GUAM COMMUNITY COLLEGE
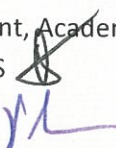(671) 735-5574

MEMORANDUM

Date: November 12, 2013

To: All Departments

Via: Dr. Ray Somera, Vice President, Academic Affairs
           Dr. Virginia Tudela, Dean, TSS
           Dr. Juan Flores, Dean, TPS

From: Victor Rodgers, Assistant Director, CEWD

Subject: Assessment and Reporting of Credit, CEU, and Non-credit Courses Offered By
           Departments through CEWD

In order to improve, the ACCJC Evaluation Team recommends that the College develop a process for systematically evaluating CEU or non-credit courses, workshops, and training sessions for content and effectiveness, in alignment with the assessment process that is in place for credit courses, (II.A.2).

In response to the above ACCJC Evaluation Team recommendation, the CEU or non-credit courses initiated by departments and are (or will be) listed in the electronically or printed CEWD catalog, shall be assessed by the initiating department and incorporated into their Group D department courses assessment unit.   Monitoring of assessment of these courses by the departments will be an integral part of the assessment process, thereby, integrating the systematic evaluation of the department's activity for credit, CEU, and non-credit course offerings in alignment with the ACCJC recommendation. For your information, CEWD has developed an assessment tool for CEU or non-credit courses which your department may utilize as part of the department assessment plan.

Effective Spring 2014, the responsible department would select at least one of the Student Learning Outcomes (SLOs) to be assessed and input the results into TracDat using the following steps:

1. Department originating the CPF/EPF must include an assessment plan and assessment tool in approval packet;
2. Department must submit and input roster/grades and sign-in/attendance sheets up to 5 working days of course completion. Should certificates need to be created by CEWD submission of supporting documents (roster/grades/sign-in or attendance sheets) must be within 1-3 days.
3. Department must submit completed assessment tools/data analysis/report to CEWD up to fifteen (15) working days of course completion.
4. Department inputs relative assessment tool/data analysis/report of CEU or non-credit course into TracDat in accordance with their Group D department courses assessment unit activity.