to assessment. She is waiting for Paul Parvin to respond. Mike agreed to join team 4 and in his place, Cecilia will join team 3 and Computer Science will be reviewed by team 3 and Health Services Center will be reviewed by team 4. PRISCILLA MOTIONED TO APPROVE TEAM ASSIGNMENTS, SECONDED BY KAT UCHIMA. Motion carried.

V. Old Business/Unfinished Business/Action Items
Triad Team Updates on assigned; Program/Admin/Student Service Units

- a) Priscilla reminded the review teams to submit the CFS for those programs and/or administrative/student services units to AIE and to the author.
- b) Priscilla also reminded the members that there are several programs that were tabled on during the May 9th meeting that needs to be revisited.

VI. Open Discussion

Priscilla asked the CCA members to review the flow chart that she sent them. Doris indicated that the team members should communicate with each other. Mike said that the triad teams are there to assist the authors with their assessment. He said that a team member will write the CFS and will send it to Priscilla and she will forward it to the author. Priscilla is available if anyone has questions or needs TracDat training, just give her a call. She will guide them through the application. Most of the CFS for specific programs has been uploaded for their review.

VII. Next Meeting: September 5, 2008 @ 2:00 p.m. PCR

VIII. Agenda Items for the Next Meeting: Goal Matrix

IX. Adjournment: IT WAS MOVED BY PRISCILLA JOHNS, SECONDED BY INES BUKIKOSA TO ADJOURN. Motion carried. Meeting adjourned at 3:10 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #180)
President's Conference Room
2 p.m. Friday, September 5, 2008

I. Call to Order – 2:10 p.m.

II. Roll Call

Members present: Wilson Tam, Gina Tudela, Priscilla Johns, Richard Quiambao, Joseph Benavente, Esther Yanger, Ines Bukikosa, Cecilia Delos Santos, Joleen Evangelista, Doris Perez, Marsha Postrozny, Michael Setzer II, Yvonne Tam and Katsuyoshi Uchima

Members absent: None

III. Approval of prior minutes

IT WAS MOVED BY DORIS PEREZ, SECONDED BY ESTHER YANGER THAT THE MEETING MINUTES (UPDATE #179) OF AUGUST 29, 2008 BE APPROVED WITH A MINOR CHANGE. MOTION CARRIED.

Correction on pg. 2, item B, "The current schedule should read "The prior schedule did not...."

VI. Old Business; deliberating/rating plans:

- a. CCA Goal Matrix for AY2008-2009 – There were no changes made to the matrix. IT WAS MOVED BY YVONNE TAM, SECONDED BY DORIS PEREZ TO APPROVE THE GOAL MATRIX. MOTION CARRIED.
- b. Review Team Report on pending CFS - Priscilla has not received all the CFS's from the plans and reports that were rated on 5/9/08 (see Minutes Update #178). The author needs to be advised on whether or not they've been approved. All CFS's must be turned in no later than Wednesday (9/10/08). Gina said that they need to close the loop of the program and focus on the course level SLO's. AIE sent out a notice to the deans to update who are the responsible authors. They are waiting on feedback from the deans.
 - Management Information Systems (Plan) APPROVED. No CFS submitted.
 - Accommodative Services – TABLED. Needs to be reviewed and rated.
 - Culinary Arts, APPROVED
 - Gen. Ed. (Plan) – APPROVED
 - Instructional Technology Center – RESUBMIT
 - Office Technology Cert. (Plan) APPROVED – No CFS submitted.

- Practical Nursing (Report) – APPROVED
 - Safety Office – RESUBMIT

 - Sign Language Interpreting – APPROVED
 - Hospitality Industry – APPROVED
 - Practical Nursing AS (Report) – APPROVED
 - Sign Language – APPROVED
 - Hospitality Industry – APPROVED
- c. **Update on CCA Vacancy** – The CCA committee welcomed Cecilia Delos Santos as the newest member of the committee.
- d. **AIE Website** – CCA committee thanked Mike Setzer for uploading the reports to the AIE website.
- e. **Spring 2008 Tabled Programs (update 179)** – The CFSs must be forwarded to the authors. Wilson indicated that the triad team members should follow up with the authors. Mike mentioned that changes can be made to the By-laws. Wilson said that he updated the by-laws to reflect the new members for AY2008-2009. **MIKE SETZER II MOTIONED TO APPROVE THE BY-LAWS, SECONDED BY JOSEPH BENAVENTE. MOTION CARRIED.**

V. New Business

- a. **President's Evaluation** – AIE will conduct the President's evaluation. Gina wanted the committee to look at the tool that was used in 2005 and see if they wanted to use it this year or if any changes need to be made. This is the same tool that was used in 2000 when President Delos Santos was first assessed. *This will be discussed in the next meeting.*
- b. **Assessment Announcement** - There was a blurb in Chachalani regarding AIE announcements. The announcement included the change from the 2 year cycle to the 4 year cycle, the 50% requirement for course SLOs, TracDat training dates and the availability of the reports which are also posted in the old website. The AIE office is currently working on establishing an RFP to hire someone to work on the website.
- c. **Feedback from Nuventive on ACCJC SLO & Ad Hoc Reports** – Gina and Priscilla had a conference call yesterday with the Paul Desante (Nuventive technician). The AIE office wanted to know what other institutions are doing in TracDat in terms of mapping the Student Service Units to the courses. This is one of the requirements in the ACCJC template that GCC needs to submit in April. Nuventive mentioned that there are two community colleges in California that are also TracDat users that have the same requirements. Paul is looking into GCC's TracDat configuration. Paul also mentioned that one possibility is to turn non-

academic units into academic units. It would be the same set-up with access to courses. A test will be conducted to see what impact this would have on the existing data. Regarding the Ad Hoc report feature in TracDat, Paul provided a users' manual. Gina and Priscilla are still going over the report feature. *They will report back in the next meeting.*

- d. Related Activities Tab in TracDat – This is tied to item C. Another option that Paul is looking at in order to get the information required for ACCJC is the “related activities tab” for non-academic units. Paul asked if this tab was critical. Paul thinks there's a way to provide AIE a link to student support outcomes to the courses by making some adjustments to that configuration. He will conduct a test and get back to Gina.

VI. Open Discussion

Wilson reminded the CCA members that there will be TracDat training on September 12th, 9 a.m – 11 a.m and 2 p.m – 4 p.m. and on the 19th, 9 a.m – 11 a.m. and 2 p.m – 4 p.m. He asked that the members attend at least one session. The afternoon sessions are mainly for the secondary faculty.

The upcoming assessment deadline is October 13th. Wilson asked that the CCA members contact their assigned units to remind them of this deadline.

Gina asked the CCA members to review the ACCJC Annual SLO report.

