

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
December 11, 2009 (Fall 2009 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior (December 4, 2009) minutes/update #211
- IV. Review Team Report:
 - Team #1: Doris, Joe & Esther
 1. Computer Networking AS – Course Level SLO Assessment Report
 2. Construction Technology Certificate – Course Level SLO Assessment Plan
 3. Medical Assisting AS/Certificate – Course Level SLO Assessment Plan
 4. Medical Assisting AS/Certificate – Course Level SLO Assessment Report
 5. Practical Nursing Certificate – Course Level SLO Data Collection Status
 6. Work Experience – Assessment Report
 - Team #2: Ines, Marsha & Katsuyoshi
 1. Continuing Education – Assessment Plan
 - Team #4: Joleen, Mike & Yvonne
 1. Accommodative Services – Assessment Plan
 2. Cosmetology Certificate – Course Level SLO Data Collection Status
 3. Education AA/Certificate – Course Level SLO Assessment Report
 4. Pre-Nursing Certificate – Course Level SLO Data Collection Status
- V. Old Business/Action Items/Reminder
 - a) CFS due to AIE
 - b) Assessing CCA Survey
 - c) Review of CCA Goals for AY2009-2010
 - d) Join Curriculum & Gen Ed Committee meeting
 - e) GED – Certificate Program as a Program Assessment Unit under Group B update
 - f) Fall 2009 IDEA Student Survey Update
 - g) Assessment Cycle Schedule (Two-Year?)
 - h) End of the Year Report Template
- VI. New Business
 - BOT Self Evaluation Survey
 - Foundation Board Self Evaluation Survey
- VII. Open Discussion/Reminder
 - CFS Due – no later than Tuesday after CCA rating to AIE for Review
- VIII. Next meeting, January 29, 2010 @ 2:00pm, PCR (Merry Christmas!)
- IX. Agenda items for next meeting
 - CFS Template for Assessment Report
- X. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room 1210
Fall 2009 Term
December 11, 2009

	Name	Position	Signature
1.	Benavente, Joseph	Plannner IV, Academic Affairs Division	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Concepcion, Mark	COPSA Student Representative	
3.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
4.	Evangelista, Joleen	Supply Management Administrator Business & Finance Division (BFD)	
6.	Johns, Priscilla	Program Specialist, Assessment & Institutional Effectiveness Office	
7.	Perez, Doris	Assistant Director, Planning & Development, Administrative Services Division (ASD)	
8.	Postrozny Dr., Marsha	Adjunct Associate Dean	
9.	Quiambao, Richard	Institutional Researcher, Assessment & Institutional Effectiveness Office	
10.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
11.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Language Institute	
12.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
13.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	On leave.
14.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
15.	Yanger, Esther	Associate Dean, TSS	
16.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
February 19, 2010 (Spring 2010 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior (February 12, 2010) minutes/update #214
- IV. Team Report: Follow Up with Authors
 - Team #1
 - Apprenticeship Training Program – resubmitted Assessment Plan
 - Enrollment Services – resubmitted Assessment Plan
 - Materials Management – resubmitted Assessment Plan
 - Student Support Services – resubmitted Assessment Plan
 - Team #3
 - President – resubmitted Assessment Plan
 - Team #4
 - Facility Maintenance – resubmitted Assessment Plan
- V. Old Business –
 - Adult High School Diploma as a Program Assessment under Group B; status
 - GED – Certificate Program as a Program Assessment Unit under Group B; status
- VI. Update/Reminder
 - CFS due to AIE Monday after CCA rating
 - Assessing CCA Survey – on hold until Fall 2010
 - Fall 2009 IDEA Student Survey
 - Joint Gen Ed, Curriculum and CCA committee meeting
 - Closing the Loop
 - CCA Members Teaching Spring 2010 and Assessing Course Level SLOs
 - CCA Minutes (Participatory Governance Website)
 - Spring 2010 TracDat/SLO Workshop – need tutor assistance for sessions
 - No meeting February 26, 2010 due to Self Study Training with ACCJC Vice President for Team Operations Jack Pond
- VII. New Business
- VIII. Next meeting, March 5, 2010 @ 2:00pm, PCR
- IX. Agenda items for next meeting
- X. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room 1210
February 19, 2010 (Spring 2010 Term)
Sign-In

	Name	Position	Signature
1.	Benavente, Joseph	Plannner IV, Academic Affairs Division	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Concepcion, Mark	COPSA Student Representative	
3.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
4.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
6.	Johns, Priscilla	Program Specialist, Assessment & Institutional Effectiveness Office	
7.	Perez, Doris	Assistant Director, Planning & Development, Administrative Services Division (ASD)	
8.	Postrozny Dr., Marsha	Adjunct Associate Dean	
9.	Quiambao, Richard	Institutional Researcher, Assessment & Institutional Effectiveness Office	
10.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
11.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Language Institute	
12.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
13.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
14.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
15.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
January 29, 2010 (Spring 2010 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior (December 11, 2009) minutes/update #212
- IV. New Business – Power Point Presentation
- V. Open Discussion/Reminder
 - Revised CFS
- VI. Next meeting, February 5, 2010 @ 2:00pm, PCR
- VII. Agenda items for next meeting
- VIII. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room 1210
January 29, 2010 (Spring 2010 Term)
Sign-In

	Name	Position	Signature
1.	Benavente, Joseph	Plannner IV, Academic Affairs Division	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Concepcion, Mark	COPSA Student Representative	
3.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
4.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
6.	Johns, Priscilla	Program Specialist, Assessment & Institutional Effectiveness Office	
7.	Perez, Doris	Assistant Director, Planning & Development, Administrative Services Division (ASD)	
8.	Postrozny Dr., Marsha	Adjunct Associate Dean	
9.	Quiambao, Richard	Institutional Researcher, Assessment & Institutional Effectiveness Office	
10.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
11.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Language Institute	
12.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
13.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
14.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
15.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
February 12, 2010 (Spring 2010 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior (January 29, 2010) minutes/update #213
- IV. Old Business – Team Report: Follow Up with Authors
- V. Open Discussion/Reminder
 - Revised CFS for Assessment Plans
 - Revised CFS for Assessment Reports
 - Adult High School Diploma as a Program Assessment under Group B; status
 - GED – Certificate Program as a Program Assessment Unit under Group B; status
 - Assessing CCA Survey
 - Fall 2009 IDEA Student Survey Update
 - Joint Gen Ed, Curriculum and CCA committee meeting
 - Closing the Loop
 - CCA Members Teaching Spring 2010 and Assessing Course Level SLOs
- VI. New Business
 - Spring 2010 TracDat/SLO Workshop
 - Publication of ILOs – in TracDat
 - BOT Self Evaluation Survey
 - Foundation Board Self Evaluation Survey
 - Program Review Goals & Objectives
 - CCA Minutes (Participatory Governance Website)
 - IDEA Student Survey March 8-19, 2010
 - Faces of the Future February 22 to March 5, 2010
- VII. Next meeting, February 19, 2010 @ 2:00pm, PCR
- VIII. Agenda items for next meeting
 1. Materials Management – resubmitted Assessment Plan (Team #1)
 2. President – resubmitted Assessment Plan (Team #3)
 3. Student Support Services – resubmitted Assessment Plan (Team #1)
- IX. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room 1210
February 12, 2010 (Spring 2010 Term)
Sign-In

	Name	Position	Signature
1.	Benavente, Joseph	Plannner IV, Academic Affairs Division	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Concepcion, Mark	COPSA Student Representative	
3.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
4.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
6.	Johns, Priscilla	Program Specialist, Assessment & Institutional Effectiveness Office	
7.	Perez, Doris	Assistant Director, Planning & Development, Administrative Services Division (ASD)	
8.	Postrozny Dr., Marsha	Adjunct Associate Dean	
9.	Quiambao, Richard	Institutional Researcher, Assessment & Institutional Effectiveness Office	
10.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
11.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Language Institute	
12.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
13.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
14.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
15.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
(March 5 and March 12, 2010 cancelled)
March 19, 2010 (Spring 2010 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior (February 19, 2010) minutes/update #215
- IV. Team Report: Follow Up with Authors
 - Team #1
 - Apprenticeship Training Program – resubmitted Assessment Plan
 - Materials Management – resubmitted Assessment Plan
 - Enrollment Services – resubmitted Assessment Plan
 - Student Support Services – resubmitted Assessment Plan
 - Work Experience – Assessment Plan
 - Team #2
 - Continuing Education – resubmitted Assessment Plan
 - Marketing Secondary – course level SLO Assessment Plan
 - Project Aim – Assessment Plan
 - Team #3
 - Assessment & Counseling – resubmitted Assessment Plan
 - Electronic & Computer Networking – course level SLO Assessment Plan
 - Hospitality Industry Management – resubmitted course level SLO Assessment Report
 - Team #4
 - Accommodative Services – resubmitted Assessment Plan
 - Cosmetology Certificate – course level Assessment Report
 - Facility Maintenance – resubmitted Assessment Plan
- V. Old Business –
 - Adult High School Diploma as a Program Assessment under Group B; status
 - Adult Education/GED (ABE/ASE) – ESL update
 - GED – Certificate Program as a Program Assessment Unit under Group B; status
 - Faculty Senate – TracDat status
- VI. Update/Reminder
 - CFS due to AIE Monday after CCA rating
 - Revised CFS for Assessment Plan & Report – added column for author's response, needs approval
 - Assessing CCA Survey – on hold until Fall 2010
 - Fall 2009 IDEA Student Survey update
 - Joint Gen Ed, Curriculum and CCA committee meeting
 - Closing the Loop
 - CCA Members Teaching Spring 2010 and Assessing Course Level SLOs
 - CCA Minutes (Participatory Governance Website) update on linking from AIE website

VII. New Business

- State Licensure data input in TracDat – needs memo from CCA Chair
- Secondary Course Level SLOs & Program Map in Process – begin assessing?
- Construction Trades Certificate – course offered Spring 2010, no assessment plan
- General Education – no activity since AY2008-2009 plan inputted

VIII. Next meeting, March 26, 2010 @ 2:00pm, PCR

IX. Agenda items for next meeting

X. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room 1210
(March 5 and March 12, 2010 cancelled)
March 19, 2010 (Spring 2010 Term)
Sign-In

	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Academic Affairs Division	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Concepcion, Mark	COPSA Student Representative	
3.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
4.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
6.	Johns, Priscilla	Program Specialist, Assessment & Institutional Effectiveness Office	
7.	Perez, Doris	Assistant Director, Planning & Development, Administrative Services Division (ASD)	
8.	Postrozny Dr., Marsha	Adjunct Associate Dean	
9.	Quiambao, Richard	Institutional Researcher, Assessment & Institutional Effectiveness Office	
10.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
11.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Language Institute	
12.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
13.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
14.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
15.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division (Not required to attend)	

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
March 26, 2010 (Spring 2010 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior (March 19, 2010) minutes/update #216
- IV. Team Report: Follow Up with Authors
Team #1
 - Enrollment Services – resubmitted Assessment Plan
 - Student Support Services – resubmitted Assessment Plan
 - Work Experience – Assessment Plan
- V. Old Business –
 - Adult High School Diploma, GED Certificate Program as a Program Assessment under Group B; status on program and course assessment (report from meeting with Geri James)
 - Adult Education/GED (ABE/ASE) – ESL update
 - Faculty Senate – TracDat status
- VI. Update/Reminder
 - CFS due to AIE Monday after CCA rating
 - No Meeting April 3, 2010 due to Spring Break
 - Assessing CCA Survey – on hold until Fall 2010
 - Fall 2009 IDEA Student Survey update
 - Joint Gen Ed, Curriculum and CCA committee meeting
 - Closing the Loop
 - CCA Members Teaching Spring 2010 and Assessing Course Level SLOs
 - CCA Minutes (Participatory Governance Website) update on linking from AIE website
 - State Licensure data input in TracDat – needs memo from CCA Chair
 - Secondary Course Level SLOs & Program Map in Process – begin assessing?
 - Construction Trades Certificate – course offered Spring 2010, no assessment plan
 - General Education – no activity since AY2008-2009 plan inputted
- VII. New Business
Assessing course level SLOs for programs suspended (memo) from program level assessment
 - Emergency Management AS & Certificate
 - Surveying Technology AA & Certificate
 - Medium/Heavy Diesel Truck Technology Certificate
 - Institutional Effective Survey – Full Time Faculty, Administrators
- VIII. Next meeting, April 9, 2010 @ 2:00pm, PCR
- IX. Agenda items for next meeting
- X. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room 1210
March 26, 2010 (Spring 2010 Term)
Sign-In

	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Academic Affairs Division	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Concepcion, Mark	COPSA Student Representative	
3.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
4.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
6.	Johns, Priscilla	Program Specialist, Assessment & Institutional Effectiveness Office	
7.	Perez, Doris	Assistant Director, Planning & Development, Administrative Services Division (ASD)	
8.	Postrozny Dr., Marsha	Adjunct Associate Dean	
9.	Quiambao, Richard	Institutional Researcher, Assessment & Institutional Effectiveness Office	
10.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
11.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Language Institute	
12.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
13.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
14.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
15.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division (Not required to attend)	

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
April 9, 2010 (Spring 2010 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior (March 26, 2010) minutes/update #217
- IV. Team Report: Follow Up with Authors
 - Team #1
 - Computer Networking AS – resubmitted course level SLO Assessment Report
 - Medical Assisting AS/Certificate – course level SLO Assessment Report
 - Team #3
 - ProStart Secondary – course level SLO Assessment Plan
 - Team #4
 - Supervision & Management AS/Certificate – course level SLO Assessment Report
- V. Old Business – Update/Reminder
 - Adult High School Diploma, GED Certificate Program as a Program Assessment under Group B; status on program and course assessment (report from meeting with Geri James)
 - Adult Education/GED (ABE/ASE) – ESL update
 - Assessing CCA Survey – on hold until Fall 2010
 - CCA Members Teaching Spring 2010 and Assessing Course Level SLOs
 - CCA Minutes (Participatory Governance Website) update on linking from AIE website
 - CFS due to AIE Monday after CCA rating
 - Closing the Loop
 - Construction Trades Certificate – course offered Spring 2010, update from Team 1
 - Faculty Senate – TracDat status
 - Fall 2009 IDEA Student Survey update
 - General Education (no activity since AY2008-2009 plan inputted) – status
 - Joint Gen Ed, Curriculum and CCA committee meeting
 - State Licensure data input in TracDat – update from CCA Chair
- VI. New Business
- VII. Next meeting, April 16, 2010 @ 2:00pm, PCR
- VIII. Agenda items for next meeting
- IX. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room 1210
April 9, 2010 (Spring 2010 Term)
Sign-In

	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Academic Affairs Division	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Concepcion, Mark	COPSA Student Representative	
3.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
4.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
6.	Johns, Priscilla	Program Specialist, Assessment & Institutional Effectiveness Office	
7.	Perez, Doris	Assistant Director, Planning & Development, Administrative Services Division (ASD)	
8.	Postrozny Dr., Marsha	Adjunct Associate Dean	
9.	Quiambao, Richard	Institutional Researcher, Assessment & Institutional Effectiveness Office	
10.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
11.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Language Institute	
12.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
13.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
14.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
15.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division (Not required to attend)	

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
April 16, 2010 (Spring 2010 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior (April 9, 2010) minutes/update #218
- IV. Team Report: Follow Up with Authors
Team #2
 - English Language Department - course level SLO Assessment Plan
 - Math, Science, & Cosmetology Department – course level SLO Assessment PlanTeam #3
 - Criminal Justice & Social Science Department – course level SLO Assessment Plan
- V. Old Business – Update/Reminder
 - Adult High School Diploma, GED Certificate Program as a Program Assessment under Group B; status on program and course assessment (report from meeting with Geri James)
 - Adult Education/GED (ABE/ASE) – ESL update
 - Assessing CCA Survey – on hold until Fall 2010
 - CCA Members Teaching Spring 2010 and Assessing Course Level SLOs
 - CCA Minutes (Participatory Governance Website) update on linking from AIE website
 - CFS due to AIE Monday after CCA rating
 - Closing the Loop
 - Construction Trades Certificate – course offered Spring 2010, update from Team 1
 - Faculty Senate – TracDat status
 - Fall 2009 IDEA Student Survey update
 - General Education (no activity since AY2008-2009 plan inputted) – status
 - Joint Gen Ed, Curriculum and CCA committee meeting
- VI. New Business
 - Revised Assessment Plan CFS template
 - Assessment Compliance Report
- VII. Next meeting, April 23, 2010 @ 2:00pm, PCR
- VIII. Agenda items for next meeting
- IX. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room 1210
April 16, 2010 (Spring 2010 Term)
Sign-In

	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Academic Affairs Division	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Concepcion, Mark	COPSA Student Representative	
3.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
4.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
6.	Johns, Priscilla	Program Specialist, Assessment & Institutional Effectiveness Office	
7.	Perez, Doris	Assistant Director, Planning & Development, Administrative Services Division (ASD)	
8.	Postrozny Dr., Marsha	Adjunct Associate Dean	
9.	Quiambao, Richard	Institutional Researcher, Assessment & Institutional Effectiveness Office	
10.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
11.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Language Institute	
12.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
13.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
14.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
15.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division (Not required to attend)	

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
(April 23, 2010 - Cancelled)
April 30, 2010 (Spring 2010 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior (April 16, 2010) minutes/update #219
- IV. Team Report: Follow Up with Authors
- V. Old Business – Update/Reminder
 - Assessing CCA Survey – on hold until Fall 2010
 - CCA Members Teaching Spring 2010 and Assessing Course Level SLOs
 - CCA Minutes (Participatory Governance Website) update on linking from AIE website
 - CFS due to AIE Monday after CCA rating
 - Closing the Loop
 - Construction Trades Certificate – course offered Spring 2010, update from Team 1
 - Faculty Senate – TracDat status
 - GED - status
 - General Education Committee (no activity since AY2008-2009 plan inputted) – status
 - Joint Gen Ed, Curriculum and CCA committee meeting
 - Spring 2010 IDEA Student Survey update
- VI. New Business
 - Two-Year Assessment Schedule Proposal (Effective Fall 2010)
 - Assessment Submissions From Authors; Follow Up with Deans
 - Assessment Awards Nominations Criterion
 - CCA By-Laws updated due to Faculty Contract Ratification and Board Approval
 - AY2010-2011 CCA Chair (Next Fall)
 - Taxonomy Update (Federal Programs)
- VII. Next meeting, May 7, 2010 @ 2:00pm, PCR
- VIII. Agenda items for next meeting
- IX. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room 1210
(April 23, 2010 – Cancelled)
April 30, 2010 (Spring 2010 Term)
Sign-In

	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Academic Affairs Division	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Concepcion, Mark	COPSA Student Representative	
3.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
4.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
6.	Johns, Priscilla	Program Specialist, Assessment & Institutional Effectiveness Office	
7.	Perez, Doris	Assistant Director, Planning & Development, Administrative Services Division (ASD)	
8.	Postrozny Dr., Marsha	Adjunct Associate Dean	
9.	Quiambao, Richard	Institutional Researcher, Assessment & Institutional Effectiveness Office	
10.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
11.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Language Institute	
12.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
13.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
14.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
15.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division (Not required to attend)	

