Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
December 3, 2010 (Fall 2010 Term)
AGENDA

I.   Call to order

II.   Roll Call

III.   Approval of prior minutes/update (November 19, 2010 minutes/update #231)

IV.   CCA Review Team Report for Rating
Team 1:
  • Board of Trustees – assessment report
  • Computer Networking AS – *resubmitted* program-level assessment plan
  • Computer Networking AS – *resubmitted* course-level assessment plan
  • Medical Assisting AS/Certificate – program-level assessment plan
  • Medical Assisting AS/Certificate – course-level assessment report (**prior cycle**)
  • Medical Assisting AS/Certificate – course-level assessment plan (FA10-SP12)
Team 2:
  • Criminal Justice AS/Certificate – program-level assessment plan
  • Criminal Justice AS/Certificate – course-level assessment plan
Team 3:
  • General Education Committee – close-out assessment report
  • Hospitality Industry Management AS – close-out course level *resubmitted* assessment report
  • Lodging Management Secondary – course-level *resubmitted* assessment plan
Team 4:
  • Planning & Development – assessment report

V.   Old Business – Update/Reminder
  • Joint Learning Outcome Committee and CCA committee meeting
  • Assessing CCA – update
  • CCA Administering IDEA Student Survey
  • Record of CCA Team Meeting with Authors (calendar)
  • CFS due to AIER the Monday after CCA's Rating
  • December 10, 2010 Last CCA Meeting

VI.   New Business
  1. Early Childhood Education Secondary Program – hold till March 12, 2012 deadline
  2. Guidelines for CCA Rating

VII.   Agenda Items for Next Meeting

VIII.   Next meeting – December 10, 2010 @ 2:00pm; PCR

IX.   Adjournment

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
December 3, 2010 (Fall 2010 Term)
Sign-In

	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Chan, Michael	Adjunct Associate Dean, TSS	
3.	Cho, Brian	Associate Dean, TSS	
4.	Cruz, Paling April	COPSA Student Representative	Attending COPSA Training
6.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
7.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
8.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
9.	Montague, Marlena	Institutional Researcher, Office of Assessment, Institutional Effectiveness & Research	
10.	Perez, Doris	Assistant Director, Planning & Development	
11.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
12.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Department	
13.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
14.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
15.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
16.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
17.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division (Not required to attend)	
18.			
19.			
20.			

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
December 3, 2010 (Fall 2010 Term)
AGENDA

I.   Call to order

II.   Roll Call

III.   Approval of prior minutes/update (November 19, 2010 minutes/update #231)

IV.   CCA Review Team Report for Rating
  Team 1:
  - Board of Trustees – assessment report
  - Computer Networking AS – *resubmitted* program-level assessment plan
  - Computer Networking AS – *resubmitted* course-level assessment plan
  - Medical Assisting AS/Certificate – program-level assessment plan
  - Medical Assisting AS/Certificate – course-level assessment report (**prior cycle**)
  - Medical Assisting AS/Certificate – course-level assessment plan (FA10-SP12)
  Team 2:
  - Criminal Justice AS/Certificate – program-level assessment plan
  - Criminal Justice AS/Certificate – course-level assessment plan
  Team 3:
  - General Education Committee – close-out assessment report
  - Hospitality Industry Management AS – close-out course level *resubmitted* assessment report
  - Lodging Management Secondary – course-level *resubmitted* assessment plan
  Team 4:
  - Planning & Development – assessment report

V.   Old Business – Update/Reminder
  - Joint Learning Outcome Committee and CCA committee meeting
  - Assessing CCA – update
  - CCA Administering IDEA Student Survey
  - Record of CCA Team Meeting with Authors (calendar)
  - CFS due to AIER the Monday after CCA's Rating
  - December 10, 2010 Last CCA Meeting

VI.   New Business
  1. Early Childhood Education Secondary Program – hold till March 12, 2012 deadline
  2. Guidelines for CCA Rating

VII.   Agenda Items for Next Meeting

VIII. Next meeting – December 10, 2010 @ 2:00pm; PCR

IX.   Adjournment

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
December 3, 2010 (Fall 2010 Term)
Sign-In

	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Chan, Michael	Adjunct Associate Dean, TSS	
3.	Cho, Brian	Associate Dean, TSS	
4.	Cruz, Paling April	COPSA Student Representative	Attending COPSA Training
6.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
7.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
8.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
9.	Montague, Marlena	Institutional Researcher, Office of Assessment, Institutional Effectiveness & Research	
10.	Perez, Doris	Assistant Director, Planning & Development	
11.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
12.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Department	
13.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
14.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
15.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
16.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
17.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division (Not required to attend)	
18.			
19.			
20.			

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
December 10, 2010 (Fall 2010 Term)
AGENDA

I.   Call to order

II.   Roll Call

III.   Approval of prior minutes/update (December 3, 2010 minutes/update #232)

IV.   CCA Review Team Report for Rating
Team 1:
- Computer Networking AS – *resubmitted* program-level assessment plan
- Computer Networking AS – *resubmitted* course-level assessment plan
- Medical Assisting AS/Certificate – course-level assessment report **(prior cycle)**

Team 3:
- Hotel Operations & Management AS – course-level *resubmitted* assessment plan
- Office of the President - *resubmitted* assessment report

V.   Old Business – Update/Reminder
- Joint Learning Outcome Committee and CCA committee meeting
- Assessing CCA – update
- Record of CCA Team Meeting with Authors (calendar)
- CFS due to AIER the Monday after CCA's Rating
- Guidelines for CCA Rating
- Review of Revised CFSs for the Assessment Plans and Reports

VI.   New Business

VII.   Agenda Items for Next Meeting

VIII. Next meeting – January 28, 2011 @ 2:00pm; PCR

IX.   Adjournment

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
December 10, 2010 (Fall 2010 Term)
Sign-In

No.	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Chan, Michael	Adjunct Associate Dean, TSS	
3.	Cho, Brian	Associate Dean, TSS	
4.	Cruz, Paling April	COPSA Student Representative	
6.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
7.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
8.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	On leave.
9.	Montague, Marlena	Institutional Researcher, Office of Assessment, Institutional Effectiveness & Research	
10.	Perez, Doris	Assistant Director, Planning & Development	
11.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
12.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Department	
13.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
14.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
15.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
16.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
17.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division (Not required to attend)	
18.			
19.			
20.			

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
January 28, 2011 (Spring 2011 Term)
AGENDA

I. Call to order

II. Roll Call

III. Approval of prior minutes/update (December 10, 2010 minutes/update #233)

IV. CCA Review Team Report for Rating
   Team 1:
   - Computer Networking AS – ***resubmitted*** program-level assessment plan
   - Computer Networking AS – ***resubmitted*** course-level assessment plan
   - Enrollment Services – assessment report
   - Work Experience – assessment report
   Team 2:
   - Continuing Education & Workforce Development – assessment report
   - Medium/Heavy Diesel Truck Technology AS – course-level assessment plan
   - Medium/Heavy Diesel Truck Technology AS – program-level assessment plan
   - Marketing Education Secondary – course-level assessment report
   Team 3:
   - Culinary Arts AA – ***resubmitted*** course-level assessment plan
   - Culinary Arts AA – ***resubmitted*** program-level assessment plan
   - General Education (Committee) – assessment report; to close the loop
   - Hotel Operations & Management AS – course-level ***resubmitted*** assessment plan
   - Hotel Operations & Management AS – program-level ***resubmitted*** assessment plan
   - Office of the President – ***resubmitted*** assessment report
   Team 4:
   - Cosmetology Certificate – course-level assessment report
   - Tourism & Travel Management AS – ***resubmitted*** program-level assessment plan
   - Tourism & Travel Management AS – ***resubmitted*** course-level assessment plan

V. Old Business – Update/Reminder
   - CCA Faculty Members Assessing Course-Level SLOs update
   - Transition of Assessment Authors (f/u with HRO – 11/12/2010 minutes/update #230 & 12/3/2010 minutes/update #232)
   - Joint Learning Outcome Committee and CCA committee meeting
   - Getting CCA Members Involved in Assessing CCA
   - Record of CCA Team Meeting with Authors (calendar)
   - CFS due to AIER the Monday after CCA's Rating
   - Review of Revised CFSs for the Assessment Plans and Reports
   - Guidelines for CCA Rating

VI. New Business
- Schedule TracDat v4.3 upgrade; May 30, 2011
- Anticipated Use of Assessment Results & Budget Request Proposed Outcome TracDat fields to be combined

VII. Agenda Items for Next Meeting

VIII. Next meeting – February 4, 2011 @ 2:00pm; PCR

IX. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
January 28, 2011 (Spring 2011 Term)
Sign-In

No.	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Chan, Michael	Adjunct Associate Dean, TSS	
3.	Cho, Brian	Associate Dean, TSS	
4.	Cruz, Paling April	COPSA Student Representative	
6.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
7.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
8.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
9.	Montague, Marlena	Institutional Researcher, Office of Assessment, Institutional Effectiveness & Research	
10.	Perez, Doris	Assistant Director, Planning & Development	
11.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
12.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Department	
13.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
14.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
15.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
16.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
17.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division (Not required to attend)	
18.			
19.			
20.			

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
February 4, 2011 (Cancelled)
February 11, 2011 (Spring 2011 Term)
AGENDA

I. Call to order

II. Roll Call

III. Approval of prior minutes/update (January 28, 2011 minutes/update #234)

IV. CCA Review Team Report for Rating
Team 1:
- Materials Management – ***resubmitted*** assessment report
Team 2:
- Continuing Education & Workforce Development – ***resubmitted*** assessment report
Team 3:
- Hotel Operations & Management AS – program-level ***resubmitted*** assessment plan
Team 4:
- Environmental Health & Safety – ***resubmitted*** assessment report
- Tourism & Travel Management AS – ***resubmitted*** program-level assessment plan
- Tourism & Travel Management AS – ***resubmitted*** course-level assessment plan

V. Old Business – Update/Reminder
- Reminder February 28, 2011 CCA Meeting Cancelled
- CCA Faculty Members Assessing Course-Level SLOs update
- Transition of Assessment Authors (f/u with HRO – 11/12/2010 minutes/update #230 & 12/3/2010 minutes/update #232)
- Joint Learning Outcome Committee and CCA committee meeting
- Getting CCA Members Involved in Assessing CCA - Presentation
- Record of CCA Team Meeting with Authors (calendar)
- CFS due to AIER the Monday after CCA's Rating – thank you for last week's CFS ALL received on time
- Guidelines for CCA Rating & Review of Revised CFSs for the Assessment Plans and Reports
- Data Collection Status due date – October 10, 2011

VI. New Business
- Brown Bag Session Schedule
- IDEA Student Survey, Spring 2011

VII. Agenda Items for Next Meeting

VIII. Next meeting – February 18, 2011 @ 2:00pm; PCR

IX. Adjournment

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
February 4, 2011 (Cancelled)
February 11, 2011 (Spring 2011 Term)
Sign-In

No.	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Chan, Michael	Adjunct Associate Dean, TSS	
3.	Cho, Brian	Associate Dean, TSS	
4.	Cruz, Paling April	COPSA Student Representative	
6.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
7.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
8.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
9.	Montague, Marlena	Institutional Researcher, Office of Assessment, Institutional Effectiveness & Research	
10.	Perez, Doris	Assistant Director, Planning & Development	
11.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
12.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Department	
13.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
14.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
15.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
16.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	Off-campus
17.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division (Not required to attend)	
18.			
19.			
20.			

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
February 18 & 25, 2011 (Cancelled)
March 4, 2011 (Cancelled)
March 11, 2011 (Spring 2011 Term)
AGENDA

I. Call to order

II. Roll Call

III. Approval of prior minutes/update (January 28, 2011 minutes/update #234)

IV. CCA Review Team Report for Rating
  Team 1:
  - Adult Education Program (Basic Skills) – program-level assessment plan
  - Adult Education Program (Basic Skills) – course-level assessment plan
  - GED – program-level assessment plan
  Team 2:
  - Continuing Education & Workforce Development – ***resubmitted*** assessment report
  Team 3:
  - General Education – ***resubmitted*** assessment close-out report
  Team 4:
  - Environmental Health & Safety – ***resubmitted*** assessment report
  - Office Technology AS – ***resubmitted*** program-level assessment plan
  - Office Technology AS – ***resubmitted*** course-level assessment plan

V. Old Business – Update/Reminder
  - CCA Faculty Members Assessing Course-Level SLOs update
  - Transition of Assessment Authors (f/u with HRO – 11/12/2010 minutes/update #230 & 12/3/2010 minutes/update #232)
  - Joint Learning Outcome Committee and CCA committee meeting
  - Getting CCA Members Involved in Assessing CCA - Presentation
  - Record of CCA Team Meeting with Authors (calendar)
  - CFS due to AIER the Monday after CCA's Rating
  - Assessing Assessment Survey

VI. New Business
  - Spring 2011 IDEA Student Survey
  - Vacant CCA Member

VII. Agenda Items for Next Meeting

VIII. Next meeting – March 18, 2011 @ 2:00pm; PCR

IX. Adjournment

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
February 18 & 25, 2011 (Cancelled)
March 4, 2011 (Cancelled)
March 11, 2011 (Spring 2011 Term)
Sign-In

No.	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	In compliance with Public Law 30-152
5.	Chan, Michael	Adjunct Associate Dean, TSS	
3.	Cho, Brian	Associate Dean, TSS	
4.	Cruz, Paling April	COPSA Student Representative	COPSA Conference
6.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
7.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
8.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	A-7 conducting TracDat workshop
9.	Montague, Marlena	Institutional Researcher, Office of Assessment, Institutional Effectiveness & Research	
10.	Perez, Doris	Assistant Director, Planning & Development	
11.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
12.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Department	
13.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	Off-island
14.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
15.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
16.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
17.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division (Not required to attend)	
18.			
19.			
20.			

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
March 18, 2011 (Spring 2011 Term)
AGENDA

   I.   Call to order

  II.   Roll Call

 III.   Approval of prior minutes/update (January 28, 2011 minutes/update #234)

 IV.   CCA Review Team Report for Rating

       Team 3:
       - Lodging Management Secondary – course-level assessment report
       Team 4:
       - Environmental Health & Safety – ***resubmitted*** assessment report

  V.   Old Business – Update/Reminder
       - March 14, 2011 deadline: Group B – program & course-level assessment plan; Group D – course-level assessment report; teams to follow up with authors
       - CCA Faculty Members Assessing Course-Level SLOs update
       - Joint Learning Outcome Committee and CCA committee meeting
       - Record of CCA Team Meeting with Authors (calendar)
       - CFS due to AIER the Monday after CCA's Rating
       - Assessing Assessment Survey
       - Spring 2011 IDEA Student Survey

 VI.   New Business
       - Thank you Brian Cho
       - Assessment, an Institutional Requirement – Adjunct Assessing Courses

VII.   Agenda Items for Next Meeting

VIII. Next meeting – March 25, 2011 @ 2:00pm; PCR

 IX.   Adjournment

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
March 18, 2011 (Spring 2011 Term)
Sign-In

No.	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	In compliance with Public Law 30-152
5.	Chan, Michael	Adjunct Associate Dean, TSS	
3.	Cho, Brian	Associate Dean, TSS	
4.	Cruz, Paling April	COPSA Student Representative	
6.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
7.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
8.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	Administering IDEA Student Survey
9.	Montague, Marlena	Institutional Researcher, Office of Assessment, Institutional Effectiveness & Research	
10.	Perez, Doris	Assistant Director, Planning & Development	
11.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
12.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Department	
13.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
14.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
15.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
16.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
17.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division (Not required to attend)	
18.			
19.			
20.			

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
March 25, 2011 (Spring 2011 Term)
AGENDA

I. Call to order

II. Roll Call

III. Approval of prior minutes/update (March 18, 2011 minutes/update #237)

IV. CCA Review Team Report for Rating

V. Old Business – Update/Reminder
- March 14, 2011 deadline: Group B – program & course-level assessment plan; Group D – course-level assessment report; teams to follow up with authors
- Joint Learning Outcome Committee and CCA committee meeting
- Record of CCA Team Meeting with Authors (calendar)
- CFS due to AIER the Monday after CCA's Rating
- Assessing Assessment Survey
- Spring 2011 IDEA Student Survey

VI. New Business
- CCA Faculty Presentation – Assessing Course Level SLOs

VII. Agenda Items for Next Meeting

VIII. Next meeting – April 1, 2011 @ 2:00pm; PCR

IX. Adjournment

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
March 25, 2011 (Spring 2011 Term)
Sign-In

No.	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	In compliance with Public Law 30-152
5.	Chan, Michael	Adjunct Associate Dean, TSS	
3.	Cho, Brian	Associate Dean, TSS	
4.	Cruz, Paling April	COPSA Student Representative	
6.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
7.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
8.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
9.	Montague, Marlena	Institutional Researcher, Office of Assessment, Institutional Effectiveness & Research	
10.	Perez, Doris	Assistant Director, Planning & Development	
11.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
12.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Department	
13.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
14.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
15.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
16.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
17.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division (Not required to attend)	
18.			
19.			
20.			

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
April 1, 2011 (Spring 2011 Term)
AGENDA

I. Call to order

II. Roll Call

III. Approval of prior minutes/update (March 18 & 25, 2011 minutes/update #237 & #238)

IV. CCA Review Team Report for Rating

Team 1:
- Adult Education Program (ESL) – course-level assessment report
- Practical Nursing Certificate – course-level assessment plan

Team 2:
- English Department – course-level assessment report
- Pre-Nursing Certificate – program-level assessment plan

Team 3:
- Lodging Management Secondary – course-level assessment report

Team 4:
- Office Technology – course-level assessment plan

V. Old Business – Update/Reminder
- March 14, 2011 Assessment Compliance Rate
- CCA Faculty Members Assessing Course-Level SLOs update – Zhaopei Teng & Mike Setzer II presentation
- Joint Learning Outcome Committee and CCA committee meeting
- Record of CCA Team Meeting with Authors (calendar)
- CFS due to AIER the Monday after CCA's Rating
- Assessing Assessment Survey
- Spring 2011 IDEA Student Survey

VI. New Business
- Faculty Senate – removed from the Taxonomy
- Assessing **all** Course SLOs
- Courses taught under the purview of Continuing Education (C_EB201 –Workforce Development Training); should be assessed?
- Assessment, an Institutional Requirement – Adjunct Assessing Courses

VII. Agenda Items for Next Meeting

VIII. Next meeting – April 8, 2011 @ 2:00pm; PCR

IX. Adjournment

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
April 1, 2011 (Spring 2011 Term)
Sign-In

No.	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	In compliance with Public Law 30-152
5.	Chan, Michael	Adjunct Associate Dean, TSS	
3.	Cho, Brian	Associate Dean, TSS	
4.	Cruz, Paling April	COPSA Student Representative	
6.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
7.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
8.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
9.	Montague, Marlena	Institutional Researcher, Office of Assessment, Institutional Effectiveness & Research	
10.	Perez, Doris	Assistant Director, Planning & Development	
11.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
12.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Department	
13.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	Off-island
14.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
15.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
16.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
17.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division (Not required to attend)	
18.			
19.			
20.			