VII. Next Meeting, September 26, 2008 @ 2 p.m.

VIII. Agenda Items for Next Meeting

- IX. Adjournment:** IT WAS MOVED BY PRISCILLA JOHNS, SECONDED BY INES BUKIKOSA TO ADJOURN. Motion carried. Meeting adjourned at 2:50 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #181)
President's Conference Room
2 p.m. Friday, September 26, 2008

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Wilson Tam, Gina Tudela, Priscilla Johns, Joseph Benavente, Esther Yanger, Ines Bukikosa, Cecilia Delos Santos, Doris Perez, Marsha Postrozny, Michael Setzer II, Yvonne Tam and Katsuyoshi Uchima and Charlene Flores

Members absent: Joleen Evangelista and Richard Quiambao

III. Approval of prior minutes

IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY YVONNE TAM THAT THE MEETING MINUTES (UPDATE #180) OF SEPTEMBER 5, 2008 BE APPROVED AS SUBMITTED. MOTION CARRIED.

VI. Old Business; deliberating/rating plans:

a. Review Team Report on Pending CFS – Office Technology Certificate

Doris reported the following:

- Apprenticeship – The author is off-island and an email was sent out. Doris interacted with their office and encouraged them to input data into TracDat.
- Office Technology – The team is working with the author.
- ITC – The team communicated with the author and she mentioned that she made the changes identified in the CFS. The team did not have a chance to see if the changes were made.
- Liberal Arts – several emails were sent to the author requesting for an update with no response to date.
- Medical Assisting/Practical Nursing – Doris asked to meet with the author. She is requesting assistance in inputting data into TracDat. Marsha is helping the author with data input.
- Nursing Assisting – same as status as the Medical Assisting/Practical Nursing programs.
- Student Support Services – The author is on track with TracDat. He will be able to meet the 10/13/08 assessment deadline.
- Construction Trades – Email was sent to the author requesting for an update on their assessment report and new assessment plan to be submitted on March 10, 2008. That did not happen.

b. Spring 2008 TABLED Programs: Accommodative Services, ITC (Resubmit), Safety Office (Resubmit) (Update #179). Gina indicated these units need to complete their cycle.

c. AIE Web-site RFP update

The RFP was submitted to three individuals, Rose Hormillosa, Richard Duque and Karen Flores. The deadline to submit a proposal is September 30, 2008. *Priscilla will update the committee in the next meeting.*

d. Ad Hoc Report - Gina and Priscilla have scheduled a training with Paul Desante the week of October 10th. *They will update the committee after their training.*

V. New Business

a. Faculty Senate/Assessment Unit – Gina mentioned that the Faculty Senate is currently not a reporting unit in TracDat. When the Faculty Senate was developed, the proposed plan was to have them become a reporting unit so that they can do their own assessment. Gina said that all committees report to the Faculty Senate. Gina said that negotiations are still on-going. At this time, CCA will wait for the results of the negotiations before any change is made. Mike will check with Joey Munoz and see if he can attend one of the CCA meetings. *Mike will report in the next meeting.*

b. President's Evaluation Tool Feedback; Administration – Before any changes can be made to the tool, Gina needs to wait for the results of the negotiation. Reason being that some of the language in the tools indicate "shared governance".

c. IDEA Student Survey/Faculty and Dean's Feedback – The IDEA survey is an on-line survey and may replace the student climate survey. The IDEA Center is the same organization that does the administrator's survey. Gina said the difference between the IDEA survey and the climate survey is that the IDEA Student feedback survey looks more at faculty identified objectives for a particular course. Gina indicated that a memo with the description of the survey instrument was forwarded to the deans, Faculty Senate, Faculty Union Chair and the Dept. Chairs so that AIE can get their feedback. AIE requested that they provide the written comments by October 17th. *This will be discussed in the next meeting.*

d. Student Climate Survey/Fall 2008 – See item Vc.

VI. Open Discussion

a. Professional Development Day/Proposal for Presentation – This will take place on October 13th. Gina said that CCA will be conducting a joint TracDat/SLO training with the curriculum committee. If anyone is interested, please submit your bio to Marsha. Gina said that Wilson, Lani, and Priscilla will be at the presentation. Cecilia will check if Chris from Automotive is interested in presenting, she will let Marsha know.

- b. Hospitality Industry Management – SLO for each discipline (Travel, Food & Beverage and Hotel Management) – Wilson mentioned that Marsha received an email from Dr. Somera regarding this program. Marsha met with Frank Tung and Lani because they have not completed their SLO mapping. Frank and Lani were having difficulty because the program outcomes were not relating so they were not matching up. Dr. Somera recommended to Marsha that she work closely with the department in refining the concentration area SLO's and that there be only one assessment plan for the entire program. *Marsha will report this in the next meeting.*
- c. Goals Matrix – Gina asked that the committee members review the goals matrix so it can be discussed in the next meeting. *To be discussed in the next meeting.*
- d. Institutional Effectiveness Survey – This survey is being modified to make it more user friendly.

VII. Next Meeting, October 3, 2008 @ 2 p.m.

VIII. Agenda Items for Next Meeting

- IX. Adjournment:** IT WAS MOVED BY JOSEPH BENAVENT, SECONDED BY YVONNE TAM TO ADJOURN. Motion carried. Meeting adjourned at 2:50 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #182)
President's Conference Room
2 p.m. Friday, October 3, 2008

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Wilson Tam, Gina Tudela, Priscilla Johns, Richard Quiambao, Esther Yanger, Ines Bukikosa, Cecilia Delos Santos, Doris Perez, Marsha Postrozny, Joleen Evangelista, Michael Setzer II, Yvonne Tam, Katsuyoshi Uchima and Charlene Flores

Members absent: Joseph Benavente

III. Approval of prior minutes

IT WAS MOVED BY ESTHER YANGER, SECONDED BY INES BUKIKOSA THAT THE MEETING MINUTES (UPDATE #181) OF SEPTEMBER 26, 2008 BE APPROVED AS SUBMITTED. MOTION CARRIED.

VI. Old Business; deliberating/rating plans/updates:

- a) ITC Report from Team #1 – An email was sent to team #1. Doris was concerned about the point of contact with ITC because the email she sent was forwarded to Wes Gima. Gina indicated that a memo was sent to the deans regarding authorship. Priscilla will send the email again and they should have an update on who the designated author should be. *Update in the next meeting.*
- b) Faculty Senate as a TracDat Reporting Unit/Update – The scheduled meeting for Monday was postponed due to the ongoing negotiation by the committee members. Mike emailed the members regarding the Faculty Senate as a TracDat reporting unit to the Faculty Senate members but did not get a response from them. Mike will try to schedule another meeting for next Monday. *Update in the next meeting.*
- c) AIE Website RFP/Update – There were only two people who submitted proposals for the AIE website. The 1st proposal was for \$40,000.00, the 2nd was for \$3,900.00. Wilson indicated that the budget is for \$3000.00. AIE will ask the person who submitted the \$3,900.00 proposal if he is willing to do the work for \$3000.00. *Update in the next meeting.*
- d) Ad Hoc Report/Update - Gina and Priscilla will have a teleconference on 10/10/08 with Paul Desante from Nuventive. They will be going through the features to get a better understanding on the Ad Hoc reporting feature. *Update in the next meeting.*