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
May 7, 2010 (Spring 2010 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior (April 30, 2010) minutes/update #220
- IV. Team Report: Follow Up with Authors
- V. Old Business – Update/Reminder
 - Assessing CCA Survey – on hold until Fall 2010
 - CCA Members Teaching Spring 2010 and Assessing Course Level SLOs
 - CCA Minutes (Participatory Governance Website) update on linking from AIE website
 - Closing the Loop
 - Construction Trades Certificate – course offered Spring 2010, update from Team 1
 - Faculty Senate – TracDat status
 - GED - status
 - General Education Committee (no activity since AY2008-2009 plan inputted) – status
 - Joint Gen Ed, Curriculum and CCA committee meeting
 - Spring 2010 IDEA Student Survey update
 - Two-Year Assessment Schedule Proposal (Effective Fall 2010)
 - Assessment Submissions From Authors; Follow Up with Deans
 - Assessment Awards
 - CCA By-Laws updated due to Faculty Contract Ratification and Board Approval
 - AY2010-2011 CCA Chair (Next Fall)Nominations
- VI. New Business
- VII. Next meeting, May 14, 2010 @ 2:00pm, PCR
- VIII. Agenda items for next meeting
- IX. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room 1210
May 7, 2010 (Spring 2010 Term)
Sign-In

	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Academic Affairs Division	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Concepcion, Mark	COPSA Student Representative	
3.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
4.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
6.	Johns, Priscilla	Program Specialist, Assessment & Institutional Effectiveness Office	
7.	Perez, Doris	Assistant Director, Planning & Development, Administrative Services Division (ASD)	
8.	Postrozny Dr., Marsha	Adjunct Associate Dean	
9.	Quiambao, Richard	Institutional Researcher, Assessment & Institutional Effectiveness Office	
10.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
11.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Language Institute	
12.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
13.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
14.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
15.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division (Not required to attend)	

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
May 14, 2010 (Spring 2010 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Dr. Ray Somera, Vice President for Academic Affairs Division
- IV. Approval of prior (May 7, 2010) minutes/update #221
- V. Team Report: Follow Up with Authors
- VI. Old Business – Update/Reminder
 - Assessing CCA Survey – on hold until Fall 2010
 - CCA Members Teaching Spring 2010 and Assessing Course Level SLOs
 - Faculty Senate – TracDat status hold till Fall 2010
 - GED – status on hold till Fall 2010
 - General Education Committee (no activity since AY2008-2009 plan inputted) – status
 - Joint Gen Ed, Curriculum and CCA committee meeting
 - Spring 2010 IDEA Student Survey update
 - Two-Year Assessment Schedule Proposal (Effective Fall 2010)
 - Assessment Awardees
 - CCA By-Laws updated due to Faculty Contract Ratification and Board Approval
 - AY2010-2011 CCA Chair (Next Fall)Nominations
 - CCA AY2010-2011 Weekly Meeting Schedule
- VII. New Business
- VIII. Next meeting, September 3, 2010 @ 2:00pm, PCR
- IX. Agenda items for next meeting
- X. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room 1210
May 14, 2010 (Spring 2010 Term)
Sign-In

	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Academic Affairs Division	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Concepcion, Mark	COPSA Student Representative	
3.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
4.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
6.	Johns, Priscilla	Program Specialist, Assessment & Institutional Effectiveness Office	
7.	Perez, Doris	Assistant Director, Planning & Development, Administrative Services Division (ASD)	
8.	Postrozny Dr., Marsha	Adjunct Associate Dean	
9.	Quiambao, Richard	Institutional Researcher, Assessment & Institutional Effectiveness Office	
10.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
11.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Language Institute	
12.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
13.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
14.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
15.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division (Not required to attend)	

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
Fall 2009
September 4, 2009
AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior (May 8, 2009) minutes/update #201
- IV. Review Team Report
Team #3, Wilson, Cecilia, Richard, Charlene
 - a) Hospitality Industry Management – course level assessment plan
- V. Old Business/Unfinished Business/Action Items/Reminder
 - a) Faculty Senate as a TracDat Reporting Unit
 - b) Assessing CCA
 - c) Review of CCA Goals for AY2009-2010
- VI. New Business
 - a) Review team assignment
 - b) Program & course level SLO do not match curriculum documents, TracDat & catalog
 - c) Fire Science Technology
 - d) Emergency Management AS/Certificate Programs
 - e) Incorporate Career Technical Education in assessment
- VII. Open Discussion/Reminder – October 12, 2009 first assessment deadline
- VIII. Next meeting, September 11, 2009 @ 2:00pm, PCR
- IX. Agenda Items for Next Meeting
- X. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room 1210
Fall 2009 Term
September 4, 2009

	Name	Position	Signature
1.	Benavente, Joseph	Plannner IV, Academic Affairs Division	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
3.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
4.	Evangelista, Joleen	Supply Management Administrator Business & Finance Division (BFD)	
5.	Flores, Charlene	COPSA Student Representative	
6.	Johns, Priscilla	Program Specialist, Assessment & Institutional Effectiveness Office	
7.	Perez, Doris	Assistant Director, Planning & Development, Administrative Services Division (ASD)	
8.	Postrozny Dr., Marsha	Adjunct Associate Dean	
9.	Quiambao, Richard	Institutional Researcher, Assessment & Institutional Effectiveness Office	
10.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
11.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Language Institute	
12.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
13.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
14.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
15.	Yanger, Esther	Associate Dean, TSS	
16.			
17.			

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
Fall 2009
September 11, 2009
AGENDA

- I. Call to order
- II. Roll Call
- III. Welcome new member
- IV. Guest – Dr. Ray Somera
- V. Approval of prior (September 4, 2009) minutes/update #202
- VI. Review Team Report
- VII. Old Business/Unfinished Business/Action Items/Reminder
 - a) Hospitality Management update
 - b) Faculty Senate as a TracDat Reporting Unit response from Clare
 - c) Assessing CCA
 - d) Review of CCA Goals for AY2009-2010
 - e) Review of CCA By-Laws
 - f) Join Curriculum & Gen Ed Committee meeting
 - g) Fire Science Technology
 - h) Emergency Management AS/Certificate programs
- VIII. New Business
- IX. Open Discussion/Reminder
 - a) October 12, 2009 first assessment deadline
 - b) TracDat sessions
- X. Next meeting, September 11, 2009 @ 2:00pm, PCR
- XI. Agenda Items for Next Meeting
- XII. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room 1210
Fall 2009 Term
September 11, 2009

	Name	Position	Signature
1.	Benavente, Joseph	Plannner IV, Academic Affairs Division	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Concepcion, Mark	COPSA Student Representative	
3.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
4.	Evangelista, Joleen	Supply Management Administrator Business & Finance Division (BFD)	
6.	Johns, Priscilla	Program Specialist, Assessment & Institutional Effectiveness Office	
7.	Perez, Doris	Assistant Director, Planning & Development, Administrative Services Division (ASD)	
8.	Postrozny Dr., Marsha	Adjunct Associate Dean	
9.	Quiambao, Richard	Institutional Researcher, Assessment & Institutional Effectiveness Office	
10.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
11.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Language Institute	
12.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
13.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
14.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
15.	Yanger, Esther	Associate Dean, TSS	
16.			
17.			

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
Fall 2009
September 18, 2009
AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior (September 11, 2009) minutes/update #203
- IV. Review Team Report
- V. Old Business/Unfinished Business/Action Items/Reminder
 - a) Hospitality Management update
 - b) Faculty Senate (and Standing Committees) as a TracDat Reporting Unit
 - c) Assessing CCA
 - d) Review of CCA Goals for AY2009-2010
 - e) Review of CCA By-Laws
 - f) Join Curriculum & Gen Ed Committee meeting
 - g) Fire Science Technology
 - h) Emergency Management AS/Certificate programs
- VI. New Business
 - Memo to CCA Chair from Dr. Ray Somera, Vice President for Academic Affairs Division
- VII. Open Discussion/Reminder
 - a) October 12, 2009 first assessment deadline
 - b) TracDat sessions – Adult Education/GED
 - c) Secondary course level assessment coinciding with 2-year cycle
- VIII. Next meeting, September 25, 2009 @ 2:00pm, Assessment Kick-Off @ Tech Center Rm. 1201
- IX. Agenda Items for Next Meeting; Rate the following:
 - a) Marketing AS – Assessment Report
 - b) Visual Communications AS – Assessment Report
 - c) Marketing Secondary – Program Level Implementation Status
 - d) Visual Communications Secondary – Program Level Implementation Status
 - e) Adult Education/GED – Program Level Implementation Status
- X. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room 1210
Fall 2009 Term
September 18, 2009

	Name	Position	Signature
1.	Benavente, Joseph	Plannner IV, Academic Affairs Division	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Concepcion, Mark	COPSA Student Representative	
3.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
4.	Evangelista, Joleen	Supply Management Administrator Business & Finance Division (BFD)	
6.	Johns, Priscilla	Program Specialist, Assessment & Institutional Effectiveness Office	
7.	Perez, Doris	Assistant Director, Planning & Development, Administrative Services Division (ASD)	
8.	Postrozny Dr., Marsha	Adjunct Associate Dean	
9.	Quiambao, Richard	Institutional Researcher, Assessment & Institutional Effectiveness Office	
10.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
11.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Language Institute	
12.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
13.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
14.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
15.	Yanger, Esther	Associate Dean, TSS	
16.			
17.			

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
Fall 2009
October 2, 2009
AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior (September 18, 2009) minutes/update #204
- IV. Review Team Report: Team #2 Marsha, Inez, & Katsuyoshi
 - a) Marketing AS – Assessment Report
 - b) Marketing Secondary – Program Level Implementation Status
 - c) Management Information Systems (MIS) – Admin Level Assessment Plan
 - d) Visual Communications Secondary – Program Level Implementation Status
 - e) Visual Communications AS – Assessment Report
- V. Old Business/Unfinished Business/Action Items/Reminder
 - a) Faculty Senate (and Standing Committees) as a TracDat Reporting Unit
 - b) Assessing CCA
 - c) Review of CCA Goals for AY2009-2010
 - d) Join Curriculum & Gen Ed Committee meeting
 - e) CCA Self Assessment Survey
 - f) Taxonomy & Review Team Assignment update
 - g) Adult Education/GED
- VI. New Business
- VII. Open Discussion/Reminder
 - a) October 12, 2009 first assessment deadline
 - b) TracDat sessions
 - c) Achieving the Seemingly Impossible
- VIII. Next meeting, October 9, 2009 @ 2:00pm, PCR
- IX. Agenda items for next meeting
- X. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room 1210
Fall 2009 Term
October 2, 2009

	Name	Position	Signature
1.	Benavente, Joseph	Plannner IV, Academic Affairs Division	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Concepcion, Mark	COPSA Student Representative	
3.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
4.	Evangelista, Joleen	Supply Management Administrator Business & Finance Division (BFD)	
6.	Johns, Priscilla	Program Specialist, Assessment & Institutional Effectiveness Office	
7.	Perez, Doris	Assistant Director, Planning & Development, Administrative Services Division (ASD)	
8.	Postrozny Dr., Marsha	Adjunct Associate Dean	
9.	Quiambao, Richard	Institutional Researcher, Assessment & Institutional Effectiveness Office	
10.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
11.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Language Institute	
12.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
13.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
14.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
15.	Yanger, Esther	Associate Dean, TSS	
16.			
17.			

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
Fall 2009
October 9, 2009

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior (October 2, 2009) minutes/update #205
- IV. Review Team Report:
 - a) Accounting AS – Course Level SLO Assessment Report (Team #1; Doris, Joe & Esther)
 - b) Development & Alumni Relations – Unit Assessment Report (Team #3; Wilson, Richard, Cecilia & Mark)
 - c) Learning Resource Center – Program AY09-10 Assessment Plan (Team #4; Joleen, Mike & Yvonne)
 - d) Marketing Secondary – Program Level Implementation Status Team #2; Marsha, Inez, & Katsuyoshi)
 - e) Visual Communications Secondary – Program Level Implementation Status (Team #2; Marsha, Inez, & Katsuyoshi)
- V. Old Business/Unfinished Business/Action Items/Reminder
 - a) Guidance for authors to use information from the ISMP, Fact Book, Self Study and AIAR reports and connecting the information back to their assessment plan or report
 - b) Faculty Senate (and Standing Committees) as a TracDat Reporting Unit
 - c) Assessing CCA
 - d) Review of CCA Goals for AY2009-2010
 - e) Join Curriculum & Gen Ed Committee meeting
 - f) CCA Self Assessment Survey
 - g) Taxonomy & Review Team Assignment update
 - h) Adult Education/GED – Administrative Unit; Adult High School Diploma as a Program Unit
 - i) Reviewer's Guide
- VI. New Business
- VII. Open Discussion/Reminder
 - a) October 12, 2009 first assessment deadline
 - b) TracDat sessions
 - c) Achieving the Seemingly Impossible
- VIII. Next meeting, October 16, 2009 @ 2:00pm, PCR
- IX. Agenda items for next meeting
- X. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room 1210
Fall 2009 Term
October 9, 2009

	Name	Position	Signature
1.	Benavente, Joseph	Plannner IV, Academic Affairs Division	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Concepcion, Mark	COPSA Student Representative	
3.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
4.	Evangelista, Joleen	Supply Management Administrator Business & Finance Division (BFD)	
6.	Johns, Priscilla	Program Specialist, Assessment & Institutional Effectiveness Office	
7.	Perez, Doris	Assistant Director, Planning & Development, Administrative Services Division (ASD)	
8.	Postrozny Dr., Marsha	Adjunct Associate Dean	
9.	Quiambao, Richard	Institutional Researcher, Assessment & Institutional Effectiveness Office	
10.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
11.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Language Institute	
12.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
13.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
14.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
15.	Yanger, Esther	Associate Dean, TSS	
16.	Somera Dr., R. Ray	Vice President for Academic Affairs Division	
17.			

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
Fall 2009
October 16, 2009
AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior (October 9, 2009) minutes/update #206
- IV. Review Team Report:
 - Team #1: Doris, Joe & Esther
 - 1. Board of Trustees – Assessment Plan
 - 2. Enrollment Services – Assessment Plan
 - 3. Materials Management – Assessment Plan
 - 4. Office Technology Certificate – Data Collection Status (rating not required but CFS is required)
 - 5. Student Support Services – Assessment Plan
 - Team #2: Ines, Marsha & Katsuyoshi
 - 1. Auto Body Secondary – Program Implementation Status (rating not required but CFS is required)
 - 2. Automotive Technology – same as Auto Body
 - 3. Automotive Technology – Course Level SLO Assessment Report
 - 4. Business Office – Assessment Plan
 - Team #3: Cecilia, Mark, Richard & Wilson
 - 1. Adult Education/GED – Implementation Status (rating not required but CFS is required)
 - 2. Assessment & Counseling – Assessment Plan
 - 3. Center for Civic Engagement – Assessment Plan
 - 4. Center for Student Involvement – Assessment Plan
 - 5. Computer Science AS/Certificate – Course Level SLO Assessment Report
 - 6. Development & Alumni Relations – Assessment Plan
 - 7. Electronics & Computer Networking – Course Level SLO Data Collection Status (rating is not required but CFS is required)
 - 8. President/CEO – Assessment Plan
 - Team #4: Joleen, Mike & Yvonne
 - 1. Admissions & Registration – Assessment Plan
 - 2. Communications & Promotions – Assessment Plan
 - 3. Facility Maintenance – Assessment Plan
 - 4. Foundation Board – Assessment Plan
 - 5. Health Services Center – Assessment Plan
 - 6. Planning & Development – Assessment Plan
 - 7. Safety Office – Assessment Plan
 - 8. Supervision & Management AS/Certificate – Course Level SLO Assessment Report

- V. Old Business/Unfinished Business/Action Items/Reminder
- a) Guidance for authors to use information from the ISMP, Fact Book, Self Study and AIAR reports and connecting the information back to their assessment plan or report
 - b) Faculty Senate (and Standing Committees) as a TracDat Reporting Unit
 - c) Assessing CCA Survey
 - d) Review of CCA Goals for AY2009-2010
 - e) Join Curriculum & Gen Ed Committee meeting
 - f) GED – Certificate Program as a Program Assessment Unit under Group B
 - g) Reviewer's Guide
 - h) ACCJC/WASC Retreat October 22-24, 2009
- VI. New Business
- a) Changes and how it affects assessment author
 - Sample products
 - Standardized documents for uploading
 - Standardize N=?
 - Changing SLO/AUO/SSUO name to include the specific term (FA09-SP11)
 - b) Industry Standards
- VII. Open Discussion/Reminder
- Fall 2009 IDEA Student Survey
 - CFS Due Date – no later than Monday after CCA rating
- VIII. Next meeting, October 30, 2009 @ 2:00pm, PCR
- IX. Agenda items for next meeting
- Early Childhood Education AS/Certificate – Course Level SLO Report
 - Education AA/Certificate – Course Level SLO Report
 - Criminal Justice AS/Certificate – Course Level SLO Plan/Report
 - Office Technology AS Course Level SLO Report
 - Project Aim – Program Level Implementation Status
 - Student Financial Aid Assessment Plan
- X. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room 1210
Fall 2009 Term
October 16, 2009

	Name	Position	Signature
1.	Benavente, Joseph	Plannner IV, Academic Affairs Division	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Concepcion, Mark	COPSA Student Representative	
3.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
4.	Evangelista, Joleen	Supply Management Administrator Business & Finance Division (BFD)	
6.	Johns, Priscilla	Program Specialist, Assessment & Institutional Effectiveness Office	
7.	Perez, Doris	Assistant Director, Planning & Development, Administrative Services Division (ASD)	
8.	Postrozny Dr., Marsha	Adjunct Associate Dean	
9.	Quiambao, Richard	Institutional Researcher, Assessment & Institutional Effectiveness Office	
10.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
11.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Language Institute	
12.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
13.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
14.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
15.	Yanger, Esther	Associate Dean, TSS	
16.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
Fall 2009
October 30, 2009
AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior (October 16, 2009) minutes/update #207
- IV. Review Team Report:
 - Team #1: Doris, Joe & Esther
 - 1. Board of Trustees – Assessment Plan
 - 2. Enrollment Services – Assessment Plan
 - 3. Materials Management – Assessment Plan
 - 4. Office Technology Certificate – Data Collection Status (rating not required but CFS is required)
 - 5. Student Support Services – Assessment Plan
 - Team #2: Ines, Marsha & Katsuyoshi
 - 1. Auto Body Secondary – Program Implementation Status (rating not required but CFS is required)
 - 2. Automotive Technology – same as Auto Body
 - 3. Automotive Technology – Course Level SLO Assessment Report
 - 4. Business Office – Assessment Plan
 - Team #3: Cecilia, Mark, Richard & Wilson
 - 1. Adult Education/GED – Implementation Status (rating not required but CFS is required)
 - 2. Assessment & Counseling – Assessment Plan
 - 3. Center for Civic Engagement – Assessment Plan
 - 4. Center for Student Involvement – Assessment Plan
 - 5. Computer Science AS/Certificate – Course Level SLO Assessment Report
 - 6. Development & Alumni Relations – Assessment Plan
 - 7. Electronics & Computer Networking – Course Level SLO Data Collection Status (rating is not required but CFS is required)
 - 8. President/CEO – Assessment Plan
 - Team #4: Joleen, Mike & Yvonne
 - 1. Admissions & Registration – Assessment Plan
 - 2. Communications & Promotions – Assessment Plan
 - 3. Facility Maintenance – Assessment Plan
 - 4. Foundation Board – Assessment Plan
 - 5. Health Services Center – Assessment Plan
 - 6. Planning & Development – Assessment Plan
 - 7. Safety Office – Assessment Plan
 - 8. Supervision & Management AS/Certificate – Course Level SLO Assessment Report