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
April 8, 2011 (Spring 2011 Term)
AGENDA

I. Call to order

II. Roll Call

III. Approval of prior minutes/update (April 1, 2011 minutes/update #239)

IV. CCA Review Team Report for Rating
Team 1:

- Adult Education Program (ESL) – course-level assessment report
- Computer Networking AS – ***resubmitted*** course-level assessment plan
- Liberal Arts – out of sync program-level assessment plan (note course-level to be assessed by various programs)
- Practical Nursing Certificate – course-level assessment plan

Team 2:
- English Department – course-level assessment report
- Criminal Justice & Social Science Department Courses – course-level assessment plan

Team 3:
- Lodging Management Secondary – course-level assessment report

Team 4:
- Cosmetology Certificate – course-level assessment report
- Office Technology – course-level assessment plan
- Supervision & Management – course-level assessment report

V. Old Business – Update/Reminder
- CCA Faculty Members Assessing Course-Level SLOs update – Zhaopei Teng & Mike Setzer II presentation
- Joint Learning Outcome Committee and CCA committee meeting
- Record of CCA Team Meeting with Authors (calendar)
- CFS due to AIER the Monday after CCA's Rating
- Assessing Assessment Survey
- Spring 2011 IDEA Student Survey

VI. New Business
- Faculty Senate – removed from the Taxonomy
- Assessing **all** Course SLOs
- Courses taught under the purview of Continuing Education (C_EB201 –Workforce Development Training); should be assessed?
- Assessment, an Institutional Requirement – Adjunct Assessing Courses
- End of the Year CCA Report

VII. Agenda Items for Next Meeting

VIII. Next meeting – April 15, 2011 @ 2:00pm; PCR

IX. Adjournment

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
April 8, 2011 (Spring 2011 Term)
Sign-In

No.	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	In compliance with Public Law 30-152
5.	Chan, Michael	Adjunct Associate Dean, TSS	
3.	Cruz, Paling April	COPSA Student Representative	
4.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
6.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
7.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
8.	Montague, Marlena	Institutional Researcher, Office of Assessment, Institutional Effectiveness & Research	
9.	Perez, Doris	Assistant Director, Planning & Development	
10.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
11.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Department	
12.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
13.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
14.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
15.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
16.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
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Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
April 29, 2011 (Spring 2011 Term)
AGENDA

I. Call to order

II. Roll Call

III. Approval of prior minutes/update (April 15, 2011 minutes/update #241)

IV. CCA Review Team Report for Rating
   Team 1:
   - Adult Education Program (AHS) - course assessment plan
   - Adult Education Program (Basic Skills) program level assessment plan
   - Adult Education Program (ESL) – program-level assessment plan
   - Computer Networking AS – *approved* program-level assessment plan; status on evidence uploads

V. Old Business – Update/Reminder
   - Joint Learning Outcome Committee and CCA committee meeting – April 29, 2011
   - Record of CCA Team Meeting with Authors (calendar)
   - CFS due to AIER the Monday (May 2, 2011) after CCA's Rating
   - Assessing Assessment Survey
   - Spring 2011 IDEA Student Survey
   - Courses taught under the purview of Continuing Education (C_EB201 –Workforce Development Training); should be assessed?
   - Assessment, an Institutional Requirement – Adjunct Assessing Courses

VI. New Business
   - Criteria for AY2010-2011 Assessment Awards
   - Assessment Awards Matrix – for Nomination
   - Two-Year Assessment Cycle Schedule – deadline
   - Assessment Compliance Status – Email from Chair update

VII. Agenda Items for Next Meeting

VIII. Next meeting – May 6, 2011 @ 2:00pm; PCR

IX. Adjournment

Guam Community College
Committee on College Assessment (CCA) Meeting
2 p.m., President's Conference Room
April 29, 2011 (Spring 2011 Term)
Sign-In

No.	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	In compliance with Public Law 30-152
5.	Chan, Michael	Adjunct Associate Dean, TSS	
3.	Cruz, Paling April	COPSA Student Representative	
4.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
6.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
7.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
8.	Montague, Marlena	Institutional Researcher, Office of Assessment, Institutional Effectiveness & Research	
9.	Perez, Doris	Assistant Director, Planning & Development	
10.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
11.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Department	
12.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
13.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
14.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
15.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
16.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
17.		(Not required to attend)	
18.			
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Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
May 6, 2011 (Spring 2011 Term)
AGENDA

I. Call to order

II. Roll Call

III. Approval of prior minutes/update (April 29, 2011 minutes/update #242)

IV. CCA Review Team Report for Rating
Team 2
- Visual Communications Secondary – course-level assessment plan

V. Old Business – Update/Reminder
- Joint Learning Outcome Committee and CCA committee meeting – April 29, 2011 update
- CFS due to AIER the Monday (May 9, 2011) after CCA's Rating
- Assessing Assessment Survey
- Courses taught under the purview of Continuing Education (C_EB201 –Workforce Development Training); should be assessed?
- Assessment, an Institutional Requirement – Adjunct Assessing Courses
- Assessment Compliance Status – Email from Chair update
- Adult Education Programs (Course-Level) Assessment

VI. New Business
- Criteria for AY2010-2011 Assessment Awards
- Assessment Awards Matrix – for Nomination
- Chachalani – CCA Monthly Meeting Summary
- Move Last Meeting

VII. Agenda Items for Next Meeting (Fall 2011)

VIII. Next meeting – May 12, 2011 @ 2:00pm; PCR

IX. Adjournment

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
May 6, 2011 (Spring 2011 Term)
Sign-In

No.	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	In compliance with Public Law 30-152
5.	Chan, Michael	Adjunct Associate Dean, TSS	
3.	Cruz, Paling April	COPSA Student Representative	
4.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
6.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
7.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
8.	Montague, Marlena	Institutional Researcher, Office of Assessment, Institutional Effectiveness & Research	
9.	Perez, Doris	Assistant Director, Planning & Development	
10.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
11.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Department	
12.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
13.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
14.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
15.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
16.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
17.		(Not required to attend)	
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Guam Community College
Committee on College Assessment (CCA) Meeting
12 p.m., President's Conference Room
May 12, 2011 (Spring 2011 Term)
AGENDA

  I. Call to order

 II. Roll Call

III. Approval of prior minutes/update (May 6, 2011 minutes/update #243)

 IV. CCA Review Team Report for Rating
      Team 2
      - Visual Communications Secondary – course-level assessment plan

  V. Old Business – Update/Reminder
      - Joint Learning Outcome Committee and CCA committee meeting – May 12, 2011 @ 1:45 p.m. -
      - CFS due to AIER the Monday after CCA's Rating
      - Assessing Assessment Survey
      - Courses taught under the purview of Continuing Education (C_EB201 –Workforce Development Training); should be assessed?
      - Assessment, an Institutional Requirement – Adjunct Assessing Courses
      - Adult Education Programs (Course-Level) Assessment

 VI. New Business
      - Assessment Awards Matrix – Voting

VII. Agenda Items for Next Meeting (Fall 2011)

VIII. Next meeting – September , 2011 @ 2:00pm; PCR

 IX. Adjournment

Guam Community College
Committee on College Assessment (CCA) Meeting
12:00 p.m., President's Conference Room
May 12, 2011 (Spring 2011 Term)
Sign-In

No.	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	In compliance with Public Law 30-152
5.	Chan, Michael	Adjunct Associate Dean, TSS	
3.	Cruz, Paling April	COPSA Student Representative	
4.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
6.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
7.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
8.	Montague, Marlena	Institutional Researcher, Office of Assessment, Institutional Effectiveness & Research	
9.	Perez, Doris	Assistant Director, Planning & Development	
10.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
11.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Department	
12.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
13.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
14.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
15.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
16.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division	
17.		(Not required to attend)	
18.			
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Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
September 3, 2010 (Fall 2010 Term)
AGENDA

I. Call to order

II. Roll Call

III. Approval of prior (May 14, 2010) minutes/update #222

IV. Team Report: Follow Up with Authors

V. Old Business – Update/Reminder
- CCA Faculty Members Assessing Course Level SLOs - update
- Faculty Senate - status
- GED – status
- Joint Learning Outcome Committee and CCA committee meeting
- Assessment Reports update
- CCA By-Laws update due to Faculty Contract Ratification and Board Approval
- CCA Goals for AY2010-2011

VI. New Business
CCA/AIE Assessment, Accountability & Program Review Workshop
- Friday, Sept. 3 – Tourism & Hospitality PS Faculty 9:00-11:00 (Cancelled due to power outage in D building; to be rescheduled)
- Friday, Sept. 3 – Tourism & Hospitality Secondary Faculty 3:30-5:30; D-10 (Cancelled due to power outage in D building; to be rescheduled)
- Thursday, Sept. 9 – Business & Finance; 1:30-3:30, D-3
- Thursday, Sept. 9 – Assessment & Counseling/LRC/Health Services Faculty 4:00-6:00; A-26
- Friday, Sept. 10 – CJ & SS 9:00-11:00; D-10
- Friday, Sept. 10 – Business/Marketing/VisCom 3:30-5:50; D-10
- Tuesday, Sept. 14 – Student Services Group 9:00-11:00; D-3
- Wednesday, Sept. 15 – President/CEO's Group 9:00-11:00; D-3
- Wednesday, Sept. 15 – Education/ECE/Cosmetology 4:00-6:00; D-10
- Friday, Sept. 17 – English Department 9:00-11:00, D-10
- Friday, Sept. 17 – Electronics/Computer Science/Office Technology 3:30-5:30; D-10
- Thursday, Sept. 23 – Math/Science 9:00-11:00; D-3
- Friday, Sept. 24 – Allied Health Faculty 9:00-11:00; D-10
- Friday, Sept. 24 – Transportation Department Faculty 3:30-5:30; D-10
- Friday, Oct. 1 – Construction Trades Faculty 3:30-5:30; D-10

(TracDat) User's Group Conference Presenters
- The Future of Accreditation by: Dr. Belle S. Wheelan, President SACS Commission on Colleges
  - Student Authentication
  - Institutional Growth
  - Office of Inspector General – Definition of Credit Hour
  - Community Colleges offering baccalaureate degrees
  - Bologna Process (Fine Tuning)
- Assessment and Accountability: Dual or Dueling Agendas?" **(twofold or struggle)** By: Lynn Priddy, Ph.D. Vice President for Accreditation Services
- Get Off Your Assessment and Do Something! **(Closing the Loop)** By**:** Dr. Katharine Cummings Associate Dean, College of Education Western Michigan University

VII.   Next meeting, September 10, 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
September 3, 2010 (Fall 2010 Term)
Sign-In

	Name	**Position**	**Signature**
1.	Benavente, Joseph	Planner IV, Academic Affairs Division	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Chan, Michael	Adjunct Associate Dean	
3.	Cruz, Paling April	COPSA Student Representative	
4.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
6.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
7.	Johns, Priscilla	Program Specialist, Assessment & Institutional Effectiveness Office	
8.	Perez, Doris	Assistant Director, Planning & Development, Administrative Services Division (ASD)	
9.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
10.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Language Institute	
11.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
12.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
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)	
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Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
September 17, 2010 (Fall 2010 Term)
AGENDA

I.   Call to order

II.   Roll Call

III. Dr. Ray Somera, Vice President for Academic Affairs Division

IV.   Approval of prior (September 3, 2010) minutes/update #223

V.   Team Report: Follow Up with Authors

VI.   Old Business – Update/Reminder
- CCA Faculty Members Assessing Course Level SLOs - update
- Faculty Senate - status
- Joint Learning Outcome Committee and CCA committee meeting
- Assessment Reports update – 5 copies given to President Okada remainder to be ready Monday
- CCA By-Laws update due to Faculty Contract Ratification and Board Approval

CCA/AIE Assessment, Accountability & Program Review Workshop
- Friday, Sept. 3 – LMP & ProStart (cancelled due to power outage to campus) rescheduled and 5 faculty attended on Tuesday, Sept. 14 @ 4:00-6:00 in A-26
- Friday, Sept. 17 – English Department 9:00-11:00, D-10
- Friday, Sept. 17 – Electronics/Computer Science/Office Technology 3:30-5:30; D-10
- Monday, Sept. 20 – Norma Guerrero, Nenita Perez, Katherine Chargualaf, VisCom & Supv. & Mgmt 4:00-6:00; D-10
- Thursday, Sept. 23 – Math/Science 9:00-11:00; D-3
- Friday, Sept. 24 – Allied Health Faculty 9:00-11:00; D-10
- Friday, Sept. 24 – Transportation Department Faculty 3:30-5:30; D-10
- Monday, Sept. 27 – President/CEO's Group 9:00-11:00; D-3
- Friday, Oct. 1 – Construction Trades Faculty 3:30-5:30; D-10

VII. New Business

VIII. Next meeting - Instead members are to attend the workshops

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
September 17, 2010 (Fall 2010 Term)
Sign-In

	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Academic Affairs Division	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Chan, Michael	Adjunct Associate Dean	CCA/AIE Assessment-Accountability & Program Review Workshop
3.	Cruz, Paling April	COPSA Student Representative	
4.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
6.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
7.	Johns, Priscilla	Program Specialist, Assessment & Institutional Effectiveness Office	CCA/AIE Assessment-Accountability & Program Review Workshop
8.	Perez, Doris	Assistant Director, Planning & Development, Administrative Services Division (ASD)	
9.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
10.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Language Institute	
11.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
12.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
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)	
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Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
October 1, 2010 (Fall 2010 Term)
AGENDA

I.   Call to order

II.   Roll Call

III.   Approval of prior (September 17, 2010) minutes/update #224

IV.   Team Report: Follow Up with Authors

V.   Old Business – Update/Reminder
- Faculty Senate - status
- Joint Learning Outcome Committee and CCA committee meeting
- Assessment Reports updates – IDEA Student, etc.
- Assessing CCA - update

CCA/AIE Assessment, Accountability & Program Review Workshop
- Friday, Oct. 1 – Construction Trades Faculty 3:30-5:30; D-10

VI.   New Business
- Board Retreat on Assessment
- Request for Extension for all BFD Units
- CCA Faculty Member Assessment Data Entry Presentation by: Yvonne Tam

VII.   Next meeting – October 8, 2010 @ 2:00pm; PCR

VIII. Agenda items for next meeting
       Review & Approval of BOT & Foundation Board Survey Instrument

IX.   Adjournment

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room 1210
October 1, 2010 (Fall 2010 Term)
Sign-In

	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Academic Affairs Division	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Chan, Michael	Adjunct Associate Dean	
3.	Cruz, Paling April	COPSA Student Representative	
4.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
6.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
7.	Johns, Priscilla	Program Specialist, Assessment & Institutional Effectiveness Office	
8.	Perez, Doris	Assistant Director, Planning & Development, Administrative Services Division (ASD)	
9.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
10.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Language Institute	
11.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
12.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
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)	
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Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
October 8, 2010 (Fall 2010 Term)
AGENDA

I.   Call to order

II.   Roll Call

III.   Approval of prior (October 1, 2010) minutes/update #225

IV.   Old Business – Update/Reminder
- Faculty Senate - status
- Joint Learning Outcome Committee and CCA committee meeting
- Assessment Reports updates – IDEA Student, etc.
- Assessing CCA – update

V.   New Business
- Assessment Plan CFS - revision
- Extension Requested due to Email & MyGCC downtime
- CCA Rehearsal: October 15 Accreditation Prep Meeting
- Testimonial Confirmation for October 15 Accreditation Prep Meeting

VI.   Next meeting – October 15, 2010 @ 2:00pm; PCR

VII.   Agenda items for next meeting; Review Team Report (early submissions from)
       Health Services Center
       Learning Resources Center
       Student Support Services

VIII. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room 1210
October 8, 2010 (Fall 2010 Term)
Sign-In

	Name	**Position**	**Signature**
1.	Benavente, Joseph	Planner IV, Academic Affairs Division	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Chan, Michael	Adjunct Associate Dean	
3.	Cruz, Paling April	COPSA Student Representative	
4.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
6.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	
7.	Johns, Priscilla	Program Specialist, Assessment & Institutional Effectiveness Office	
8.	Perez, Doris	Assistant Director, Planning & Development, Administrative Services Division (ASD)	
9.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
10.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Language Institute	
11.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
12.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
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)	
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Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
October 22, 2010 (Fall 2010 Term)
AGENDA

I.   Call to order

II. Roll Call

III. Approval of prior minutes/update
 • October 1, 2010 minutes/update #225
 • October 8, 2010 minutes/update #226

IV. Old Business – Update/Reminder
 • Faculty Senate - status
 • Joint Learning Outcome Committee and CCA committee meeting
 • Assessing CCA – update
 • CCA Administering IDEA Student Survey
 • Record of CCA Team Meeting with Authors

V.   New Business/Extension Request & CCA Team Report
 A. Request for Extension
   • Adult Education Programs (AHS, Basic Skills, GED & ESL)
   • Marketing AS
   • Visual Communications AS
 B. Team Reports
   Team 1:
   • Accounting AS – program level assessment plan
   • Accounting AS – course level assessment plan
   • Computer Networking AS– program level assessment plan
   • Student Support Services – assessment report
   Team 3:
   • Center for Civic Engagement – assessment report
   • Food & Beverage Management – program assessment plan
   • Food & Beverage Management – course assessment plan
   • Hospitality Industry Management – program level assessment report (closing the loop-archived)
   • Hospitality Industry Management – course level assessment report (closing the loop)
   Team 4:
   • Health Services Center – assessment report
   • Learning Resources Center – assessment report

VI. Next meeting – October 29, 2010 @ 2:00pm; PCR

VII.   Agenda items for next meeting:
- Group Photo Session – be on time!
- Apprenticeship Training Program
- Communications & Promotions – assessment report
- Computer Networking AS – course assessment plan
- Computer Science Department – course assessment plan
- Automotive Services Technology AS – program assessment plan
- Introduction to Health Occupation – course assessment plan
- Project Aim – assessment report
- Center for Student Involvement – assessment report
- Computer Science AS – program assessment plan
- Development & Alumni Relations – assessment report
- Early Childhood Education – program assessment plan
- Early Childhood Education – course assessment plan
- Lodging Management – course assessment plan
- Lodging Management – program assessment report
- President's Office – assessment report
- Admissions & Registration – assessment report
- Education AA/Certificate – program assessment plan
- Education AA/Certificate – course assessment plan
- Office Technology AS – program assessment plan
- Office Technology AS – course assessment plan

VIII.   Adjournment

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room 1210
October 22, 2010 (Fall 2010 Term)
Sign-In

	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Academic Affairs Division	On leave
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Chan, Michael	Adjunct Associate Dean	
3.	Cruz, Paling April	COPSA Student Representative	Off-island BOT conference
4.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
6.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	On leave
7.	Johns, Priscilla	Program Specialist, Assessment & Institutional Effectiveness Office	
8.	Perez, Doris	Assistant Director, Planning & Development, Administrative Services Division (ASD)	
9.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
10.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Language Institute	
11.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
12.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
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)	Off-island
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Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
October 29, 2010 (Fall 2010 Term)
AGENDA

I. Call to order

II. Introduction of New Members & Roll Call

III. Approval of prior minutes/update (October 22, 2010 minutes/update #227)

IV. CCA Review Team Report for Rating
   Team 1:
   - Apprenticeship Training Program – assessment report
   - Student Support Services – assessment report
   Team 2:
   - Automotive Services Technology – program assessment plan
   - English Department Course – course assessment plan
   - Introduction to Health Occupation – course assessment plan (note: data collection & use of results inputted as of June 2010 prior to approval of the plan)
   - Math & Science – course-level assessment plan
   - Project Aim –assessment report
   Team 3:
   - Assessment & Counseling – assessment report
   - Center for Student Involvement – assessment report
   - Computer Science AS – program assessment plan
   - Computer Science Department Courses – course assessment plan
   - Development & Alumni Relations – assessment report
   - Food & Beverage Management – program assessment plan
   - Food & Beverage Management – course assessment plan
   - President/CEO – assessment report
   Team 4:
   - Admissions & Registration – assessment report
   - Communications & Promotions – assessment report
   - Education AA – course assessment plan
   - Education AA – program assessment plan
   - Facility Maintenance – assessment report
   - Learning Resources Center – assessment report
   - Office Technology AS – course assessment plan
   - Office Technology AS – program assessment plan

V.   Old Business – Update/Reminder
- Faculty Senate - status
- Joint Learning Outcome Committee and CCA committee meeting
- Assessing CCA – update
- CCA Administering IDEA Student Survey
- Record of CCA Team Meeting with Authors (calendar)
- CFS due to AIER the Monday after CCA's Rating
- CCA Review Team Assignments - update

VI.   New Business
1. Revisit and Approve Flow Chart for Critiquing Plans & Reports
2. Revisit and Approve Bylaws (new members and change AIE to AIER)

VII.   Agenda Items for Next Meeting
1. TracDat Issues Concerning Course Assessment Plan
2. Revisit Two-Year Assessment Schedule
3. SOP
4. Culinary Arts AA – program assessment plan
5. Culinary Arts AA – course assessment plan
6. Hotel Operations & Management AS – program assessment plan
7. Hotel Operations & Management AS – course assessment plan
8. Group Photo Session @ 3:30

VIII.   Next meeting – November 5, 2010 @ 2:00pm; PCR

IX.   Adjournment

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

	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Chan, Michael	Adjunct Associate Dean, TSS	
3.	Cho, Brian	Associate Dean, TSS	
4.	Cruz, Paling April	COPSA Student Representative	
6.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
7.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	On leave
8.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
9.	Montague, Marlena	Institutional Researcher, Office of Assessment, Institutional Effectiveness & Research	
10.	Perez, Doris	Assistant Director, Planning & Development	
11.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
12.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Department	
13.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	Off-campus; satellite activity
14.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
15.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
16.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
17.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division (Not required to attend)	Off-campus (Negotiations)
18.			
19.			
20.			

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
November 5, 2010 (Fall 2010 Term)
AGENDA

I.   Call to order

II.   Introduction of New Members & Roll Call

III.   Approval of prior minutes/update (October 29, 2010 minutes/update #228)

IV.   CCA Review Team Report for Rating
Team 1:
- Faculty Senate

Team 2:
- English Department Course – course assessment plan
- Introduction to Health Occupation – course assessment plan (note: data collection & use of results inputted as of June 2010 prior to approval of the plan)

Team 3:
- Assessment & Counseling – assessment report
- Center for Student Involvement – assessment report
- Culinary Arts AA – program assessment plan
- Culinary Arts AA – course assessment plan
- Development & Alumni Relations – assessment report
- Hotel Operations & Management AS – program assessment plan
- Hotel Operations & Management AS – course assessment plan
- Center for Civic Engagement – *resubmitted* assessment report
- Hotel Industry Management AS – program level *resubmitted* assessment report
- Hotel Industry Management AS – course level *resubmitted* assessment report

Team 4:
- Admissions & Registration – assessment report
- Communications & Promotions – assessment report
- Facility Maintenance (Now named as Facilities) – assessment report
- Learning Resources Center – assessment report
- Office Technology AS – course assessment plan
- Office Technology AS – program assessment plan

V.   Old Business – Update/Reminder
- Joint Learning Outcome Committee and CCA committee meeting
- Assessing CCA – update
- CCA Administering IDEA Student Survey
- Record of CCA Team Meeting with Authors (calendar)
- CFS due to AIER the Monday after CCA's Rating
- Suggestions on Disseminating Information Containing AIER Reports

VI.   New Business
1. TracDat Issues Concerning Course Assessment Plan (SLOs)
2. Revisit Two-Year Assessment Schedule
3. SOP – follow the flow chart

4. Agenda Items for Next Meeting
1. Group Photo Session @ 3:30
2. Education AA – program level assessment plan
3. Education AA- course level assessment plan
4. Human Resources Office – assessment report
5. Materials Management – assessment report
6.