- e) CCA Goal Matrix/Recommendation – discussion were as follows:
- Provide TracDat training twice a year in collaboration with the curriculum and Gen Ed committee as needed.
 - TracDat training twice a year in coordination with other Faculty Senate committees when appropriate.
 - Marsha reported that during departmental workshops, even with the larger department workshop, what they are discovering is that the SLO map and writing basic SLOs is turning into an evolving event. For example, introducing information that P&D was providing to the feds on career clusters (State Directors National Association of State Directors of Career Technical Education Consortium). The career clusters document, we've discovered helps faculty/DCs develop the SLO and tying it with program, GenEd and course mapping. Collaborating the training/workshop with Curriculum Committee and AIE, it's not really just Tracdat training anymore, its all inter-related.
 - Wilson mentioned that the 2 year assessment cycle should be changed to 4 years, under committee goals.
 - Kat asked if the CFS goes to an individual, author or DC, and delegates to faculty, does it still go to the DC or just the faculty? Gina mentioned that the identified author for the program and/or admin – student service units are the recipients of the CFS and they make the changes. She expressed that AIE has asked the deans to update the responsible persons to the units listed in the current taxonomy.
 - MIKE SETZER MOTIONED TO APPROVE THE GOAL MATRIX WITH CHANGES, SECONDED BY RICHARD QUIAMBAO. Motion carried.
- f) IDEA Student Online Survey/Update - Because of budget constraints, AIE's budget was cut by 25%. Therefore, AIE may not be able to use the IDEA Student Online Survey this year. AIE may have to use the Student Climate Survey for the current fall semester and the upcoming spring semester.
- g) President's Evaluation Tool/For Approval – The tool cannot be finalized at this time, still waiting for the approval from the Board of Trustees. *Update in the next meeting.*

V. New Business

- a) Survey Instrument – Wilson mentioned that Frank Camacho is waiting for the approved President's Evaluation Tool before he starts working on it. *Update in the next meeting.*

VI. Open Discussion

Professional Development Day – PPD is scheduled for October 13th and lunch will be provided. The agenda has not been finalized at this time. However, there will be 3 sessions and approximately 16 people using posters and 8 or 9 presenting. AIE will have

a working session called "On Track with TracDat". Chris Dennis and Cecilia Delos Santos agreed to be faculty facilitators. They will work in conjunction with the curriculum committee representative, Lani Gamble. CCA members are invited to attend the working sessions.

Accommodative Services, Safety Office and Facilities Maintenance - Joleen reported the following:

- Accommodative Services - The author of Accommodative Services made the changes in TracDat.
- Safety Office – The author also made changes in TracDat.
- Facilities Maintenance - The author attended the TracDat training session but she has not heard from him. She will follow up again.

Joleen will review the changes the departments made and will give an *update in the next meeting*. Gina indicated that a memo from Dr. Somera was posted on MyGCC with a schedule of what is due on 10/13/08. The letter was addressed to all faculty and a copy of this letter was placed in the mailboxes of each department and the mailboxes in the faculty lounge. No extensions will be approved.

Faculty Orientation – Marsha announced that Faculty Orientation will be on 10/10/08 from 1 p.m. – 3 p.m. The orientation will be for new faculty and adjuncts. The agenda is posted on MyGCC.

TracDat Demo for UOG – Gina and Priscilla provided an overview of TracDat to several people from UOG. UOG is interested in the TracDat assessment software.

VII. Next Meeting, October 10, 2008 @ 2 p.m.

VIII. Agenda Items for Next Meeting

- ITC update – team #1
- Faculty Senate as a reporting unit – Mike Setzer
- AIE Website RFP – Priscilla
- Ad Hoc – Gina
- President's Evaluation/Survey
- Accommodative Services, Safety Office, Facilities Maintenance – team #4

IX. Adjournment: IT WAS MOVED BY CECILIA DELOS SANTOS, SECONDED BY RICHARD QUIAMBAO TO ADJOURN. Motion carried. Meeting adjourned at 2:38p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #183)
President's Conference Room
2 p.m. Friday, October 10, 2008

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Wilson Tam, Gina Tudela, Priscilla Johns, Richard Quiambao, Joseph Benavente, Esther Yanger, Cecilia Delos Santos, Joleen Evangelista, Michael Setzer II, Yvonne Tam, Katsuyoshi Uchima and Charlene Flores

Members absent: Ines Bukikosa, Doris Perez and Marsha Postrozny

III. Approval of prior minutes

IT WAS MOVED BY RICHARD QUIAMBAO, SECONDED BY KATSUYOSHI UCHIMA THAT THE MEETING MINUTES (UPDATE #182) OF OCTOBER 3, 2008 BE APPROVED AS SUBMITTED. MOTION CARRIED.

VI. Old Business; update; deliberating/rating plans:

- a) ITC, Report from Team #1 – Joe indicated that the recommendation on the CFS was given to the author of ITC. The team further reported that they met with Elaine Fejerang regarding CCA's recommendation to include staff and administrator's training as part of the department's AUO. Furthermore, the team was advised to meet with Wes Gima to address the committee's concerns about staff and administrator's technology training. The team continues to report about their concern as to who is the actual person responsible for ITC's assessment submission. Gina reported that several email correspondences were sent to the Deans requesting for their assistance. She suggested that Joe speak to Dean Santos and inform her of the recommendations and feedback he received from the reporting unit. Mike mentioned that whenever staff and admin training is needed, HR is usually the department that co-ordinates with ITC to provide technical training. Wilson recommended, on behalf of the CCA committee, Joe meet with Elaine, Wes, and Dean Santos for clarification. *Update in the next meeting.*
- b) Mike Setzer update on the Faculty Senate as a TracDat Reporting Unit – Mike met with the Senate and they wanted clarification on what kind of information do they need. Is it just data? They also asked if they needed to get goals from the committees and their members and do they report that at the end? Gina indicated that the Faculty Senate itself has their on established goals per year and they could use their goals as part of the intended goals in TracDat. She said that if the goals incorporate the outcomes based on goals from different sub-committees, it would be up to them. She also mentioned that it was up to them if they wanted to tie their goals to the different committees. Priscilla suggested that they look at the actual Faculty Senate report and see how the Senate can incorporate the recommendations stated in the report. Gina also mentioned that the report is based on the different survey instruments that have

been targeted to different people within the Faculty Senate structure and also an analysis of the website and the compliance rate with respect to the information that should be in the website. Mike said the next Senate meeting is scheduled for Monday. *Update in the next meeting.*

- c) AIE Website RFP Update – AIE received two proposals. The requirement is to have a minimum of three. Therefore, the REP is still open and the deadline to submit proposals is October 30, 2008. *Update in the next meeting.*
- d) Ad Hoc Report Update – The vendor was not able to have the teleconference with Gina and Priscilla as scheduled earlier. Another meeting will be scheduled next week. *Update in the next meeting.*
- e) President's Evaluation Survey Update – Gina Ramos, Chair of the board mentioned to Gina that the existing survey will be sent to the board members for their review and approval. *Update in the next meeting.*

V. New Business None.

VI. Open Discussion

SLO Report – CCA review teams were reminded that when reviewing assessment reports, keep in mind the ACCJC SLO Annual report requirements. The assessment reports should include information on **use of assessment results**. What changes to program units were made based on results.