- V. Old Business/Unfinished Business/Action Items/Reminder
- a) Guidance for authors to use information from the ISMP, Fact Book, Self Study and AIAR reports and connecting the information back to their assessment plan or report
 - b) Faculty Senate (and Standing Committees) as a TracDat Reporting Unit
 - c) Assessing CCA Survey
 - d) Review of CCA Goals for AY2009-2010
 - e) Join Curriculum & Gen Ed Committee meeting
 - f) GED – Certificate Program as a Program Assessment Unit under Group B
 - g) Reviewer's Guide
 - h) ACCJC/WASC Retreat October 22-24, 2009
- VI. New Business
- a) Changes and how it affects assessment author
 - Sample products
 - Standardized documents for uploading
 - Standardize N=?
 - Changing SLO/AUO/SSUO name to include the specific term (FA09-SP11)
 - b) Industry Standards
- VII. Open Discussion/Reminder
- Fall 2009 IDEA Student Survey
 - CFS Due Date – no later than Monday after CCA rating
- VIII. Next meeting, October 30, 2009 @ 2:00pm, PCR
- IX. Agenda items for next meeting
- Apprenticeship Training Program – Assessment Plan
 - Computer Networking AS – Course Level SLO Report
 - Criminal Justice AS/Certificate – Course Level SLO Plan/Report
 - Early Childhood Education AS/Certificate – Course Level SLO Report
 - Education AA/Certificate – Course Level SLO Report
 - Office Technology AS Course Level SLO Report
 - Project Aim – Program Level Implementation Status
 - Student Financial Aid Assessment Plan
- X. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room 1210
Fall 2009 Term
October 30, 2009

	Name	Position	Signature
1.	Benavente, Joseph	Plannner IV, Academic Affairs Division	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Concepcion, Mark	COPSA Student Representative	
3.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
4.	Evangelista, Joleen	Supply Management Administrator Business & Finance Division (BFD)	
6.	Johns, Priscilla	Program Specialist, Assessment & Institutional Effectiveness Office	
7.	Perez, Doris	Assistant Director, Planning & Development, Administrative Services Division (ASD)	
8.	Postrozny Dr., Marsha	Adjunct Associate Dean	
9.	Quiambao, Richard	Institutional Researcher, Assessment & Institutional Effectiveness Office	
10.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
11.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Language Institute	
12.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
13.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
14.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
15.	Yanger, Esther	Associate Dean, TSS	
16.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
Fall 2009
November 6, 2009
AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior (October 30, 2009) minutes/update #208
- IV. Review Team Report
 1. Team #1 – Doris, Esther & Joe
 - a) Apprenticeship Training – Assessment Plan
 - b) Computer Networking AS – Course Level SLO Assessment Report
 2. Team #2 – Ines, Katsuyoshi & Marsha
 - a) Criminal Justice AS/Certificate – Course Level SLO Assessment Plan
 - b) Criminal Justice AS/Certificate – Course Level SLO Assessment Report
 - c) Project Aim – Implementation Status (rating not required, CFS however is required)
 - d) Student Financial Aid – Assessment Plan
 3. Team #3 – Cecilia, Mark, Richard & Wilson
 - a) Early Childhood Education – Course Level SLO Assessment Report
 4. Team #4 – Joleen, Mike & Yvonne
 - a) Admissions & Registration – Assessment Plan
 - b) Communications & Promotions – Assessment Plan
 - c) Education AS/Certificate – Course Level SLO Assessment Report
 - d) Facility Maintenance – Assessment Plan
 - e) Foundation Board – Assessment Plan
 - f) Health Services Center – Assessment Plan
 - g) Office Technology AS – Course Level SLO Assessment Report
 - g) Planning & Development – Assessment Plan
 - h) Safety Office – Assessment Plan
 - i) Supervision & Management AS/Certificate – Course Level SLO Assessment Report
- V. Old Business/Unfinished Business/Action Items/Reminder
 - Adult High School Diploma as a Program Assessment Unit under Group B
 - Assessing CCA Survey
 - Faculty Senate (and Standing Committees) as a TracDat Reporting Unit
 - Fall 2009 IDEA Student Survey Update
 - GED – Certificate Program as a Program Assessment Unit under Group B
 - Joint Gen Ed, Curriculum and CCA committee meeting
- VI. New Business
 - CFS for Assessment Reports
 - BOT Self Evaluation Survey
 - Foundation Board Self Evaluation Survey

VII. Open Discussion/Reminder

VIII. Next meeting, November 14, 2009 @ 2:00pm, PCR

IX. Agenda Items for Next Meeting

X. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room 1210
Fall 2009
November 6, 2009

	Name	Position	Signature
1.	Benavente, Joseph	Plannner IV, Academic Affairs Division	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
3.	Concepcion, Mark	COPSA Student Representative	
4.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
5.	Evangelista, Joleen	Supply Management Administrator Business & Finance Division (BFD)	
6.	Johns, Priscilla	Program Specialist, Assessment & Institutional Effectiveness Office	On sick leave.
7.	Perez, Doris	Assistant Director, Planning & Development, Administrative Services Division (ASD)	
8.	Postrozny Dr., Marsha	Adjunct Associate Dean	
9.	Quiambao, Richard	Institutional Researcher, Assessment & Institutional Effectiveness Office	
10.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
11.	Somera Dr., R. Ray	Ex-officio Vice President for Academic Affairs	
12.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Language Institute	
13.	Tam, Yvonne	Secondary Assistant Professor, TPS – Marketing	
14.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	On leave.
15.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
16.	Yanger, Esther	Associate Dean, TSS	

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
Fall 2009
November 20, 2009
AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior (November 6, 2009) minutes/update #209
- IV. Review Team Report:
 - Team #1: Doris, Joe & Esther
 1. Center for Learning & Instruction – Assessment Report (Close Out)
 2. Computer Networking AS – Course Level SLO Assessment Report
 3. Office Technology Certificate Course Level SLO Data Collection
 4. Work Experience – Assessment Report
 - Team #2: Ines, Marsha & Katsuyoshi
 1. Criminal Justice AS/Certificate – Course Level SLO Assessment Plan
 2. Criminal Justice AS/Certificate – Course Level SLO Assessment Report
 3. Human Resources – Assessment Plan
 4. Project AIM/TRiO – Implementation Status (rating not required, CFS however, is required)
 - Team #3: Cecilia, Mark, Richard & Wilson
 1. Culinary Arts AA – Course Level SLO Assessment Report
 2. Early Childhood Education AS/Certificate – Course Level SLO Assessment Report
 - Team #4: Joleen, Mike & Yvonne
 1. Accommodative Services – Assessment Plan
 2. Education AA/Certificate – Course Level SLO Assessment Report
 3. Facility Maintenance – Assessment Plan
 4. Planning & Development – Assessment Plan
 5. Safety Office – Assessment Plan
 6. Supervision & Management AS/Certificate – Course Level SLO Assessment Report
- V. Old Business/Action Items/Reminder
 - a) Faculty Senate (and Standing Committees) as a TracDat Reporting Unit
 - b) Assessing CCA Survey
 - c) Review of CCA Goals for AY2009-2010
 - d) Join Curriculum & Gen Ed Committee meeting
 - e) GED – Certificate Program as a Program Assessment Unit under Group B
 - f) Reviewer's Guide
 - g) ACCJC/WASC Retreat October 22-24, 2009
 - h) Program Review
 - i) Fall 2009 IDEA Student Survey Update
- VI. New Business
 - CFS for Assessment Reports
 - BOT Self Evaluation Survey
 - Foundation Board Self Evaluation Survey

- VII. Open Discussion/Reminder
 - CFS Due – no later than Monday after CCA rating to AIE for Review
- VIII. Next meeting, December 4, 2009 @ 2:00pm, PCR
- IX. Agenda items for next meeting
- X. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room 1210
Fall 2009 Term
November 20, 2009

	Name	Position	Signature
1.	Benavente, Joseph	Plannner IV, Academic Affairs Division	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Concepcion, Mark	COPSA Student Representative	
3.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
4.	Evangelista, Joleen	Supply Management Administrator Business & Finance Division (BFD)	
6.	Johns, Priscilla	Program Specialist, Assessment & Institutional Effectiveness Office	
7.	Perez, Doris	Assistant Director, Planning & Development, Administrative Services Division (ASD)	
8.	Postrozny Dr., Marsha	Adjunct Associate Dean	
9.	Quiambao, Richard	Institutional Researcher, Assessment & Institutional Effectiveness Office	
10.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
11.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Language Institute	
12.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
13.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	On leave.
14.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
15.	Yanger, Esther	Associate Dean, TSS	
16.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
December 4, 2009 (Fall 2009 Term)

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of prior (November 20, 2009) minutes/update #210
- IV. Review Team Report:
 - Team #1: Doris, Joe & Esther
 1. Center for Learning & Instruction – Assessment Report (Close Out)
 2. Computer Networking AS – Course Level SLO Assessment Report
 3. Medical Assisting AS/Certificate – Course Level SLO Assessment Report
 4. Medical Assisting AS/Certificate – Course Level SLO Assessment Report
 5. Work Experience – Assessment Report
 - Team #2: Ines, Marsha & Katsuyoshi
 1. Continuing Education – Assessment Plan
 - Team #4: Joleen, Mike & Yvonne
 1. Accommodative Services – Assessment Plan
 2. Education AA/Certificate – Course Level SLO Assessment Report
- V. Old Business/Action Items/Reminder
 - a) Faculty Senate (and Standing Committees) as a TracDat Reporting Unit
 - b) Assessing CCA Survey
 - c) Review of CCA Goals for AY2009-2010
 - d) Join Curriculum & Gen Ed Committee meeting
 - e) GED – Certificate Program as a Program Assessment Unit under Group B
 - f) Reviewer's Guide
 - g) ACCJC/WASC Retreat October 22-24, 2009
 - h) Program Review
 - i) Fall 2009 IDEA Student Survey Update
 - j) CCA Last Meeting – December 11, 2009
- VI. New Business
 - CFS for Assessment Reports
 - Assessment Cycle Schedule (Two-Year?)
 - End of the Year Report Template
 - BOT Self Evaluation Survey
 - Foundation Board Self Evaluation Survey
- VII. Open Discussion/Reminder
 - CFS Due – no later than Monday after CCA rating to AIE for Review
- VIII. Next meeting, December 11, 2009 @ 2:00pm, PCR
- IX. Agenda items for next meeting
- X. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room 1210
Fall 2009 Term
December 4, 2009

	Name	Position	Signature
1.	Benavente, Joseph	Plannner IV, Academic Affairs Division	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	On leave.
5.	Concepcion, Mark	COPSA Student Representative	
3.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
4.	Evangelista, Joleen	Supply Management Administrator Business & Finance Division (BFD)	
6.	Johns, Priscilla	Program Specialist, Assessment & Institutional Effectiveness Office	
7.	Perez, Doris	Assistant Director, Planning & Development, Administrative Services Division (ASD)	Off-island.
8.	Postrozny Dr., Marsha	Adjunct Associate Dean	
9.	Quiambao, Richard	Institutional Researcher, Assessment & Institutional Effectiveness Office	
10.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
11.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Language Institute	
12.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
13.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	On leave.
14.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
15.	Yanger, Esther	Associate Dean, TSS	
16.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #210)
President's Conference Room
2:07 p.m. Friday, November 20, 2009

I. Call to Order – 2 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Joseph Benavente, Ines Bukikosa, Priscilla Johns, Doris Perez, Richard Quiambao, Michael Setzer II, Dr. Ray Somera, Yvonne Tam, Katsuyoshi Uchima and Esther Yanger

Members absent: Dr. Gina Tudela (Co-Chair) Mark Concepcion, Cecilia Delos Santos, Joleen Evangelista and Dr. Marsha Postrozny

III. Approval of prior minutes

IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA THAT THE MEETING MINUTES (UPDATE #209) NOVEMBER 6, 2009 BE APPROVED. Motion carried.

VI. Review Team Report:

Team #3 – Cecilia, Mark, Richard & Wilson

1. Culinary Arts AA, Course Level SLO Assessment Report – It seems that the author does not understand what is needed for this process. Also, it was reported that the data that was collected was incomplete. RICHARD QUIAMBAO MOTIONED TO RESUBMIT, SECONDED BY WILSON TAM. Motion carried.
2. Early Childhood Education AS/Certificate, Course Level SLO Assessment Report – The author should use a percentage instead of the word “majority” to make the criterion more measurable. There are only minor changes that need to be made to this report. WILSON TAM MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY RICHARD QUIAMBAO. Motion carried.

Team #1 – Doris, Esther & Joe

1. Center for Learning & Instruction, Assessment Report (Close Out) – Dr. Somera will provide a memo that this program no longer exists. The memo will be uploaded into TracDat.
2. Work Experience, Assessment Report – Cathy Leon Guerrero indicated that this department is not a program and does not have a budget. She is asking if the department is still required to submit a report. Also, who is truly the author? Is it Tony San Nicolas or Cathy Leon Guerrero? The unit has had assessment activity since 2004 with at least one completed cycle. A memo was sent a few months ago to

the dean regarding this matter. Dr. Somera suggested that Esther meet with the dean immediately to discuss this issue. JOSEPH BENAVENTE MOTIONED TO HAVE ESTHER YANGER MEET WITH THE DEAN TO DISCUSS ASSESSMENT ON WORK EXPERIENCE, SECONDED BY DORIS PEREZ. Motion carried.

Team #2 – Ines, Katsuyoshi & Marsha

1. Criminal Justice AS/Certificate, Course Level SLO Assessment Plan – The author did the map for the plan. There was only one course that was missing from the courses there were being assessed. MARSHA POSTRONY MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
2. Criminal Justice AS/Certificate, Course Level SLO Assessment Report – This report is incomplete. MARSHA POSTROZNY MOTIONED THAT THE REPORT IS INCOMPLETE, SECONDED BY JOSEPH BENAVENTE. Motion carried.
3. Human Resources, Assessment Plan – This plan does not have many changes from the last plan. The author has indicated training, however it's very general. If looking at the Standards under Human Resources, there are many items that are required for this department to do. Marsh will provide the Standards to the author so that it will guide her. MARSHA POSTROZNY MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
4. Project Aim/TRIO, Implementation Status – There are no dates indicated on when they will be going into the classrooms. Only that it will be done by the end of the semester. Implementation status does not require the committee's approval, however, a CFS must be completed and forwarded to the unit author.

Team #4: Joleen, Mike & Yvonne

1. Facility Maintenance, Assessment Plan – The author needs to upload the survey card that is used for complaints. Priscilla reported that during the division's TracDat training/workshop session, she encouraged the department assessment author to refer to the August 2008 ACCJC's Guide to Evaluating Institutions and incorporate items required to be assessed under Standard 3 in their new AUOs. She mentioned that her students have expressed that the classroom was unsafe with computer lines running from the ceiling to the floor etc. Priscilla recommended that the unit develop a checklist, assess each classroom to record maintenance issues for either MIS, Safety Office or facility and communicate hazardous issues requiring immediate action. YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY MIKE SETZER II. Motion carried.
2. Planning & Development, Assessment Plan – The author did everything that was required of her to do. YVONNE TAM MOTIONED TO APPROVE, SECONDED BY MICHAEL SETZER II. Motion carried.

V. Old Business/Action Items/Reminder

- a) Faculty Senate (and Standing Committees) as a TracDat Reporting Unit – Wilson, the Chair of the CCA committee emailed the President of the Faculty Senate on the decision that the Faculty Senate must be a TracDat reporting unit. There has been no response to date. Joe was tasked by Dr. Somera to check if all committees under the Faculty Senate have been completing their midterm and end of the year reports. These reports must be uploaded into TracDat. Wilson and Joe will schedule an appointment to meet with the Faculty Senate President (Clare Camacho).
- b) Assessing CCA Survey – Status Quo.

VI. New Business

- CFS for Assessment Reports – There are only two meetings remaining before the semester ends. The last meeting is December 11, 2009. Dr. Somera indicated that the CFSs must be sent to the authors before the semester ends.

VII. Open Discussion/Reminder

VIII. Next meeting, December 4, 2009 @ 2 p.m. PCR

IX. Agenda items for next meeting:

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

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #211)
President's Conference Room
2 p.m. Friday, December 4, 2009

I. Call to Order – 2 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Joseph Benavente, Mark Concepcion, Cecilia Delos Santos, Joleen Evangelista, Priscilla Johns, Dr. Marsha Postrozny, Michael Setzer II, Yvonne Tam, Katsuyoshi Uchima and Esther Yanger

Members absent: Dr. Gina Tudela (Co-Chair) Ines Bukikosa, Doris Perez, Richard Quiambao, and Dr. Ray Somera

III. Approval of prior minutes

IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY JOSEPH BENAVENTE THAT THE MEETING MINUTES (UPDATE #210) NOVEMBER 20, 2009 BE APPROVED. Motion carried.

VI. Review Team Report:

Team #1 – Doris, Esther & Joe

1. Center for Learning Instruction, Assessment Report (Close Out) – An email was received from Dr. Michelle Santos indicating that CLI is no longer under the Academic Affairs Division and should be removed from the listing.
2. Work Experience – Dean Ridgell is still meeting with the two authors (Tony & Cathy LG) and has not decided on who the author will be.
3. Medical Assisting AS/Certificate, Course Level SLO Assessment Plan – The plan is incomplete. JOSEPH BENAVENTE MOTIONED TO TABLE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried
4. Medical Assisting AS/Certificate, Course Level SLO Assessment Report – The report is also incomplete. JOSEPH BENAVENTE MOTIONED TO TABLE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

Team #3 – Cecilia, Mark, Richard & Wilson **(NOT ON AGENDA)**

1. Center for Student Involvement, Report – The report was rated RESUBMIT earlier. The author made all the changes except for uploading the student satisfaction survey. WILSON TAM MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY CECILIA DELOS SANTOS. Motion carried.

2. Computer Science – Everything addressed on the CFS was updated in TracDat. WILSON TAM MOTIONED TO APPROVE, SECONDED BY CECILIA DELOS SANTOS. Motion carried.
3. Early Childhood Education – This was approved earlier. The author made all the changes.

Team #2 – Ines, Katsuyoshi & Marsha

1. Continuing Education, Assessment Plan – The team member that reviewed the plan was not present on this day. MARSHA POSTROZNY MOTIONED TO TABLE, SECONDED BY KATSUYOSHI UCIMA. Motion carried.

Team #4: Joleen, Mike & Yvonne

1. Accommodative Services, Assessment Plan – JOLEEN EVANGELISTA MOTIONED TO TABLE, SECONDED BY MIKE SETZER II. Motion carried.
2. Education AA/Certificate, Course Level SLO Assessment Report – JOLEEN EVANGELISTA MOTIONED TO TABLE, SECONDED BY MIKE SETZER II. Motion carried.

V. Old Business/Action Items/Reminder

- a) Faculty Senate (and Standing Committees) as a TracDat Reporting Unit – Priscilla has scheduled training with Tania from the Faculty Senate office to input information into TracDat.
- b) Assessing CCA Survey – Status Quo.
- c) Review of CCA Goals for AY 2009-2010 – PRISCILLA JOHNS MOTIONED TO TABLE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- d) Join Curriculum & Gen Ed Committee meeting – Marsha mentioned that Amada Manzana is now the chair for this committee. Wilson suggested that the meeting begin next semester after the first Friday.
- e) GED, Certificate Program as a Program Assessment Unit under Group B - Wilson will send an email to Barbara indicating that GED will be under Group B. KATSUYOSHI UCHIMA MOTIONED TO PLACE THIS PROGRAM UNDER GROUP B, SECONDED BY YVONNE TAM. Motion carried.
- f) Program Review – Marsha indicated that Dr. Somera is waiting for the report from the CCA committee. Marsha did one sample and used Project Aim/TRIO. The team should be looking at what improvements have been made if any. Marsha is proposing that each team complete one unit using the template. The biggest part should be what big changes have been made to the campus and should be tied to assessment. The report is due to Dr. Somera on December 11, 2009. Therefore, a

(Summary of Narrative) should be emailed to Priscilla on or before December 10th 2009. MARSHA POSTROZNY MOTIONED TO HAVE EACH TEAM CHOOSE ONE UNIT, SECONDED BY YVONNE TAM. Motion carried.

- g) ACCJC/WASC Retreat October 22-24, 2009 – Wilson, Priscilla, Mike and Sally attended this retreat which was beneficial to them. The 4 will present their findings on Professional Development Day. Date and time will be provided later.
- h) Fall 2009 IDEA Student Survey Update – TABLED
- i) CCA Last Meeting-December 11, 2009 – This is the last day for the CCA committee to meet.