5. Next meeting – November 12, 2010 @ 2:00pm; PCR

6. Adjournment

Guam Community College
Committee on College Assessment (CCA)
2:00 p.m., President's Conference Room
November 5, 2010 (Fall 2010 Term)
Sign-In

	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Chan, Michael	Adjunct Associate Dean, TSS	
3.	Cho, Brian	Associate Dean, TSS	
4.	Cruz, Paling April	COPSA Student Representative	Off-island conference
6.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	
7.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	On leave
8.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
9.	Montague, Marlena	Institutional Researcher, Office of Assessment, Institutional Effectiveness & Research	
10.	Perez, Doris	Assistant Director, Planning & Development	
11.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
12.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Department	
13.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
14.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
15.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
16.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
17.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division (Not required to attend)	
18.			
19.			
20.			

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

I.   Call to order

II.   Roll Call

III. Approval of prior minutes/update (November 5, 2010 minutes/update #229)

IV.   CCA Review Team Report for Rating
   Team 1:
   - Accounting AS – program-level ***resubmitted*** assessment plan
   - Accounting AS – course-level ***resubmitted*** assessment plan
   - Materials Management – assessment report
   Team 2:
   - Automotive Services Technology AS/Certificate – course-level assessment plan
   - Business Office – assessment report
   - Human Resources – assessment report
   - Management Information Systems (MIS) – assessment report
   - Marketing AS – program-level assessment plan
   - Marketing AS – course-level assessment plan
   - Student Financial Aid – assessment report
   -
   Team 3:
   - Hotel Operations & Management AS – program assessment plan
   - Hotel Operations & Management AS – course assessment plan
   - Hotel Industry Management AS – program level ***resubmitted*** assessment report
   - Hotel Industry Management AS – course level ***resubmitted*** assessment report
   - Lodging Management Secondary – program level ***resubmitted*** assessment plan
   - Lodging Management Secondary – course level ***resubmitted*** assessment plan
   Team 4:
   - Health Services Center – ***resubmitted*** assessment report
   - Environmental Health & Safety – assessment report
   - Tourism & Travel Management AS – program assessment plan
   - Tourism & Travel Management AS – course assessment plan

V.   Old Business – Update/Reminder
   - Joint Learning Outcome Committee and CCA committee meeting
   - Assessing CCA – update
   - CCA Administering IDEA Student Survey
   - Record of CCA Team Meeting with Authors (calendar)
   - CFS due to AIER the Monday after CCA's Rating
   - Suggestions on Disseminating Information Containing AIER Reports
   - Thanksgiving Break No meeting on November 29, 2010

VI.   New Business
1. Electronics & Computer Networking Secondary – data collection status (does not require CCA rating)
2. ProStart Secondary – data collection status (does not require CCA rating)
3. Enrollment Services – request for extension
4. TracDat Issues Concerning Course Assessment Plan (SLOs)
5. Revisit Two-Year Assessment Schedule
6. SOP – follow the flow chart
7.

8. Agenda Items for Next Meeting
1. Group Photo Session @ 3:30
2.
3.
4.

9. Next meeting – November 19, 2010 @ 2:00pm; PCR

10. Adjournment

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

	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	On leave
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Chan, Michael	Adjunct Associate Dean, TSS	On leave
3.	Cho, Brian	Associate Dean, TSS	
4.	Cruz, Paling April	COPSA Student Representative	
6.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	Administering Health Services
7.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	On leave
8.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
9.	Montague, Marlena	Institutional Researcher, Office of Assessment, Institutional Effectiveness & Research	
10.	Perez, Doris	Assistant Director, Planning & Development	
11.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
12.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Department	
13.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	Off-island
14.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
15.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
16.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
17.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division (Not required to attend)	Off island
18.			
19.			
20.			

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

I.   Call to order

II.   Roll Call

III.   Approval of prior minutes/update (November 12, 2010 minutes/update #230)

IV.   CCA Review Team Report for Rating
> *Team 1*:
> - Board of Trustees – assessment report
> - Materials Management – assessment report
>
> *Team 2*:
> - Business Office – assessment report
> - Criminal Justice AS/Certificate – program-level assessment plan
> - Criminal Justice AS/Certificate – course-level assessment plan
> - English Department – course-level *resubmitted* assessment plan
> -
>
> *Team 3*:
> - Center for Civic Engagement – *resubmitted* assessment report
> - Center for Student Involvement – *resubmitted* assessment report
> - Food & Beverage Management AS – course-level *resubmitted* assessment plan
> - Hospitality Industry Management AS – program level *resubmitted* assessment report
> - Hospitality Industry Management AS – course level *resubmitted* assessment report
>
> *Team 4*:
> - Learning Resources Center – *resubmitted* assessment report

V.   Old Business – Update/Reminder
- Joint Learning Outcome Committee and CCA committee meeting
- Assessing CCA – update
- CCA Administering IDEA Student Survey
- Record of CCA Team Meeting with Authors (calendar)
- CFS due to AIER the Monday after CCA's Rating
- Suggestions on Disseminating Information Containing AIER Reports
- Thanksgiving Break No meeting on November 26, 2010

VI.   New Business
1. Cosmetology Certificate – assessment report "Request for Extension"
2. Early Childhood Education Secondary Program – hold till March 12, 2012 deadline
3. Revisit Two-Year Assessment Schedule
4. SOP – follow the flow chart
5.

6. Agenda Items for Next Meeting
1. Group Photo Session @ 3:30
2.
3.
4.

7. Next meeting – December 3, 2010 @ 2:00pm; PCR

8. Adjournment

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

	Name	Position	Signature
1.	Benavente, Joseph	Planner IV, Office of Assessment, Institutional Effectiveness & Research	
2.	Bukikosa, Ines	Postsecondary Assistant Instructor, TSS – Cosmetology	
5.	Chan, Michael	Adjunct Associate Dean, TSS	
3.	Cho, Brian	Associate Dean, TSS	
4.	Cruz, Paling April	COPSA Student Representative	
6.	Delos Santos, Cecilia	Assistant Professor, TSS – Health Service Center	Administering Health Services
7.	Evangelista, Joleen	Procurement & Inventory Administrator Business & Finance Division (BFD)	On leave
8.	Johns, Priscilla	Program Specialist, Office of Assessment & Institutional Effectiveness & Research	
9.	Montague, Marlena	Institutional Researcher, Office of Assessment, Institutional Effectiveness & Research	
10.	Perez, Doris	Assistant Director, Planning & Development	
11.	Setzer II, Michael	Postsecondary Instructor, TSS – Computer Science	
12.	Tam, Wilson	Postsecondary Assistant Professor, TPS – English Department	
13.	Tam, Yvonne	Secondary Instructor, TPS – Marketing	
14.	Teng, Zhaopei	Postsecondary Instructor, TSS – Computer Science	
15.	Tudela Dr., Gina	Assistant Director, Assessment & Institutional Effective	
16.	Uchima, Katsuyoshi	Postsecondary Assistant Instructor, TPS – Allied Health	
17.	Somera Dr., R. Ray	Ex-Officio Vice President for Academic Affairs Division (Not required to attend)	
18.			
19.			
20.			

I.   **Call to Order – 2:00 p.m.**

II.   **Roll Call**
        Members present: Wilson Tam (Chair), Joseph Benavente, Ines Bukikosa, Priscilla Johns, Doris Perez, Michael Setzer II, Yvonne Tam, Zhaopei Teng and Katsuyoshi Uchima

        Members absent: Michael Chan, Brian Cho, Paling April Cruz (Student Representative), Cecilia Delos Santos, Joleen Evangelista (leave), and Marlena Montague and Dr. Gina C. Tudela

III.   **Approval of prior minutes:**
        IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY INES BUKIKOSA, THAT THE MEETING MINUTES (UPDATE #231) FOR NOVEMBER 19, 2010 BE APPROVED. MOTION CARRIED.

IV.   **CCA Review Team Report for Rating**
        *Team 1***:**
        • **Board of Trustees, assessment report –** The author needs to incorporate the number or percentage. DORIS PEREZ MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
        • **Computer Networking AS, resubmitted program-assessment plan -** Table
        • **Computer Networking AS, resubmitted course-level assessment plan -** Table
        • **Medical Assisting AS/Certificate, program-level assessment plan –** The author needs to change MSWord documents uploaded to PDF. There are also missing test and activity documents. YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.
        • **Medical Assisting AS/Certificate, course-level assessment report (prior cycle) -** Table
        • **Medical Assisting AS/Certificate, course-level assessment plan (FA10-SP12) –** The author needs to clarify the "Means of Assessment", verify related goals and change end dates. Priscilla indicated that it didn't matter if the SLOs are not listed numerically. The SLO verbiage however, has to be the same those in the Catalog as well as the course syllabus. YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY MICHAEL SETZER II.
        *Team 2***:**
        • **Criminal Justice AS/Certificate, program-level assessment plan –** The fall and spring end dates are missing. Also, the author needs to upload sample tests and explain why the criterions are low. INES BUKIKOSA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

- **Criminal Justice AS/Certificate, course-level assessment plan –** All end dates are missing. Also, upload all sample documents. KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried. .

Team 3:
- **General Education Committee, close-out assessment report –** Priscilla assisted Steve with inputting information in TracDat for the report. Wilson, Priscilla and Steve will meet again this Friday to finalize the report.
- **Hospitality Industry Management AS, close-out course level resubmitted assessment report –** Earlier Wilson gave Barry a CFS. When Brian came aboard, he also gave Barry a CFS which required more information. An email was sent by Barry to Wilson and Priscilla indicating that several of the courses have been archived many years ago and that he cannot provide the information that is being requested. Priscilla mentioned that this program is archived and being divided into 3 other programs, Food & Beverage Management AS, Hotel Operations & Management AS and Tourism & Travel AS. WILSON TAM MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- **Lodging Management Secondary, course-level resubmitted assessment plan –** The only thing missing is the identification of the "related tasks". Everything else is there. WILSON TAM MOTIONED TO APPROVE, SECONDED BY JOSEPH BENAVENTE. Motion carried.

Team 4:
- **Planning & Development, assessment report –** Everything looks good. The author did not mention the percentage. ZHAOPEI TENG MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY MICHAEL SETZER II. Motion carried.

Old Business, Update/Reminder
- **Joint Learning Outcome Committee and CCA committee meeting –** Wilson has not heard from Gary since the last meeting. Wilson will schedule a meeting with Gary when the semester begins.
- **Assessing CCA-UPDATE –** TABLE
  This must be reviewed in the next CCA meeting.
- **CCA Administering IDEA Student Survey -–** TABLE
- **Record of CCA Team Meeting with Authors (calendar) –** Reminder, keep track of your time when meeting with the authors. Send to Priscilla for recording purposes.
- **CFS due to AIER the Monday after CCA's Rating –** CFSs are due Monday for all programs that were rated today.
- **December 10, 2010 Last CCA Meeting –** Next Friday will be the last CCA meeting.

V.   **New Business –**
1.   **Early Childhood Education Secondary Program, hold till March 12, 2011 deadline. –** There is no official "Request for Extension" for this particular program. Because is a new secondary program, the author is asking the committee to put this program on hold and

give her until March 12, 2011 to complete the plan.   DORIS PEREZ MOTIONED TO APPROVE, SECONDED BY JOSEPH BENAVENTE. Motion carried.

2. **Guidelines for CCA Rating –** Priscilla indicated that there is no consistency in the CFSs that she reviews. She is currently working on a checklist on what constitutes "resubmits and approvals" ratings. CCA should be the avenue to reinforce that all evidence is uploaded and to have a systematic way of rating assessment plans and reports before the accreditation visit. Doris suggested that if a plan or report is missing just one evidence it will automatically be a resubmit. Priscilla indicated that she will have a draft of the rating checklist/guideline for everyone to review at the next meeting.

3. Allied Health DC is leaving – Yvonne asked if there was some kind of transition document the current DC is going to sign to keep the new DC informed.   Wilson will follow up with HR.

4. Changing course numbers – Priscilla mentioned that it was a challenge to linking the Tourism & Hospitality HS (35+) courses to each of the (Culinary Arts, Food & Beverage Management, Hotel Operations Management and Tourism & Travel Management) specific programs, i.e., which program has ownership to courses that is not a technical requirement. Priscilla suggested that CCA address this issue with the department and perhaps come up with a numbering system to link specific courses to specific programs for the Tourism department. Examples were, Culinary Arts could be CA, Food and Beverage FB, Hotel Operations HO, Tourism & Travel TT so that it would be easier to link the course documents. DORIS PEREZ MOTIONED TO HAVE THE CCA CHAIR SUBMIT A MEMO TO THE AVP TO INITIATE/REQUEST THE DEPARTMENT TO CONSIDER CHANGING COURSE ALPHA TO FIT THE APPROPRIATE PROGRAMS SPECIFIC NUMERIC COURSE NUMBERS, SECONDED BY WILSON TAM. Motion carried.

VI.   Agenda Items for Next Meeting

VII.   Next meeting, December 10, 2010 @ 2 p.m. PCR

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

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #233)
President's Conference Room
2 p.m. Friday, December 10, 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, Michael Chan, Brian Cho, Marlena Montague, Doris Perez, Michael Setzer II, Yvonne Tam, Zhaopei Teng and Katsuyoshi Uchima

        Members absent: Paling April Cruz (Student Representative), Cecilia Delos Santos, Joleen Evangelista (leave), and Priscilla Johns (on leave)

III.   **Approval of prior minutes:**
        IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA, THAT THE MEETING MINUTES (UPDATE #232) FOR DECEMBER 3, 2010 BE APPROVED. Motion carried.

IV.   **CCA Review Team Report for Rating**
        Team 1:
        - Computer Networking AS*, resubmitted* program-level assessment plan – TABLE
        - Computer Networking AS, *resubmitted* course-level assessment plan – TABLE
        - Medical Assisting AS/Certificate, course-level assessment report (prior cycle) – YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.
        Team 3:
        - Hotel Operations & Management AS, course-level *resubmitted* assessment plan - TABLE
        - Office of the President, *resubmitted* assessment report – WILSON TAM MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY MARLENA MONTAGUE. Motion carried.

V.   **Old Business, Update/Reminder**
        - Joint Learning Outcome Committee and CCA committee meeting – Wilson will meet with Gary sometime in January.
        - Assessing CCA, update - TABLE
        - Record of CCA Team Meeting with Authors (calendar) – Wilson reminded faculty members to send their calendar to AIER office
        - CFS due to AIER the Monday after CCA's Rating – Chair reminded review teams to send the CFS to Priscilla no later than 5:00 pm December 13, 2010
        - Guidelines for CCA Rating - TABLE
        - Review of Revised CFSs for the Assessment Plans and Reports - TABLE

VI.   **New Business –** none

VII. **Agenda Items for Next Meeting**

VIII. **Next meeting,** January 28, 2011 @ 2 p.m. PCR

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

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, Brian Cho, Cecilia Delos Santos, Priscilla Johns, Marlena Montague, Doris Perez, Michael Setzer II, Yvonne Tam, Zhaopei Teng and Katsuyoshi Uchima

Members absent: Michael Chan (Off-Campus), Paling April Cruz (Student Representative) and Joleen Evangelista

III. **Approval of prior minutes:**
IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY INES BUKIKOSA, THAT THE MEETING MINUTES (UPDATE #234) FOR JANUARY 28, 2011 BE APPROVED. Motion carried.

IV. **CCA Review Team Report for Rating**

Team 1:
- **Materials Management, *resubmitted* assessment report –** Only 1 AUO didn't meet the criterion and that will be will be carried over into the next cycle because of manpower shortage and the software was not purchased. The author will then move the remaining goals into the next assessment cycle. JOSEPH BENAVENTE MOTIONED TO APPROVE, SECONDED BY DORIS PEREZ. Motion carried.

Team 2:
- **Continuing Education & Workforce Development, *resubmitted* assessment report –** TABLE

Team 3:
- **Hotel Operations & Management AS, program-level *resubmitted* assessment plan –** The author needs to indicate the percentage of the number of graduates. Overall, the plan is good**.** CECILIA DELOS SANTOS MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY BRIAN CHO. Motion carried.

Team 4:
- **Environmental Health Safety, *resubmitted* assessment report –** There was almost no changes made to the report from the last cycle. The report does not reflect any evidence related to the AUOs. Because the end of the cycle is nearing, Marlena suggested that the author incorporate items related to Standard 3 under "Summary Results" and "Implementation Status" when the

new cycle begins. The author needs to focus on what the criterion is and write on that. A good report example for the author to use to assist him is Materials Management. A team member will also assist the author with inputting and uploading into TracDat. MARLENA MONTAGUE MOTIONED TO RESUBMIT, SECONDED BY MICHAEL SETZER II. Motion carried.

- **Tourism & Travel Management AS,** *resubmitted* **program-level assessment plan** - There is significant improvement on the plan. The criterion and plan method is good. MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY ZHAOPEI TENG. Motion carried

- **Tourism & Travel Management AS, resubmitted course-level assessment plan -** The plan is good. The author just needs to upload the tools. MARLENA MONTAGUE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY ZHAOPEI TENG. Motion carried.

V.   Old Business, Update/Reminder

- Reminder February 18, 2011 CCA Meeting Cancelled – Just a reminder that the CCA meeting will be cancelled on February 18th due to "Open Campus" here at GCC.

- CCA Faculty Members Assessing Course-Level SLOs update – Wilson did a good presentation during one of the "Brown Bag Sessions". CCA members who are faculty must do a presentation between now and the assessment deadline. The next Brown Bag Session is March 15th. Gina recommended that they do a dry run with CCA and then on March 15th the person can do the presentation.

- Transition of Assessment Authors (f/u with HRO, 11/12/2010 minutes/update #230 & 12/3/2010 minutes/update #232) – Wilson spoke with the HR Administrator and she indicated that the two items the CCA members wanted to include into the exit clearance sheet cannot be done. The Administrator indicated that in the new contract, there is strong language indication that in the event a department chair or faculty decides to leave the college, they are required to do the assessment assignment prior to leaving. Because of the labor laws, HR has the authority to hold onto their check for one pay period and then must release it the following week. The HR Administrator also recommended that the CCA chair speak with the deans. It will be the deans who will be responsible to ensure that faculty completes the assessment obligations prior to exiting. CCA members with questions can also look at page 20 of the contract. Wilson will draft a letter to the deans indicating what he learned from the HR Administrator.

- Joint Learning Outcome Committee and CCA committee meeting – Wilson received an email from Gary suggesting that they meet on February 25, 2011.

- Getting CCA Members Involved in Assessing CCA Presentation – Wilson mentioned that he found two articles, the 1st is "Assessing Assessment, Office of Institutional Effectiveness" and the 2nd is "Assessing of Student Academic Achievements". A rubric is being used by internal and external reviewers. Comments are then made and they agree or disagree. Gina indicated that CCA members could develop their own rubrics. Brian suggested that UOG could be an external reviewer.

- Record of CCA Team Meeting with Authors (calendar) – Chair reminded members to send their calendar to AIER
- CFS due to AIER the Monday after CCA's Rating, thank you for last week's CFS ALL received on time
- Guidelines for CCA Rating & Review of Revised CFSs for the Assessment Plans and Reports – Priscilla emailed CCA members the guidelines so that they can make changes if any.   If improvement is needed on the SLOs, then it has to go through the curriculum process. Several changes were made to the guidelines by the CCA committee on this day. MARLENA MONTAGUE MOTIONED TO APPROVE THE CHANGES, SECONDED BY MICHAEL SETZER II. Motion carried.
- Data Collection Status due date, October 10, 2011 – In the previous CCA meetings, a deadline was never identified. The new deadline to combine the "Data Collection Status" and the "Assessment Report" is October 10, 2011.

VI.   New Business –
- Brown Bag Session Schedule – CCA members that want to do "course level assessment" can do their presentation in the "Brown Bag Sessions". Just inform AIER and they will schedule you to present in one of the sessions.
- IDEA Student Survey, spring 2011 – The announcement has been posted in MyGCC. The surveys will be administered beginning March 14th through March 25th, 2011. All courses will be assessed, except for courses beginning March 1 and thereafter. These courses will be excluded.   A total of 6,671 student surveys will be going out. AIER and CCA members will administer the surveys. Gina will check to see if COPSA students will be able to help administer the surveys.

VII.   Agenda Items for Next Meeting
- Gen Ed. Committee

VIII.   Next meeting, February 25, 2011 @ 2 p.m. PCR

IX.   Adjournment: IT WAS MOVED BY PRISCILLA JOHNS, SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN. Motion carried. Meeting adjourned at 3:55 p.m.