CFS Due Date: No later than the Monday after CCA Rating – Reports and plans are due October 13, 2008 and CCA should begin rating at our next Friday meeting.

October 13th TracDat Training – Wilson encouraged all CCA members to show support by attending the Professional Development Day “On Track with TracDat” training in A27, from 2:00 p.m – 3:15 p.m.

Wilson also suggested that the CCA team members mentor new CCA members (Kat, Yvonne and Cecilia) as they review assessment submissions.

Taxonomy – Changes were made to the taxonomy and Priscilla will email the members the updated assignments.

- Allied Health (HL) courses assigned to Team 2
- English (EN) courses assigned to Team 2
- Foreign Languages (CH, JA) and Science (SI) courses assigned to Team 4
- Construction Trades (CT) and Math (MA) courses assigned to Team 1
- Social Science (SS) courses assigned to Team 3

"No Extensions" posted on MyGCC – Gina reminded the CCA members that the notice of "No Extension" was posted on the website. She asked that the members remind their units again about the October 13th assessment deadline.

VII. Next Meeting, October 17, 2008 @ 2 p.m.

VIII. Agenda Items for Next Meeting

The following are units that submitted plans & reports before the deadline.

- a) Development & Alumni Relations Office
- b) Enrollment Services
- c) Learning Resource Center (LRC)
- d) Project Aim
- e) Veterans Upward Bound
- f) Foreign Languages
- g) Electronics and Computer Networking (Secondary)
- h) Nursing Assisting (Secondary)
- i) Medical Assisting (AS/Certificate)

IX. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN. Motion carried. Meeting adjourned at 2:30 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #184)
President's Conference Room
2 p.m. Friday, October 17, 2008

I. Call to Order – 2:06 p.m.

II. Roll Call

Members present: Wilson Tam, Gina Tudela, Joseph Benavente, Esther Yanger Cecilia Delos Santos, Joleen Evangelista, Michael Setzer II, Ines Bukikosa, Yvonne Tam, Katsuyoshi Uchima and Charlene Flores

Members absent: Priscilla Johns, Richard Quiambao, Doris Perez and Marsha Postrozny

III. Approval of prior minutes

IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA THAT THE MEETING MINUTES (UPDATE #183) OF OCTOBER 10, 2008 BE APPROVED AS SUBMITTED. MOTION CARRIED.

VI. Old Business; deliberating/rating plans:

- a) ITC Report from Team #1 – Joe did not have a chance to meet with Dean Santos. He indicated that Dean Santos announced during Professional Development Day that ITC will be changing its name to “Center for Learning Institution”. Joe will schedule a meeting with the Dean to get additional information. *Update in next meeting.*
- b) Mike Setzer: Update on Faculty Senate as TracDat reporting unit – The last meeting did not take place because of Professional Development Day. Another meeting is scheduled for next Monday. *Update in next meeting.*
- c) AIE Website RFP update – AIE is still waiting for more proposals. *Update in next meeting.*
- d) Ad Hoc Report – Priscilla participated in a teleconference with the vendor on Tuesday. She will conduct a training session with CCA members once the committee has completed reviewing the assessment documents. The training session will be scheduled at a later date.
- e) Student Climate Survey - Gina is currently entering information into Banner. The surveys will be made available in Banner from November 3rd to December 3rd. Notification will be sent out to DC's and they will inform their faculty.
- f) President's Evaluation Survey – The BOT members have not met since they were given the survey tool. Gina is waiting for feedback from the Board.

V. New Business

1. ***Accounting AS/Course Level Assessment Plan*** - The team recommended that there be consistency in the academic year and to include a start date for their SLOs. The author also needs to include related goals for SLOs. Additionally, the author needs to address "means of assessment". The team recommended that the author be consistent with the academic year, numbering of the SLOs. ESTHER YANGER MOVED TO APPROVE WITH MINOR CORRECTIONS, SECONDED BY YVONNE TAM. Motion Carried.
2. ***Board of Trustees, Assessment Report*** – There were several concerns regarding the report. Esther mentioned that the team wanted the author to indicate one related goal. The AUO's were repeated several times. The team suggested that the author be more specific and clean up related goals and provide more information on the "Summary of Results" and on the "Use of Assessment Results". IT WAS MOVED BY ESTHER YANGER TO RE-SUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion Carried.
3. ***Enrollment Services, Assessment Report*** – In AUO #1, the author indicated several related goals. The team recommended that the author go back and select one. There were only 2 AUO's, however the CFS in the Fall was showing 3. IT WAS MOVED BY ESTHER YANGER TO APPROVE WITH MINOR CORRECTIONS, SECONDED BY KATSUYOSHI UCHIMA. Motioned carried.
4. ***Materials Management, Assessment Report*** - The team recommended that the author follow the standards in reporting Summary of Results, i.e. provide "Ns" (n=?) for all of the AUO results. The author should also update "Summary of Results" to include audit for FY2007. ESTHER YANGER MOTIONED TO APPROVE WITH MINOR CORRECTIONS, SECONDED BY INES BUKIKOSA. Motion carried.
5. ***Introduction to Health Occupation, Program Level Assessment Plan*** – In SLO#1, the author needs to identify and explain the different health occupations. The related documents do not match. The checklist is very general. The team suggested that the author expand the checklist. Cecilia suggested that the author use the word "demonstrate" instead of "identify". INES BUKIKOSA MOTIONED TO APPROVE WITH MINOR CORRECTIONS, SECONDED BY YVONNE TAM. Motion carried.
6. ***Human Resources, Assessment Report*** – The team recommended that the author upload workshop evaluation tools and samples of agendas. The author also needs to upload the pre-tests and post-tests. INES BUKIKOSA MOVED TO APPROVE WITH MINOR CORRECTIONS, SECONDED BY KATSUYOSHI UCHIMA. Motioned Carried.

7. ***Assessment & Counseling, Assessment Report*** – The team recommended that the author include a timeline in column 4. They also suggested to streamline the language in the “Summary of Results” and to be more specific in the focus group. It was recommended that the author consider using a chart or table to show the numbers. WILSON TAM MOTIONED TO APPROVE WITH MINOR CORRECTIONS, SECONDED BY CECILIA DELOS SANTOS. Motion carried.
8. ***Center for Civic Engagement, Assessment Report*** – The author needs to upload documents. The team had questions in column 3. There was confusion in the terminology (repeated courses). Esther indicated that she was talking about courses and not sections. Wilson also mentioned to upload data and show examples. WILSON TAM MOTIONED TO APPROVE WITH MINOR CORRECTIONS, SECONDED BY CECILIA DELOS SANTOS. Motioned carried.
9. ***Communications and Promotions, Assessment Report*** – There were no measurements shown in the report. The author focused on schools for AY2007-2008 but it was not in the 5 column model. Joleen said the author referred to a middle school as Barrigada. Was the author referring to Untalan? She needs to clarify that and keep it consistent. Also, the author needs to use spell check. JOLEEN EVANGELISTA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY MIKE SETZER. Motion carried.