VI. New Business

- CFS for Asst. Reports – Marsha has a draft for the CFS report template. MARSHA POSTROZNY MOTIONED TO TABLE UNTIL NEXT SEMESTER, SECONDED BY YVONNE TAM. Motion carried.
- Assessment Cycle Schedule (Two-Year?) – Marsha mentioned that a 2 year cycle is not enough. All course level SLOs must now be assessed each time the course is offered at every semester. The budget goal outcomes and performance indicators have to be integrated into TracDat. The Business Office will require that every program, department and unit that requests for funding must go through the entire process and prove that improvements were made in order to get their money. Priscilla suggested the committee try to gauge what is a realistic cycle. She said that because the SLOs have been inputted TracDat, faculty committee members assess the courses SLOs collect and summarize the data as a test run. PRISCILLA JOHNS MOTIONED THAT FACULTY WHO ARE IN THE CCA COMMITTEE BEGIN TO INPUT THE SLO OUTCOMES, RESULTS OF THE OUTCOMES, AND TO UPLOAD THE TOOL INTO TRACDAT THIS COMING SEMESTER FOR ALL OF THE COURSES THEY ARE TEACHING, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- End of the year Report Template – Priscilla mentioned that AIE will prepare the report for CCA Chair Wilson Tam's review and submission to AVP, Dr. Ray Somera.
- BOT Self Evaluation Survey – TABLED
- Foundation Board Self Evaluation Survey – TABLED

VII. Open Discussion/Reminder

- CFS Due no later than Monday after CCA rating to AIE for Review – KATSUYOSHI UCHIMA MOTIONED TO CHANGE THE CFS DUE DATE TO TUESDAY INSTEAD OF MONDAY, SECONDED BY JOLEEN EVANGELISTA. Motion carried.

- In order to give the authors more time to understand the new CFS Report Template, MARSHA POSTROZNY MOTIONED TO HAVE THE NEW DEADLINE BE JANUARY 8, 2009, SECONDED BY KATSUYOSHI UCIMA. Motion carried

VIII. Next meeting, Friday December 11, 2009 @ 2 p.m. PCR

IX. Agenda items for next meeting:

X. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY PRISCILLA JOHNS TO ADJOURN. Motion carried. Meeting adjourned at 3:20 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (#212)

President's Conference Room
2 p.m. Friday, December 11, 2009

I. Call to Order – 2:11 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Joseph Benavente, Ines Bukikosa, Mark Concepcion, Joleen Evangelista, Priscilla Johns, Doris Perez, Dr. Marsha Postrozny, Richard Quiambao, Michael Setzer II, Yvonne Tam and Esther Yanger

Members absent: Dr. Gina Tudela (Co-Chair) Cecilia Delos Santos, Dr. Ray Somera and Katsuyoshi Uchima

III. Approval of prior minutes

IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY PRISCILLA JOHNS THAT THE MEETING MINUTES (UPDATE #211) FOR DECEMBER 4, 2009 BE APPROVED AS SUBMITTED. MOTION CARRIED.

VI. Review Team Report:

Team #1 – Doris, Esther & Joe

1. Enrollment Services, Assessment Plan – This program was rated re-submit earlier this semester. The author has uploaded the instruments. Esther reported that Dean Santos provided a letter indicating that the report was sufficient based on her review. Esther motioned to accept the author's input based on the dean's approval. It was recommended that in the next plan, the author will incorporate tracking. ESTHER YANGER MOTIONED TO APPROVE BASED ON THE DEAN'S EMAIL STATING THAT THE REPORT WAS SUFFICIENT BASED ON HER REVIEW, SECONDED BY DORIS PEREZ. Motion carried.
2. Work Experience, Assessment Report – Dean Ridgell informed Tony San Nicolas that he will continue to input data into TracDat and that he will also be gathering data from faculty. Tony informed Priscilla that he will be on military leave and upon his return will work on finalizing the unit's assessment plan. The author was given the deadline of January 18th 2010. PRISCILLA JOHNS MOTIONED TO GIVE THE AUTHOR UNTIL JANUARY 18, 2010 TO COMPLETE THE UPLOADING OF DOCUMENTS AND FINALIZING THE ASSESSMENT PLAN, SECONDED BY DORIS PEREZ. Motion carried.
3. Construction Technology Certificate, Course Level SLO Assessment Plan – There are many sections that are missing. Doris will email the author and inform him of the January 18, 2010 deadline.

4. Computer Networking AS, Course Level SLO Assessment Report - Not everything was answered in this report. The author did not enter all the data and is saying that some courses listed under the program was not part of his program. Priscilla mentioned that this issue was addressed with the Nuventive (TracDat) consultant. She also indicated that the curriculum program document should be reviewed along with the College Catalog to ensure the technical course requirements for the program matches with what is listed in TracDat. ESTHER YANGER MOTIONED TO RESUBMIT WITH MINOR CHANGES, SECONDED BY YVONNE TAM. Motion carried.
5. Practical Nursing Certificate, Course Level SLO Data Collection Status – The author was given the deadline of January 18th, 2010.
6. Medical Assisting AS/Certificate, Course Level SLO Assessment Plan – The author was given a deadline of January 18th, 2010 to complete the plan.
7. Medical Assisting AS/Certificate, Course Level SLO Assessment Report - The author was given a deadline of January 18th, 2010 to complete the report.

Team #2 – Ines, Katsuyoshi & Marsha

1. Continuing Education, Assessment Plan – There are missing AUOs and related goals. The author needs to review the related goals tab. It was recommended that the author also remove the word “We” and use the word “Utilized” instead. INES BUKIKOSA MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.

Team #4: Joleen, Mike & Yvonne

1. Cosmetology Certificate, Course Level SLO Data Collection Status - There is some confusion with this, everything seems to be the same. Also, there is nothing listed on related tasks and there are no uploads of evidence that will be used to measure the outcomes. If the author has problems with the SLOs, the author should make curriculum changes. For clarification, Doris asked if the new CFS will only be used on the plan. Marsha reported that the new CFS is also a checklist for reviewing assessment plans only. She also mentioned that a draft CFS/CCA checklist for reviewing assessment reports is in progress and will require approval from the committee. In the meantime, the old CFS is to be used to provide feedback to the assessment authors for data collection, implementation status and assessment reports.
2. Accommodative Services, Assessment Plan – It seems like the author is revamping the plan and it shows great improvement. Also, surveys and the student handbook must be uploaded into TracDat. JOLEEN EVANGELISTA MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.

3. Education AA/Certificate, Course Level SLO Assessment Report – There are only minor changes that need to be made to this report. JOLEEN EVANGELISTA MOTIONED TO APPROVE, SECONDED BY YVONNE TAM. Motion carried.

V. Old Business/Action Items/Reminder

- a) CFS due to AIE – In the last meeting, the committee voted to change the deadline of the CFS from Monday to Tuesday. Today, Wilson suggested that the due date return back to MONDAY instead. WILSON TAM MOTIONED TO CHANGE THE CFS DUE DATE BACK TO MONDAY, SECONDED BY YVONNE TAM. Motion carried.
- b) Assessing CCA Survey – Status Quo
- c) Review of CCA goals for AY 2009-1010 – Status Quo
- d) Joint Curriculum & Gen Ed. Committee Meeting – Paul Parvin is no longer the chair for this committee. Wilson indicated that he will wait until the semester begins before he calls a meeting. Marsha mentioned that in the new SLO map, there are no longer 28 Gen. Ed. outcomes. There are only 5 ILOs in the new map and is now in effect.
- e) GED Certificate – Wilson will inform Barbara Jacala that GED is now under group B and that she can start assessing this program. Doris and Priscilla will meet to discuss if the title in TracDat should be GED Certificate.
- f) Fall 2009 IDEA Student Survey Update – There was a 64% response rate on the surveys. The surveys were completed and sent off island to the vendor for processing. A total of 118 classes, with 120 instructors.
- g) Assessment Cycle schedule (Two-Year?) – Dr. Somera would like to meet with Marsha, Priscilla and Dean Michelle to discuss the frequency of assessment courses. Priscilla had concerns with regards to collection of data and the reporting of course assessment.
- h) End of the Year Report Template – In closing the loop, there were concerns regarding the committee members being asked to input information onto the template. Members agree that inputting information from numbers 1 through 4 is fine. However, some members felt that the authors should be giving the opportunity to input the information where it indicates “describe major changes” and under “funds and resources”. Marsha mentioned that Dr. Somera sent this request in a memo and that he is asking what progress has been made.

VI. New Business – TABLED

December 11, 2009

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

- VII. Open Discussion/Reminder** - CFS is due to AIE no later than Monday after CCA meeting/rating. Refer to V.a. above.
- VIII.** Next meeting, Friday January 29, 2010 @ 2 p.m. PCR
- IX.** Agenda items for next meeting: Tabled items; BOT and Foundation Board Self Evaluation Surveys
- X. Adjournment:** IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY RICHARD QUIAMBAO TO ADJOURN. Motion carried. Meeting adjourned at 3:20 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Spring 2010 Update #213)
President's Conference Room
2 p.m. Friday, January 29, 2010

I. Call to Order – 2 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Dr. Gina Tudela (Co-Chair), Joseph Benavente, Mark Concepcion, Cecilia Delos Santos, Joleen Evangelista, Priscilla Johns, Dr. Marsha Postrozny Michael Setzer II, Yvonne Tam and Katsuyoshi Uchima

Members absent: Cecilia Delos Santos & Yvonne Tam

III. Approval of prior minutes: Tabled

IV. New Business – Power Point Presentations

Dr. Somera informed the CCA members that he wanted to provide some perspective from the institutional view point so that the members were in the loop when it came to this perspective. He also indicated that there was a need to review the principles and elements. In the past year and half, there was a considerable effort on SLO development and that now there is an SLO booklet. Both instructors and students now recognize the meaning of SLOs. Listed below are other things Dr. Somera mentioned.

- They are no longer using the phrase “course objective”
- The new terminology is “student learning outcomes”
- It is important to know the distinction of direct measure, indirect measure and no measure
- All student achievement data are deposited into the AIAR report every year
- The link that AIE has made this year is inputting the program review goals into TracDat
- The process is important but results are more important than anything else
- Better improvements are made as a result of assessment
- Curriculum development, what programs and new courses need to be approved or developed.
- The IDEA surveys will be used for assessment purposes
- Most important piece of all is resources allocation
- Without resources instructors cannot teach well and students do not learn well
- If everyone looked at assessment as mere compliance, it will not do any good
- People need to know that the work they put into assessment is valuable to the institution
- The CCA committee recognizes the hard work of and awards are given annually

Michelle attended a conference on Standards for Higher Education last November and one of the areas she looked at is how to assess student services. She said that what happens often is that they look at the process and not the product.

Michelle also wanted to find a way to consolidate the gen ed outcomes to make them so that the institution becomes responsible for student experience and the product at the end. Michelle and Marsha also discussed how to reduce the number of gen ed outcomes. They gave the information to the Gen Ed. committee and they took this information and came up with 6 ILOs (Institution Learning Outcomes) that represent GCC. An announcement that the BOT approved the ILOs went out last December in MyGCC. Michelle however could not find the ILOs anywhere in the website. Her question was how was this suppose to guide the college in terms of evaluating the plans, reports and programs if the ILOs cannot be found?

Michelle mentioned other things listed below.

- Assessment services, must develop, disseminate and implement and regularly review their mission
- Understand the educational values and objectives of programs and services
- Interpret assessment results to guide educational practice
- Advocate for institutional response to assessment findings
- Work to ensure students are not over assessed
- Use various research and methodology
- What changes are being looked at
- What evidence is being collected
- Where are we going with these programs
- How it's impacting student learning and how is it impacting students' experience at GCC

Dr. Tudela opened with a power point presentation indicating that there are only 4 more semesters before the accreditation visit in spring 2012. She expressed that the committee's focus when reviewing assessment plans and reports should be on what we expect the accreditors will be looking for. What is the outcome of assessment? They are looking for the product of assessment and not the process.

In the next CCA meeting, the committee will discuss if there will be other changes to the CFS template.

- See connection between your assessment efforts and institutional data such as the ISMP, Fact Book, AIAR etc.
- Impact of improvement efforts for budget and resources
- When working with reporting units, make sure that they include the budget information and resource they are planning to acquire to make improvements
- Make CFSs simple for reporting units to understand

- Remind reporting units to include the percentage, upload artifacts, instruments, rubrics and tools
- Outcomes must reflect assessment on services
- Employ a systems thinking approach
- Keep in mind that what you do in one part of the college affects other parts of the college
- Beware of changes imposed by internal and external forces
- Have other members of your team review your CFS

V. Open Discussion/Reminder

- Revised CFS - Tabled

VI. Next meeting, Friday February 12, 2010 @ 2 p.m. PCR

VII. Agenda items for next meeting

VIII. Adjournment: Meeting adjourned at 3:00pm

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #214)
President's Conference Room
2 p.m. Friday, February 12, 2010

I. Call to Order – 2 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Dr. Gina Tudela (Co-Chair), Joseph Benavente, Mark Concepcion, Cecilia Delos Santos, Joleen Evangelista, Priscilla Johns, Doris Perez, Dr. Marsha Postrozny, Richard Quiambao, Michael Setzer II, Yvonne Tam and Katsuyoshi Uchima

Members absent: Ines Bukikosa and Dr. Ray Somera

III. Approval of prior minutes:

IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY RICHARD QUIAMBAO THAT THE MEETING MINUTES (UPDATE #213) FOR JANUARY 29, 2010 IS APPROVED. MOTION CARRIED.

IV. Old Business-Team Report: Follow Up with Authors

- Wilson asked the CCA members to remind the authors of the March 8, 2010 assessment deadline.

V. Open Discussion/Reminder

- a. Revised CFS for Assessment Plans – On Jan. 29, 2010 there was an amendment to improve the CFS template. The recommendation was to change the second column heading to include the CCA review team and that the last column is only for assessment authors. PRISCILLA JOHNS MOTIONED TO APPROVE, SECONDED BY JOSEPH BENAVENTE. Motion carried
- b. Revised CFS for Assessment Reports – There is a draft copy of the CFS report template. Because there were concerns from authors and the deans about this new template, it will be posted under announcements on MyGCC. MIKE SETZER MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- c. Adult High School Diploma as a Program Assessment under Group B status – PRISCILLA JOHNS MOTIONED TO TABLE UNTIL THE NEXT MEETING, SECONDED BY RICHARD QUIAMBAO. Motion carried.
- d. GED, Certificate Program as a Program Assessment Unit under Group B; status- PRISCILLA JOHNS MOTIONED TO TABLE UNTIL THE NEXT MEETING, SECONDED BY RICHARD QUIAMBAO. Motion carried.

- e. Assessing CCA Survey – This will take place next academic school year.
- f. Fall 2009 IDEA Student Survey Update – The draft for the report has been completed and is currently being reviewed. The results should be made available to instructors by February 22, 2010. The results will be placed in the mailbox in the faculty lounge. An announcement of this will be made on Professional Development Day.
- g. Joint Gen Ed, Curriculum and CCA committee meeting – Wilson indicated that after Professional Development Day, he will contact Steve Lam and Amada Manzana and make arrangements to meet with them and then bring back information to the CCA members.
- h. Closing the Loop – AIE will be contacting authors from different units to get additional information if missing, in order to help complete the template sooner. The information from this template will be included in the 9th AIAR report.
- i. CCA Members Teaching Spring 2010 and Assessing Course Level SLOs – Faculty must assess their courses. Marsha indicated that last term, CCA faculty members agreed to test assessing the courses they are teaching this spring term and see if it is realistically possible before implementing anything for the cycle. Priscilla also mentioned that Dr. Ray wanted to know the status of where faculty members of CCA are at this point? Chair Wilson Tam reminded faculty to input data in TracDat.

VI. New Business

- Spring 2010 TracDat/SLO Workshop – Priscilla started the TracDat workshop on January 29, 2010. To there were 7 instructional programs and 1 administrative unit users/authors totaling 40 participants thus far. Priscilla indicated that faculty who participated in the workshop for the first time expressed that they have a clearer understanding of why articulating and mapping course SLOs to program SLOs was essential in the assessment process. Version 4.2 was installed on February 5, 2010 and the new features were highlighted during the workshop sessions. The 4.2 version has the capability to preview reports, download to zip, hard drive or flash and save to document repository. Priscilla also mentioned that during the Christmas break she added help notes to every box/field under the program/unit and course assessment plan tabs as well as the means of assessment form. Workshop participants expressed that the help notes was a useful feature. However, suggested having a tutor present during the workshops to assist the new users navigates painlessly during the training/workshop. Richard commended Priscilla for all her hard work.
- Publication of ILOs in Tracdat – On the 1st CCA meeting, January 29th, Michelle had mentioned that she could not find the ILOs anywhere in the website. Priscilla

said that the ILOs are in TracDat and that she will be working to upload them in the AIE website.

- BOT Self Evaluation Survey – Both the BOT and Foundation reports are usually done every year. Dr. Somera has decided to hold off on the report until next year because of the many ongoing happenings.
- Program Review Goals and Objectives – The program review goals that were included in the submission of department/program budget are currently being entered into TracDat by Vangie Aguon. Different reporting units will undergo training on where the goals are located and how to enter information.
- CCA Minutes (Participatory Governance Website) – Marsha mentioned that the Faculty Senate chair is asking that all committees post important things in MyGCC website or studio page and asked who is responsible for posting to the website? Priscilla indicated that CCA agendas and minutes/updates from previous years are available in the AIE website and in TracDat. She also reported that AIE has begun to upload 2007 to current CCA minutes and agendas to the AIE website. She recommended that instead of posting the minutes and agendas to the Participatory Governance CCA Committee page, that a link to the agendas and minutes from the AIE website is set up.
- IDEA Student Survey March 8-19, 2010 – The Spring 2010 IDEA surveys will be administered next month for a period of 2 weeks.
- The Faces of the Future survey packets will be given out to the randomly selected faculty during Professional Development Day (PDD) and Dean Ridgell will make the announcement. The surveys will take place February 22, 2010 to March 5, 2010. The 800 surveys that will be given out are to credit and non-credit students.

VII. Next meeting, February 29, 2010 @ 2 p.m. PCR

VIII. Agenda items for next meeting

1. Materials Management – resubmitted Assessment Plan (Team #1)
2. President – resubmitted Assessment Plan (Team #3)
3. Student Support Services – resubmitted Assessment Plan (Team #1)

IX. Adjournment: Meeting adjourned at 3 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #215)
President's Conference Room
2 p.m. Friday, February 19, 2010

I. Call to Order – 2:07 p.m.

II. Roll Call

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

Members absent: Dr. Gina Tudela (Co-Chair), Mark Concepcion, Doris Perez, Richard Quiambao and Dr. Ray Somera

III. Approval of prior minutes:

IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA THAT THE MEETING MINUTES (UPDATE #214) FOR FEBRUARY 12, 2010 BE APPROVED. MOTION CARRIED.

IV. Team Report: Follow Up with Authors

Team #1

- Apprenticeship Training Program, resubmitted Assessment Plan – JOSEPH BENAVENTE MOTIONED TO TABLE, SECONDED BY YVONNE TAM. Motion carried.
- Enrollment Services, resubmitted Assessment Plan – JOSEPH BENAVENTE MOTIONED TO TABLE, SECONDED BY YVONNE TAM. Motion carried.
- Materials Management, resubmitted Assessment Plan – Most of the items listed in the CFS were addressed. The author needs to identify the types of workshop and training she will be doing and to specify what courses will be piloted for textbook online ordering. JOSEPH BENAVENTE MOTIONED TO APPROVE WITH MINOR REVISIONS, SECONDED BY MIKE SETZER II. Motion carried.
- Student Support Services, resubmitted Assessment Plan – JOSEPH BENAVENTE MOTIONED TO TABLE, SECONDED BY YVONNE TAM. Motion carried.