I. **Call to Order – 2:00 p.m.**

II. **Roll Call**
Members present: Wilson Tam (Chair), Dr. Gina Tudela (Co-Chair), Joseph Benavente, Michael Chan, Cecilia Delos Santos, Priscilla Johns, Doris Perez, Michael Setzer II, Yvonne Tam, Zhaopei Teng and Katsuyoshi Uchima

Members absent: Ines Bukikosa (PL30-152), Brian Cho, Paling April Cruz (Student Representative), Joleen Evangelista and Marlena Montague

III. **Approval of prior minutes:**
IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA, THAT THE MEETING MINUTES (UPDATE #235) FOR FEBRUARY 11, 2011 BE APPROVED. Motion carried.

IV. **CCA Review Team Report for Rating**
Team 1:
- **Adult Education Program (Basic Skills) program-level assessment plan –** The author put a lot of work into this plan. However, the author needs to reword the SLOs and clarify the criterion. DORIS PEREZ MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- **Adult Education Program (Basic Skills) course-level assessment plan-** DORIS PEREZ MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- **GED, program-level assessment plan –** There needs to be more substance to the AUOs. DORIS PEREZ MONTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.

Team 2:
- **Continuing Education & Workforce Development, resubmitted assessment report –** MICHAEL CHAN APPROVED, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

Team 3:
- **General Education, resubmitted assessment close-out report –** The author did everything that was suggested to him on the CFS. WILSON TAM MOTION TO APPROVE, SECONEDED BY MICHAEL CHAN. Motion carried.

Team 4:
- **Environmental Health & Safety, resubmitted assessment report** – Marlena is absent and will report on behalf of the team at the next meeting.
- **Office Technology AS, resubmitted program-level assessment plan** – Everything looks good except that the SLOs are not the same as what is in the catalog. The author did not upload any documents because she was concerned that someone might reproduce or circulate the test results. Priscilla indicated that students don't have access to TracDat and a password and user name is required. ZHAOPEI TENG MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
- **Office Technology AS, resubmitted course-level assessment plan** – The course plan has the same issues with the program level plan. No artifacts uploaded. ZHAOPEI TENG MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.

V.   **Old Business, Update/Reminder**
- **CCA Faculty Members Assessing Course-Level SLOs update** – According to the AVP, all faculty that serves on this committee must do a presentation to the committee on course level assessment by the end of this semester. Faculty may present during the "Brown Bag Sessions" which will take place on March 15th, 18th and 30th.   Yvonne is scheduled for March 15th @ 3:30 p.m.
- **Transition of Assessment Authors (f/u with HRO, 11/12/2010 minutes/update #230 & 12/3/2010 minutes/update #232** – Wilson was informed by Joann Muna of HRO that it is the responsibility of the deans from the schools of TPS and TSS to assure assessment authors in transition to complete the assessment requirements before any transitions take place. She also mentioned to Wilson that if an assessment author leaves the college without completing the assessment requirements, the deans will be held accountable, ultimately, to complete the task.
- **Joint Learning Outcome Committee and CCA committee meeting** – Gary mentioned to Wilson during their meeting that his committee is currently working on dual credit articulation program and studies. The committee is trying to align high school courses with college courses. Wilson also mentioned that the Joint Learning Outcome Committee may split back into 2 committees, Gen Ed. and Curriculum.
- **Record of CCA Team Meeting with Authors (calendar)** – Just a reminder to record the date and time when meeting with authors. Submit to AIER for recording purposes.
- **CFS due to AIER the Monday after CCA's Rating** – Any ratings done today will be due Monday by 5 p.m.
- **Assessing Assessment Survey** – There are 24 questions on the survey instrument in "Survey Monkey" that was created by Gina and Wilson and reviewed by Dr. Somera. This survey will only target current and past CCA members and assessment authors. The potential respondents to the survey are approximately 145 people. The deadline to complete the survey is March 15, 2011. This is one

of the requirements by ACCJC. GINA TUDELA MOTIONED TO APPROVE THE SURVEY INSTRUMENT WITH MINOR CHANGES, SECONDED BY Zhaopei Teng. Motion carried.

VI.   New Business –
- **Spring 2011 IDEA Student Survey –** The IDEA "Student Ratings of Instruction Survey" will begin on Monday, March 14, 2011 and will end on March 25, 2011. There are 343 classes that will be assessed, approximately 6000+ students. This includes all fulltime and adjunct faculty for this semester. AIER is currently working with CSI to get student volunteers. Gina indicated that CCA members contact faculty in advance to make arrangements on when the surveys can be administered. Survey packets should not be given to the instructor at anytime. Survey packets can be dropped off in the Student Support Service office, the Faculty Lounge, Rotunda and the AIER office. Faculty is aware that the surveys will take place. Announcements were made on MyGCC and during DC meetings. Posters of the survey were also posted around campus. Gina also mentioned that if the instructor is being resistant, return the packet to the AIER office and other arrangements will be made.
- **Vacant CCA Member –** At this point there is no need to replace any CCA member. Also, Brian Cho will be leaving GCC by the end of next week.

VII.   Agenda Items for Next Meeting

VIII. Next meeting, March 18, 2011 @ 2 p.m. PCR

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

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #237)
President's Conference Room (PCR)
2 p.m. Friday, March 18, 2011

I.   Call to Order – 2:00 p.m.

II.   Roll Call
Members present: Wilson Tam (Chair), Dr. Gina Tudela (Co-Chair), Joseph Benavente, Michael Chan, Brian Cho**,** Paling April Cruz (Student Representative), Priscilla Johns, Marlena Montague, Michael Setzer II, Zhaopei Teng, and Katsuyoshi Uchima

Members absent: Ines Bukikosa (PL30-152), Cecilia Delos Santos, Joleen Evangelista, Doris Perez and Yvonne Tam

III. Approval of prior minutes:
IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY ZHAOPEI TENG, THAT THE MEETING MINUTES (UPDATE #236) FOR MARCH 11, 2011 BE APPROVED. Motion carried.

IV.   CCA Review Team Report for Rating –
Team 3:
- Lodging Management Secondary, course-level assessment report – There are a few problems with the report. The start and end dates are incorrect and exams need to be uploaded. Also, in order to be consistent, all resumes from each school should be posted. Clarification on the budget impacts is needed because only one school is indicating $5000.00.   WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

Team 4:
- Environmental Health & Safety, resubmitted assessment report – Marlena met with the author and he made many changes to the report. The author just needs to be more detailed on the information he provides for evidence. MARLENA MONTAGUE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY MICHAEL SETZER II. Motion carried

V.   Old Business, Update/Reminder
- March 14, 2011 deadline: Group B-program & course-level assessment plan; - Group D, course-level assessment report; teams to follow up with authors – Please remind authors of the upcoming deadline for assessment.
- CCA Faculty Members Assessing Course-Level SLOs update – CCA members that are instructional faculty need to present to CCA before the end of this semester.   Wilson and Kat will present on March 25th and Zhaopie will present on April 1st.

- Joint Learning Outcome Committee and CCA committee meeting – No meeting at this time. Members will be meeting once a month.
- Record of CCA Team Meeting with Authors (calendar) – Reminder to record your time and day with authors, then send to AIER for recording purposes.
- CFS due to AIER the Monday after CCA's Rating – CFS is due on Monday by 5 p.m. for the two that were rated in today's meeting.
- Assessing Assessment Survey – As of today, there were only 55 respondents to the survey. This is under 25% of the response rate. Gina asked CCA members to remind the assessment authors of the importance to complete the survey. The total population for this survey is 154. The survey target is for past and present CCA members and assessment authors.
- Spring 2011 IDEA Student Survey – There were some concerns regarding the time spent on completing the survey. The memo indicated 15 to 20 minutes but several students were taking more time to complete the survey. At the same time, we don't want to take away the class time so we must stress that the surveys must be completed within 20 minutes. Also, Zhaopei mentioned that a student came to her class unannounced to administer the survey. Gina indicated that when she spoke to the administrator of "Center of Civic Engagement" she asked that students contact faculty and get their approval before going in.

VI.   New Business –
- Thank you Brian Cho – Today is Brian Cho's last day.
- Assessment, an Institutional Requirement, Adjunct Assessing Courses – Adjunct faculty have minimal idea about assessing courses. Wilson received an email from someone sharing information regarding assessment at their university. What the off-island college did was authors would meet for two consecutive days, with break-out sessions between departments/units and they worked on assessment. Upon completion, the employees were required to submit their assessment to the AIER office or to the deans.   Wilson indicated that since Professional Development was changed to Accreditation campus meeting, perhaps GCC can use this time for all assessment authors to work on assessment. Mike Setzer indicated this process would allow faculty within their departments to discuss assessment issues work as a group and agree to assessing courses taught by adjunct, for example and agree to a rubric. The CCA members thought this was an excellent idea to help authors complete their assessment assignments on time. Gina indicated that the CCA committee needs to make the proposal and ask the AVP to put it on the calendar. The two day retreat should coincide with the deadlines. Brian indicated that the assessment process needs to be simplified and shortened. Mike Setzer mentioned that the CCA committee back then tried to do assessment in one year but failed. Gina mentioned that CCA shouldn't rely on just this university example. MIKE SETZER II MOTIONED THAT THE CHAIR OF THIS COMMITTEE DO RESEARCH AND LOOK AT OTHER WAYS TO SIMPLIFY AND SHORTENED ASSESSMENT AT GCC AND REPORT BACK TO CCA, SECONDED BY PRISCILLA JOHNS. Motion carried.

VII.   **Agenda Items for Next Meeting**

VIII.   **Next meeting, March 25, 2011 @ 2 p.m. PCR**

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

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #238)
President's Conference Room (PCR)
2 p.m. Friday, March 25, 2011

I.   Call to Order – 2:00 p.m.

II.   Roll Call
Members present: Wilson Tam (Chair), Dr. Gina Tudela (Co-Chair), Joseph Benavente, Michael Chan, Cecilia Delos Santos, Michael Setzer II, Yvonne Tam, Zhaopei Teng and Katsuyoshi Uchima

Members absent: Ines Bukikosa (PL30-152), Paling April Cruz (Student Representative), Joleen Evangelista, Priscilla Johns (sick leave), Marlena Montague (bereavement leave) and Doris Perez

III.   Approval of prior minutes: MINUTES FOR MARCH 18, 2011, NOT AVAILABLE FOR APPROVAL (Administering IDEA Surveys)

IV.   CCA Review Team Report for Rating – None

V.   Old Business, Update/Reminder
- March 14, 2011 deadline: Group B-program & course-level assessment plan; Group D, course-level assessment report; teams to follow up with authors – No changes to the listing that Priscilla provided members with in the past.
- CCA Faculty Members Assessing Course-Level SLOs update – Wilson presented to the CCA members his course SLOs for his ESL class. If students meet the 201 mark, they would be permitted to go to the next level which is the "Low Intermediate". This is based on the federal guidelines CASAS. Wilson doesn't base his grades solely on the test scores. He evaluates the students by their work performance, and if students were comfortable speaking English. There was no budget impact for this course because desktops and other equipments were obtained within the year. There are several reasons why students received low scores. 1) Excessive absence, 2) classes are free and students do not take attendance seriously 3) some students are older and are not familiar with the use of computer. Wilson also mentioned that the test is quite different from the materials used to teach students. Also, there were a few student volunteers that helped students with speaking English and were a success. However, the volunteers were tasked to do something else by Americorps. Cecilia indicated that the ESL program works because in the beginning of the semester she would clear students and they were not able to express themselves. After completing the class, Cecilia saw a huge improvement in their speaking.
- KAT mentioned in his course SLO presentation that student tested on text book designed, all students will score a minimum of 80%. The problem was enrollment. When students are not present, his percentage drops. Gina indicated

the base figure would be the number of students that actually attend class regularly and not to base it on the actual enrollment. On the budget impact, $5000 was used so that Kat could purchase another set of testing material. Because of licensing restriction, multi-usage is not permitted.

- Joint Learning Outcome Committee and CCA committee meeting – Next meeting will be sometime in April.
- Record of CCA Team Meeting with Authors (calendar) – Reminder to keep track of time and day spent with authors. Send to AIER for recording purposes.
- CFS due to AIER the Monday after CCA's Rating – No ratings made today.
- Assessing Assessment Survey – A total of 144 people were provided with the Survey Monkey link. Only 58 people responded, which is a little over 40%. Gina asked CCA members to remind assessment authors, other CCA members and TracDat users to complete the survey. The survey will be extended to the end of next week.
- Spring 2011 IDEA Student Survey – The Student Ratings of Instruction Survey has been extended to April 1, 2011 because there are many classes that need to be surveyed. Kat mentioned that some students are complaining that they've been "completing too many surveys". Gina indicated that the students complaints were "why weren't they surveyed last semester"
.

New Business –

- IDEA Student Ratings of Instruction Survey – The vendor does not have the ability to process quantitative comments only qualitative. Vangie is typing the comments for each faculty. A suggestion to have students do an on-line survey was brought up.   The problem is there are not many classes that have computers and many students don't have access to them. The survey forms will be checked and sent to the vendor for processing.

Agenda Items for Next Meeting

VI.   **Next meeting, March 18, 2011 @ 2 p.m. PCR**

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

I.   **Call to Order – 2:00 p.m.**

II.   **Roll Call**
        Members present: Wilson Tam (Chair), Dr. Gina Tudela (Co-Chair), Cecilia Delos
        Santos, Marlena Montague, Michael Setzer II, Zhaopei Teng and Katsuyoshi Uchima

        Members absent: Joseph Benavente, Ines Bukikosa (PL30-152), Michael Chan,
        Paling April Cruz (Student Representative), Joleen Evangelista, Doris Perez and
        Yvonne Tam (off-island)

        **Approval of prior minutes: IT WAS MOVED BY KATSUYOSHI UCHIMA,
        SECONDED BY ZHAOPEI TENG,   THAT THE MEETING MINUTES
        (UPDATE #237) FOR MARCH 18, 2011 BE APPROVED. Motion carried.**

        **Approval of prior minutes: IT WAS MOVED BY KATSUYOSHI UCHIMA,
        SECONDED BY ZHAOPEI TENG THAT THE MEETING MINUTES
        (UPDATE #238) FOR MARCH 25, 2011 BE APPROVED. Motion carried.**

III.   **CCA Review Team Report for Rating**

        Team 1:
        - **Adult Education Program (ESL), course-level assessment report -**
          TABLE
        - **Practical Nursing Certificate, course-level assessment plan –** TABLE
        Team 2:
        - **English Department, course-level assessment report -** Table
        - **Pre-Nursing Certificate, program-level assessment plan –** The test for this
          program is an instructor developed test. There is also no budget impact for
          the courses.   In this program, students are required to submit an essay
          indicating why they want to enroll in the nursing program. The instructors
          meet and evaluate the essays and decide who will be accepted into the
          program. The CCA members asked how does the author gauge "more
          understanding"? The members recommend that the author have a rubric on
          how to rate the essay and to have a post evaluation and ensure that the SLOs
          match the catalog. KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT,
          SECONDED BY MARLENA MONTAGUE. Motion carried.

Team 3:
- **Lodging Management Secondary, course-level assessment report –** TABLE

Team 4:
- **Office Technology, course-level assessment plan –** The author is confused about the SLOs in TracDat and the catalog not being identical. Priscilla suggested for the author verify if the SLOs in TracDat is identical to the curriculum document that was approved, and course syllabus to students have the same SLOs, then that is what the author should assess. TABLED until clarification is made with the author.

Old Business, Update/Reminder
- March 14, 2011 Assessment Compliance Rate – Overall the compliance rate is extremely low at 57%. A memo was submitted to the respective supervisors indicating that AIER needs their assistance to encourage authors to comply with the assessment requirements. Priscilla mentioned that the ACCJC visit will take place in March and to see that the compliance rate is extremely low and might affect GCCs accreditation. Marlena suggested that CCA implement the 2 day work session as soon as possible so that authors can complete their assessment. Gina also suggested that as a committee, an email can be sent out to the authors who did not comply informing them that the committee has given another week for them to complete their assessment. While attending the ACCJC conference in Hawaii last month, Gina also mentioned that one of the deans from another college also asked how to get faculty to submit the required documents for assessment. So it seems that at every level this is happening.   Priscilla mentioned that this will flow well with the "Assessing Assessment Survey" that is currently taking place. The survey will let the CCA committee know what difficulties authors are having with assessment process. Only 74 out of 144 responded to the survey "Assessing Assessment Survey". The survey will be extended to next week Thursday.
- CCA Faculty Members Assessing Course-Level SLOs update, Zhaopei Teng & Mike Setzer II presentation – **Mike Setzer's Presentation**: A raw version of the file is 299 pages long.   The computer does all compilation and checks everything. Mike works closely with students to make sure the output is correct which includes the outputs of reports that they generate.   The programming project is built in stages and this presentation was the final project which is 100 pages in length. This program also shows options and how to create data base files and screens. These are artifacts that students sent to Mike, 400k of data. Marlena suggested to show a print shot of the program screen because when ACCJC visits, how would they be able to know if the course was assessed? People with no background with programming codes would not understand all this information.
  Zhaopei Teng's Presentation: The course assessed was CS104 from last semester. Grades were compiled and criterion was 70% of students will use

        excel with a passing grade was met. At this time, the individual student projects are not uploaded into TracDat because of privacy issues. Gina indicated that students have no access to TracDat so there should not be a problem to upload the work of the students and their projects.

- Joint Learning Outcome Committee and CCA committee meeting – There was no response yet from Gary on when he and Wilson will meet.
- Record of CCA Team Meeting with Authors (calendar) – Keep record of your time and date spent with assessment authors. Then forward to Priscilla for recordation.
- CFS due to AIER the Monday after CCA's Rating – Programs rated today is due Monday no later than 5 p.m.
- Assessing Assessment Survey – Gina spoke to the AVP and he suggested to extend the survey another week if the percentage was low. An appeal also went out to the Faculty Senate President to encourage faculty to complete the survey. MARLENA MONTAGUE MOTIONED TO APPROVE THE EXTENSION OF THE SURVEY, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Spring 2011 IDEA Student Survey – AIER is looking through the surveys to ensure that no stray marks are on the surveys and that faculty information is listed. The target date for the surveys to be mailed out is next week. Results will not be available until August.
- CCA Member Ines Bukikosa – The conversation Priscilla had with Ines was that Ines will continue to review and prepare the CFSs for the programs and units assigned to her group but will not attend the weekly meetings. Gina indicated that clarification is needed for evaluation purposes. Wilson will clarify with Ines.

New Business – Tabled
- Faculty Senate, removed form the Taxonomy
- Assessing ALL Course SLOs
- Courses taught under the purview of Continuing Education (C_EB201, Workforce Development Training); should be assessed?
- Assessment, and Institutional Requirement, Adjunct Assessing Courses

Agenda Items for Next Meeting

IV.   **Next meeting, April 8, 2011 @ 2 p.m. PCR**

V.   **Adjournment:** IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY MARLENA MONTAGUE TO ADJOURN. Motion carried. Meeting adjourned at 3:15 p.m.

I.   **Call to Order – 2:00 p.m.**

II.   **Roll Call**
       Members present: Wilson Tam (Chair), Dr. Gina Tudela (Co-Chair), Michael Chan,
       Cecilia Delos Santos, Priscilla Johns, Marlena Montague, Michael Setzer II, Yvonne
       Tam, Zhaopei Teng and Katsuyoshi Uchima

       Members absent: Joseph Benavente (working on a project), Ines Bukikosa (PL30-
       152), Paling April Cruz (Student Representative), Joleen Evangelista, and Doris Perez

       **Approval of prior minutes: IT WAS MOVED BY MICHAEL CHAN
       SECONDED BY KATSUYOSHI UCHIMA THAT THE MEETING MINUTES
       (UPDATE #239) FOR APRIL 1, 2011 BE APPROVED. Motion carried.**

III.   **CCA Review Team Report for Rating**

       Team 1:
       - **Adult Education Program (ESL), course-level assessment report -** Table
       - **Computer Networking AS,** *resubmitted* **course-level assessment plan –**
         Table
       - **Liberal Arts, out of sync program-level assessment plan (not course-level
         to be assessed by various programs) -** Table
       - **Practical Nursing Certificate, course-level assessment plan –** There was a
         lot of work and effort that went into this plan. YVONNE TAM MOTIONED
         TO APPROVE WITH MINOR CHANGES, SECONDED BY
         KATSUYOSHI UCHIMA. Motion carried.

       Team 2:
       - **English Department, course-level assessment report –** The author labeled
         "issues found" and instead should have stated that "criterion was not met".
         Also, numbers were indicated but the author did not put "N =". There were
         other issues on the report. MICHAEL CHAN MOTIONED TO RESUBMIT,
         SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
       - **Criminal Justice & Social Science Department Courses, course-level
         assessment plan –** Several SLOs did not match the catalog and the plan was
         not linked to any of the related goals. The author always gave 3 choices for
         the tools and Mike Chan had asked them repeatedly to be more specific. Also,
         there is no "Mission and Vision" indicated. MICHAEL CHAN MOTIONED
         TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion
         carried.