VI. Open Discussion

Number SLOs – Gina asked the CCA members to remind their reporting units to number their SLOs. This will make it easier when reviewing assessment documents.

VII. Next Meeting, October 24, 2008 @ 2 p.m.

VIII. Agenda Items for Next Meeting

Team #1

Computer Networking AS – course assessment plan
Instructional Technology Center – assessment report
Medical Assisting AS/Certificate – course assessment plan
Practical Nursing Certificate – assessment report
Practical Nursing Certificate –course assessment plan
Student Support Services – assessment report

Team #2

Business Office – assessment report
Continuing Education – assessment report
Management Information Systems (MIS) – assessment report
Marketing AS – course assessment plan
Marketing Secondary – program data collection status
Nursing Assistant secondary – assessment report (close loop)
Project Aim – data collection status
Student Financial Aid – assessment report
Supervision & Management Certificate – program level implementation status
Visual Communications AS – course assessment plan
Visual Communications Secondary – program data collection status

Team #3

Center for Student Involvement – assessment report
Computer Science AS/Certificate – course assessment plan
Culinary Arts AA – COURSE ASSESSMENT PLAN
Development & Alumni Relations – assessment plan
Early Childhood Education AS/Certificate – course assessment plan
Electronics & Computer Networking Secondary – data collection status
Hospitality Industry Management – course level assessment plan
Lodging Management Secondary – data collection status
President/CEO – assessment report
ProStart Secondary – data collection status

Team #4

Accommodative Services – assessment plan & report
Admissions & Registration – assessment report
Center for Civic Engagement – assessment report
Chamorro & Foreign Languages – course assessment plan
Cosmetology Certificate – program implementation status
Education AS/Certificate – course assessment plan
Foundation Board – assessment report
Health Services Center – assessment report
Learning Resources Center – assessment report
Planning & Development – assessment report
Supervision & Management AS – course assessment plan

IX. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN. Motion carried. Meeting adjourned at 3:30 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #185)
President's Conference Room
2 p.m. Friday, October 24, 2008

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Wilson Tam, Gina Tudela, Priscilla Johns, Doris Perez, Joseph Benavente, Marsha Postrozny Joleen Evangelista, Michael Setzer II, Ines Bukikosa, Yvonne Tam, Katsuyoshi Uchima and Charlene Flores

Members absent: Esther Yanger, Richard Quiambao and Cecilia Delos Santos

III. Approval of prior minutes

IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY INES BUKIKOSA THAT THE MEETING MINUTES (UPDATE #184) OF OCTOBER 17, 2008 BE APPROVED AS SUBMITTED. MOTION CARRIED.

VI. Old Business; deliberating/rating plans:

- a) ITC – Report from Team #1 - Michelle said that the CCA committee is not supposed to change any SLO's that the author puts down. Gina explained to Michelle that the review team was trying to get clarification on who ITC services. Michelle indicated that ITC only services faculty. Doris Perez said this was supposed to be a plan and that is why Joe needed clarification.
- b) Update on Faculty Senate as a TracDat Reporting Unit – Mike Setzer reported that the Faculty Senate met Monday and it was decided that John Armstrong and Clare Camacho will work with Gina. Wilson suggested that CCA invite members of the Faculty Senate to attend the CCA meetings.
- c) AIE Website RFP update – There is still only 2 proposals submitted since the deadline was extended to October 31, 2008.
- d) Ad Hoc Report – AIE will schedule training for CCA members.
- e) Student Climate Survey – The survey will be available from November 3rd through December 3rd. The memos will be given to the DC's. Faculty will be asked to encourage students to complete the climate survey on MyGCC.
- f) President's Evaluation Survey – This is Status quo.

V. New Business

a) Team #1 – Doris, Esther & Joe

1. *Practical Nursing Certificate, Assessment Report* - The team recommended that the author be more specific in the AUOs and to upload instruments. Gina mentioned that in the last meeting the committee asked that the reporting units number their SLOs and AUOs. Doris indicated that in the plan there was no indication if the plan was ever approved. The team recommended that they accept the report although the data is for a different year in an attempt to get the author back in sync. DORIS PEREZ MOTIONED TO APPROVE, SECONDED BY JOSEPH BENAVENTE. Motion carried.
2. *Student Support Services, Assessment Report* - The team recommended that the author upload the log sheet. Why did the data collection end on March 10th? Doris indicated again that they need to identify who is the responsible author. DORIS PEREZ MOTIONED TO RE-SUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.

b) Team #2 – Ines, Kat and Marsha

1. *Business Office, Assessment Report* – The team recommended that the author clarify the last column. Gina mentioned that the author needs to input the information under the “Use of Assessment Results”. INES BUKIKOSA MOTIONED TO APPROVE WITH MINOR CORRECTIONS, SECONDED BY KATSUYOSHI UCHIMA. Motioned Carried.
2. *Project Aim, Data Collection Status* – The data is fine. The author needs to clarify the “N”. KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY INES BUKIKOSA. Motioned carried.
3. *Management Information Systems (MIS), Assessment Report* – The report was 36 pages long with almost 30 related documents. Marsha indicated that MIS did a lot of work, however, the report was too large. Gina mentioned that the committee cannot prescribe a limit to the authors and as long as they put their AUO's down they are responsible for assessing them. Marsha suggested that the author streamline the report and for the upcoming plan the author needs to focus on priorities and only one area of the AUO's. MARSHA POSTROZNY MOTIONED TO APPROVE WITH MINOR CORRECTIONS, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
4. *Marketing AS, Course Assessment Plan* – The author needs to show all SLOs that are currently being assessed. Marsha was concerned about the author asking the

students to turn in diskettes from their power point presentation because diskettes are outdated. Also, the verb "understand", Marsha suggested to use "demonstrate and understand" instead. MARSHA POSTROZNY MOTIONED TO APPROVE WITH MINOR CORRECTIONS, SECONDED BY KATSUYOSHI UCHIMA. Motioned carried.

c) Team #3 – Cecilia, Charlene, Richard and Wilson

1. *Culinary Art AA, Course Assessment Plan* – Wilson suggested that the author identify SLO numbers. The committee was concerned about the type of plan submitted, group A is scheduled to assess course level SLOs and it was program level SLOs that were inputted instead. Furthermore, the author should check the language, and should be reminded to use the institutional standards when writing SLOs, example: change "students are able to" instead, he should say "students will be able to". Also, check all related goals and upload documents. WILSON TAM MOTIONED TO APPROVE WITH MINOR CORRECTIONS, SECONDED BY JOSEPH BENAVENTE.
2. *Center for Student Involvement, Assessment Report* – Data is missing under the Use of Assessment Results & Follow Up for each of the SSUOs. The author reported the criterion was met and they surveyed 35 faculty, however the team was concerned about whether 35 faculty was sufficient number representing all faculty. WILSON TAM MOTIONED TO RATE INCOMPLETE, SECONDED BY CHARLENE FLORES. Motion carried.
3. *President/CEO, Assessment Report* - The President is being evaluated by the Board of Trustees and Gina Ramos will have a discussion with the members regarding the goals identified in her contract. The author needs to upload documents pertaining to the FY2009 budget. WILSON TAM MOTIONED TO APPROVE WITH MINOR CORRECTIONS, SECONDED BY MARSHA POSTROZNY. Motioned carried.