Team #3

- President, resubmitted Assessment Plan – The author needs to upload documents and to complete the related goals. CECILIA DELOS SANTOS MOTIONED TO APPROVE WITH MINOR REVISIONS, SECONDED BY WILSON TAM. Motion carried.

Team #4

- Facility Maintenance, resubmitted Assessment Plan – JOLEEN EVANGELISTA MOTIONED TO TABLE, SECONDED BY MIKE SETZER II. Motion carried.

V. Old Business-Team Report: Follow Up with Authors

- Adult High School Diploma as Program Assessment under Group B; status – need guidance from Planning & Development. WILSON TAM MOTIONED TO TABLE, SECONDED BY PRISCILLA JOHNS. Motion carried.
- GED, Certificate Program as a Program Assessment Unit under Group B; status – need guidance from Planning & Development. WILSON TAM MOTIONED TO TABLE, SECONDED BY PRISCILLA JOHNS. Motion carried.

VI. Update/Reminder

- CFS due to AIE Monday after CCA rating – Wilson reminded the members that all CFSs are due no later than 5 p.m. the Monday after CCA has rated the plans and reports to AIE for review.
- Assessing CCA Survey, on hold until Fall 2010 – this item will remain on the agenda until fall 2010.
- Faces of the Future Student Survey – The surveys were past out during Professional Development Day with faculty signing/acknowledging receipt of their packet. The surveys will begin February 22, 2010 through March 5, 2010.
- Joint Gen Ed. Curriculum and CCA committee meeting – Wilson spoke to Steve Lam, Gen Ed Chair and they will meet some time next month. Priscilla suggested that TracDat workshop sessions be a joint effort with one member from the curriculum and Gen Ed committee and requested that CCA Chair propose joint sessions. Marsha mentioned that the curriculum committee is ready to propose the new manual and that if the CCA Chair wanted to review the manual and see if there is something from the committee that needs to be incorporated in the curriculum manual.
- Closing the Loop – Gina is currently working on this. The template was uploaded onto the AIE website along with the CFS plan and report templates. Marsha indicated that an announcement of the new templates should be made in MyGCC and suggestions can be made regarding the template to AIE or to their team members.
- CCA Members Teaching Spring 2010 and Assessing Course Level SLOs – The deadline for inputting the course level SLOs assessment plan is March 8, 2010 and closing the loop is at the end of spring 2010 term.
- CCA Minutes (Participatory Governance Website) – Wilson spoke with Clare and said it was agreed that AIE place a link on their website. WILSON TAM MOTIONED TO NOMINATE MIKE SETZER II TO CREATE THE LINK FOR THE WEBSITE, SECONDED BY MIKE SETZER. Motion carried.
- Spring 2010 TracDat SLO Workshop – There were approximately 74 users that attended the TracDat workshops and that most of the participants were new. Priscilla recommended that she have at least one tutor during the workshops to assist participants with navigating through TracDat while she conducted the training as recommended by several participants. Wilson asked the CCA members to volunteer to assist Priscilla during these workshops.

February 19, 2010

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

- No meeting February 26, 2010 due to Self-Study training with ACCJC Vice President for Team Operations Jack Pond – There will be no meeting for CCA on this day. Wilson, Priscilla, Marhsa, Gina and Joe will be attending this workshop on Friday at the Fiesta Resort.

VI. New Business

- **CTE SLO for CS152**

VII. Next meeting, March 5, 2010 @ 2 p.m. PCR

VIII. Agenda items for next meeting

IX. Adjournment: Meeting adjourned at 3 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #216)
President's Conference Room
2 p.m. Friday, March 19, 2010

I. Call to Order – 2 07 p.m.

II. Roll Call

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

Members absent: Mark Concepcion, Richard Quiambao and Yvonne Tam

III. Approval of prior minutes:

IT WAS MOVED BY MIKE SETZER II, SECONDED BY JOSEPH BENAVENTE THAT THE MEETING MINUTES (UPDATE #215) FOR FEBRUARY 19, 2010 BE APPROVED. MOTION CARRIED.

IV. Team Report: Follow Up with Authors

Team #1

- **Apprenticeship Training Program, resubmitted Assessment Plan** – The author did most of what was recommended in the CFS. DORIS PEREZ MOTIONED TO APPROVE THE RESUBMITTED PLAN, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- **Materials Management, resubmitted Assessment Plan** – Everything requested on the CFS was addressed by the author. JOSEPH BENAVENTE MOTIONED TO APPROVE, SECONDED BY MIKE SETZER II. Motion carried.
- **Enrollment Services, resubmitted Assessment Plan** – Joe will meet with the author because the plan was not clear. JOSEPH BENAVENTE MOTIONED TO TABLE, SECONDED BY DORIS PEREZ. Motion carried.
- **Student Support Services, resubmitted Assessment Plan** – Yvonne was not present to discuss this plan, not rated.
- **Work Experience, Assessment Plan** – Yvonne was not present to discuss this plan, not rated.

Team #2

- **Continuing Education, resubmitted Assessment Plan** – The author did some of the things that were requested of him in the CFS. However, the plan is not complete and sample documents were not uploaded. Ines will meet with the author to help him understand the process. INES BUKIKOSA MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried
- **Marketing Secondary, course level SLO Assessment Plan** – The plan is good, all related documents are there. CCA commends the author for a job well done,

KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY INES BUKIKOSA. Motion carried.

- **Project Aim, Assessment Plan** – The plan looks fine. KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY INES BUKIKOSA. Motion carried.

Team #3

- **Assessment & Counseling, Resubmitted Assessment Plan** – This plan was rated re-submit prior. The author inputted all the information that was requested of her. WILSON TAM MOTIONED TO APPROVE, SECONDED BY CECILIA DELOS SANTOS. Motion carried.
- **Electronic & Computer Networking, course level SLO Assessment Plan** – There is no related goals in this plan. The plan is missing some information. CECILIA DELOS SANTOS MOTIONED TO RESUBMIT, SECONDED BY WILSON TAM. Motion carried.
- **Hospitality Industry Management, resubmitted course level SLO Assessment Report** – There are 2 authors for this program and the report is still incomplete. Wilson will ask his team members to meet with the 2 authors and assist them. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.

Team #4

- **Accommodative Services, resubmitted Assessment Plan** – There is a new author for this program. The author did all that was recommended on the CFS. Also, Priscilla mentioned that the author also completed the report for the cycle. JOLEEN EVANGELISTA MOTIONED TO APPROVE, SECONDED BY MIKE SETZER II. Motion carried.
- **Cosmetology Certificate, course level Assessment Report** – Priscilla did a thorough review of this report and 15 students took the multiple choice examination but the class enrollment was 30. Her questions was, is the 87% representing the 30 enrolled students or the 15 that took the exam? Also, the report indicated that students will also be able to identify bacteria disinfectant control and continue to achieve an A rating from Public Health. There is also no data for the 36 students enrolled in Salon 1. PRISCILLA MOTIONED TO RESUBMIT, SECONDED BY JOLEEN EVANGELISTA. Motion carried.
- **Facility Maintenance, resubmitted Assessment Plan** – The author indicated that their department uses the email system and electronic survey in regards to maintenance and repair. Joleen was concerned about how they were being assessed. She mentioned that this department also covers the upkeep of the campus grounds, maintenance of buildings and follow ups with the contractors. Priscilla suggested that the author include students in the survey and not only the employees of the college. Gina also recommended that the author meet with her department because they have a survey (Faces of the Future) that includes 10 additional questions and maybe they can include a question about our facility and maintenance on the next survey. JOLEEN EVANGELISTA MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

V. Old Business

- **Adult High School Diploma as a Program Assessment under Group B; status** – Priscilla met with Huan earlier this week and he understands that the courses under this program are to be assessed. Huan is currently communicating with faculty that is teaching the courses and has asked them to begin collecting data. There was no confirmation from Huan on who will be responsible for updating the information. Priscilla's question was, in TracDat there is Adult High School program, Adult Education, GED and Pre-Ged, what specific courses under these categories need to be assessed? Priscilla also indicated that this department should be given some time to identify the course that is required for Pre-Gen Ed. Priscilla will ask Huan to send a memo regarding this. Also, there is a memo that indicates the acceptance of the Pre-GED course, SP045A & SP045B and no longer offer SP045. Doris will provide a copy to Priscilla. Another question was, does the GED certificate program fall under Associate Dean James? Do the courses under GED need to be assessed? Because there will be scores generated, Wilson thinks GED should be assessed. Someone from the review team will check with Geri James, the GED Coordinator to find out exactly how she is collecting the data that will determine the committee's decision.
- **Adult Education/GED (ABE/ASE), ESL update** – Huan provided Priscilla with the ESL courses. Wilson asked Huan if he will be able to input the data. In the past, Barbara Jacala was doing the inputting. Also, Priscilla reminded everyone that last semester the committee agreed that faculty in this CCA committee report back if it was difficult for them to assess the courses they are teaching, gather the data and input in TracDat.
- **GED, Certificate Program as a Program Assessment Unit under Group B; status** – still needs further clarification to be addressed with Geri James.
- **Faculty Senate, TracDat status** – Clare is aware that Faculty Senate has to be assessed. She will meet with Gina to discuss this further. Wilson will send Clare an email reminder.

VI. Update/Reminder

- **CFS due to AIE Monday after CCA rating** - Wilson reminded the committee members that CFSs are due on Monday.
- **Revised CFS for Assessment Plan & Report, added column for author's response, needs approval** – The column that was added needs to be approved by the committee. Priscilla said that the CFS for assessment report still needs to be reviewed for clarity, specifically the item about CTE standards? Did CCA want the author to make sure the instructional programs are looking at the CTE standards. As the reviewers and looking at the responses, Priscilla wanted to know what the committee would ask the authors. Doris made this recommendation; how does your program or course relate to the industry or national standards? If the narrative that supports the industry national standard is descriptive enough or identified, does the narrative identify CTE industry or national standard? Priscilla also mentioned that the counseling department discovered when inputting data, that there is a choice to inputting data collection for specific activity and who was tasked/assigned. When

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selecting a particular AUO or SSUO on the drop down menu, do we need this field reported as part of assessment? Priscilla said this was new and not required prior. Gina said the committee will vote when the document is completed.

- **Assessing CCA Survey, on hold until Fall 2010** – Still on hold until Fall 2010.
- **Fall 2009 IDEA Student Survey update** – The surveys were administered prior to Michelle and Sarah Leon Guerrero leaving for training. Michelle and Sarah were going to meet with faculty whose classes were assessed so that they can provide them information on how to interpret the results. This is still on hold until a time and date is identified.
- **Joint Gen Ed, Curriculum and CCA committee meeting** - It was decided that Wilson, Steve and Amada will meet during spring break.
- **Closing the Loop** – Priscilla is currently working with different departments in regards to this. The deadline is the end of next week.
- **CCA Members Teaching Spring 2010 and Assessing Course Level SLOs** – Wilson asked what was the deadline. We decided this was to pilot the process and we should use the schedule deadline and report on the process.
- **CCA Minutes (Participatory Governance Website) update on linking from AIE website** - Mike spoke to Elaine and she will do the link. Mike will keep the committee informed.

VII. New Business

- **State Licensure data input in TracDat, needs memo from CCA Chair** – Wilson will send the memo to all the authors. Gina said the memo needs to express the importance of the information. This is one of the areas that accreditors are looking at. Gina also suggested that Wilson attach a copy of the slide from ACCJC to the memo.
- **Secondary Course Level SLOs & Program Map in Process, begin assessing?** – With the new map with ILOs, secondary courses don't need to have ILOs. There were several faculty that attended the TracDat training and realized that the course SLOs in TracDat is not what they are teaching. Priscilla's question is, are the faculty required to assess the course SLOs that appear in TracDat and not indicated in the course syllabus? Marsha mentioned that this was happening to all programs. She said that sometimes faculty does not communicate with their DC's. Or, after they were assessed they realized that that was not how they wanted to word it and then it causes complications. Marsha indicated that the (CCA) committee should require them to close the loop and finish the assessment of their SLOs. Priscilla mentioned that she will prepare the compliance rate by the end of the semester and will add a footnote indicating this concern. At this time, LMP, Pro-Start and Electronics had several meetings. They have been changing their SLOs. Marsha also mentioned to the deans that there is problem with DCs submitting their syllabus. DCs are supposed to submit them 2 weeks after school begins and she was to check them for their SLOs. The Curriculum committee says that after 5 years, course guides are considered outdated. There are several course guides that are from the 1980s. The AVP will be the one to prepare and send out a memo to remind faculty that all information in their syllabus and course guides need to be aligned in TracDat.

March 19, 2010

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

- **Construction Trades Certificate, course offered Spring 2010, no assessment plan** – Priscilla ran a master schedule and it showed that there is enrollment in several of the courses that is required for a Construction certificate. This program has not done the plan. Marsha indicated that this program is going through the Earmark grant and that is why they are not pushing to a regular schedule. Team 1 will follow up with DC Balajadia.
- **General Education SLOs, no activity in TracDat since the AY2008-2009 plan was inputted** – Wilson emailed and spoke to Steve and informed him that because he is the chair, he is responsible to collect the data and input information into TracDat. Marsha questioned if Gen Ed should also be on the SLO map.

VIII. Next meeting, March 26, 2010 @ 2 p.m. PCR

IX. Agenda items for next meeting

Assessing course level SLOs for programs suspended from program level assessment

X. Adjournment: IT WAS MOVED BY KATSUYOSHI UCHIME, SECONDED BY MICHAEL SETZER II TO ADJOURN. Motion carried. Meeting adjourned at 3:30 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #217)
President's Conference Room
2 p.m. Friday, March 26, 2010

I. Call to Order – 2:07 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Dr. Gina Tudela (Co-Chair) Joseph Benavente, Ines Bukikosa, Mark Concepcion, Priscilla Johns, Doris Perez, Dr. Marsha Postrozny, Michael Setzer II, Yvonne Tam and Katsuyoshi Uchima

Members absent: Cecilia Delos Santos, Joleen Evangelista and Richard Quiambao

III. Approval of prior minutes:

IT WAS MOVED BY JOSEPH BENAVENTE SECONDED BY KATSUYOSHI UCHIMA THAT THE MEETING MINUTES (UPDATE #216) FOR MARCH 19, 2010 BE APPROVED WITH MINOR CORRECTIONS TO MEMBERS ABSENT. MOTION CARRIED.

IV. Team Report: Follow Up with Authors

Team #1

- **Enrollment Services, resubmitted Assessment Plan** – JOSEPH BENAVENTE MOTIONED TO APPROVE THE PLAN, SECONDED BY KATSUYOSHI UCHIMA. Motioned carried.
- **Student Support Services, resubmitted Assessment Plan** - The author did a good job. He completed most of the things that were recommended to him. There was a small concern in which the author seemed to repeat things in reference to artifacts. Yvonne will communicate with the author concerning this matter. YVONNE TAM MOTIONED TO APPROVE AND SECONDED BY DORIS. Motion carried.
- **Work Experience, Assessment Plan** – The author used the same AUOs as last reported. YVONNE TAM MOTIONED TO APPROVE AND SECONDED BY JOSEPH BENAVENTE. Motion carried.

Team #3

- **Early Childhood Education/AS, Implementation Status** – Wilson mentioned that everything looks good and only minor changes need to be made.

V. Old Business

- **Adult High School Diploma, GED Certificate Program as a Program Assessment under Group B; status on program and course assessment (report from meeting with Geri James)** – Gina will speak with Geri when she returns to work.
- **Adult Education/GED (ABE/ASE), ESL update** – Wilson is currently reviewing the course and will be inputting the data.

- **Faculty Senate, TracDat status** – Clare will be in negotiations for the next 2 weeks. As soon as the negotiation is completed, Gina will email Clare.

VI. Update/Reminder

- **CFS due to AIE Monday after CCA rating** – All CFSs are due to AIE on Monday.
- **No meeting April 2, 2010 due to spring break** – The next CCA meeting will be on April 9, 2010.
- **Assessing CCA Survey, on hold until fall 2010** – This remains the same.
- **Fall 2009 IDEA STUDENT SURVEY Update** – Michelle Santos and Sarah Leon Guerrero attended the IDEA Student Survey Training off-island last month. They will hold a session on April 14, 2010 @ 2 p.m. in the Allied Health Building, Lecture Hall #1 on how to interpret the results for individuals whose classes participated in the survey last fall. The Faculty involved was sent an email message to inform them of this session. An announcement was also sent out on MyGCC.
- **Joint Gen Ed. Curriculum and CCA COMMITTEE MEETING** – Wilson emailed Steve and Amada asking if they can meet with him and Marsha during spring break. To date there has been no reply. Wilson will send another email to them and will stress the importance to attend the joint meeting. The curriculum committee is ready to approve the curriculum manual. Marsha indicated that the one thing that was missing from the manual was a flow chart that identifies AIE as the last office so that the curriculum documents can be uploaded into TracDat.
- **Closing the Loop**
Gen Ed. was given the “closing the loop” documents and Steve had some concerns about not being the chair when the assessment process started. A meeting was set up between Judy and Steve. Gina mentioned that she was also asked to attend this meeting. Chairs transitioning out should give the incoming chair information so that there is continuity in terms of information. Chair Wilson Tam will advise Gen Ed Chair that “closing the loop” data is still needed for the report and to input data collection and use of results in TracDat.
- **CCA Members Teaching Spring 2010 and Assessing Course Level SLOs** — Wilson said that he uploaded some documents into TracDat. Kat mentioned that he had to scan documents and that took a lot of time. Gina informed that committee that the Xerox machine in the VP's office and the Copying Service office can scan documents quickly. Priscilla mentioned that she would inquire from Frank Salas if scanning services is also available and if Frank Salas can email the scanned documents to the requesting party and report back at the next meeting.
- **CCA Minutes (Participatory governance Website) update on linking from AIE website** – Mike will check with Elaine.
- **State Licensure data input in TracDat, needs memo from CCA Chair** – Wilson will send the letter to Gina and Priscilla for their review today. The letter will be sent via the deans and endorsed by the AVP.
- **Construction Trades Certificate, course offered spring 2010, no assessment plan** – Team #1 will follow up with the DC of this program.

- **General Education, no activity since AY2008-2009 plan inputted** – There is still no activity inputted in TracDat for this unit.

VII. New Business

- a) **Assessing course level SLOs for program suspended (memo) from program level assessment** – Gina mentioned that a memo to CCA from the AVP was received indicating to suspend assessment of the programs listed below because of low enrollment. Once enrollment increases, the programs will then be assessed. Although the programs are suspended, the courses that are under these programs will still have to be assessed by the individuals that offer them.
- **Emergency Management AS & Certificate**
 - **Surveying Technology AA & Certificate**
 - **Medium/Heavy Diesel Truck Technology Certificate**
- b) **Institutional Effectiveness Survey, Full-Time Faculty and Administrators** – The surveys were distributed to faculty earlier this week to their departments. CCA members that are faculty were asked to complete the survey during this CCA meeting. Gina indicated that the survey should only be filled once.

VIII. Next meeting, April 9, 2010 @ 2 p.m. PCR

IX. Agenda items for next meeting

- X. Adjournment:** IT WAS MOVED BY JOE BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN. Motion carried. Meeting adjourned at 3:30 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #218)
President's Conference Room
2 p.m. Friday, April 9, 2010

I. Call to Order – 2:07 p.m.

II. Roll Call

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

Members absent: Mark Concepcion, Cecilia Delos Santos, and Richard Quiambao (Sick Leave)

III. Approval of prior minutes:

IT WAS MOVED BY JOSEPH BENAVENTE SECONDED BY DORIS PEREZ THAT THE MEETING MINUTES (UPDATE #217) FOR MARCH 26, 2010 BE APPROVED. MOTION CARRIED.