Team 3:
- **Lodging Management Secondary, course-level assessment report** – The CFS was sent to the author and the deadline is not yet due until April 8, 2011. WILSON TAM MOTIONED TO TABLE THIS PROGRAM UNTIL NEXT FRIDAY, SECONDED BY CECILIA DELOS SANTOS. Motion carried.

Team 4:
- **Cosmetology Certificate, course-level assessment report –** Table
- **Office Technology, course-level assessment plan -** Table
- **Supervision & Management, course-level assessment report -** Table

Old Business, Update/Reminder
- Joint Learning Outcome Committee and CCA committee meeting – Wilson will try to meet with Gary sometime this month.
- Record of CCA Team Meeting with Authors (calendar) – Reminder for CCA members to submit their time and date spent working with authors to Priscilla.
- CFS due to AIER the Monday after CCA's Rating – Anything rated today is due Monday, April 4, 2011 by 5 p.m.
- Assessing Assessment Survey – The "Assessing Assessment Survey" will end today at 5 p.m. Gina mentioned that 63.31% completed the survey.
- Spring 2011 IDEA Student Survey – There are only 4 more classes that need to be surveyed. Surveys will be packaged and shipped out by the end of next week.

New Business –
- **Faculty Senate, removed from the Taxonomy –** Marlena and Dr. Ray attended the Faculty Senate meeting and the discussion was about Faculty Senate being assessed. According to Marlena, Faculty Senate members said it was not feasible for them to use TracDat to do their assessment. Dr. Ray agreed that Faculty Senate Office will submit an "End of the Year Report" every year on May 15th with a listing of all committees under them and their yearly achievements.
- **Assessing ALL Course SLOs –** During the TracDat trainings, Priscilla had mention numerous times that CCA has not required assessing **all** course SLOs therefore, we must be consistent in communicating this issue and reviewing course-level assessment plans. Gina was concerned that faculty has a lot of work and responsibilities and with the compliance rate being extremely low, pushing this issue may make things worse.   The matrix requires that 50% of courses be assessed. Priscilla suggested that beginning fall 2011, all courses being offered must assess a one (1) SLO per course and that authors may choose to change the SLO for the next cycle.   In the upcoming trainings, Priscilla will be sure to inform the participants about the course-level SLOs assessment requirements so that there is consistency throughout the

institution. Wilson said that authors cannot assess the same SLO each time.
MICHAEL CHAN MOTIONED THAT A MINIMUM OF 1 SLO BE
ASSESSED ON ALL COURSES OFFERED AND IF THE AUTHOR IS
GOING TO ASSESS THE SAME SLO, THERE MUST BE
JUSTIFICATION, SECONDED BY KATSUYOSHI UCHIMA. Motion
carried.

- **Courses taught under the purview of Continuing Education (C_EB201, Workforce Development Training); should be assessed?** PRISCILLA JOHNS MOTIONED TO HAVE THE CCA CHAIRPERSON CLARIFY WITH THE AVP ON WHETHER OR NOT COURSES UNDER CONTINUING EDUCATION SHOULD BE ASSESSED, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

- **Assessment, and Institutional Requirement, Adjunct Assessing Courses** – Michael Chan spoke with Josephine Fernandez and she agreed for Mike to use her CJ course. Wilson indicated that it would be fine to get documents from adjunct faculty but not to have them sit and input the information into TracDat because it is not in their contract. When Wilson spoke with Joann from HR awhile back, she mentioned that the reason department chairs were given 2 releases is because of assessment. Priscilla said the reason this was on the agenda was there is only one fulltime faculty under the accounting program which has many courses being offered, was this person responsible to assess all courses under accounting? Since assessment is an institutional requirement, who is responsible to assess those courses being taught by adjuncts and should this issue be brought up to the Faculty Senate? PRISCILLA JOHNS MOTIONED THAT MICHAEL CHAN WILL ADDRESS THIS ISSUE IN THE NEXT DEPARTMENT CHAIR MEETING, SECONDED BY ZHAOPEI TENG. Motion carried.

- **End of the Year CCA Report** – The deadline for the report is April 30, 2011. Marlena mentioned the achievement and challenges from the report. Mike Chan indicated that the additional challenges should be include in the report, which is poor attendance during CCA/AIER trainings and during the "Brown Bag Sessions". If the employment clearance form is approved to include clearance from CCA, the AIER office will be the one to sign off on the document on behalf of the CCA committee. MICHAEL SETZER II MOTIONED TO APPROVE THE "END OF THE YEAR CCA REPORT" AS MODIFIED, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

- **Attendance and Hours** –The top section of the report only reflects the hours spent for CCA meetings. A section was added to include hours spent with review teams based on each CCA members' calendar (time and date) spent with authors that were emailed to her. She suggested that members keep track of their time working on CFSs' and time spent with assisting authors. This will be justification for the "Time and Effort" log. Priscilla will also include time spent administering the IDEA surveys. Although the administering of the surveys took approximately 20 minutes, she said it was recommended to

allot 30-45 minutes to an hour for each survey that was administered because of time spent to coordinating/emailing or calling faculty about the best time to administer the surveys.

Agenda Items for Next Meeting

IV.   **Next meeting, April 15, 2011 @ 2 p.m. PCR**

V.   **Adjournment:** IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY YVONNE TAM TO ADJOURN. Motion carried. Meeting adjourned at 3:00 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #241)
President's Conference Room (PCR)
2 p.m. Friday, April 15, 2011

I.   **Call to Order – 2:10 p.m.**

II. **Roll Call**
     Members present: Dr. Gina Tudela (Co-Chair), Joseph Benavente, Michael Chan, Cecilia Delos Santos, Priscilla Johns, Marlena Montague, Doris Perez, Michael Setzer II, Yvonne Tam and Zhaopei Teng

     Members absent: Wilson Tam-Chair (Appointment), Ines Bukikosa (PL30-152), Paling April Cruz (Student Representative), Joleen Evangelista and Katsuyoshi Uchima

     Approval of prior minutes: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY CECILIA DELOS SANTOS THAT THE MEETING MINUTES (UPDATE #240) FOR APRIL 8, 2011 BE APPROVED. Motion carried.

III. **CCA Review Team Report for Rating**

     Team 1:
     - **Adult Education Program (ESL), course-level assessment report –** The report was very thorough and the author provided all related documents. Doris was concerned that there was no budget impact indicated so she asked the author to go back and update this section of the report. DORIS PEREZ MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY ZHAOPEI TENG. Motion carried.
     - **Computer Networking AS,** *resubmitted* **course-level assessment plan –** Doris met with the author and showed him what information was missing on the plan. The author made many changes and will be uploading the artifacts. Priscilla mentioned that the committee had approved a CCA Rating Guideline and if artifacts were not uploaded it was automatically rated "Resubmit". Doris will follow up with the author to make sure the evidence is uploaded immediately and will report back to the committee next week.   DORIS PEREZ MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY MARLENA MONTAGUE. Motion carried.
     - **Liberal Arts, out of sync program-level assessment plan (note course-level to be assessed by various programs) -** There is no budget implication at this time because this program was under Criminal Justice and the budget requirement was for departments and not programs. Priscilla mentioned that there was a revision to the Liberal Arts program. The program is now called

Liberal Studies. DORIS PEREZ MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY YVONNE TAM. Motion carried.

Team 3:

- **Lodging Management Secondary, course-level assessment report –** The author made all the changes that were recommended on the CFS. CECILIA DELOS SANTOS MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY YVONNE TAM. Motion carried.

Team 4:

- **Cosmetology Certificate, course-level assessment report –** The report is missing information on several of the courses. MARLENA MONTAGUE MOTIONED TO RESUBMIT, SECONDED BY ZHAOPEI TENG. Motion carried.

- **Office Technology, course-level assessment plan –** The author mentioned that several SLOs were approved last year but were never updated in TracDat and will email the chair to see why the updates were not made. Priscilla suggested that the author just type in the new SLOs and assess them. Also, the author was concerned about uploading test results and other documents that were copyrighted. Priscilla said the author can explain under "Tool Description" the reason she cannot upload the documents. Uploading evidence is very important because the committee had approved a checklist that must be followed and ACCJC will be looking for evidence. ZHAOPEI TENG MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY JOSEPH BENAVENTE. Motion carried

- **Pre-Nursing Certificate, program-level assessment plan –** Michael Setzer went through the checklist and found no problems from #1 through #5. On #6 there was no task assigned and Mike could not find the link tab for #7. Priscilla said the assign task can be found under the "Means of Assessment" sub tab as well as the "Task" tab. MICHAEL SETZER II MOTION TO APPROVE WITH MINOR CHANGES, SECONDED BY YVONNE TAM. Motion carried

- **Supervision & Management, course-level assessment report –** Everything on the report looks good. MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY MICHAEL CHAN. Motion carried.

Old Business, Update/Reminder

- Joint Learning Outcome Committee and CCA committee meeting, April 29, 2011 – Wilson will meet with Gary on April 29, 2011.
- Record of CCA Team Meeting with Authors (calendar) – Reminder to keep track of time spent with authors and send to AIER for recording. Priscilla asked the committee members, especially faculty to send the information to her as soon as possible because she has to send the "End of the Year Report" to Carmen no later than April 30, 2011.
- CFS due to AIER the Monday after CCA's Rating – The CFSs are due Monday before 5 p.m. for the programs that were rated today.

- Assessing Assessment Survey – Gina had closed the link for survey last week Friday. The response rate was 62.9% and Gina is currently writing the report.
- Spring 2011 IDEA Student Survey – The surveys are being packaged and will be mailed out on Monday, April 18, 2011.
- No meeting April 22, 2011 due to Spring break – There will be no CCA meeting next week Friday because faculty is on spring break.
- Courses taught under the purview of Continuing Education (C_ED201-Workforce Development Training); should be assessed? – Status quo.
- Assessment, an Institutional Requirement – Adjunct Assessing Courses – Status quo.
- Faculty Voting – According to Cecilia, faculty voting is taking place in room C22 @ 3:30 p.m. If you are a union member, you may vote for all positions. If you are a non-union member, you may vote for PDRC or the Promotions Committee. Also, refreshments are being served.
- 11th AIAR & President's Evaluation Survey Reports – Priscilla announced that Gina is looking for volunteers, especially faculty, to review and comment on the 11th AIAR and the President's Evaluation Reports. Yvonne, Mike Setzer and Zhaopei volunteered to review the reports.

New Business – Computer Networking – upload of evidence

IV. **Adjournment:** IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY YVONNE TAM TO ADJOURN. Motion carried. Meeting adjourned at 3:00 p.m.

I. **Call to Order – 2:10 p.m.**

II. **Roll Call**
    Members present: Wilson Tam-Chair, Dr. Gina Tudela (Co-Chair), Joseph Benavente, Michael Chan, Marlena Montague, Doris Perez, Michael Setzer II, Yvonne Tam, and Katsuyoshi Uchima

    Members absent: Ines Bukikosa (PL30-152), Paling April Cruz (Student Representative), Cecilia Delos Santos, Joleen Evangelista and Priscilla Johns (Leave), Zhaopei Teng

III. **Approval of prior minutes: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY CECILIA DELOS SANTOS THAT THE MEETING MINUTES (UPDATE #241) FOR APRIL 15, 2011 BE APPROVED. Motion carried.**

IV. **CCA Review Team Report for Rating**

    Team 1:
    - **Adult Education Program (AHS), course assessment plan –** Many things missing from plan. DORIS PEREZ MOTIONED TO RESUBMIT, SECONDED BY Katsuyoshi Uchima
    - **Adult Education Program (Basic Skills) program level assessment plan –** Wilson informed Priscilla via email that he had uploaded students' work samples and had also explained in the CFS why there is no budget implications in regards to this program. Gina said this was approved with minor changes in the last meeting.
    - **Computer Networking AS,** *approved* **program-level assessment plan; status on evidence uploads –** The author uploaded the goals and identified the person responsible for the tasks and assignments. The author however did not upload the artifacts. Doris will follow up again with the author.

V. **Old Business, Update/Reminder**
    - **Joint Learning Outcome Committee and CCA committee meeting, April 29, 2011 –** Wilson was not able to meet with Gary today. They are now scheduled to meet on May 12, 2011 @ 1:45 p.m.
    - **Record of CCA Team Meeting with Authors (calendar) –** Another reminder to keep track of time and day spent with authors. Send to Priscilla for recording purposes.

- **CFS due to AIER the Monday (May 2, 2011) after CCA's Rating-** Whatever was rated today is due on Monday by 5 p.m.
- **Assessing Assessment Survey** – Gina will email the draft report to Wilson today. Mike Chan is also reviewing the draft.
- **Spring 2011 IDEA Student Survey** – The surveys were packaged and sent out last week. AIER office should receive the results from the vendor late May or early June. Faculty will be given the results when they return in August.
- **Courses taught under the purview of Continuing Education (C_EB201-Workforce Development Training); should be assessed?** – The ACCJC requirement is to assess all courses listed in the catalog. The chair will clarify with Dr. Ray if the courses under Continuing Education still need to be assessed.
- **Assessment, an Institutional Requirement, Adjunct Assessing Courses** – Mike Setzer suggested that adjuncts submit their artifacts and grades to their DCs. In the next DC training, Mike Chan will bring this issue up so that DCs and program managers can come up with ideas. When Wilson spoke to Joann from HR a few months ago, she said that department chairs were given releases because of assessment. Kat also suggested that the DC's be responsible to get all information from faculty or to have faculty input the information into TracDat. TracDat has a feature called "Assigned Task" which shows who is responsible for what. Another suggestion was for faculty and administrators to bring this issue up during the "Negotiation" period. In previous meetings, it was mentioned that there has to be some kind of transition between outgoing and incoming DCs. For consistency, all CFSs' will be sent to authors, and DCs and supervisors will be copied.

New Business
- **Criteria for AY2010-2011 Assessment Awards** – Priscilla emailed the matrix to all members of CCA.
- **Assessment Awards Matrix, for Nomination** – This matrix was emailed to CCA members a few days ago. This matrix will indicate which programs or units were approved or resubmitted beginning fall 2010 through spring 2011 and will help identify who is deserving of the awards. Gina asked that members review the matrix and provide supporting documents for their nominees. DR. GINA TUDELA MOTIONED TO TABLE UNTIL THE NEXT MEETING, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- **Two-Year Assessment Cycle Schedule, deadline** – Priscilla emailed the new "2011-2013 Two-Year Assessment Cycle Schedule Deadline" to all members. ACCJC/WASC visit will take place on March 19th through March 22nd, 2011 and on March 20th, AIER will display students' work. Marlena said that the new schedule will show an entire semester without a deadline (Data Collection Status) and members were concerned that authors may get confused with this new change. DORIS PEREZ MOTIONED TO LEAVE

               THE ASSESSMENT CYCLE DATE AS IS, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

- **The Assessment Compliance Status, Email from Chair update** – Wilson received the non-compliance rate listing from Priscilla a few days ago. Wilson then sent emails to the non-complying authors and also copied Dr. Ray.

- **President's Assessment Survey** – The President's survey was sent out to full-time faculty, staff, administrators, BOT, Foundation Board of Governors and students who attend the President's town hall meetings. The survey was supposed to end on May 2nd. Because the response rate is still low, Gina extended the survey another 4 days. Gina asked that members speak to their colleagues and ask if they could complete the survey.

- **Status on Ines** – Wilson suggested to Ines that she stay on the committee. Ines will continue to give feedback to Michael Chan and will decide next semester if she will stay on.

VI.   **Agenda Items for Next Meeting**

VII.   **Next meeting, May 6, 2011 @ 2 p.m. PCR**

VIII.   **Adjournment:** IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY DORIS PEREZ TO ADJOURN. Motion carried. Meeting adjourned at 3:00 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #243)
President's Conference Room (PCR)
2 p.m. Friday, May 6, 2011

I.   **Call to Order – 2:00 p.m.**

II.   **Roll Call**
        Members present: Wilson Tam-Chair, Dr. Gina Tudela (Co-Chair), Marlena
        Montague, Michael Setzer II, Yvonne Tam, Zhaopei Teng and Katsuyoshi Uchima

        Members absent: Joseph Benavente, Ines Bukikosa (PL30-152), Michael Chan,
        Paling April Cruz (Student Representative), Cecilia Delos Santos, Joleen
        Evangelista, Priscilla Johns (Leave) and Doris Perez (Leave),

        **Approval of prior minutes: IT WAS MOVED BY MICHAEL SETZER II,
        SECONDED BY MARLENA MONTAGUE THAT THE MEETING MINUTES
        (UPDATE #242) FOR APRIL 29, 2011 BE APPROVED. Motion carried.**

III.   **CCA Review Team Report for Rating**

        Team 2:
        • **Visual Communications Secondary, course-level assessment plan –** It
          appears that nothing has changed on this plan. KATSUYOSHI UCHIMA
          MOTIONED TO TABLE, SECONDED BY ZHAOPEI TENG.   Motion
          carried.

        Old Business, Update/Reminder
        • **Joint Learning Outcome Committee and CCA committee meeting, April
          29, 2011 –** Wilson is scheduled to meet Gary at 1:45 p.m. on Thursday.
          Because the CCA meeting moved to Thursday at 12 p.m., Wilson will not be
          able to report the outcome of their meeting until next semester.
        • **CFS due to AIER the Monday (May 9, 2011) after CCA's Rating-** CFSs'
          are due the following Monday by 5 p.m.
        • **Assessing Assessment Survey –** Status quo, the draft is still with the AVP.
        • **Courses taught under the purview of Continuing Education (C_EB201-
          Workforce Development Training); should be assessed? –** Wilson spoke to
          Dr. Ray and he indicated that only courses under certificates and associates
          need to be assessed, and that short term courses do not need to be assessed.
          Mike Setzer asked about courses that receive credits but are not college
          credits, do they need to be assessed. Wilson will speak with Dr. Ray again on
          this matter.
        • **Assessment, an Institutional Requirement, Adjunct Assessing Courses –**
          Mike Chan was going to discuss this item with the DC's today and report back

to CCA. Mike was not present today so this item will be tabled until next semester.

- **Assessment compliance Status, Email from Chair update –** Wilson forwarded the email regarding the non-compliance rate to authors and copied the AVP.
- **Adult Education Programs (Course-Level) Assessment** – Huan Hosei feels that the responsibility for the Math and English courses in TracDat should not be from his department, and instead should be with the actual departments. WILSON TAM MOTIONED TO TABLE UNTIL DORIS PEREZ RETURNS, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

New Business
- **Criteria for AY2010-2011 Assessment Awards –** All CCA members reviewed and received the criteria for the assessment awards.
- **Assessment Awards Matrix, for Nomination –** Deliberation on assessment awards occurred.
- **Chachalani, CCA Monthly Meeting Summary –** The committee agreed that there was no need to include a summary of CCA meetings into Chachalani. The CCA minutes are uploaded into the AIER website and everyone has access to view them.
- **Move Last Meeting –** The last CCA meeting (May 13, 2011) will move to Thursday, (May 12, 2011) @ 12 p.m. in the PCR. Lunch will be served on this day.

IV.   **Agenda Items for Next Meeting**

V.   **Next meeting, May 12, 2011 @ 12 p.m. PCR**

VI.   **Adjournment:** IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY MARLENA MONTAGUE TO ADJOURN. Motion carried. Meeting adjourned at 3:20 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #244)
Student Services & Administration (SSA) Conference Room
12 p.m. Thursday, May 12, 2011

I.   Call to Order – 2:00 p.m.

II.   Roll Call
Members present: Wilson Tam-Chair, Dr. Gina Tudela (Co-Chair), Joseph Benavente, Michael Chan, Marlena Montague, Michael Setzer II, Dr. Ray Somera, Zhaopei Teng and Katsuyoshi Uchima

Members absent: Ines Bukikosa (PL30-152), Paling April Cruz (Student Representative), Cecilia Delos Santos, Joleen Evangelista, Priscilla Johns (Leave) and Doris Perez (Leave), and Yvonne Tam

Approval of prior minutes: IT WAS MOVED BY MICHAEL SETZER II, SECONDED BY MARLENA MONTAGUE THAT THE MEETING MINUTES (UPDATE #243) FOR MAY 6, 2011 BE APPROVED. Motion carried.

III.   **CCA Review Team Report for Rating**

Team 2:
- **Visual Communications Secondary, course-level assessment plan –** No changes made to the plan. TABLE

Old Business, Update/Reminder
- **Joint Learning Outcome Committee and CCA committee meeting, April 29, 2011 –** Originally the meeting with Gary was scheduled today @ 1:45 p.m. Because there is nothing critical to discuss, Gary suggested meeting in the fall. Eric Chong will be the chair then.
- **CFS due to AIER the Monday (May 9, 2011) after CCA's Rating-** No programs rated today.
- **Assessing Assessment Survey –** The report is being finalized.
- **Courses taught under the purview of Continuing Education (C_EB201-Workforce Development Training); should be assessed? –** The email from Dr. Ray indicated that CE offers both credit and non-credit courses. Only credits attached to regular programs will be assessed.
- **Assessment, an Institutional Requirement, Adjunct Assessing Courses –** Mike Chan spoke with the DC and one adjunct from Criminal Justice. The adjunct, Josephine Fernandez agreed to send data to Mike and then Joey Munoz will input the data in TracDat.
- **Adult Education Programs (Course-Level) Assessment –** Huan Hosei feels that it should not be his responsibility to assess the English and Science courses that are under Adult Education.   Huan feels that the responsibility

should be with the actual departments. An email from Dean Ridgell indicated that Huan is only responsible for the program level assessment and not the course level. The individual departments are responsible for these courses. TABLE until fall 2011.