VI. Open Discussion

CFS due date: Send CFS to AIE no later than 5:00 pm the Monday after CCA Rating – The deadline of 5 p.m. Monday was given because the authors will be waiting for a response from the committee to make changes in their plans or reports.

CFS Guide: The new deadline for the authors to input the recommended changes is two weeks after CCA Rating. Mike suggested modifying the template. Priscilla reported that AIE verifies the CFS to insure the due dates are correct before sending the CFS to the authors.

CFS Guide: Remind authors in the "Use of Assessment Results" to include information on any changes that were made to their program/unit based on assessment results. Also, discuss how planning & implementing results improved student learning and or experiences. – The committee will remind authors to include information in this section.

Mentor new CCA members – Previous CCA members please mentor the new members.

VII. Next Meeting, October 31, 2008 @ 2 p.m.

VIII. Agenda Items for Next Meeting

IX. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN. Motion carried. Meeting adjourned at 3:30 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #186)
President's Conference Room
2 p.m. Friday, October 31, 2008

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Gina Tudela (Co-chair) Priscilla Johns, Esther Yanger, Doris Perez, Joseph Benavente, Marsha Postrozny Joleen Evangelista, Michael Setzer II, Ines Bukikosa, Yvonne Tam and Katsuyoshi Uchima

Members absent: Cecilia Delos Santos & Charlene Flores

III. Approval of prior minutes

IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA THAT THE MEETING MINUTES (UPDATE #185) OF OCTOBER 24, 2008 BE APPROVED AS SUBMITTED. MOTION CARRIED.

VI. Old Business; update/deliberating/rating plans:

Mike Setzer - Update on Faculty Senate as a TracDat Reporting Unit.

AIE Website RFP Update – The deadline to submit proposals was today (Oct. 31, 2008). There were only 2 proposals submitted earlier. If AIE does not receive any by 5 p.m., they will go with the lowest bid.

Ad Hoc Report – Schedule training for CCA members.

Student Climate Survey Update – The survey will be available from 11/3/08 – 12/3/08. The posters will be posted around campus. Students with internet access may complete it at anytime or complete it during class time.

President Evaluation Survey Update - Status quo.

V. New Business

Institutional Effectiveness Survey - This survey was given out to the Dept. Chairs at the DC meeting on 10/31/08. The survey will be given to faculty, staff and administrators. The surveys should be returned to AIE no later than 11/21/08.

Team 4 - Joleen, Mike & Yvonne

1. Safety Office, Assessment Report – The author needs to indicate when the committee met, who were the committee members and how often did they meet. The committee

became inactive due to lack of participation because of change in positions, retirements and promotions. However, in the AUO it indicates that the committee is critical because it is required by OSHA. The author will consult with the VP of ASD and the Dean of TSS to revive the committee no later than 12/31/08. Additionally, there were no uploads. MARSHA POSTROZNY MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion Carried.

2. Health Services Center, Assessment Report - The report was very detailed. The SSUOs were not numbered. Mike noticed the word "GOAMEDI" and was not sure what it was. Also, the computer follow-ups with MIS need to be included in the report. MIKE SETZER MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY YVONNE TAM. Motion carried.
3. Supervision & Management AS, Course Assessment Plan – There were no problems with this program. Mike was not sure if the author had problems uploading the rubrics. MIKE SETZER MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY JOLEEN EVANGELISTA. Motion Carried.
4. Planning and Development, Assessment Report – Mike was concerned about the program meeting their goal by 44% and that 56% was based on Banner training. The author needs to clarify AUO#4. MIKE SETZER MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY YVONNE TAM. Motion carried.

Team 3 – Cecilia, Charlene, Richard & Wilson

1. Computer Science AS/Certificate, Course Assessment Plan - Wilson and Richard reviewed the plan and one course level SLO is missing, the report has only 6. The author needs to input the year 2008-2009 and include the start and end date. Also clarify the word "majority". Mike suggested that the author provide a training plan for the employer. WILSON TAM MOTIONED THAT THE PLAN BE RATED INCOMPLETE, SECONDED BY RICHARD QUIAMBAO. Motion Carried.
2. Hospitality Industry Management, Course Assessment Plan – There is one SLO missing. The team indicated in the CFS to have at least one related goal per level. Additionally, the SLOs need to be numbered. The author needs to upload documents that he will be using. WILSON TAM MOTIONED TO RATE THE REPORT INCOMPLETE, SECONDED BY RICHARD QUIAMBAO. Motion Carried.

Team 2 – Ines, Katsuyoshi & Marsha

1. Veteran's Upward Bound, Data Collection Status – The author needs to complete column 3, under "Summary of Results". Mike recommended that the author upload sample surveys and other documents. Kat indicated that it may be too extensive for the author to upload all the documents in the TracDat. KATSUYOSHI UCHIMA MOVED TO APPROVE, SECONDED BY INES BUKIKOSA. Motion carried.

2. Continuing Education, Assessment Report – Ines said it was somewhat confusing when she reviewed the report. She thought that it may have been backwards. The author needs to be specific on the promotional items that she will be purchasing. Also, the team suggested that the author attend TracDat training. INES BUKIKOSA MOTIONED TO APPROVE WITH CORRECTIONS, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

Team 1 – Doris, Esther & Joe

1. Computer Networking AS, Course Assessment Plan – The reporting needs to be more consistent. The author needs to upload the tools. The team suggested to use percentages instead. For each SLO, the team suggested that the author acknowledge the student, by indicating “upon completion of the course the student will be able to”. ESTHER YANGER MOTIONED TO RATE THE PLAN INCOMPLETE, SECONDED BY JOSEPH BENAVENTE. Motion carried.

VI. Open Discussion

Updated AY 2008-2009 Taxonomy – Please review the taxonomy that Pricilla sent out.

- Emergency Management Program - Has technical courses that are on-line. Students are able to take the courses on-line and transfer credits to GCC. This program will be removed from the taxonomy.
- Fire Science Technology – Listed in the catalog/seasonal. See footnote.
- Sign Language Interpreting – Deleted from catalog
- Everything with a “+” sign indicates a 2 year assessment cycle.