IV. Team Report: Follow Up with Authors

Team #1

- **Computer Networking AS – resubmitted course level SLO Assessment Report** – The author made considerable progress. He mentioned that he had 20 students and 10 were randomly selected to take the exam. Because the student population at GCC is not very large, the author should have given the exam to all 20 students. DORIS PEREZ MOTIONED TO APPROVE, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- **Medical Assisting AS/Certificate, course level SLO Assessment Report** –The report is not very clear. Many of the related goals and capstones are missing. Also, no start and end date. Priscilla mentioned that the capstone (courses relating to state, national certification licensure examinations) was only introduced this spring term and was not required prior. Priscilla recommended that the author include the capstones information for the next assessment cycle. YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- **Hospitality Industry Management** (Not on Agenda) – This was rated on March 19th, 2010 and was due April 2nd. The authors were asked to contact Team #3 for assistance. The CFS was emailed to Frank and Lani again. Wilson will give the authors a new deadline.

Team #3

- **ProStart Secondary, course level SLO Assessment Plan** – The author assessed 3 courses out of 5. Also, the author indicated that he could not upload artifacts because of copyright issues, yet the selected artifact was faculty developed test. WILSON

TAM MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY JOSEPH BENAVENTE. Motion carried.

Team #4

- **Supervision & Management AS/Certificate, course level SLO Assessment Report**
The author indicated data was not collected for some courses that were identified as currently being assessed for this cycle and that SLOs will be completed by June 2010. Gina recommended that the current author speak with the previous author to see if he can get some of the artifacts. MIKE SETZER II MOTIONED TO RESUBMIT, SECONDED BY JOLEEN EVANGELISTA. Motion carried.

V. Old Business – Update/Reminder

- **Adult High School Diploma, GED Certificate Program as a Program Assessment under Group B; status on program and course assessment (report from meeting with Geri James) – TABLED**
- **Adult Education/GED (ABE/ASE), ESL update** – Wilson will complete by the end of the semester.
- **Assessing CCA Survey, on hold until Fall 2010** – Still on hold until Fall 2010
- **CCA Members Teaching Spring 2010 and Assessing Course Level SLOs** – Marsha did her special project class and it took her approximately 2 hours to input the assessment plan data, scan and upload artifacts. Gina mentioned that she will share this with the AVP to see what is realistic. Priscilla informed CCA faculty members to document and share their experiences on what they have to go through to standardize a tool. For example, while conducting TracDat sessions with the English Department faculty, they realized that several faculty teaching the same courses were using different artifacts/tools to assess the SLOs. They also discovered that the course syllabi SLOs for the same course weren't the same in TracDat and the course guides. As a result, non-substantive curriculum and course maps are in process to address this finding. This is why they are not assessing 100% of the courses.
- **CCA Minutes (Participatory Governance Website) update on linking from AIE website** – Mike spoke to Elaine and she needs the link for the website. Priscilla will send the link to Mike.
- **CFS due to AIE Monday after CCA rating – Due on Monday.**
- **Closing the Loop** – AIE received 90% feedback. There were a few that did not respond. It could be that authors are still in negotiations. The deadline for "Closing the Loop" is today, 5 p.m.
- **Construction Trades Certificate, course offered Spring 2010, update from Team 1** - Doris, met with the author and her recommendation to the committee is to have Construction Trades develop a plan for both secondary and post-secondary programs. The author will have a draft plan by next Tuesday.
- **Faculty Senate, TracDat status** – Gina send an email to Sarah during spring break.
- **Fall 2009 IDEA Student Survey update** – There is a meeting scheduled for April 14, 2010 @ 2 p.m. in the Allied Health Building lecture hall with the faculty who were involved in the survey. Michelle and Sarah will interpret results from the Fall

April 9, 2010

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

2009 IDEA Student Surveys. The Spring 2010 IDEA Student Surveys were placed in the mailboxes in the Faculty workroom (C2). Also, there were issues with some faculty on the course enrollment number. The enrollment number should be the number after add and drop and not the number of students in the class during the survey. Mike's question was, if the course enrollment number is different from the number of students who took the survey, how will that affect the scores? Gina indicated that they were still in the piloting phase and if someone goes to the training next year, that question will be asked.

- **General Education (no activity since AY 2008-2009 plan inputted)** – Wilson met with Amada but Steve could not make it. Wilson also informed Amada that TracDat has some changes but her committee decided not to attend the training.
- **Joint Gen Ed, Curriculum and CCA committee meeting** - Amada also indicated that there was no need to attend her committee meetings because the curriculum manual is now available for review.
- **State Licensure data input in TracDat, update from CCA Chair-** Wilson will sign the letter today and AIE will forward it.
- **Xerox & Scanning Services** – Priscilla informed the CCA members that Frank Salas will be able to scan their documents. Faculty would have to fill a form and indicate if they want the scanned document sent to them by email. Their email address must be included in the request for service form.

VI. New Business

VIII. Next meeting, April 16, 2010 @ 2 p.m. PCR

IX. Agenda items for next meeting

- X. Adjournment:** IT WAS MOVED BY JOE BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN. Motion carried. Meeting adjourned at 3 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #219)
President's Conference Room
2 p.m. Friday, April 16, 2010

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Dr. Gina Tudela (Co-Chair) Joseph Benavente, Ines Bukikosa, Cecilia Delos Santos, Priscilla Johns, Doris Perez, Dr. Marsha Postrozny, Michael Setzer II, Yvonne Tam and Katsuyoshi Uchima

Members absent: Mark Concepcion, Joleen Evangelista and Richard Quiambao (Sick Leave)

III. Approval of prior minutes:

The Chairman noted changes on page 3, under general education, it should read, Wilson did not receive feedback from Steve regarding the GenEd committee on closing the loop. Under joint GenEd, curriculum and CCA committee meeting, it should read, Amada indicated that there was no need for her to attend the joint meeting because there is now a curriculum manual. **IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA THAT THE MEETING MINUTES (UPDATE #218) FOR APRIL 9, 2010 BE APPROVED WITH THE CHANGES. MOTION CARRIED.**

IV. Team Report: Follow Up with Authors
Team #2

- **English Language department, course level SLO assessment plan** – The tools were uploaded and there were only minor corrections that needed to be made on the CFS. Also, there was no Mission & Vision for this department. **MARSHA POSTROZNY MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA.** Motion carried.
- **Math, Science & Cosmetology Department, course level SLO Assessment Plan** – The plan is incomplete. **KATSUYOSHI UCHIMA MOTIONED TO TABLE, SECONDED BY MARSHA POSTRONZY.** Motion carried.

Team #3

- **Criminal Justice & Social Science Department, course level SLO** – The AIE extension was approved for Criminal Justice on March 17, 2010 and given a deadline of May 4, 2010. Wilson indicated that it would be best to wait for the author to complete everything instead of reviewing 1 or 2 documents at a time. **CECILIA DELOS SANTOS MOTIONED TO TABLE UNTIL THE END OF SEMESTER, SECONDED BY WILSON TAM.** Motion carried.

V. Old Business – Update/Reminder

- **Adult High School Diploma, GED Certificate Program as a Program Assessment under Group B; status on program and course assessment (report from meeting with Geri James)** – According to Gina, Geri suggested to survey the GED candidates that were being processed. It will be Geri to survey the candidates or she could designate someone. Geri services individuals that come in specifically to take the GED test and that there are no courses involved. Doris and Priscilla reviewed the Adult Ed program and suggested that the program be split in 3 areas to better identify the course requirement for each area. Adult Education/GED (ABE-ASE) originally set up in TracDat was revised as follows:

Adult Education Program – Basic Skills

Adult Education Program – AHS Diploma

Adult Education Program – ESL

This was changed to reflect the federal requirements for the Adult Education Program and there are specific courses related to each specific area. **DORIS PEREZ MOTIONED TO APPROVE, SECONDED BY MIKE SETZER II.** Motion carried.

- **Adult Education/GED (ABE/ASE), ESL update** – Same as above.
- **Assessing CCA Survey, on hold until Fall 2010** – Remains the same.
- **CCA Members Teaching Spring 2010 and Assessing Course Level SLOs** – Marsha mentioned that if faculty are using a tool, something they've graded, whether it's a survey, essay or a test, faculty may want to scan that document and upload the students artifacts. This will show samples of the student's product. She also reminded CCA faculty members to record how much time is spent on scanning, uploading and inputting the data in TracDat.
- **CCA Minutes (Participatory Governance Website) update on linking from AIE website** – Mike mentioned that Elaine will do this but she needs the exact URL. Priscilla will email Mike the URL.
- **CFS due to AIE Monday after CCA rating** – Due on Monday.
- **Closing the Loop** – Information is currently being compiled. Gina said that many items are blank. Gina will move forward in analyzing the results and report what was submitted. This information will be included in the 9th AIAR. Also, Gina incorporated information to the Gen Ed template that she received from Judy Salas.
- **Construction Trades Certificate, course offered Spring 2010, update from Team** – An advisory group will help develop the plan for Construction Trades. The DC will meet with the group next week Tuesday.
- **Faculty Senate, TracDat status** – Currently Faculty Senate does not have a support staff. Therefore, TracDat will not be populated until next school year.
- **Fall 2009 IDEA Student Survey update** – Michelle and Sarah gave the overview on how to interpret the results of the survey on April 14, 2010 in the Allied Health Building. Only 4 faculty attended the session. The survey instrument is currently being piloted this semester. Michelle and Sarah will be attending the training again next academic year. Also, faculty that did not attend the overview can pick up their

packets in room C2 in their mailboxes sometime next week. AIE will be sending this announcement out on MyGCC.

- **General Education (no activity since AY 2008-2009 plan inputted)** – Wilson has not heard from Steve.
- **Joint Gen Ed, Curriculum and CCA committee meeting** – Wilson has not heard from Amada or Steve regarding the joint meeting. Marsha met with Priscilla and Johanna regarding Liberal Arts and the technical courses. Marsha indicated that the courses are also department courses and because Gen Ed is a separate unit, they should complete an SLO map with goals. The accrediting commission's Gen Ed requirements for associate programs should be used as a tool to develop these goals. Gen Ed does not own the course SLOs but they still should come up with goals. Marsha also indicated that the Accreditation Commission states that GCC should revisit their Gen Ed offerings to include more choices that are more suitable for certain programs and add a Humanities/Fine Arts component. In the beginning of last semester Clare (FS Chair) met with the Gen Ed committee members to revise the course offerings so that they would meet these requirements. Gen Ed drafted a revised Gen Ed plan which includes more science classes and humanities. Gina indicated that the committee can get specifics from the ACCJC report. Mike said that the courses are called related technical courses. Three department chairs are aware or currently addressing these issues. Gina will bring this up in the AAD Management Team meeting next week. Gina mentioned that Priscilla will be attending a TracDat Users Conference this summer. She will discuss the concern about course as a requirement under multiple programs and how to effectively assess them.

VI. New Business

- **Revised Assessment Plan CFS template** – Priscilla mentioned that towards the beginning of Spring semester, Dr. Ray met with the committee and stated that program review goals must be incorporated somehow in TracDat. She reported that the program review goals (goals and objectives from the department budget for 2011) were inputted in TracDat as PRG# for those programs, administrative, and student service units. The CFS template for assessment plans now needs to address this added feature. **PRISCILLA JOHNS MOTIONED TO APPROVE THE REVISED CFS TEMPLATE WHICH INCLUDES PROGRAM REVIEW GOAL REQUIREMENTS AND N/A FOR NO. 7, SECONDED BY DORIS PEREZ.** Motion carried
- **Assessment Compliance Report** – There are only 3 meetings left before the semester ends and many authors did not meet the deadline. In Group A, out of 15 programs, 9 submitted their Implementation Status (represents 56%). Group B, out of 5 programs, 1 submitted the assessment report (represents 20%). Group C, out of 26 program units, 17 submitted Data Collection Status (represents 55%). Group D was broken down to 2 categories, Secondary, only 4 out of 9 (represents 44%) and two federal funded programs 2, (represents 100%). Priscilla will email the list to the CCA members. Gina asked the CCA members to speak with authors under their teams to submit their documents before the end of the semester and inform them that a non-compliance list will be given to the Deans and AVP.

April 16, 2010

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

VIII. Next meeting, April 23, 2010 @ 2 p.m. PCR

IX. Agenda items for next meeting

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

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #221)
President's Conference Room
2 p.m. Friday, May 7, 2010

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Dr. Gina C. Tudela (Co-Chair), Joseph Benavente, Ines Bukikosa, Priscilla Johns, Doris Perez, Dr. Marsha Postrozny, Michael Setzer II, and Katsuyoshi Uchima

Members absent: Mark Concepcion, Cecilia Delos Santos, Joleen Evangelista, and Richard Quiambao (Sick Leave), Yvonne Tam

III. Approval of prior minutes:

IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY INES BUKIKOSA THAT THE MEETING MINUTES (UPDATE #220) FOR APRIL 30, 2010 BE APPROVED. MOTION CARRIED.

IV. Team Report: Follow Up with Authors

Team #3

- **Chef Paul & Kevin** – Wilson assisted Chefs Paul and Kevin with inputting data into TracDat. They will be working on collecting artifacts and inputting them into TracDat.
- **Tourism & Hospitality** – Wilson has not heard from Frank or Lani.

V. Old Business – Update/Reminder

- **Assessing CCA Survey, on hold until Fall 2010** – Remains the same.
- **CCA Members Teaching Spring 2010 and Assessing Course Level SLOs** – Kat indicated that he needs to complete his grades prior to assessing his courses. Wilson said he will be done by June 4, 2010. Priscilla assisted Huan with TracDat this morning. She informed Huan that he can assign an adjunct instructor to 1) collect data 2) collect data and summarize the data 3) or collect data, summarize the data and discuss how the results will be used for improvement.
- **CCA Minutes (Participatory Governance Website) update on linking from AIE website** – Remove from agenda.
- **Closing the Loop** – Completed.
- **Construction Trades Certificate, course offered Spring 2010, update from Team** – Remove from agenda.
- **Faculty Senate, TracDat status** – The Faculty Senate Office hired a support staff. Clare will communicate with AIE to have the new staff trained in TracDat.
- **GED Status** – Tabled until next semester.

May 7, 2010

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

- **General Education Committee (no activity since AY 2008-2009 plan inputted)** – Wilson has not heard from Steve Lam. Also, Marsha mentioned that there will be a new proposed Gen Ed requirement before the end of the semester.
- **Spring 2010 IDEA Student Survey update** – Surveys will be submitted before the end of today, May 7, 2010. As of Tuesday, there was between a 52% & 54% return rate. Reason for the percentage being low was that during the survey, the number of students attending class was low.
- **Two-Year Assessment Schedule Proposal (Effective Fall 2010)** – Marsha informed the DCs at the DC meeting this morning that previously the CCA Committee placed program assessment on hold for 2 years to concentrate on course SLO assessment. Now, the committee is going back to program assessment and at the same time will continue with course SLO assessment. According to Marsha, the DCs did not have any questions or concerns.
- **Assessment Submissions From Authors; Follow Up with Deans** – Wilson sent an email to the AVP, Deans and the VP requesting that they follow-up with authors when they meet with faculty for their evaluations. Also, Marsha mentioned that during the DC meeting this morning, she spoke on behalf of AIE that an announcement was made on MyGCC that the 2010 IDEA Student Survey packets were going to be placed in the faculty lounge (C2) and if they wanted otherwise, they could contact AIE to make other arrangements to pick up their surveys. Marsha suggested that in the future, it would be best to give the DCs the surveys and have the DC route to faculty.
- **Assessment Awards** – Wilson will remind CCA members that voting will take place during this last meeting (May 14, 2010). Gina said that Dr. Somera will be attending this last meeting.
- **CCA By-Laws updated due to Faculty Contract Ratification and Board Approval** - Table.
- **AY2010-2011 CCA Chair (Next Fall) Nominations** – The committee will have to wait for the ratification of the faculty contract prior to nomination of the Chair. Gina mentioned that information from the contract will affect the chairmanship of the committee. Also, Wilson announced that he will not return as the Chair next semester. Gina said that it would be good if the members of the committee continue to serve because of their experience. TABLE

VI. New Business**VIII. Next meeting, May 14, 2010 @ 2 p.m. PCR****IX. Agenda items for next meeting**

- **2 Year Assessment Schedule & Assessment Awardees.**

X. Adjournment: IT WAS MOVED BY JOE BENAVENTE, SECONDED BY MIKE SETZER II TO ADJOURN. Motion carried. Meeting adjourned at 2:30 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #222)
President's Conference Room
2 p.m. Friday, May 14, 2010

I. Call to Order – 2:00 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Joseph Benavente, Ines Bukikosa, Priscilla Johns, Doris Perez, Dr. Marsha Postrozny, and Michael Setzer II

Members absent: Mark Concepcion, Cecilia Delos Santos, Joleen Evangelista, and Richard Quiambao (Sick Leave), Yvonne Tam, Dr. Gina C. Tudela (Co-Chair), and Katsuyoshi Uchima

III. Dr. Ray Somera, Vice President for Academic Affairs Division – Dr. Somera commended the CCA committee members for their hard work this semester in preparation for the upcoming ACCJC spring 2012 visit. Dr. Somera indicated that there were only 3 semesters before this visit and that their hard work will bring them to the successful outcomes that are expected of CCA and all the other committees. He will also meet with departments and individual authors to ensure that the evidence is compiled and electronically stored by fall 2011. The Self-Study report, both hard copy and electronic will be a huge report. The Self-Study report would be a minimum of 300 pages with a maximum of 350 pages.

The assessment awards are confidential and all CCA members must sign the confidentiality form. The awardees will be announced during Convocation on August 16, 2010 at the Hyatt Regency Hotel.

Dr. Somera also thanked Wilson Tam for his term as CCA Chair.

IV. Approval of prior minutes:

IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY INES BUKIKOSA THAT THE MEETING MINUTES (UPDATE #221) FOR MAY 7, 2010 BE APPROVED. MOTION CARRIED.

V. Team Report: Follow Up with Authors - None

VI. Old Business – Update/Reminder

- **Assessing CCA Survey** – On hold until Fall 2010.
- **CCA Members Teaching Spring 2010 and Assessing Course Level SLOs.** – Wilson reminded faculty to complete their course assessment report. Wilson will have his completed before June.

May 14, 2010

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

- **Faculty Senate, TracDat status** – On hold until Fall 2010. Clare will contact AIE on the training for the newly hired person for Faculty Senate. Also, Tony San Nicolas is now the new President for this committee.
- **GED, status** – On hold until Fall 2010.
- **General Education Committee (no activity since AY2008-2009 plan inputted)** – status – Wilson has not heard from Steve Lam. Mike mentioned that the Gen Ed & Curriculum committees will be combined.
- **Joint Gen Ed, Curriculum and CCA committee meeting** – Status Quo. Wilson did not hear from Steve or Amada.
- **Spring 2010 IDEA Student Survey update** – AIE is packaging the surveys that were completed and preparing the surveys for mailing. The surveys will be mailed out next week Monday.
- **Two-Year Assessment Schedule Proposal (Effective Fall 2010).** – The committee members approved the proposed assessment schedule. MIKE SETZER II MOTIONED TO APPROVE THE ASSESSMENT SCHEDULE, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- **Assessment Awardees** - The committee members voted for the following;
 - Commitment to Assessment Award – Visual Communications
 - Best Assessment Model Award – Accounting AS
 - Most Improved Assessment Effort Award – Accommodative Services
 - Best Instructional Program Effort Award – Computer Science AS
 - Best Administrative Unit Effort Award – Materials Management
 - Best Student Services Effort Award – Student Support ServicesAlso, all CCA members signed the confidentiality form.
- **CCA By-Laws updated due to Faculty Contract Ratification and Board Approval.** – Table
- **AY2010-2011 CCA Chair (Next Fall) Nominations** -Table
- **CCA AY2010-2011 Weekly Meeting Schedule** – Priscilla will email the schedules to all CCA members.