IV.   **New Business**

- **Assessment Awards Matrix, Voting** – CCA voted and confirmed 6 winners for the assessment awards for AY 2010-2011.   The awards will be presented in August during Convocation.

- **Academic Vice President** - Dr. Ray commended and recognized CCA as the hardest working committee on campus.   He said that the ACCJC visit will take place on March 19th through March 22nd 2012.   Dr. Ray also mentioned that ACCJC may want to attend a CCA meeting.   The AIER office will showcase students' work in the MPA and ACCJC will be able to view them. The CCA committee has done tremendous work and Dr. Ray is seeing it in data.

- Dr. Ray also mentioned that there will be a spring fest with many student activities. Many things will be happening on campus prior to the ACCJC visit. There will be new facilities. The entire campus will be painted this summer and there is a plan to complete the fencing. Also, the construction of the student center which will have a sunken stage for students to gather and also the construction of the parking structure. Dr. Ray thanked the CCA committee again for their hard work.

- Brown Bag Session Winners
    1st Place (IPod) - Carol Galvez-Reid
    2nd Place ($25 Gas Gift Certificate) - Pilar Pangelinan
    3rd Place ($25 Gas Gift Certificate) – Clare Camacho
    4th Place (GCC Polo T-Shirt) - Wilson Tam
    5th Place (GCC T-Shirt) - Yvonne Tam

V.   **Agenda Items for Next Meeting**

VI.   **Next meeting, September 2, 2011 @ 2 p.m. PCR**

VII. **Adjournment:** IT WAS MOVED BY JOSEPH BENAVENTE , SECONDED BY KATSUYOSHI UCHIMA, TO ADJOURN. Motion carried. Meeting adjourned at 1:29 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #223)
President's Conference Room
2 p.m. Friday, September 3, 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, Michael Chan, Cecilia Delos Santos, Priscilla Johns, Michael Setzer II, Yvonne Tam, Zhaopei Teng and Katsuyoshi Uchima

        Members absent: Paling April Cruz (Student Representative), Joleen Evangelista and Doris Perez

III.   **Approval of prior minutes:**
        IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA THAT THE MEETING MINUTES (UPDATE #222) FOR MAY 14, 2010 BE APPROVED. MOTION CARRIED.

IV.   **Team Report: Follow Up with Authors** – Team members will follow up with the authors that did not submit assessment documents last spring. Priscilla sent a memo out indicating those that were on the non-compliance list.   Only 1 department, Allied Health (Introduction to Health Occupation) was submitted during the summer.

V.   **Old Business – Update/Reminder**

        • **CCA Faculty Members Assessing Course Level SLOs** – Gina indicated that it was important to document the challenges of the process in assessing the course SLOs. She said if there was no feedback, Dr. Somera will assume the process is doable and will have all faculty assess their courses. Members of the committee said that they were having difficulty because they had to scan documents, upload and then link them. This was taking too much of their time. Priscilla mentioned that when she conducted training she did not hear any complaints from the users. She reminded the CCA faculty members that our Photo Copy Services (Frank Salas) provides scanning services as well as emailing the documents to them. Wilson mentioned that Yvonne assessed the courses she taught and inputted the results. Wilson extended the deadline to the end of fall semester and said to document all the challenges the committee members are encountering. IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY JOSEPH BENAVENTE THAT THE DEADLINE TO ASSESS THE COURSE LEVEL SLOs TAUGHT BY CCA FACULTY MEMBERS BE EXTENDED TO END OF FALL SEMSTER. MOTION CARRIED.
        • **Faculty Senate status** – Tony San Nicolas is now the President for Faculty Senate and CCA Chair will follow up.

- **GED, status** – According to Priscilla, Geri James said she was not aware that she is responsible to make sure GED programs were being assessed. Geri will speak with Huan regarding this matter. She said that Huan is overseeing teaching the courses associated with GED. Geri will ask Huan to communicate with faculty to make sure courses are being assessed.
- **Joint Learning Outcome Committee and CCA committee meeting** – Gary Hartz is now the chair for curriculum and Zhaopei is now the chair for Gen Ed. Wilson will send an email to the both of them asking to set up a joint meeting.
- **Assessment Reports updates** – Gina has completed the 9th & 10th AIAR reports and they should be uploaded upon Dr. Somera's return.   The Faces of the Future report was also completed and has been uploaded in the website. The Fact Book is being finalized today and should be done by the end of next week. As for the Institutional Effectiveness report, Joe is working diligently and the draft should be completed by next week to be reviewed by faculty members and administrators for proofing. The IDEA Student survey report is currently being written.
- **CCA By-Laws update due to Faculty Contract Ratification and Board Approval** – On page 28 of the 2010-2016 GCC BOT-Faculty Contract indicates the duties and responsibilities of the CCA Chairmanship. Priscilla made amendments to the current CCA By-Laws based on the BOT-Faculty contract changes. Gina said that Dr. Ray wants the chair to assist AIE in terms of communication, having the chair take information from CCA and taking it out to the campus community. Also, there is a need for 1 more administrator to join CCA. The new member will be added to Review Team #3. IT WAS MOVED BY MICHAEL SETZER II, SECONDED BY KATSUYOSHI UCHIMA THAT THE AMENDMENT TO THE BY-LAWS BE APPROVED. MOTION CARRIED.
- **CCA Goals for AY2010-2011** - One of the goals was to purchase a server for TracDat, the server has been purchased and MIS will be working with details out with the vendor. Second goal as reported on our 2009-2010 Year End Report is to assist instructional assessment authors to meet ACCJC's expectation to assess 100% of our programs and courses by Spring 2010. Last goal is to provide training sessions that will focus on program review, aligning course level SLOs assessment to mapping with program SLOs, program unit budget goals and objectives, performance indicators, and proposed outcomes as recorded on GCC's budget request. Dr. Somera also mentioned during his convocation speech that data repository will be available in TracDat. Wilson and Gina encouraged all CCA members to attend the TracDat workshop trainings. CCA members can work with their team and part of the goal will be to assist with the assessment process.   Usually, Priscilla is alone while conducting the training and it would be helpful if CCA members were present especially when their reporting units are scheduled to attend.

VI.   **New Business**

CCA/AIE Assessment, Accountability & Program Review Workshop – Listed
below is the TracDat Workshop Training schedule.   Priscilla created fields in
TracDat that will be tied to assessment results. The 2011 budget was uploaded into
TracDat and authors will be able to look at their budget goals and see what goals are
related to program and course SLOs as well as proposed outcomes and performance
indicators.
- Friday, Sept. 3 – Tourism & Hospitality PS Faculty 9 a.m. – 11 a.m. (Cancelled
  due to power outage in D building; to be rescheduled)
- Friday, Sept. 3 – Tourism & Hospitality Secondary Faculty 3:30 p.m. – 5:30 p.m.
  D-10 (Cancelled due to power outage in D building; to be rescheduled)
- Thursday, Sept. 9 – Business & Finance, 1:30 p.m. – 3:30 p.m. D-3
- Thursday, Sept. 9 – Assessment & Counseling/LRC/Health Services Faculty 4
  p.m. – 6 p.m. A-26
- Friday, Sept. 10 – CJ & SS 9 a.m. – 11 a.m. D-10
- Friday, Sept. 10 – Business/Marketing/VisCom 3:30 p.m. – 5:50 p.m., D-10
- Tuesday, Sept. 14 – Student Services Group 9 a.m. – 11 a.m. D-3
- Wednesday, Sept. 15 – President/CEO's Group 9 a.m. – 11 a.m. D-3
- Wednesday, Sept. 15 – Education/ECE/Cosmetology 4 p.m. – 6 p.m. D-10
- Friday, Sept. 17 – English Department 9 a.m. – 11 a.m. D-10
- Friday, Sept. 17 – Electronics/Computer Science/Office Technology 3:30 p.m. –
  5:30 p.m. D-10
- Thursday, Sept. 23 – Math/Science 9 a.m. – 11 a.m. D-3
- Friday, Sept. 24 – Allied Health Faculty 9 a.m. – 11 a.m. D-10
- Friday, Sept. 24 – Transportation Department Faculty 3:30 p.m. – 5:30 p.m. D-10
- Friday, Oct. 1 – Construction Trades Faculty 3:30 p.m. – 5:30 p.m. D-10

 (TracDat) User's Group Conference Presenters
Priscilla attended the Nuventive (TracDat) 2010 Users Conference and shared that
there were several keynote conference presenters that were also accreditation
members. Example: The Future of Accreditation by: Dr. Belle S. Wheelan,
President SACS Commission on Colleges addressed some new issues that the
accreditation groups will be looking for are:
- o Student authentication (identity theft)
- o Student authentication (transcripts did students receive these credits)
- o Definition of credit hour, needs to be clear in defining
- o Community Colleges that are offering Bachelors degree

Dr. Lynn Priddy, Vice President for Accreditation Services talked about
assessment and accountability.
- o Dual agenda, is it twofold or struggle?
- o Dr. Priddy presented six fundamental questions that we should ask ourselves
     when assessing

Dr. Katherine Cummings, Associate Dean, College of Education Western
Michigan University talked about:
- o Closing the loop "Get off your assessment and do something"
- o Share info with faculty
- o What was the assessment results
- o Who should receive info about the assessment results
- o How confident are you with the results
- o What steps do you recommend
- o Are there any follow ups

Priscilla said these are the topics that she will be focusing on at the TracDat
workshops.

Katsuyoshi suggested that one member from each department/program attend CCA.
Gina said that CCA is based on the BOT agreement. Concerns and suggestions can
be made to faculty and should be negotiated during the next negotiation period.

VII.   Next meeting, September 17, 2010 @ 2 p.m. PCR

VIII.   Agenda items for next meeting

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

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #224)
President's Conference Room
2 p.m. Friday, September 17, 2010

I.   Call to Order – 2 p.m.

II.   Roll Call

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

Members absent: Paling April Cruz, Student Rep, and Joleen Evangelista

III.   Approval of prior minutes
IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY JOSEPH BENAVENTE THAT THE MEETING MINUTES (UPDATE #223) September 10, 2010 BE APPROVED. Motion carried.

IV.   Review Team Report:
Team #2, Katsuyoshi reported that for the Marketing secondary course SLO assessment report, only one course entry from Southern High School was made. KATSUYOSHI MOTIONED TO RESUBMIT, SECONDED BY MICHAEL SETZER. Motioned carried.

V.   Old Business/Action Items/Reminder
a)   CCA Faculty Members Assessing Course Level SLOs – the committee agreed to extend the deadline until the end of the semester. Priscilla requested for a deadline. The committee identified December 6, 2010 as the deadline.

b)   Faculty Senate – Chair reported that he sent an email to Chairman Tony San Nicolas and he has yet to respond. Kat inquired about an email from Faculty Senate Chair regarding the review of assessment reports by faculty. Gina explained that a couple of years ago, faculty asked to provide input on assessment reports before they are published. This request was incorporated into the faculty union contract. In his email, the Faculty Senate President was requesting for faculty volunteers to review assessment reports and to provide input. CCA Chair, Wilson Tam, will follow up again with the Faculty Senate regarding their assessment status.

c)   Joint Learning Outcome and CCA Committee Meeting – Chair reported that he also sent an email to LO Committee Chair Gary Hartz, but he has not received a response. He will continue to follow up.

d) Assessment Reports Update – Gina mentioned that the President was provided some copies of the Fact Book and she has coordinated with Jayne Flores to upload the Fact Book to the GCC website if not by today then by next week. She further reported that there were only 100 copies printed and it will be distributed to department chairs, department heads, Faculty Senate, BOT, and Foundation Board. Faculty who would like a copy can pick one up from AIE. Mike requested that the Fact Book be uploaded to the website as a PDF document instead as a picture so that it would be easier to search and copy parts of the document when used as reference.

e) CCA By-Laws update due to Faculty Contract Ratification and Board Approval – Chair Wilson Tam reported that the CCA By-Laws approved at our last meeting were sent to Faculty Senate.

f) CCA/AIE Assessment, Accountability & Program Review Workshop – Chair reminded members to attend the workshops today at 3:30 in D-10 with Computer Science, Electronics and Office Technology. He further advised members that in lieu of our meeting, to attend the scheduled workshops until the assessment deadline. He will also send an email to remind everybody about the workshops. Gina reminded members that it isn't just to attend the workshops in lieu of our meetings, but it is also to meet with their assigned reporting units. Review teams should be meeting with their reporting units to remind them of the October 11 deadline, asking if they need any help, if they need additional training, because we need to boost up the compliance rate. Gina indicated that in terms of meeting the deadline, the compliance rate for last academic year (fall and spring) was very low. There are only three more semesters before the accreditors' visit and this year's focus is on program review and the budget piece of assessment and we need to make sure that reporting units meet their deadlines in order for AIE to write the assessment reports and to make sure we have evidence for the accreditors.

VI.   New Business:

a) Three missing units in TracDat database – Priscilla reported that she discovered BOT, Cosmetology and Enrollment Services are missing from the list of units in TracDat. She is working with MIS and the vendor in determining why they are missing and to restore them before re-inputting the data.

b) Budget goals, objectives, performance indicators, and proposed outcomes – Priscilla reported that she converted the 2011 Budget Request by Department to word and uploaded sections to the specific assessment unit's "document tab" in TracDat so that users can easily copy and paste the performance indicators and proposed outcomes. She indicated that although the dollar amount requested was not part of the uploaded budget data, assessment authors can still view them from the GCC website under Public Reports Financial Update. This is part of the program review and budget piece Dr. Ray mentioned at Convocation. Priscilla also reported that the data repository was also uploaded.

c) Institutional Researcher – Gina mentioned that scheduling of the interview is October 1st. She informed the review teams that if their reporting units need some data for their program review piece, let AIE know and they will work with the IR.

d) Echo Training - Dr. Somera requested that Priscilla provide Echo Training on her trip to the 2010 Users Conference. Priscilla reported the following:

- She reported she was disappointed because she expected to work with the various Community College and University users. However, there were only three other institutions that are TracDat users. The rest were either first time users or just there for information about the database.
- She reported that she was impressed by three presenters and incorporated their points to our CCA/AIE assessment workshop which she and Michael Chan are conducting. The three presenters are:
  I) Dr. Belle Wheelan, President of SASC Commission on Colleges- her presentation was focused on what accreditors will be looking for in the future such as student authentication (where they have discovered some issues especially with distance learning/on-line courses). Accreditors will be looking at how institutions define credit hours. Some community colleges are beginning to offer baccalaureate degrees. The presenter also discussed the Bolonga process (known in European countries- relates to instituting regulations, codes and standards).
  II) Dr. Lynn Priddy, Vice President for Accreditation Services, The Higher Learning Commission of NCA—her presentation focused on six fundamental questions that authors should ask as they are assessing AUOs, SSUOs or SLOs:
     1) How are your stated student learning outcomes appropriate to your mission, students, and degrees?
     2) What evidence do you have that students are achieving your stated learning outcomes?
     3) In what ways do you analyze and use evidence of student learning?
     4) How do you ensure shared responsibility for student learning & assessment of student learning?
     5) How do you evaluate and improve the effectiveness of your efforts to assess and improve student learning?
     6) In what ways do you inform the public about what students learn and how well?
     Dr. Priddy also included the following questions that should be considered when conducting assessment: Are you doing as well for your students as the place down the road? What and how well are your students learning in comparison to peer institutions? And, is it the appropriate learning? Appropriate for what? For whom?

          III) Dr. Katherine Cummings, Western Michigan University- her presentation focused on Closing the Feedback Loop and Document Results. The piece she presented was an exercise/scenario along with guiding questions to consider when making recommendations as a result of assessment. For the purpose of workshop application, the scenario was incorporated in our CCA/AIE workshop.

VII. Next meeting – TBA: Chair Wilson indicated that he will send an email reminding members to attend our workshops until October 11 assessment deadline. Gina reminded members that review teams should also meet with their assigned units in place of CCA meeting to help the authors meet the October deadline.

VIII. Agenda items for next meeting:

 IX. **Adjournment**: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY ZHAOPEI TENG TO ADJOURN. Motion carried. Meeting adjourned at 2:43 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #225)
President's Conference Room
2 p.m. Friday, October 1, 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, Michael Chan, Cecilia Delos Santos, Priscilla Johns, Doris
        Perez, Michael Setzer II, Dr. R. Ray Somera, Ex-Offico, Yvonne Tam and Zhaopei
        Teng

        Members absent: Paling April Cruz (Student Representative), Joleen Evangelista
        and Katsuyoshi Uchima

III.   **Approval of prior minutes:**
        IT WAS MOVED BY JOSEPH BENAVENTE, SECOND INES BUKIKOSA
        THAT THE MEETING MINUTES (UPDATE #224) FOR SEPTEMBER 17,
        2010 BE APPROVED. MOTION CARRIED.

IV.   **Team Report: Follow Up with Authors –** Wilson emailed CCA members earlier
        this week to remind them of the October 11, 2010 assessment deadline. He suggested
        that the members contact authors under their teams and provide assistance if needed.
        Wilson also suggested that when meeting with authors, record date and time spent
        assisting them and forward to AIE for recording purposes.

V.   **Old Business – Update/Reminder**

        • **Faculty Senate status –** Wilson emailed Tony San Nicolas and at this time has
          not received a response from him. He will contact Tony again.
        • **Joint Learning Outcome Committee and CCA committee meeting** – Wilson
          met with Gary Hartz regarding the committee and invited Gary Hartz to attend the
          CCA meetings.
        • **Assessment Reports updates – IDEA Student, etc**. – Because last year's return
          rate was low, Gina suggested that CCA members and AIE office administer
          surveys. There will be 38 classes that will be assessed. She suggested that each
          member take 2 classes to administer.   The surveys will be administered beginning
          October 19, 2010 through November 14, 2010. Gina will email the master
          schedule and members can select 2 classes from the list. After making the class
          selection, let the instructors know that you will be administering the surveys so
          that you will not interrupt the class. Each packet will include a pencil, diagnostic
          form and a script which CCA members will read to students.   The surveys will
          only take 15 minutes. Once completed, return the envelopes to boxes labeled
          IDEA SURVEYS which will be placed in the faculty office in the C building and

Student Support Services in the B building or directly to the AIER office. The memo will be out on Monday and posted on MyGCC.

- **Assessing CCA update -** Wilson indicated that more time is needed to search for an instrument to assess CCA.   Dr. Somera suggested the committee review the 2nd or 3rd AIAR report because it had a write up about assessing CCA.
- **CCA/AIE Assessment, Accountability & Program Review Workshop –** Construction Trades faculty are scheduled for October 1, 2010 from 3:30 p.m. – 5:50 p.m. in D-10. Priscilla also mentioned that Tourism and Hospitality faculty will join Construction Trades' session.

VI.   **New Business**

- **Board Retreat on Assessment** – Lou Bautista informed Gina that the board will meet in November. During the November meeting, AIE and the Standards Committee will present an overview of the different reports that were published this academic year.
- **Request for Extension for all BFD Units** – The VP of Business and Finance has requested a change in their due dates because of the closing of the fiscal year. She is requesting that the due date for the October deadline be moved to the 1st week of November and that the March 2011 deadline be moved to April 2011. MIKE SETZER MOTIONED TO APPROVE ASSESSMENT DEADLINE AS INDICATED (NOVEMBER 5, 2010 AND APRIL 1, 2011), SECONDED BY JOSEPH BENAVENTE. Motion carried.
- **CCA Faculty Member Assessment Data Entry Presentation by: Yvonne Tam** Yvonne Tam's presentation was a testimonial of her experience as a CCA member assessing the courses she taught last term and populating TracDat with the data. Topics of her testimonial included the following:
    1. Assessment process – identifying SLOs for the 10 secondary marketing classes; collecting the assessment artificats; obtaining uniformity among five high schools and dividing responsibilities
    2. Difficulties in compiling and completing the assessment process – GDOE schedules; lack of equipment; hidden factors; TracDat and submission timelines
    3. Advantages in the assessment process – navigating TracDat; understanding and dealing with the obstacles; measuring student performance standards; improving student performance; and aligning with GDOE accreditation requirements
    4. Drawback on the assessment process – availability of equipment; coordination among the department members; slow process in uploading artifacts in TracDat; scanning/converting evidence to PDF format; other obligations; self-discipline and workload
    5. Conclusion – learned new skill; assisting other assessment units; strengthening the marketing program and becoming a better evaluator

As faculty and CCA member, Yvonne will be presenting her testimonial during the Accreditation Prep Meeting on October 15, 2010 at approximately 4:00 p.m.