CFS due date: Send to AIE no later than the Monday after CCA rating

CFS Guide - New deadline to authors is 2 weeks after CCA rating. The next deadline to make changes based on today's CCA rating for the CFS is November 14, 2008.

CFS Guide – Remind authors in the “Use of Assessment Results & Follow Up” to include information on any changes that were made to their program/unit based on assessment results. Also discuss how planning & implementing results will improve student learning and or experiences.

VII. Next Meeting, November 7, 2008 @ 2 p.m.

VIII. Agenda Items for Next Meeting

- IX. **Adjournment:** IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY JOLEEN EVANGELISTA TO ADJOURN. Motion carried. Meeting adjourned at 3:22 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #187)
Tech. Center – Room 1210
2 p.m. Friday, November 7, 2008

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Gina Tudela (Co-chair) Priscilla Johns, Esther Yanger, Marsha Postrozny, Michael Setzer II, Ines Bukikosa, Yvonne Tam Katsuyoshi Uchima and Charlene Flores

Members absent: Joseph Benavente, Cecilia Delos Santos, Joleen Evangelista, Doris Perez and Richard Quiambao

III. Approval of prior minutes

IT WAS MOVED BY MIKE SETZER, SECONDED BY INES BUKIKOSA THAT THE MEETING MINUTES (UPDATE #186) OF OCTOBER 31, 2008 BE APPROVED AS SUBMITTED. MOTION CARRIED.

VI. Old Business; deliberating/rating plans:

- a. Mike Setzer, Update on Faculty Senate as a TracDat Reporting Unit – Clare is off island. She will set up a time to meet with Gina when she returns.
- b. AIE Website RFP update – There were no new proposals submitted. AIE will prepare a contract for the lowest bid from the previous proposals.
- c. Ad Hoc Report, update on training schedule for CCA – AIE is having some issues with the Ad Hoc Reporting features. They are working with the vendor to resolve them. AIE will set training for CCA members when the issues are resolved.
- d. Student Climate Survey, update – The survey will run from Nov. 3rd through December 3rd. The survey is posted on the MyGCC website and posters were placed around campus. Students with internet access can complete the survey from any computer with internet access. Gina mentioned that, so far, there were some 300 students who responded to the survey and 40 declined. Faculty should encourage their students to take this survey. Charlene, CCA student representative, will also ask students to participate in this survey.
- e. Institutional Effectiveness Survey, update – The survey was given to Department Chairs. It is due to the DCs by Nov. 19th and to the AIE office no later than Nov. 21st.
- f. Presidents Evaluation Survey, update – Status quo.

V. New Business

A. Team 4 - Joleen, Mike & Yvonne

1. Education AA/Certificate, course assessment plan – Mike indicated that the report was very good. The author just needs to upload documents. MIKE SETZER MOTIONED TO APPROVE, SECONDED BY YVONNE TAM. Motion carried.
2. Chamorro & Foreign Languages, course assessment plan – Marsha mentioned that the plan is due in 2010. The author is doing the plan early. Wilson indicated that in the next TracDat training, the authors should follow the assessment cycle. YVONNE TAM MOTIONED TO APPROVE WITH MINOR CORRECTIONS, SECONDED BY MIKE SETZER. Motion carried.
3. Learning Resource Center, assessment report – The report looked fine, other than the last column where the author indicated that they are looking for solutions for their needs, where it should be the needs of the entire college. Yvonne would like the author to identify “N”. YVONNE TAM MOTIONED TO APPROVE, SECONDED BY MIKE SETZER. Motion carried.
4. Foundation Board, assessment report - The author referenced many documents but did not upload them in TracDat. The author needs to upload documents or link them to a site. The author also needs to give start dates and explain how they met their criterion. YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY MIKE SETZER. Motion carried.
5. Accommodative Services, assessment plan & report – The author needs to explain how the criterion was met. Mike looked at the report and many things were missing. Wilson suggested that the team members meet with the author together next week and help her to understand what information is needed to complete the report. YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY MIKE SETZER. Motion carried.

B. Team 1 – Doris, Esther & Joe

1. Apprenticeship Training Program, assessment report – Esther asked how the author used data to improve their program. The report was lacking 3 AUOs. The author needs to identify “N” and to upload documents. Esther was looking for the quarterly reports that the author mentioned but could not find it. The author needs to specify where to find this document. ESTHER YANGER MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.

C. Team 2 – Ines, Katsuyoshi & Marsha

1. Marketing/Secondary, program data collection status – The author inputted the “summary of results” and is still collecting data. MARSHA POSTROZNY MOTIONED TO APPROVE. Discussion: Priscilla mentioned that although CCA is not required to rate Data Collection and Implementation status, a CFS is still required.
2. Nursing Assisting/Secondary, assessment report (close loop) – The program no longer exists. Marsha said the last day for Lois Gage, Allied Health DC is Nov. 14th. Marsha indicated that she still has many questions on this report. Lois was able to only answer some of them. In the beginning of the semester a new program started called “Introduction to Health Occupations”. This will replace the Nursing Assisting program. Marsha recommends the report be approved with minor corrections. She will prepare the CFS and hold onto it until the new director is hired. Mike suggested that they ask Ray his opinion. MARSHA POSTROZNY MOTIONED TO APPROVE WITH MINOR CORRECTIONS, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
3. Student Financial Aid, assessment report – The author needs to identify “N” in the AUO. There was no mention if the criterion was achieved, the author did not say what the 100% was. There needs to be clarification on the packet or presentation. The author also needs to strengthen the use of assessment results column by being more specific with what impact it will have for the unit. KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY INES BUKIKOSA. Motion carried.
4. Automotive Technology AS/Certificate, course assessment plan – Ines reviewed the plan and everything is fine. The required number of courses and SLOs to be assessed for this cycle was met. INES BUKIKOSA MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
5. Auto Body/Secondary, program level data collection status – Data collection is ongoing. The author needs to complete the activity schedule. Marsha would like for the author to clarify if this was an industry driven standard. INES BUKIKOSA MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
6. Automotive Technology/Secondary, data collection status – Data collection is ongoing. INES BUKIKO MOTIONED TO APPROVE.

D. Team 3 – Cecilia, Charlene, Richard & Wilson

1. Early Childhood Education, AS/Certificate, course assessment plan – The SLO numbers are missing and the AY for the course needs to be inputted. Also, the author needs to check the goals and the start/end date. WILSON TAM MOTIONED TO APPROVE, SECONDED BY MIKE SETZER.
2. Development & Alumni Relations, assessment plan – The end dates are missing for the AUOs. They need to be inputted. The team suggested the author clarify what the revenue projection is. The author needs to upload sample documents that she mentioned in the plan but were not there. WILSON TAM MOTIONED TO APPROVE WITH MINOR CORRECTIONS, SECONDED BY MIKE SETZER. Motion carried.

VI. Open Discussion

CCA Meetings – There are only 4 meetings remaining before faculty go on break. Wilson suggested that the CCA meeting be extended by a ½ hour to try and finish reviewing the documents by December 5th. If not, he suggested extending the CCA meeting by another Friday. Also, limit review time from 5 to 7 minutes. This will help the committee finish on time. Keep in mind that grammatical errors are not very important during review. The focus should be on the plans and reports.