VII. **New Business** - None

VIII. **Next meeting, September 3, 2010 @ 2 p.m. PCR**

IX. **Agenda items for next meeting**

X. **Adjournment:** IT WAS MOVED BY JOE BENAVENTE, SECONDED BY DORIS PEREZ TO ADJOURN. Motion carried. Meeting adjourned at 2:45 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #202)
President's Conference Room
2 p.m. Friday, September 4, 2009

I. Call to Order – 2:09 p.m.

II. Roll Call

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

Members absent: Dr. Gina Tudela (Co-Chair), Richard Quiambao, Joseph Benavente and Charlene Flores

III. Approval of prior minutes

IT WAS MOVED BY MIKE SETZER II, SECONDED BY MARSHA POSTROZNY THAT THE MEETING MINUTES (UPDATE #201) OF MAY 8, 2009 BE APPROVED. MOTION CARRIED.

IV. Review Team Report

Team 3: Wilson, Charlene, Richard, Cecilia

Hospitality Industry Management, course level assessment plan – The two authors for this program are Lani Gamble and Frank Tung. Lani has completed her part, however Frank has not. Also, Frank had asked if someone from the team can assist him in completing the plan. Wilson indicated that he assisted this author and that the plan should have already been completed. To date, nothing has been done. Wilson will email the author today informing him that he has 1 week from today to complete his plan. Dean Ridgell will also get a copy of this email. Should the author not comply with this deadline, this matter will be referred to the VP, Dr. R. Ray D. Somera. CECILIA DELOS SANTOS MOTIONED, 2ND BY YVONNE TAM. Motion Carried.

V. Old Business/Unfinished Business/Action Items

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

b) Assessing CCA – Priscilla mentioned that if the Faculty Senate is going to be a TracDat reporting unit, then all the other committees will also have to be a reporting unit. Mike said that under the senate, all committees fell under the Faculty Senate. Since all committees are required to submit their goals at the beginning of each academic year as well as submitting a report at the end of each year, it was suggested that these goals/plans and reports are inputted in TracDat. Marsha suggested that Faculty Senate be involved in this discussion. Priscilla will email Clare regarding this

matter. The committee will wait for her response. PRISCILLA JOHNS MOTIONED, 2ND BY KATSUYOSHI UCHIMA. Motion carried.

- c) Review of CCA Goals for AY2009-2010 — During Convocation, Wilson distributed copies of the By-Laws and goals for the year end report. This report will be given to the Faculty Senate. If there are any changes, please let Priscilla know before next week Friday.

VI. New Business

- a) Review team assignment – An email will be sent out to each of the team. Team members can workout the assignments between each other.
- b) Program & course level SLO do not match curriculum documents, TracDat & catalog – The program and course level SLO do not match the approved SLO curriculum map, the SLOs in TracDat and the SLOs in the catalog. Marsha indicated that SLO will change when authors submit their maps. Any curriculum document that goes through the process will see a small change in the verbiage. It takes 2 years to go through an entire cycle of course level assessment and in that 2 year time, the author may decide they don't like the verbiage. The author will then submit a non-substantive form to change the catalog description, yet in TracDat it will be different if not done with their assessment. Priscilla reported that while inputting the approved curricula program & course mapping in TracDat she discovered that a few programs' technical required courses listed on the map didn't match those in the college catalog. Marsha said there are many hidden courses and that this was not fair for the students. She indicated that if a student assumed he or she will finish in 2 years, and if there are hidden pre-requisites, the student has to sign up for these classes and also pay for them. Marsha recommended that this committee ask the curriculum committee to address the issues on hidden pre-requisites. MARSHA POSTROZNY MOTIONED, 2ND BY KATSUYOSHI UCHIMA. Motion carried.
- c) Fire Science Technology – Marsha mentioned that this program has not been assessed. The department hasn't had a student in the last 10 years. Joey is asking this committee to come up with a statement for this program or other programs that are infrequently offered and that this will be put into TracDat. Priscilla indicated that the direction that the committee is giving is that all courses and programs listed in the catalog are to be assessed, which is required by ACCJC. Mike suggested that the Chair ask Dr. Somera to consult with ACCJC on this matter. MARSHA POSTROZNY MOTIONED, 2ND BY MIKE SETZER II. Motion carried.
- d) Emergency Management AS/Certificate Programs – This program also applies to the suggestion that the Chair ask Dr. Somera to consult with ACCJC on the matter that this program is also infrequently offered. MARSHA POSTROZNY MOTIONED, 2ND BY MIKE SETZER II. Motion carried.

- e) Incorporate Career Technical Education in assessment – During Convocation, Dr. Ray indicated the name change from Vocational Education to Career Technical Education. Chair suggested that authors incorporate CTE in their SLOs when writing their assessment plans and reports.

VII. Open Discussion/Reminder-October 12, 2009 first assessment deadline

Wilson reminded the CCA members to send an email reminder to their authors of the October 12 deadline.

VIII. Next meeting, September 11, 2009 @ 2 p.m. PCR

IX. Agenda items for next meeting

X. Adjournment: IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY INES BUKIKOSA TO ADJOURN. Motion carried. Meeting adjourned at 2:45 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
Fall 2009 MINUTES (Update #203)
President's Conference Room
2 p.m. Friday, September 11, 2009

I. Call to Order – 2 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Ines Bukikosa, Mark Concepcion, Cecilia Delos Santos, Priscilla Johns, Doris Perez, Dr. Marsha Postrozny, Michael Setzer II, Yvonne Tam, Katsuyoshi Uchima and Esther Yanger

Members absent: Joleen Evangelista, Richard Quiambao, and Dr. Gina Tudela

III. Welcome new member: Mark Concepcion, Student Representative. Wilson introduced Mark Concepcion as the new student member for CCA. Mark will be replacing Charlene Flores.

IV. Guest: Highlights of Dr. Ray Somera's talk

- Dr. Somera indicated that he attended the ACCJC training in California last week and he is part of an 11 member team that will visit a California community college on October 19th through the 22nd. He needed to talk to the CCA members so that they can prepare for the 2012 visit.
- There will be an accreditation kick off at 2:00pm – 3:30 pm on Friday, September 25 in room 1201 at the Technology Center. The Self Study committee will also be present during this kick off and President Okada and Dr. Somera will lead the session.
- Dr. Somera explained that last fall the President also participated in an accreditation training in California and both of them are aware of the types of evidence the accreditors are looking for.
- Accreditors are now looking at the product of assessment and not at the process.
- Dr. Somera said that "Assessment is both process and product". He indicated that CCA meets every week and asked if the result of the committee's review is provided to the deans, VPs or faculty? Who will use the results to make decisions for program improvements? He suggested that the goal for this committee is to focus on product outcome. The accreditors will be looking for what kinds of institutional decisions are made based on program outcomes.
- At the end of the semester, a memo from CCA should be submitted to the deans, DCs, the VP and the President. How are assessment results translated into decisions upper management makes? He said that the focus should no longer be on process but product, the outcomes or results. Dr. Somera indicated that if this is not done now, we will certainly have a difficult time when 2012 comes.
- What about the Fact Book? There are now 3 since then. Are assessment authors using the fact books? Do you see them in the assessment plans? He said these have

to be analyzed. The accreditors will be looking for links, what is here and what is being done in the way people assess their particular programs.

- Dr. Somera also mentioned that TracDat came out in 2003 however, the whole implementation began in 2004 so there has been years of experiences in TracDat. Utilizing it becomes good material for decision making for the people that make decisions. He expects that the accreditors will begin their review of institutional processes with fall of 2006 to fall of 2011.
- He also mentioned that he will write a memo to the Chair of the CCA indicating what needs to be done. He said he will give guidance whenever necessary.

V. Approval of prior minutes: IT WAS MOVED BY MIKE SETZER II, SECONDED BY MARSHA POSTROZNY THAT THE MEETING MINUTES (UPDATE #202) OF Sept 4, 2009 BE APPROVED WITH CORRECTIONS TO ADD MIKE SETZER II AND DORIS PEREZ AS MEMBERS PRESENT. Motion Carried.

VI. Review Team Report: None

VII. Old Business/Unfinished Business/Action Items

- a) **Hospitality Management** update – In the last meeting, the CCA committee voted to give Frank a new deadline of 9/4/09 to submit changes to his part of the plan addressed in the CFS from last spring term which also had a deadline. An email was sent to Priscilla from the author that he had completed minor revisions for Hotel and Food & Beverage. Wilson suggested that the committee will give Frank a new deadline of 5 p.m. today (9/11/09) to submit his documents. Doris had mentioned that this was an example of what Dr. Ray was mentioning. That there really needs to be some kind of direction on what to do and where to report and that we require Frank to complete his work and it seems very difficult. Priscilla indicated that this team has been giving this author too many chances and that a line has to be drawn. This committee has had too continuously remind the authors of their deadlines, sit and guide them for too long now. Therefore, Priscilla recommended that the Chair submit a memo to the Dean and a copy to the DC that the author did not meet the requirements and give the Dean a time to response to the Chair. If there is no response from the Dean, then the Chair will send a memo to Dr. Ray Somera, the Vice President informing him of the situation. PRISCILLA JOHNS MOTIONED TO APPROVE, SECONDED BY DORIS PEREZ. Motion carried.
- b) **Faculty Senate as a TracDat Reporting Unit response from Clare** – Priscilla received an email from Clare indicating that because Faculty Senate does not have a direct alignment with the students, they felt the Faculty Senate should not be a TracDat reporting unit. Priscilla's response was while the administrative units do not have a direct link with students, they are still required to assess their department. Joe will provide documentation from the Standards committee that includes Faculty Senate should be a reporting unit. Marsha suggested that if one of the reports from

Standards states that Faculty Senate must be assessed, the committee will take that statement and inform them that it is a requirement and it is not opened for discussion. The CCA Chair will send a memo to Faculty Senate President to address this issue. MARSHA POSTROZNY MOTIONED TO APPROVE, SECONDED BY PRISCILLA JOHNS. Motion carried.

- c) Assessing CCA – Marsha said that at the beginning of the year we are required to submit our goals and objectives to the Faculty Senate and at the end of the year we have always turned in the “End of the Year Report” as far back as 2003-2004 which is a form of assessment.
- d) Review of CCA Goals for AY 2009-2010 — Marsha motioned to table this issue until our chair receives the memo from Dr. Somera. MARSHA POSTROZNY MOTIONED, SECONDED BY DORIS PEREZ. Motion carried.
- e) Review of CCA By-Laws – Changes need to be made on page 5 of the By-Laws. Also, they need to include Mark's name and remove Charlene's name. PRISCILLA JOHNS MOTIONED TO APPROVE WITH CHANGES, SECONDED BY DORIS PEREZ. Motion carried.
- f) Join Curriculum & Gen Ed Committee meeting – Priscilla suggested the CCA Chair get in touch with the two other Chairs and determine whether or not to meet as a group once a month. Each committee will be able to share what they are doing. Doris also suggested that they asked the other committees to sit with them during their meetings and vice versa. PRISCILLA JOHNS MOTIONED, SECONDED BY ESTHER YANGER. Motion carried.
- g) Fire Science Technology – Wilson sent an email to Dr. Somera earlier this week requesting his guidance on this archive program. He did not get a response at this time and will follow up with Dr. Somera. In the TracDat & SLO training, Marsha spoke with Joey and Donna and they want to write a memo requesting that Fire Science be moved to Continuing Ed. Marsha said that in the catalog, it indicates that this program is not open to the general public.
- h) Emergency Management AS/Certificate programs – Wilson will follow up with Dr. Somera.

VIII. New Business - None

IX. Open Discussion/Reminder-October 12, 2009 first assessment deadline

- a) **October 12, 2009 first assessment deadline** – Wilson asked the team members to remind the 18 authors of the Oct. 12th deadline.

b) TracDat Sessions – Priscilla had training workshops on September 4 with Tourism Chefs Kevin & Paul, September 9 with Counseling faculty, September 10th with Business Department faculty, and today with Criminal Justice. They are on their way to completing their assessment requirements for the October 12 deadline. A schedule has been set for September 14 to meet with the President's group and Business & Finance authors. Tuesday, September 15, Priscilla will meet with ASD. Wilson mentioned that the training has been good for the authors because it helps them focus. He also said that he was at the PDRC meeting and that the committee is planning the agenda for Professional and Development. Someone in the committee has asked if there will be TracDat workshops. Marsha asked the teams to encourage all faculty and adjuncts to attend the training sessions with Priscilla. Priscilla suggested that the review teams get in touch with the authors and remind them of what is due to make sure they input the correct data that is needed in TracDat otherwise the information needed for the matrix Dr. Somera talked about will be incomplete. Doris suggested that an informal memo go out to the authors to attend the TracDat trainings.

X. Next meeting, September 18, 2009 @ 2 p.m. PCR

XI. Agenda items for next meeting – Memo to Dr. Ray

XII. Adjournment: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN. Motion carried. Meeting adjourned at 3:08 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #204)
President's Conference Room
2 p.m. Friday, September 18, 2009

I. Call to Order – 2 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Priscilla Johns, Joseph Benavente, Dr. Marsha Postrozny, Mike Setzer II, Katsuyoshi Uchima, Cecilia Delos Santos, Ines Bukikosa, Yvonne Tam and Mark Concepcion

Members absent: Dr. Gina Tudela (Co-Chair), Richard Quiambao, Doris Perez, Joleen Evangelista, Esther Yanger

III. Approval of prior minutes

IT WAS MOVED BY MIKE KATSUYOSHI UCHIMA, SECONDED BY JOSEPH BENAVENTE THAT THE MEETING MINUTES (UPDATE #203) OF September 11, 2009 BE APPROVED. Motion carried.

IV. Review Team Report

CCA review team 4 – Mike reported that he sent an email to program authors reminding them of the October 12, 2009 deadline. He mentioned that Julie Cruz-Jones will be retiring at the end of the month and that Sandy Balbin will be reporting on Office Technology.

V. Old Business/Unfinished Business/Action Items

- a) Hospitality Management update – The author has inputted his information into TracDat. Wilson will send the CFS out on Monday. CECILIA DELOS SANTOS MOTIONED TO APPROVE WITH MINOR CORRECTIONS. SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- b) Faculty Senate (and Standing Committees) as a TracDat Reporting Unit – After receiving the Standards document from Joe, Wilson sent them to Clare. He indicated to Clare that the Standards clearly states that Faculty Senate be evaluated. Wilson also mentioned to her that the committee will have a discussion regarding this issue and will assign her on what to do.
- c) Assessing CCA – Priscilla recalls that when Dr. Somera was the Asst. Director of AIE, he distributed a self-assessment survey. Mike said that the self-assessment survey basically asked, “did the committee do what they were supposed to do”? Priscilla will check if she can locate the survey instrument used and report at the next meeting.

- d) Review of CCA Goals for AY2009-2010 – The CCA members received the memo from Dr. Somera. The AVP on his memo to CCA, indicated that starting fall 2009, the Chair has to submit a report with copies to the Deans a matrix of column 5 and documenting how the results have been used before accreditation visit in spring 2012. Wilson asked if someone can assist him with this work. Priscilla informed Wilson that AIE can assist by drafting the memo for his signature. Priscilla suggested that the work be divided between each review team and their members. She also suggested that each review team review the minutes, CFS, assessment reports, etc. and concentrate on the programs that they are assigned too. Priscilla also mentioned that she can have copies of 5-column report for all program if it was needed. She also mentioned that copies of AIAR reports, CFSs, advisory minutes, etc. in TracDat under the documents tab. Wilson also said that in the last meeting Doris had a question regarding Dr. Somera's comment about a template. The committee chair will follow up on the template mentioned by Dr. Somera. Doris had asked what if the author of the program does not show the product, who will tell them? Wilson indicated that she communicate with the Department Chair and copy the Deans. If that does not help, then communicate with Dr. Somera.
- e) Review of CCA Bylaws - There were only two changes in the By-Laws. The first one was correcting the position title to Assistant Professor for Yvonne Tam and the second one was removing Charlene's name and including the new student representative's name, Mark Concepcion. The Chair forwarded the revised By-Laws to the Faculty Senate.
- f) Join Curriculum & Gen Ed Committee meeting – Wilson emailed Steve and Paul asking them if they can set up a date so they can all meet. John Armstrong emailed Steve and said that “this kind of meeting may be too difficult to manage resulting in inefficiencies and a waste of time”. In the email, John Armstrong also suggested that the Chairs or Chair-Elect be the ones to attend the meeting and they will be the ones to report back to their committees. He also recommended that the CCC committee be included in these meeting and to also include Marsha. Wilson said he will let Paul know that the best day for him to attend the meeting would be on Friday.
- g) Fire Science Technology – This program remains in the catalog. Dr. Somera responded to Wilson's email and indicated that the Fire Science program is considered a seasonal program and only offered to Fire Department personnel. The email also indicated that this issue was discussed in the past and that the program compliance report does not include the Fire Science in the compliance rate. Courses that are offered, however must be assessed. Marsha said that a footnote on the Taxonomy and review team assignment needs to change stating that only course level SLOs will be assessed. Priscilla will make the change and send the updated Taxonomy to the members.
- h) Emergency Management AS/Certificate programs – Same as above.

VI. New Business – Memo to CCA Chair from Dr. Ray Somera, vice President for Academic Affairs Division – The members spoke earlier about the memo.

VII. Open Discussion/Reminder-October 12, 2009 first assessment deadline

- a) October 12, 2009 first assessment deadline – There are only 2 ½ weeks before the assessment deadline. Wilson again reminded the committee members to inform the authors of the deadline. He will send the reminder announcement to the PIO and ask her to post it on MyGCC. Additionally, Priscilla has scheduled Tracdat and SLO trainings next week. Everyone is encouraged to attend.
- b) TracDat Sessions – Adult Education/GED – There was a discussion between Wilson, Marsha and Priscilla regarding the Gen Ed. courses. Marsha met with the author, Barbara Jacala and explained to her that her courses have to be assessed like the other academic courses that are in the catalog. Marsha reported that Barbara said her courses are not in the catalog. The author however wants to remain in Group D and as of now, she said she is status quo. Mike mentioned that the ACCJC document states that the courses have to be assessed Marsha indicated that those course all begin with a “0” (zero) so and are tied with other courses and Barbara maybe could assist the author of CJ. Priscilla asked if there is an approved curriculum document that addresses what courses are required for the student to complete the adult education and GED programs. She further pointed out that students receive a high school diploma as well as a GED Certificate in the same way associate degree and certificate programs do. Marsha suggested that this issue should be addressed by the Curriculum Committee. She will email Paul Parvin, chair and ask him to put it on their agenda.

Secondary course level assessment coinciding with 2-year cycle – Wilson received an email from Rick Skipper asking about Group D assessment deadline for the secondary program. Rick's concern was that the secondary schedule does not coincide with the assessment cycle and if he is supposed to create a plan during the spring and collect data and artifacts for every course to assess every course in the fall he would not be able too. His problem is that some of the courses for Visual Communication and Marketing are not offered during fall. It is offered to students who have completed the first level and only if the students pass. Marsha said review team needs to tell him that he collects data in the fall and he has two years before the cycle ends.

VIII. Next meeting – There is no CCA meeting on Sept. 25,2009. However, the members must attend the Assessment Kick-Off on September 25, 2009 @ 2 p.m. in Rm. 1201, Tech Center.

IX. Agenda items for next meeting:

- a) Marketing AS – Assessment Report
- b) Visual Communication AS – Assessment Report
- c) Marketing Secondary – Program Level Implementation Status
- d) Visual Communication Secondary – Program Level Implementation Status

Note: Wilson reminded the members that an “Implementation Status and Data Collection Status” requires a CFS.