VII.   Next meeting, October 8, 2010 @ 2 p.m. PCR

**VIII.   Agenda items for next meeting
          Review & Approval of BOT & Foundation Board Survey Instrument**

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

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #226)
President's Conference Room
2 p.m. Friday, October 8, 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, Michael Chan, Priscilla Johns, Michael Setzer II, Yvonne
        Tam, Zhaopei Teng and Katsuyoshi Uchima

        Members absent: Paling April Cruz (Student Representative), Cecilia Delos Santos,
        Joleen Evangelista and Doris Perez

III.   **Approval of prior minutes: TABLED**

IV.   **Old Business – Update/Reminder**
        - **Faculty Senate status –** Tony San Nicolas is currently working with Clare and
          Marsha on his assessment. He assured Wilson that he will complete the
          assessment for Faculty Senate.
        - **Joint Learning Outcome Committee and CCA Committee meeting –** Wilson
          has not seen Gary but will meet with him by the end of the month.
        - **Assessment Reports updates – IDEA Student, etc. –** Gina reminded members
          that the Faculty Information Form (FIF) is due on October 15, 2010 and to remind
          other fulltime faculty to return their forms by the deadline. Faculty may drop
          their forms in the faculty lounge or Student Support Service office.
        - **Assessing CCA – update –** Wilson will review the 4th AIAR report and will
          share his findings with the CCA members in the next meeting.

V.   **New Business**
        - **Assessment Plan CFS, revision** - Priscilla reported the CFS for assessment plan
          was revised to include an item in relation to aligning AUO/SSUO/SLOs to
          departmental budget performance outcome, goals and objectives and performance
          indicators.   JOSEPH BENAVENTE MOTIONED TO APPROVE THE
          REVISED CFS FOR ASSESSMENT PLANS, SECONDED BY MICHAEL
          SETZER II. Motion carried.
        - **Extension Requested due to Email & MyGCC downtime** – Clare was
          requesting that CCA extend the deadline for assessment to October 15, 2010 due
          to downtime with the GCC server. PRISCILLA JOHNS MOTIONED TO
          CHANGE THE ASSESSMENT DEADLINE TO OCTOBER 18, 2010,
          SECONDED BY DORIS PEREZ. Motion carried.
        - **CCA Rehearsal: October 15 Accreditation Prep Meeting** – This item is on the
          agenda in the event photos were needed October 15th meeting. Although group
          photo wasn't required, Dr. Somera indicated that Michael Chan was coordinating

video taping of assessment scenarios to be included in the meeting. He reiterated that the meeting is intended to be fun and informative.

- **Testimonial Confirmation for October 15 Accreditation Prep Meeting** – Several faculty confirmed their attendance for their testimonials on this day. They are John Payne from Student Support Services, Chris Dennis from Automotive, Yvonne Tam from Southern High School. Gina will also check with other departments.

VI.   **Next meeting, October 22, 2010 @ 2 p.m. PCR**

VII.   **Agenda items for next meeting; Assessment rating for:**
       Health Services Center
       Learning Resources Center
       Student Support Services

VIII.   **Adjournment:** IT WAS MOVED BY JOE BENAVENTE, SECONDED BY DORIS PEREZ TO ADJOURN. Motion carried. Meeting adjourned at 2:23 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #227)
President's Conference Room
2 p.m. Friday, October 22, 2010

I.   Call to Order – 2:00 p.m.

II.   Roll Call
Members present: Wilson Tam (Chair), Dr. Gina Tudela (Co-Chair), Ines Bukikosa, Michael Chan, Priscilla Johns, Doris Perez, Michael Setzer II, Yvonne Tam, Zhaopei Teng and Katsuyoshi Uchima

Members absent: Joseph Benavente, Paling April Cruz (Student Representative), Cecilia Delos Santos and Joleen Evangelista

III.   Approval of prior minutes:
IT WAS MOVED BY KATSUYOSHI UCHIMA, SECOND BY ZHAOPEI TENG THAT THE MEETING MINUTES (UPDATE #225) FOR OCTOBER 1, 2010 BE APPROVED. MOTION CARRIED.

IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY INES BUKIKOSA THAT THE MEETING MINUTES (UPDATE #226) FOR OCTOBER 8, 2010 BE APPROVED. MOTION CARRIED.

IV.   Old Business – Update/Reminder
- **Faculty Senate status –** As of today, Wilson has not heard from Tony.
- **Joint Learning Outcome Committee and CCA committee meeting –** Wilson sent an email to Gary but has not received a response.
- **Assessing CCA – update –** TABLED
- **CCA Administering IDEA Student Survey** – The survey administration period will begin Friday, October 29, 2010 through November 12, 2010. Gina asked that CCA members select 2 classes and informed them that there are no extra forms, so please do not lose them. CCA member should also contact faculty and ask what days and time were best to administer the surveys so not to interfere with the class schedule. The IDEA packet includes a script that CCA members will read to the students, forms and pencils. The survey should take 15 minutes to complete. Once completed, drop the packets in the faculty lounge in C building, Student Support Service or in the AIER office.
- **Record of CCA Team Meeting with Authors –** CCA members should keep track of the time and date spent assisting authors. Priscilla emailed members a calendar to use for recording dates and time.
- **Gen Ed. –** Wilson met with Steve Lam and he said that he is no longer part of Gen Ed.   Wilson spoke to Tony San Nicolas regarding this matter and Tony mentioned that he will email Steve. Priscilla indicated that one of the issues the accreditation team was concerned about was Gen Ed and suggested Tony and

Steve review the last accreditation report.   Wilson will send and email to them and emphasize that data completing the assessment and closing the cycle should be entered into TracDat. He will copy the dean and the AVP.

V.   New Business/Extension Request & CCA Team Report
A.   Request for Extension –
- **Marketing AS and Visual Communications AS** – The DC for Marketing is requesting an extension to the end of the term, December 9, 2010. The author indicated that he is not very familiar with TracDat and that his faculty are adjunct and from satellite schools and therefore needs more time to complete the report. Priscilla suggested that the DC use a rubric and that faculty can use it to get data by the end of the semester. Doris indicated that there should be a procedure for DCs or authors to transition between each other. The existing author or DC should complete an intern report so that the incoming person will have some information.   Wilson indicated that the DC be given a 2 week extension, however the DC must complete 50% of the report, the "Data Collection and Summary of Results" column by the 1st week and full completion by the 2nd week. KATSUYOSHI UCHIMA MOTIONED TO APPROVE THE 2 WEEK EXTENSIONS FOR MARKETING AS AND VISUAL COMMUNICATIONS AS, SECONDED BY YVONNE TAM. Motion carried.
- **Adult Education Program (AHS, Basic Skills & ESL)** - This program consists of 3 parts, the Adult High School, Basic Skills and ESL. The author for this unit is requesting to be extended to the end of the semester. His reason is that he is short staffed and currently trying to align CASAS and educational level to some of the course guides. DORIS PEREZ MOTIONED TO APPROVE THE EXTENSION TO JANUARY 3, 2011 FOR THE PLAN AND MARCH 14, 2011 FOR THE REPORT, SECONDED BY PRISCILLA JOHNS. Motion carried.

B. Team Reports –
Team 1:
- **Computer Networking AS, program level assessment plan –** There were many problems with the author not identifying how they recognized the institutional outcomes.   Artifacts also needed to be uploaded. Also, the author was asked to assess the courses that were being offered for a particular semester. Doris said that it didn't make sense for the authors to use the matrix of courses listed from last academic year. Priscilla mentioned that this issue will be on the next agenda for further discussion. DORIS PEREZ MOTIONED TO RESUBMIT BOTH PROGRAM AND COURSE ASSESSMENT PLANS, SECONDED BY MICHAEL SETZER II. Motion carried.
- **Accounting AS, program level assessment plan** – The author upload many documents but several of the documents were very old, some from 1980 and 1990. Priscilla said that the author is relating the courses to the program SLOs and in TracDat, the curriculum files associated to the

courses will then appear. It is historical information.   The author also did not do the "Use of Implementation" and that other documents are missing. YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY ZHAOPEI TENG. Motion carried.

- **Accounting AS, course level assessment plan** – The author assessed 14 courses and according to Yvonne, several courses were not listed in the 2010-2011 Catalog.   Gina indicated that some of those courses were integrated. The author did not number the SLOs and also did not upload some of the documents.   YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- **Student Support Services, assessment report** - TABLED.

Team 3:

- **Center for Civic Engagement, assessment report** – The author did not use a number representing what "N" equals. Also, there are no samples of student's work. The author mentioned that she did a pre-test and not a post-test. Team members want to know why the post-test was not conducted. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
- **Food & Beverage Management, program assessment plan –** NO ACCESS.
- **Food & Beverage Management, course assessment plan –** NO ACCESS.
- **Hospitality Industry Management, program level assessment report (closing the loop-archived)** – Wilson mentioned that Barry said this program is no longer active or is now archived. Although the program has been archived, the author needs complete and close out the cycle. The results does not show who, what, when or where. Also, the industry standard needs to be included and uploaded in the new program. The author needs to show samples of evidence.   WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- **Hospitality Industry Management, course level assessment report (closing the** – The author again needs to upload samples of student's work. Similar to the program level assessment plan. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- **Early Childhood Education, AA Plan and Report –** All information and related documents are here. WILSON TAM MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- **Lodging Management secondary** – The start and end dates need to change. Also, there is no "Means of Assessment". WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motioned carried.

Team 4:
- **Health Services Center, assessment report** – The plan overall was good and needs minor modifications. MICHAEL SETZER II MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY ZHAOPEI TENG. Motion carried.
- **Learning Resources Center, assessment report** – TABLED

VI.   **Next meeting, October 29, 2010 @ 2 p.m. PCR**

VII.   **Agenda items for next meeting**
- Group Photo Session – be on time!
- Apprenticeship Training Program
- Communications & Promotions – assessment report
- Computer Networking AS – course assessment plan
- Computer Science Department – course assessment plan
- Automotive Services Technology AS – program assessment plan
- Introduction to Health Occupation – course assessment plan
- Project Aim – assessment report
- Center for Student Involvement – assessment report
- Computer Science AS – program assessment plan
- Development & Alumni Relations – assessment report
- Early Childhood Education – program assessment plan
- Early childhood Education – course assessment plan
- Lodging Management - course assessment plan
- Lodging Management – program assessment report
- President's Office – assessment report
- Admissions & Registration – assessment report
- Education AA/Certificate – program assessment plan
- Education AA/Certificate – course assessment plan
- Office Technology AS – program assessment plan
- Office Technology AS – course assessment plan
- Learning Resources

VIII.   **Adjournment:** IT WAS MOVED BY INES BUKIKOSA, SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN. Motion carried. Meeting adjourned at 3:15 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #228)
President's Conference Room
2 p.m. Friday, October 29, 2010

I.   **Call to Order – 2:00 p.m.**

II.   **Introductions and Roll Call**
        Members present: Wilson Tam (Chair), Dr. Gina Tudela (Co-Chair), Michael Chan, Brian Cho (new member), Paling April Cruz (Student Representative), Priscilla Johns, Marlena Montague (new member) Doris Perez, Michael Setzer II, Zhaopei Teng and Katsuyoshi Uchima

        Members absent: Joseph Benavente, Ines Bukikosa, Cecilia Delos Santos, Joleen Evangelista and Yvonne Tam

III.   **Approval of prior minutes:**
        IT WAS MOVED BY MICHAEL CHAN, SECOND BY DORIS PEREZ THAT THE MEETING MINUTES (UPDATE #227) FOR OCTOBER 22, 2010 BE APPROVED. MOTION CARRIED.

IV.   **CCA Review Team Report for Rating**
        Team 1:
        • **Apprenticeship Training Program, assessment report** – The author did a lot of work on this report. The report just needs rewording. DORIS PEREZ MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY MICHAEL CHAN. Motion carried.
        • **Student Support Services, assessment report –** Joe reviewed the report and recommended that it be approved. DORIS PEREZ MOTIONED TO APPROVE, SECONDED BY MICHAEL SETZER II. Motion carried.
        Team 2:
        • **Automotive Services Technology, program assessment plan –** There are some SLOs that are different from the catalog. Also, division goals not stated. MICHAEL CHAN MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
        • **English Department Course, course assessment plan –** TABLE
        • **Introduction to Health Occupation, course assessment plan (note: data collection & use of results inputted as of June 2010 prior to approval of the plan) -** TABLE
        • **Math & Science, course level assessment plan –** The only vision and mission statement showing was for Cosmetology. Also, there are no previous outcomes or division goals that Mike Chan is aware of. Mike mentioned that several authors complained that while inputting SLOs into TracDat and needing to reassess the same SLOs, they would have to rename the course SLOs. Priscilla will communicate with the vendor to seek recommendations

on resolving this issue.   KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY MICHAEL CHAN. Motion carried.

- **Project Aim, assessment report –** There is no start date on this report and no start SSUO numbers. The author needs to clarify the student numbers. Priscilla mentioned that the number of students in the program is a federal grant requirement and perhaps the author should address this in the plan or report. Kat reported that no budget implication addressed, however, funding should be involved in this program. KATSUYOSHI UCHIMA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY MICHAEL SETZER II. Motion carried.

Team 3:
- **Assessment & Counseling, assessment report –** WILSON TAM MOTIONED TO TABLE UNTIL THE NEXT MEETING, SECONDED BY MICHAEL CHAN. Motion carried.
- **Center for Student Involvement, assessment report –** WILSON TAM MOTIONED TO TABLE UNTIL THE NEXT MEETING, SECONDED BY MICHAEL CHAN. Motion carried.
- **Computer Science AS, program assessment plan –** There is no ISMP showing and nothing has been uploaded under SLO 2. WILSON TAM MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- **Computer Science Department Courses, course assessment plan –** There are no related tasks found and some of the related goals were not checked. Also, the author needs to be consistent with the SLOs. WILSON TAM MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- **Development & Alumni Relations, assessment report –** WILSON TAM MOTIONED TO TABLE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- **Food & Beverage Management, program assessment plan** – The author needs to check the goals. Also, no start and end dates and there are no related documents uploaded. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY ZHAOPEI TENG. Motion carried.
- **Food & Beverage Management, course assessment plan –** The plan has the same problems with the program level plan. No start and end dates and there is no "Means of Assessment" identified. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY ZHAOPEI TENG. Motion carried.
- **President/CEO, assessment report –** The author needs to identify what the "N" is. The report also needs more explanation under the "Summary of Results". WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY MICHAEL SETZER II. Motion carried.
- **Lodging Management Program, Secondary –** The author indicated that he will continue to do the same thing. The author needs to be clear on how he

will improve the program. WILSON MOTIONED TO RESUBMIT, SECONDED BY ZHAOPEI TENG. Motion carried.

Team 4:
- **Admissions & Registration, assessment report –**
- **Communications & Promotions, assessment report**
- **Education AA, course assessment plan – Same as below,**
- **Education AA, program assessment plan –** Mike Setzer said there were some columns there were blank and could not see anything. Also, there needs to be a 3rd SLO added to the courses, the plan is only showing 2. MICHAEL SETZER II MOTIONED TO APPROVE, SECONDED BY ZHAOPEI TENG. Motion carried.
- **Facility Maintenance, assessment report -** TABLED
- **Learning Resources Center, assessment report -** TABLED
- **Office Technology AS, course assessment plan -** TABLED
- **Office Technology AS, program assessment plan -** TABLED

V.   **Old Business, Update/Reminder**
- **Faculty Senate, status –** Wilson met with Tony San Nicolas earlier this week and he mentioned that he was finished with the assessment plan. Priscilla did not receive an email or a call from Tony regarding this matter and will add this unit to the agenda for the next meeting.
- **Joint Learning Outcome Committee and CCA committee meeting –** Wilson will inform Gary that the best time to meet with him will be before the CCA meeting. He will wait for Gary to respond to see if this time is good for him.
- **Assessing CCA, update – TABLE**
- **CCA Administering IDEA Student Survey –** There were 3 remaining classes that were not chosen to be surveyed. The intent was to have each faculty assess at least 2 classes. Gina asked if any of the members would like to volunteer to administer the remaining surveys. Michael Setzer II and Paling Cruz volunteered. Again, Gina mentioned that it would be best to contact faculty to see what would be the best time and date to administer the surveys. The surveys will be administered beginning Oct. 29, 2010 through November 12, 2010.
- **Record of CCA Team Meeting with Authors (calendar) –** When team members meet with authors, they were informed to record the time and dates of their meetings, then send to the AIER office for recording purposes.
- **CFS due to AIER the Monday after CCA's Rating –** If any of the plans or reports were rated on Friday during the CCA meeting, then all CFSs must be submitted to Priscilla no later than 5 p.m. the following Monday.
- **CCA Review Team Assignments, update** – Priscilla emailed the team assignments to all CCA members.
- **Gen Ed**. – Wilson met Steve and informed him that he needs to complete the "Closing the Loop" part of Gen Ed. Steve uploaded several documents in TracDat and will meet with Priscilla for assistance.

VI.   New Business
1.   **Revisit and Approve Flow Chart for Critiquing Plans & Reports –** The flow chart was revised to reflect the change of AIE to AIER. Last spring semester the committee changed when the CFS was due to AIER from 5 working days after CCA rating to no later than 5:00pm the Monday after CCA rating. DORIS PEREZ MOTIONED TO APPROVE THE AMENDMENTS MADE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
2.   **Revisit and Approve Bylaws (new members and change AIE to AIER).** - Earlier this week, Priscilla emailed the updated By-Laws to reflect the new department name from AIE to AIER. As well as updating the membership listing to include Marlena Montague and Brian Cho. MICHAEL CHAN MOTIONED TO APPROVE THE AMENDMENTS, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

VII.   Agenda Items for Next Meeting
1.   **TracDat Issues Concerning Course Assessment Plan**
2.   **Revisit Two-Year Assessment Schedule**
3.   **SOP**
4.   **Culinary Arts AA, Program assessment plan**
5.   **Culinary Arts AA, course assessment plan**
6.   **Hotel Operations & Management as, program asst. plan**
7.   **Hotel Operations , course asst. plan**
8.   **Group Photo Session –next week Friday @ 3:30p.m.**

VIII.   Announcement
Paling will be off island next week.

IX.   Next meeting, November 5, 2010 @ 2 p.m. PC

X.   Adjournment: IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY ZHAOPEI TENG TO ADJOURN. Motion carried. Meeting adjourned at 3:14 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #229)
President's Conference Room
2 p.m. Friday, November 5, 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, Michael Chan, Brian Cho, Priscilla Johns, Marlena
      Montague, Doris Perez, Michael Setzer II, Yvonne Tam, Zhaopei Teng and
      Katsuyoshi Uchima

      Members absent: Paling April Cruz (off-island conference), Cecilia Delos Santos,
      Joleen Evangelista (leave)

III. **Approval of prior minutes:**
      **IT WAS MOVED BY MICHAEL SETZER II, SECOND BY JOSEPH
      BENAVENTE THAT THE MEETING MINUTES (UPDATE #228) FOR
      OCTOBER 29, 2010 BE APPROVED. MOTION CARRIED.**

IV.   **CCA Review Team Report for Rating**
      Team 1:
      • **Faculty Senate Plan –** This plan is out of sync. However, there was good effort
        in writing the plan. The author needs to upload artifacts and identify goals for the
        AUOs and include percentages. Also, their vision statement needs to be reworded
        to support the mission statement of GCC. DORIS PEREZ MOTIONED TO
        RESUBMIT, SECONDED BY MICHAEL CHAN. Motion carried.
      Team 2:
      • **English Department Course, course assessment plan** – There was some
        inconsistency with the "related goals", and several courses had ISMPs and some
        didn't. MICHAEL SETZER II MOTIONED TO RESUBMIT, SECONDED BY
        KATSUYOSHI UCHIMA. Motion carried.
      • **Introduction to Health Occupation, course assessment plan (note: data
        collection & use of results inputted as of June 2010 prior to approval of the
        plan).** Priscilla mentioned that she met with several secondary faculty during the
        summer and that this program is out of sync. The faculty was trying to complete
        their report so as to meet the assessment schedule. Wilson indicated that author
        should the tools because it does not match the course SLOs. Ines said the author
        needs to include their mission statement and upload related documents pertaining
        to SLOs. INES MOTIONED TO APPROVE WITH CHANGES, SECONDED
        BY KATSUYOSHI UCHIMA. Motion carried.
      Team 3:
      • **Assessment & Counseling, assessment report –** The author reported results
        using percentages, but did not indicate how the percentages were derived for

SSUO#3 using the standardized format (N=?). Author needs to address if the unit has new plans for improving the unit. The author mentioned "at the time of her resignation" who is her? Also, no data collected. WILSON TAM MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA Motion carried.