CFS Issues – Some authors are frustrated because they do not know who their review team members are when given their CFSs. In the past a decision was made not to include the names of the reviewing team on the CFS. However, Gina recommended including the names and phone numbers of the team members on the CFS. YVONNE TAM MOTIONED TO APPROVE, SECONDED BY MARSHA POSTROZNY. Motion carried.

VII. Next Meeting, November 14, 2008 @ 2 p.m.

VIII. Agenda Items for Next Meeting

- IX. Adjournment:** IT WAS MOVED BY MIKE SETZER, SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN. Motion carried. Meeting adjourned at 3:22 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #188)
President's Conference Room
2 p.m. Friday, November 14, 2008

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Gina Tudela (Co-chair) Priscilla Johns, Richard Quiambao, Joseph Benavente, Esther Yanger, Marsha Postrozny, Michael Setzer II, Joleen Evangelista, Ines Bukikosa, Yvonne Tam, Katsuyoshi Uchima and Charlene Flores

Members absent: Doris Perez and Cecilia Delos Santos

III. Approval of prior minutes

IT WAS MOVED BY MIKE SETZER, SECONDED BY JOE BENAVENTE, THAT THE MEETING MINUTES (UPDATE #187) OF NOVEMBER 7, 2008 BE APPROVED AS SUBMITTED. MOTION CARRIED.

VI. Old Business; deliberating/rating plans:

- a) Mike Setzer, update on Faculty Senate as a TracDat reporting unit – Gina is scheduled to meet with Clare on Monday, November 17th.
- b) AIE Website RFP update – The contract is being prepared.
- c) Ad Hoc Report, update training schedule for CCA – Training will be scheduled for spring 2009 for CCA members.
- d) Student Climate Survey, update – There are 302 respondents to the survey as of today. An increase of 18% from 11/5/08, which was 255. The survey will end on Dec. 5th.
- e) Institutional Effectiveness Survey, update - The packets are due to AIE office no later than 11/21/08. Six out of 41 packets received as of today (11/14/08).
- f) President's Evaluation Survey, update – Status quo.
- g) Administrator Assessment – In February 2009, 13 administrators will be assessed. Posters have been printed and placed around campus.

V. New Business

a) Team #4 – Joleen, Mike & Yvonne

- 1) Accommodative Services, assessment plan – YVONNE TAM MOTIONED TO APPROVE WITH MINOR CORRECTIONS, SECONDED BY MIKE SETZER. Motion carried.
- 2) Facilities Maintenance AY2006/2007 report & AY2007/2008 plan –YVONNE TAM MOTIONED TO RATE THE REPORT INCOMPLETE, SECONDED BY MIKE SETZER. Motion carried. Facilities Maintenance AY2007/2008 plan – Gina mentioned that this program unit is out of sync and the authors do not make the decision to skip assessment requirements. She reminded the CCA members that if the authors have not completed their assessment requirements, then they need to. In regards to “N=99%”, Yvonne wanted to clarify what happened to the 1%? This will be addressed in the CFS. YVONNE TAM MOTIONED TO APPROVE WITH MINOR CORRECTIONS, SECONDED BY MIKE SETZER. Motion carried.
- 3) Office Technology AS, course level assessment plan – The end dates were not entered. The tools, criterion and related goals were missing. Gina suggested that the author go through TracDat training. YVONNE TAM MOTIONED TO RATE THE PLAN INCOMPLETE, SECONDED BY MIKE SETZER. Motion carried.
- 4) Career Placement Center, assessment report – Review team reported that several information was inputted twice. Author needs to explain what the 61% and 83% are referring to for SSUO#3 under column 3. YVONNE TAM MOTIONED TO RATE THE PLAN RESUBMIT, SECONDED BY MIKE SETZER. Motion carried

b) Team #1 – Doris, Esther & Joe

- 1) Construction Trades Secondary, AY2008/2009 assessment plan – The plan was well written. The author needs to upload instruments for AY 2008 and define “N”. The team suggested that instead of using “perspective graduates”, the author should use “all students”. ESTHER YANGER MOTIONED TO APPROVE WITH MINOR CORRECTIONS, SECONDED BY MARSHA POSTROZNY. Motion carried.
- 2) Medical Assisting AS/Certificate, course assessment plan - Today is the author's last day at GCC. The plan is incomplete because only 4 course SLOs instead of the required 7 courses will be assessed. There are inconsistencies in the plan. The team stated that on the CFS they will encourage the dean to identify a new author and to have him/her sign up for individualized training with AIE. AIE will send a copy of the CFS to Dean Reilly. ESTHER YANGER MOTIONED TO RATE THE PLAN INCOMPLETE, SECONDED BY YVONNE TAM. Motion carried.

c) Team #2 – Ines, Katsuyoshi & Marsha

- 1) Visual Communications AS, course assessment plan – Katsuyoshi said the plan was confusing. The “Methods and Tools” and the “Criterion” does not match. The author needs to clarify this. Also, there were no checklists or rubrics to identify the remaining SLOs. KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY MIKE SETZER. Motioned carried.

VI. Open Discussion/Reminder

CFS Due date: Send to AIE no later than Monday after CCA rating – Wilson indicated that today's rating is due to Priscilla on Monday (11/14/08).

CFS guide, new deadline to authors is 2 weeks after CCA rating - The deadline for authors is 2 weeks after they receive their CFS.

CFS guide, remind authors in the “Use of Assessment Results” column to include information on how planning & implementing the results will help improve student learning and or experiences for their next assessment cycle.

Assessing Assessment – Marsha and Michelle attended a SLO workshop in October sponsored by ACCJC. One thing that was mentioned in the workshop was the importance of “assessing assessment” at different institutions. AIE will conduct a content analyses of all the CCA updates and their evaluations of TracDat trainings. AIE will also administer a survey to current CCA members this semester or during spring semester. Gina would like to have this done before the midterm report is submitted to ACCJC in March.

Gen Ed Committee – The Gen Ed committee is comprised of many new faculty members. The committee will no longer use the plan that was entered into TracDat previously. They will submit their new plan to AIE. Gina mentioned that Gen Ed was included in the matrix for CCA members to review.

Student Climate & Institutional Effectiveness Surveys – Gina reminded everyone to encourage students to complete the student climate survey. Also, the Institutional Effectiveness survey is due to department heads/DCs on Nov. 19th and to the AIE office on Nov. 21st.

CFS for data collection & implementation status – Wilson asked that the teams prepare a CFS for both data collection & implementation status after its review and submit it to Priscilla.

VII. Next Meeting, November 21, 2008 @ 2 p.m. PCR

VIII. Agenda Items for Next Meeting

- IX. Adjournment:** IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY MIKE SETZER TO ADJOURN. Motion carried. Meeting adjourned at 3:22 p.m.