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

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #205)
President's Conference Room
2 p.m. Friday, October 2, 2009

I. Call to Order – 2 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Priscilla Johns, Dr. Ray Somera, Joseph Benavente, Dr. Marsha Postrozny, Mike Setzer II, Katsuyoshi Uchima, Doris Perez Cecilia Delos Santos, Ines Bukikosa, Yvonne Tam and Mark Concepcion

Members absent: Dr. Gina Tudela (Co-Chair), Joleen Evangelista, and Esther Yanger

III. Approval of prior minutes

IT WAS MOVED BY RICHARD QUIAMBAO, SECONDED BY INES BUKIKOSA THAT THE MEETING MINUTES (UPDATE #204) OF SEPTEMBER 18, 2009 BE APPROVED. Motion carried.

VI. Review Team Report: Team #2 Marsha, Inez, & Katsuyoshi

a) Marketing AS – Assessment Report – Katsuyoshi did not see the actual power-point that was collected. Dr. Somera said that if the team looked at the SLO booklet in the program development, like the power-point presentation that it should be a specific tool to use on the SLO results. Dr. Somera also mentioned that the author should consult the catalog for program SLOs. KATSUYOSHI UCHIMA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY INES BUKIKOSA. Motioned carried.

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b) Marketing Secondary, Program Level Implementation Status – no discussion

c) Management Information Systems (MIS) – The author of MIS submitted his report 2 weeks ago so that the team members could review it prior to his leaving off-island. The author did everything that was asked of him in reference to the Fact Book, ISMP, AIAR, Standards, etc. The Dean reviewed the report and did not see any link to ACCJC or the Standards. It was recommended that the author make more changes. One example was the author indicated that MIS will have no down time 24/7. According to Mike, last weekend the system was off from 6:30 p.m. Saturday evening to Sunday evening at 9:30 p.m. So how could the author say MIS will be up 100% 24/7 when at times they must do upgrades to the system? Priscilla suggested for the author to identify the down time so that everyone will know what time it will take place. MARSHA POSTROZNY MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

- d) Visual Communications Secondary, Program Level Implementation Status – Under the Implementation Status, there will be no rating. The committee had agreed to just prepare a CFS and indicate whatever concerns they have. Katsuyoshi had no major concerns with the program. Chair Wilson Tam reminded members that implementation status does not need to be rated by the committee, however a CFS is required and must be submitted to AIE office for review and submission to the program author.
- e) Visual Communications AS, Assessment Report – Katsuyoshi's concern was under summary of results there was no actual number in the (N=?). Also, SLOs numbering should be put in order. The author refers to a budget impact yet there is no cost indicated to hire a tutor. In the prior meetings the committee talked about budget impacts and should they considered looking at it now? Priscilla had a concern about the results that were inputted regarding students. Then 9 months later, they were going to hire someone? Will the author be using the same students or using the next set of students? KATSUYOSHI UCHIMA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY DORIS PEREZ. Motion carried.

V. Old Business/Unfinished Business/Action Items: None reported

- a) Faculty Senate (and Standing Committees) as a TracDat Reporting Unit
- b) Assessing CCA
- c) Review of CCA Goals for AY2009-2010
- d) Join Curriculum & Gen Ed. Committee meeting
- e) CCA Self Assessment Survey
- f) Taxonomy & Review Team Assignment
- g) Adult Education/GED

VI. New Business - None

VII. Open Discussion/Reminder

- a) October 12,2009 first assessment deadline
- b) TracDat sessions
- c) Archiving the Seemingly Impossible

VIII. Next meeting, October 9, 2009 @ 2 p.m. PCR

IX. Agenda items for next meeting:

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

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #207)
President's Conference Room
2 p.m. Friday, October 16, 2009

I. Call to Order – 2 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Priscilla Johns, Dr. Ray Somera, Esther Yanger, Dr. Marsha Postrozny, Mike Setzer II, Katsuyoshi Uchima, Doris Perez, Ines Bukikosa, Joleen Evangelista, Yvonne Tam and Mark Concepcion

Members absent: Dr. Gina Tudela (Co-Chair), Joseph Benavente, Richard Quiambao and Cecilia Delos Santos

III. Approval of prior minutes

IT WAS MOVED BY INES BUKIKOSA, SECONDED BY KATSUYOSHI UCHIMA THAT THE MEETING MINUTES (UPDATE #206) OCTOBER 9, 2009 BE APPROVED. MOTION CARRIED.

MARSHA POSTROZNY MOTIONED TO TABLE EVERYTHING ON THE AGENDA EXCEPT FOR NEW BUSINSS. SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

VI. Review Team Report:

Team #1: Doris, Joe & Esther

1. Board of Trustees – Assessment Plan
2. Enrollment Services – Assessment Plan
3. Materials Management – Assessment Plan
4. Office Technology Certificate – Data Collections Status (rating not required but CFS is required)
5. Student Support Services – Assessment Plan

Team #2: Ines, Marsha & Katsuyoshi

1. Auto Body Secondary – Program Implementation Status (rating not required but CFS is required)
2. Automotive Technology – same as Auto Body
3. Automotive Technology –Course Level SLO Assessment Report
4. Business Office – Assessment Plan

Team #3: Cecilia, Mark, Richard & Wilson

1. Adult Education/GED – Implementation Status (rating not required but CFS is required)
2. Assessment & Counseling – Assessment Plan
3. Center for Civic Engagement – Assessment Plan
4. Center for Student Involvement – Assessment Plan
5. Computer Science AS/Certificate – Course Level SLO Assessment Report

6. Development & Alumni Relations – Assessment Plan
7. Electronics & Computer Networking – Course Level SLO Data Collection Status (rating is not required but CFS is required)
8. President/CEO – Assessment Plan

Team #4: Joleen, Mike, Y Yvonne

1. Admissions & Registration – Assessment Plan
2. Communications & Promotions – Assessment Plan
3. Facility Maintenance – Assessment Plan
4. Foundation Board – Assessment Plan
5. Health Services Center – Assessment Plan
6. Planning & Development – Assessment Plan
7. Safety Office – Assessment Plan
8. Supervision & Management AS/Certificate – Course Level SLO Assessment Report

V. Old Business/Unfinished Business/Action Items/Reminder

- a) Guidance for authors to use information from the ISMP, Fact Book, Self Study and AIAR reports and connecting the information back to their assessment plan or report
- b) Faculty Senate (and Standing Committees) as a TracDat Reporting Unit
- c) Assessing CCA Survey
- d) Review of CCA Goals for AY2009-2010
- e) Join Curriculum & Gen Ed Committee meeting
- f) GED – Certificate Program as a Program Assessment Unit under Group B
- g) Reviewer's Guide
- h) ACCJC/WASC Retreat October 22-24, 2009

VI. New Business

- a) Changes and how it affects assessment author
 - Sample Products
 - Standardized documents for uploading
 - Standardize N=?
 - Changing SLO/AUO/SSUO name to include the specific term (FA09-SP11)
- b) Industry Standards

Dr. Somera sent a template to Wilson and Priscilla to see how it can be simplified and that this template will replace the CFS. Listed below are the following suggestions made during the meeting.

- #1 Program Level, (Are the programs and course SLOs published in the catalog)
- Make changes in the catalog regarding all student services, unit outcomes that bring out all the program AUOs so that it would cover all instructional programs
- Dr. Somera indicated that it should be ILOs however it has not been approved at this time. For now, they need to link to division goals
- Merge 2 columns for area of improvements
- Standardize documents uploaded in Tracdat must be in PDF format

- Provide proficiency checklist, rubric skill level to demonstrate particular level to measure pass or fail
- #4 Related or tasked so that it aligns with the TracDat language and relating activity outlines and describes in the plan for admin units this will help guide authors to specific related task
- Instructional programs relate to course and admin units relate to activity
- #4 & #5 reword to integrate, (is there division of labor in this department) MARSHA POSTROZNY MOTIONED TO GIVEN THE APPROPRIATE DEAN THE LIST OF how the assessment work is divided, SECONDED BY DORIS PEREZ. Motion Carried.
- Are the task identified in TracDat? This will indicate if they are using the field in TracDat. They can say (Dept. Chairs should identify and can assign instructors to collect data for compilation) this will also be guidance for faculty
- Does the plan use information from the GCC Fact Book, ISMP or other relevant documents?
- Doris will create a reporting unit called CTE
- Check assessment reports from the last cycle, see what they did
- Indicate N = and should be reflected in percentage
- Use one plan and see what will be in the last column so that it is uniform and standard
- Develop one for the 4th and final cycle checklist to close the loop on implementation to see if it was tied to the budget, made improvements and where is the evidence
- Discussion on the need to develop a template for the report also occurred.
- Dr. Somera will provide copies to the committee members on data expectations from ACCJC
- Ask Institutional Researcher to get data input in TracDat
- Wilson suggested that before approving the template to wait for another meeting
- Dr. Somera suggested that each member have a copy and suggest improvements
- Dr. Somera asked Marsha to take the lead in making a similar CFS template like this for the Summary/Report stage.
- How was substance measured? If looking at instructional programs, you should not be assessing what your office does, but identify what services have you given to others.
- #1, reword to, are the current outcomes similar to the ones published in the catalog or from the previous cycle?
- AUO#1, reword to, are the outcomes similar to the ones published in the current catalog or TracDat from the previous cycle?
- 1A, Column A needs to be aligned so there is consistency

MARSHA POSTROZNY MOTIONED TO USE THE NEW CFS TEMPLATE TO REVIEW PLANS AND MAKE RECOMMENDATIONS TO CHANGE TEMPLATE AS THEY GO THROUGH THE PLAN. SECONDED BY ESTHER YANGER. Motion carried.

- a) Changes and how it affects assessment author

VII. Open Discussion/Reminder

VIII. Next meeting, October 30, 2009 @ 2 p.m. PCR

IX. Agenda items for next meeting:

- 1) Adult Education – Report
- 2) Student Support Services - Plan

X. Adjournment: IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY DORIS PEREZ TO ADJOURN. Motion carried. Meeting adjourned at 4:30 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #208)
President's Conference Room
2 p.m. Friday, October 30, 2009

I. Call to Order – 2 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Priscilla Johns, Dr. Ray Somera, Richard Quiambao, Joseph Benavente, Esther Yanger, Dr. Marsha Postrozny, Mike Setzer II, Katsuyoshi Uchima, Doris Perez, Ines Bukikosa, Joleen Evangelista, Yvonne Tam and Mark Concepcion

Members absent: Dr. Gina Tudela (Co-Chair), and Cecilia Delos Santos

III. Approval of prior minutes

IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA THAT THE MEETING MINUTES (UPDATE #207) OF OCTOBER 16, 2009 BE APPROVED. MOTION CARRIED.

VI. Review Team Report:

Team #1: Doris, Joe & Esther

1. Board of Trustees, Assessment Plan – The outcomes needs to be strengthened. Because of the new template, there are many things that are being questioned. DORIS PEREZ MOTIONED TO RESUBMIT, SECONDED BY ESTHER YANGER. Motion carried.
2. Enrollment Services, Assessment Plan – The author needs to reflect the assessment of services rather than the process. DORIS PEREZ MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried
3. Materials Management, Assessment Plan – There were concerns about defining “N” for criterion. The author indicated that the department will start the e-book, they need to identify the specific course. ESTHER YANGER MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
4. Office Technology Certificate, Data Collections Status (rating not required but CFS is required). The author is doing things that are needed in terms of collection and has uploaded evidence.
5. Student Support Services, Assessment Plan – There was some confusion with the plan. There might have been a mistake with the cut and paste of the student and faculty identification cards. The author needs to clarify what is the correct SSUO. ESTHER YANGER MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.

DORIS PEREZ MOTIONED TO SEND A NOTICE OUT ON MYGCC TO EVERYONE IN GENERAL THAT THE CCA COMMITTEE IS PILOTING A NEW TOOL AND IT IS OPENED TO SUGGESTIONS AND TO ATTACH THE CFS, SECONDED BY PRISCILLA JOHNS. Motioned carried

Team #2: Ines, Marsha & Katsuyoshi

1. Auto Body Secondary – Program Implementation Status (rating not required but CFS is required) The author listed the 3 things he will develop and implement. Additionally, the author will create smaller working groups to practicing tasks in the shop.
2. Automotive Technology Secondary – The author will purchase 5 compressors for testing and is planning to purchase another 5. The author has listed the 3 things he will be developing and implementing.
3. Automotive Technology – Course Level SLO Assessment Report – Ines reported that data collection is on going for some courses and will request that the author explain why data is still being collected. PRISCILLA JOHNS MOTIONED TO USE THE OLD TEMPLATE WHEN REVIEWING THE REPORT UNTIL THE NEXT CYCLE BEGINS IN MARCH OF 2010, SECONDED BY DORIS PEREZ. Motion carried. INES BUKIKOSA MOTIONED TO APPROVE WITH MINOR CORRECTIONS, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
4. Business Office – Assessment Plan – There are missing related goals in the institutional and division levels. Also, no activity schedule. INES BUKIKOSA MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

Team #3: Cecilia, Mark, Richard & Wilson

1. Adult Education/GED, Implementation Status (rating not required but CFS is required) – There were concerns about the figure that was reported. Wilson mentioned that the figure should be higher, he is the instructor for the ESL courses and knows how many students are in each class. He will ask the author to include the additional information that is needed.
2. Assessment & Counseling, Assessment Plan – Surveys need to be uploaded and the activity schedule is missing. The author needs to indicate the percentage for the criterion. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY RICHARD QUIAMBAO. Motion carried.
3. Center for Civic Engagement, Assessment Plan – Under criterion there are no numbers. There are only minor things that need changes. WILSON TAM MOTIONED TO APPROVE, SECONDED BY RICHARD QUIAMBAO. Motion carried.

4. Center for Student Involvement, Assessment Plan – There are several concerns. None of the tools were uploaded into TracDat, the author needs to clarify the SSUO and the 20% indicated is low, i.e. does it represent 20% of the total student and faculty population? RICHARD QUIAMBAO MOTIONED TO RESUBMIT, SECONDED BY WILSON TAM. Motion carried.
5. Computer Science AS/Certificate – Course Level SLO Assessment Report – There is no data on the last column and under CS298. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY RICHARD QUIAMBAO. Motioned carried.
6. Development & Alumni Relations – Assessment Plan – The author should upload her fundraising plan. Also, how does the fundraising connect to the students and where is the money going? The author should not only focus on money but on community awareness as well. RICHARD QUIAMBAO MOTIONED TO RESUBMIT, SECONDED BY WILSON TAM. Motion carried.
7. Electronics & Computer Networking – Course Level SLO Implementation Status (rating is not required but CFS is required) – No problems. CFS will be sent to author.
8. President/CEO – Assessment Plan – There are no related tasks or activity schedule. Also, there is no timeline stated and the AUOs were not related GCC, BOT and unit goals. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY RICHARD QUIAMBAO. Motion carried.

WILSON TAM MOTIONED TO TABLE THE REMAINING ITEMS ON THE AGENDA UNTIL NEXT FRIDAY AND TEAM NO. 4 WILL REPORT FIRST, SECONDED BY, RICHARD QUIAMBAO. Motion carried.

VI. New Business

VII. Open Discussion/Reminder

Dr. Somera mentioned that the management team will be doing strategic and project planning on November 6, 2009 for the budget planning of 2011. He asked the committee to extract budget implications from the assessment reports in TracDat so that it will allow the management team to discuss them. Dr. Somera also indicated that this will help to close the loop.

VIII. Next meeting, November 6, 2009 @ 2 p.m. PCR

IX. Agenda items for next meeting

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #209)
President's Conference Room
2:00 p.m. Friday, November 6, 2009

I. Call to Order – 2:07 p.m.

II. Roll Call

Members present: Wilson Tam (Chair), Cecilia Delos Santos, Joleen Evangelista, Doris Perez, Michael Setzer II, Dr. Ray Somera, Yvonne Tam, Katsuyoshi Uchima and Esther Yanger

Members absent: Joseph Benavente, Ines Bukikosa, Mark Concepcion, Priscilla Johns, Dr. Marsha Postrozny, Richard Quiambao, and Dr. Gina Tudela (Co-Chair)

III. Approval of prior minutes

IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY KATSUYOSHI UCHIMA THAT THE MEETING MINUTES (UPDATE #208) OCTOBER 30, 2009 BE APPROVED. MOTION CARRIED.

VI. Review Team Report:

Team #4: Joleen, Mike & Yvonne

1. Supervision & Management AS/Certificate, Course Level SLO Assessment Report – The author in this department is new and is collecting data at this time. Wilson will send an email to the author indicating that data collection must be imputed on or before November 30th, 2009 and that the CCA committee will review the report before the semester ends. MICHAEL SETZER II MOTIONED TO RESUBMIT, SECONDED BY CECILIA DELOS SANTOS. Motion carried.
2. Communications & Promotions, Assessment Plan - The related task is missing and nothing has been uploaded for tools. The author indicated “assessment cycle” and should have been “assessment semester”. Also, identify what N is. JOLEEN EVANGELISTA MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
3. Health Services Center, Assessment Plan - The plan is very good. The author just needs to use numbers instead of percentages in the criterion. YVONNE TAM MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
4. Admissions & Registration, Assessment Plan – The plan is very broad. Also, there are no related tasks or artifacts. YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY JOLEEN EVANGELISTA. Motion carried.

5. Foundation Board, Assessment Plan – There are no related task and goals. The tasks and goals should be linked to GCC/ACCJC WASC. Also, N has to be identified and placed in the criterion. JOLEEN MOTIONED TO RESUBMIT, SECONDED BY MICHAEL SETZER II. Motion carried.
6. Safety Office, Assessment Plan – There are no related tasks for the AUOs. The author indicated that he attends the ADA committee meetings. Author needs to specify what the committee does. JOLEEN EVANGELISTA MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried
7. Office Technology AS, Course Level SLO Assessment Report – The author is working with some of the adjunct faculty to collect data that is needed for the report. The data will be collected on or before November 30th 2009. Also, several classes were cancelled. MIKE SETZER II MOTIONED TO RESUBMIT, SECONDED BY CECILIA DELOS SANTOS. Motion carried.
8. Education AA/Certificate, Course Level SLO Assessment Report - TABLED
9. Facility Maintenance, Assessment Plan – TABLED
10. Planning & Development, Assessment Plan – TABLED

Team #1 – Doris, Esther & Joe

1. Apprenticeship Training, Assessment Plan - The author needs to revisit their mission and vision statement. Also, the author needs to upload the list of active employers. DORIS PEREZ MOTIONED TO RESUBMIT, SECONDED BY ESTHER YANGER. Motion carried.
2. Computer Networking AS, Course Level SLO Assessment Report - TABLED

Team #2 – Ines, Katsuyoshi & Marsha

1. Student Financial Aid, Assessment Plan – The author needs to identify how does the online financial aid link to improvement of services? Also, provide sample survey and upload improved policies if there are changes. KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY MICHAEL SETZER II. Motion carried.
2. Criminal Justice AS/Certificate Course Level SLO Assessment Plan and Report – TABLED
3. Project AIM, Implementation Status – TABLED

Team #3 – Cecilia, Mark, Richard & Wilson

1. Education AA/Certificate-, Course level SLO Assessment Report – Wilson tabled until next meeting (November 20, 2009).

VI. New Business: None

VII. Old Business/Open Discussion/Action Items/Reminder

Dr. Somera mentioned that there will be a PPEC/ACCJC Training on November 12th & 13th 2009 at the Guam Hilton Hotel. Dr. Barbara Beno and Jack Pond will be the facilitators for this training. The other attendees will be from Palau, COM-FSM and NMC. Dr. Somera asked the Chair of CCA to cancel their Friday meeting and to encourage the CCA members to attend this training instead.

VIII. Next meeting, November 20, 2009 @ 2 p.m. PCR

IX. Agenda items for next meeting:

X. Adjournment: IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY JOLEEN EVANGELISTA TO ADJOURN. Motion carried. Meeting adjourned at 3:20 p.m.