- **Center for Student Involvement, assessment report –** The author should indicate what approvals will be made about the plan of action and give examples of the different activities that will occur within their program. WILSON TAM MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- **Culinary Arts AA, program assessment plan –** The author continues to have problems with inputting data. Wilson will meet with Chefs Kevin and Paul to assist them. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- **Culinary Arts AA, course assessment plan –** On the "means of assessment" the author should elaborate more on the tools and upload samples of how the students will be evaluated. Also, the start and end dates needs to be inputted. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- **Development & Alumni Relations, assessment report –** If there is a $5,000 indicated under budget implications, why is there no "Budget Related Performance Indicators" reported as none? There was no data in number and percentage inputted for fundraising projects listed. WILSON MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY YVONNE TAM. Motion carried.
- **Hotel Operations & Management AS, program assessment plan - TABLED**
- **Hotel Operations & Management AS, course assessment plan - TABLED**
- **Center for Civic Engagement, *resubmitted* assessment report** – The author did not make all the changes based on the CFS. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- **Hotel Industry Management AS, program level *resubmitted* assessment report - TABLED**
- **Hotel Industry Management AS, course level *resubmitted* assessment report - TABLED**

Team 4:
- **Admissions & Registration, assessment report –** The AUOs and the recommendation for the author is to update column 4 to reflect changes in their next report. MICHAEL SETZER II MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- **Communications & Promotions, assessment report –** The report is good, all the items on the CFS was addressed. MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY ZHAOPEI. Motion carried.
- **Facility Maintenance (Now named as Facilities), assessment report –** One of the issues was that the report had a large number of worksheets but a small

number of returns. There was a long discussion about random selection of survey card and work orders vs. evaluations of work orders. This seems to be the same issues from previous cycles.   It seems like the author's intent was to look at all the survey cards that they received. JOSEPH BENAVENTE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY ZHAOPEI TENG. Motion carried.

- **Learning Resources Center, assessment report –** The author needs to clarify some of the specific questions. For example criteria met, participants were listed but no breakdown of overall satisfaction for SSUO#1. MICHAEL SETZER II MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- **Office Technology AS, course assessment plan** – There were no related goals inputted. There were no tools uploaded. There were no task assignments. MICHAEL SETZER II MOTIONED TO RESUBMIT, SECONDED BY ZHAOPEI TENG. Motion carried.
- **Office Technology AS, program assessment plan –** There were ten courses listed as being assessed but no "Means of Assessment" data. MICHAEL SETZER II MOTIONED TO RESUBMIT, SECONDED BY ZHAOPEI TENG. Motion carried.

V.   **Old Business, Update/Reminder**
- **Joint Learning Outcome Committee and CCA committee meeting –** Because of conflicting schedules, Wilson and Gary have not met. Wilson will try to set up a meeting again.
- **Assessing CCA, update –** In the report, Wilson read that the survey was conducted only amongst the CCA members. Wilson suggested that there is no need to involve everyone and it should just be for the DCs, or the authors. Priscilla will email the link to access the report so that CCA members can look at the survey instrument.
- **CCA Administering IDEA Student Survey –** A total of 38 packets (892 surveys) were compiled and sent out. As of today, only 18 packets (323 surveys) were returned. The last day for the surveys is November 12, 2010.
- **Record of CCA Team Meeting with Authors (calendar) –** When meeting with authors, keep time and date and send to Priscilla for recording.
- **CFS due to AIER the Monday after CCA's Rating –** After today, all CFSs are due Monday by 5 p.m.
- **Suggestions on Disseminating Information Containing AIER Reports-** In the prior AIAR reports, the impression was made that people on campus were not aware of the contents of these reports. Because it is getting closer to the accreditation visit, Gina and Marlena were tasked to do an awareness campaign to include students, faculty, staff and administrators to keep them informed of all the reports that are coming out of the AIER office. One of the suggestions was to have a brown bag session with students and faculty, then administrators and staff. The semester ends in a few weeks and there are 7 reports that they need to talk

about.   Doris said that highlights of the reports really worked well. Gina asked that the committee members bring back suggestions next week.

VI.   **New Business –** PRISCILLA JOHNS MOTIONED TO TABLE ITEMS UNDER NEW BUSINESS, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
1. **TracDat Issues Concerning Course Assessment Plan (SLOs)**
2. **Revisit Two-Year Assessment Schedule**
3. **SOP-follow the flow chart**

VII.   **Agenda Items for Next Meeting**
1. **Group Photo Session @ 3:30**
2. **Education AA, program level assessment plan**
3. **Education AA, course level assessment plan**
4. **Human Resources Office, assessment report**
5. **Materials Management, assessment report**

VIII.   **Next meeting, November 12, 2010 @ 2 p.m. PC**

IX.   **Adjournment:** IT WAS MOVED BY INES BUKIKOSA, SECONDED BY YVONNE TAM TO ADJOURN. Motion carried. Meeting adjourned at 3:14 p.m.

I.   **Call to Order – 2:00 p.m.**

II.   **Roll Call**
        Members present: Wilson Tam (Chair), Dr. Gina Tudela (Co-Chair), Ines
        Bukikosa, Brian Cho, Paling April Cruz (Student Representative), Priscilla Johns,
        Marlena Montague, Doris Perez, Michael Setzer II, Zhaopei Teng and Katsuyoshi
        Uchima

        Members absent: Joseph Benavente, Michael Chan, Cecilia Delos Santos, Joleen
        Evangelista (leave) and Yvonne Tam (off-island)

III.   **Approval of prior minutes:**
        **IT WAS MOVED BY DORIS PEREZ, SECONDED BY INES BUKIKOSA
        THAT THE MEETING MINUTES (UPDATE #229) FOR NOVEMBER 5, 2010
        BE APPROVED. MOTION CARRIED.**

IV.   **CCA Review Team Report for Rating**
        Team 1:
        - **Accounting AS program-level *resubmitted* assessment plan –** The exam for
          certification was not uploaded. DORIS PEREZ MOTIONED TO APPROVE,
          SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
        - **Accounting AS course-level *resubmitted* assessment plan –** DORIS PEREZ
          MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA.
          Motion carried.
        - **Materials Management – assessment report –** TABLE
        Team 2:
        - **Automotive Services Technology AS/Certificate course-level assessment plan
          -** Everything is in the plan. INES BUKIKOSA MOTIONED TO APPROVE,
          SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
        - **Business Office assessment report –** TABLE
        - **Human Resources assessment report –** Everything is in the report. INES
          BUKIKOSA MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI
          UCHIMA. Motion carried.
        - **Management Information Systems (MIS) assessment report –** TABLE
        - **Marketing AS program level assessment plan –** Everything was identified in
          the plan. KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED
          BY INES BUKIKOSA. Motion carried.
        - **Marketing AS course-level assessment plan –** The plan is incomplete.
          KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY
          ZHAOPEI TENG. Motion carried.

- **Student Financial Aid-assessment report –** Overall the report looks good. It seems that the plan is not geared towards students. It doesn't say how it will benefit students. It's more of an internal processing for assessment. KATSUYOCHI UCHIMA MOTIONED TO APPROVE, SECONDED BY INES BUKIKOSA. Motion carried.
- **Marketing AS assessment report discussion –** There was no data collected. The new author had mentioned to Priscilla that there was no transition and no information on what the status was in regards to the program. Mike Setzer suggested that the committee send a letter to the dean and asking the dean to come up with a policy that would prevent this from happening again.   Doris Perez suggested that there should be a memo to the AVP and he would send it out indicating that anyone who exits has to do a transition. Priscilla's suggestion was too amend the faculty contract or include this in the GCC personnel rules and regulations handbook. Gina suggested that someone speak with Joann Muna and see if she can incorporate something on the exit interview document. PRISCILLA MOTIONED TO HAVE THE CCA CHAIR WORK WITH THE HR ADMINISTRATOR TO INCORPORATE THE TRANSITIONS BETWEEN THE NEW DC AND THE EXITING DC AND/OR FACULTY, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

Team 3:
- **Hotel Operations & Management AS program assessment plan –** There is no date or title in the plan. Also, the plan is also not consistent. The author needs to explain why the percentages are low.   BRIAN CHO MOTIONED TO RESUBMIT, SECONDED BY MARLENA MONTAGUE. Motion carried.
- **Hotel Operations & Management AS course assessment plan –** The plan is not consistent. BRIAN CHO MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- **Hospitality Industry Management AS program level resubmitted assessment report –** TABLE
- **Hospitality Industry Management AS course level resubmitted assessment report -** TABLE
- **Lodging Management Secondary program level resubmitted assessment plan** – The author did not identify the year following the standard format in writing the SLO name and description, related goals not identified and several other things. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY MARLENA. Motion carried.
- **Lodging Management Secondary course level resubmitted assessment plan –** All related goals were checked, just minor things that need changes. WILSON TAM MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY MICHAEL SETZER II. Motion carried.

Team 4:
- **Health Services Center resubmitted assessment report –** The author addressed everything that was suggested on the CFS. MICHAEL SETZER II MOTIONED TO APPROVE, SECONDED BY ZHAOPEI TENG. Motion carried.

- **Environmental Health & Safety-assessment report –** There is some confusion in this report. The author indicated that there were specific issues raised. However, the author did not mention what the issues were so the Environmental Health & Safety/ADA Committee never addressed them. CCA is concerned about AUO1, the creation of the EH&S/ADA committee has been the same for the last 3 cycles. MICHAEL SETZER MOTIONED TO RESUBMIT, SECONDED BY ZHAOPIE TENG. Motion carried.
- **Tourism & Travel Management AS program assessment plan** – Nothing was done on the plan. MARLENA MONTAGUE MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- **Tourism & Travel Management AS course assessment plan –** This is the same as the program-level assessment plan, no means of assessment data, related goals, etc. MARLENA MONTAGUE MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

V.   **Old Business, Update/Reminder**
- **Joint Learning Outcome Committee and CCA committee meeting –** Status Quo.
- **Assessing CCA-UPDATE –** Priscilla sent the 4th AIAR report via email to CCA members just today. This will be discussed in the next meeting.
- **CCA administering IDEA Student Survey –** Out of 38 packets, 33 packets were completed. The remaining 5 packets are still out. All packets should be completed no later than 5:30 p.m. next Tuesday.
- **Record of CCA Team Meeting with Authors (calendar) –** Wilson again reminded CCA members to keep track of the time and date when assisting authors. Authors should then submit to Priscilla for recording purposes.
- **CFS due to AIER the Monday after CCA's Rating –** All CFSs are due by 5 p.m. the following Monday after the CCA meeting.
- **Suggestions on Disseminating Information Containing AIER Reports –** Gina and Marlena suggested that some wording be placed on MyGCC. Their suggestion was the phrase "DID YOU KNOW" so that it would let everyone on campus be aware that completed reports are available online. They've also come up with having brown bag sessions to help get assessment information to students, faculty, staff and administrators.
- **Thanksgiving Break No meeting on November 26, 2010 –** There will be no CCA meeting on November 26, 2010.

VI.   **New Business –**
1. **Electronics & computer Networking Secondary-data collection status (does not require CCA rating) –** This still needs a CFS.
2. **ProStart Secondary-data collection status (does not require CCA rating) Team 3 –** This still requires a CFS.
3. **Enrollment Services-request for extension –** The author was off-island for medical treatment and is requesting an extension to the end of the term.

PRISCILLA MOTIONED TO APPROVE THE EXTENSION TO DECEMBER 3, 2010, SECONDED BY INES BUKIKOSA. Motion carried.

4. **TracDat Issues Concerning Course Assessment Plan (SLOs)** – Some faculty were advised to assess 3-5 SLOs per course and they were confused. Priscilla mentioned that when she conducted fall 2010 training, the message was to assess 50% of the total technical required course for the degree or certificate program and at least one SLO for each of the selected course. This is what CCA agreed when we began introducing and required course assessment in fall 2009. Wilson reminded CCA faculty members that they were supposed to assess the courses they taught last term as a pilot. This academic year assessment authors are suppose assess the next 50% and if the courses are not offered, how are faculty going to assess those courses? Priscilla also mentioned that TracDat was set up creating department/groups so that non-technical courses were linked to those groups. She also mentioned the movement of programs between departments where Accounting is now with Marketing department, Cosmetology moved from Math & Science to Education. Faculty were confused because they felt they were assessing different program courses. It was also confusing for some CCA reviewers on where to go. Priscilla proposed to link courses listed in the catalogue course description section to the degree or certificate programs regardless if they were non-technical or electives. For example; all of the AC courses will be linked to the Accounting AS. The goal will to be to assess all courses regardless if it's technical or non-technical as ACCJC requires that all courses are assessed. MICHAEL SETZER II MOTIONED TO APPROVE LINKING THE COURSES TO DEGREE OR CERTIFICATE PROGRAMS IN TRACDAT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

5. **Revisit Two-Year Assessment Schedule** – Priscilla proposed to combine data collection status with the assessment report to be due at the same time. Her reason is that it becomes confusing for authors including some CCA assessment authors when entering data. If we are to combine this, we will need to consider the due dates so that information can still be available for Dr. Gina when she writes the institutional reports. Proposal is to make the change after the visit or effective next academic year. Priscilla suggested that the committee members think about it for further discussion at the next meeting.

6. **SOP-follow the flow chart** – Priscilla suggested that an SOP be put together for faculty that is new who will be joining CCA.

VII. **Agenda Items for Next Meeting**
       1. **Group Photo Session @ 3:30 p.m.**

VIII. **Next meeting, November 19, 2010 @ 2 p.m. PCR**

IX.   **Adjournment:** IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY INES BUKIKOSA TO ADJOURN. Motion carried. Meeting adjourned at 3:20 p.m.

COMMITTEE ON COLLEGE ASSESSMENT (CCA)
MINUTES (Update #231)
President's Conference Room
2 p.m. Friday, November 19, 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, Michael Chan, Cecilia Delos Santos, Priscilla Johns,
      Marlena Montague, Michael Setzer II, Dr. R. Ray Somera Ex-Officio, Yvonne Tam,
      and Zhaopei Teng

      Members absent: Brian Cho, Paling April Cruz (Student Representative), Joleen
      Evangelista (leave), Doris Perez, Katsuyoshi Uchima

III. **Approval of prior minutes:**
      **IT WAS MOVED BY DR. GINA TUDELA, SECONDED BY JOSEPH
      BENAVENTE, THAT THE MEETING MINUTES (UPDATE #230) FOR
      NOVEMBER 12, 2010 BE APPROVED WITH MINOR CHANGES. MOTION
      CARRIED.**

IV.   **CCA Review Team Report for Rating**
      Team 1:
      • **Board of Trustees, assessment report –** TABLE
      • **Materials Management, assessment report –** The author needs to complete the
        the "Data Collection Status/Summary of Results" and "Use of Summary Results"
        for each tool identified in the plan. Sample documents need to be uploaded.
        There also needs to be clarification on AUO #1.   JOSEPH BENAVENTE
        MOTIONED TO RESUBMIT, SECONDED BY MICHAEL CHAN. Motion
        carried.
      Team 2:
      • **Business Office, assessment report –** All documents were uploaded for the
        report. The author just needs to make some clarification under "Summary of
        Results. INES BUKIKOSA MOTIONED TO APPROVE, SECONDED BY
        MARLENA MONTAGUE. Motion carried
      • **Criminal Justice AS/Certificate, program-level assessment plan –** According
        to Mike, only the SLOs were inputted, there is nothing else showing on the plan.
        MICHAEL CHAN MOTIONED TO RESUBMIT, SECONDED BY INES
        BUKIKOSA. Motion carried.
      • **Criminal Justice AS/Certificate, course-level assessment plan –** The author
        listed on most of the courses three (3) items giving the team the option to choose
        essay, multimedia, presentation etc. The author needs to decide which particular
        item will be used as the tool. MICHAEL CHAN MOTIONED TO RESUBMIT,
        SECONDED BY CECILIA DELOS SANTOS. Motioned carried.

- **English Department, course-level resubmitted assessment plan** – The resubmission plan was reviewed and everything is fine. MICHAEL CHAN MOTIONED TO APPROVE, SECONDED BY INES BUKIKOSA. Motion carried.
- **Management Information Systems (MIS) unit assessment report** – The report is very lengthy, about 28 pages, and the evidence was uploaded. MICHAEL CHAN MOTIONED TO APPROVE, SECONDED BY INES BUKIKOSA. Motion carried.

Team 3:
- **Center for Civic Engagement, resubmitted assessment report** – The author made all the changes. The author also uploaded an email from the dean which was not necessary. WILSON MOTIONED TO APPROVE, SECONDED BY CECILA DELOS SANTOS. Motion carried.
- **Food & Beverage Management AS, course-level resubmitted assessment plan –**Wilson assisted the author with completing the plan. The author will be uploading several documents. WILSON TAM MOTIONED TO APPROVE, SECONDED BY MICHAEL CHAN. Motion carried.
- **General Education Committee, close-out assessment report** – TABLE
- **Hospitality Industry Management AS, program level resubmitted assessment report** – Brian reviewed the report and recommended that it be resubmitted. WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- **Hospitality Industry Management AS, course level resubmitted assessment report** – WILSON TAM MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- **Development and Alumni Relations** – The author inputted everything addressed in the CFS. WILSON MOTIONED TO APPROVE, SECONDED BY MICHAEL CHAN. Motion carried.

Team 4:
- **Learning Resources Center, resubmitted assessment report** – The author inputted the numbers representing what N=. Everything else from the CFS was addressed. MICHAEL SETZER II MOTIONED TO APPROVE, SECONDED BY ZHAOPEI. **Motion carried.**

V. **Old Business, Update/Reminder**
- **Joint Learning Outcome Committee and CCA committee meeting –** Gary and Wilson met. Gary shared some information regarding the Gen Ed. and the Curriculum committees. Wilson will meet with Gary after the Christmas break.
- **Assessing CCA-UPDATE –** TABLE
- **CCA Administering IDEA Student Survey –** All 37 packets received. Not all that were surveyed had a minimum of 65%, some had 40%. The packets will be sent out for processing. It should take approximately 4 weeks before reports are completed.

- **Record of CCA Team Meeting with Authors (calendar) –** Reminder to all CCA members to keep track of their time and dates when assisting authors. Send to AIER office for recording.
- **CFS due to AIER the Monday after CCA's Rating –** All CFSs are due the following Monday after CCA.
- **Suggestions on Disseminating Information Containing AIER Reports –** Gina and Marlena started the first "Brown Bag Session" yesterday with COPSA. There are 3 more sessions for the fall and several for spring 2011. A poster with the dates for the "Brown Bag Sessions" will be posted around campus. Gina suggested that CCA members attend or assist in facilitating the sessions.
- **Thanksgiving Break no meeting on November 26, 2010 –** There will be no CCA meeting on November 26, 2010, its Thanksgiving break. The next meeting will be on December 3, 2010.

VI.   **New Business –**
1. **Cosmetology Certificate, assessment report "Request for Extension" –** The DC of Cosmetology is requesting to extend the deadline for their report to December 3, 2010 because she will be off-island. Dr. Somera indicated that there is a process for people that do not meet the assessment deadline. The deans will be informed and will also monitor the author to make sure the author meets the extension deadline. If not, the deans will also be held accountable. Dr. Somera also mentioned that it is now part of faculty evaluation. PRISCILLA JOHNS MOTIONED TO APPRVE COMETOLOGY'S EXTENSION TO DECEMBER 3, 2010, SECONDED BY INES BUKIKOSA. Motion carried.
2. **Early Childhood Education Secondary Program, hold till March 12, 2012 deadline.**
3. **Revisit Two-Year Assessment Schedule –** Priscilla suggested combining the assessment deadlines for data collection and the report. Dr. Somera fully supports Priscilla's recommendation. He indicated that by doing this, it will keep the artifacts updated and will avoid many problems. MICHAEL SETZER II MOTION TO APPROVE TO HAVE THE DATA COLLECTIONS AND REPORT DUE AT THE SAME TIME. SECONDED BY JOSEPH BENAVENTE. Motion carried.
4. **Group Photo Session @ 3:30 –** The photo is to update AIE website CCA membership.

VII.   **Agenda Items for Next Meeting**
1. Computer Networking AS, resubmitted program-level assessment plan (Team 1)
2. Computer Networking AS, resubmitted course-level assessment plan (Team 1)
3. Planning & Development, assessment report (Team 4)

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

Show & Tell – Priscilla and Marlena briefly discussed the "Show & Tell" with assessment reports and plans.

- All approved course curriculum documents are loaded into TracDat. These course curriculum ties with the degree or certificate programs. The college Catalog addresses which course map with the degree or certificate program. The published master schedule identifies what courses are offered each semester. Faculty will then submit course syllabus to their students and this entire process tie into the college Catalog which also ties into assessment. This information is what faculty sends out to students. When reviewing the assessment plans in TracDat, we need to make sure that the SLOs are the same as those from the course documents as well as the college Catalog. If they are different, then either the curriculum needs to be revised or correct the SLOs in TracDat. This is why CCA wants to have a joint meeting with the curriculum committee now Learning Outcome (LOC).
- Make sure SLOs are aligned, check verbiage for consistency with the Catalog to begin with "Upon completion of this course/program, students will be able to….." and not student will……"

Dr. Somera gave a detailed information regarding SLOs. Grammar is important, and he advised members to make changes in TracDat (without changing the context) as they find them.

There will be a "Curriculum Mapping Booklet" that will be published and distributed.

TracDat Release – MIS is working with the vendor on migrating the current data to the new server. TracDat v4.3 will be available soon. On November 30, 2010 Gina, Priscilla and Marlena will have a webinar with the updated version. There will be changes when faculty returns in the spring. Dr. Ray suggested having a short press release given to Jayne. Priscilla will also incorporate the new changes in TracDat when she does training next semester.

IX.   **Adjournment:** IT WAS MOVED BY PRISCILLA JOHNS, SECONDED BY JOSEPH BENAVENTE TO ADJOURN. Motion carried. Meeting adjourned at 3:15 p.m.