

GUAM COMMUNITY COLLEGE
Continuing Education and Workforce Development
(671) 735-5574

MEMORANDUM

Date: May 2, 2014

To: R. Ray D. Somera, Ph.D.
Vice President, Academic Affairs

From: Victor Rodgers
Assistant Director, CE&WD

Subject: 11.A.2 Recommendation 1, ACCJC Evaluation Report 2012
Continuing Education and Workforce Development Activity Update

RECEIVED

ACADEMIC AFFAIRS

Vice President's Office

Date: 5/2/14 Time: 11:16

Initials: [Signature]

Provided for your information is an Executive Summary along with additional documents supporting the continued assessment activity that has occurred since the approval of the Assessment Process for CEWD on August 30, 2013.

The assessment of the CEU and non-credit course process has been introduced to the departments and made effective Spring 2014. CEWD will continue to work with the departments to support a smooth integration of the new assessment process as part of the standard operating procedures for CEU and non-credit course offerings.

5/2/14

AVP Note:

Please share this memo and report with the Standard Committee Chair/members working on this ACCJC Recommendation.

[Signature]

GUAM COMMUNITY COLLEGE
Continuing Education and Workforce Development
As Submitted by Rowena Perez, Program Specialist
May 2, 2014

EXECUTIVE SUMMARY

The Continuing Education and Workforce Development (CEWD) Office with the support of the Office of Assessment, Institutional Effectiveness and Research (AIER) continues its efforts in the development of a manageable process to systematically evaluate non-credit courses, workshops, and training sessions for content and effectiveness to align with the current assessment process in place for credit courses as stated in the ACCJC 11.2.A recommendation. The ACCJC recommendation served as the impetus for CEWD and AIER to put an evaluation system in place as the foundation for CEWD to build upon to meet the overall goal for accountability and improvement in the department's assessment process to preserve the integrity of continuing education course and event offerings.

The first phase of the CEWD Plan of Action allowed CEWD to provide an overview to AIER of the diverse activities and services the department is responsible to provide to the community and the college. This information led to the creation of the CEWD Assessment Plan. Through productive dialog and a review of the department's operations, CEWD and AIER developed the CEWD Assessment Process and through focused concerted effort, the CEWD Team successfully aligned department's assessment goals with the GCC campus-wide 2-year assessment schedule thirty (30) days before the required deadlines.

The second phase of the CEWD Plan of Action involved the assessment of non-credit and CEU courses initiated by the departments that are or will be listed in the electronic or printed CEWD catalog. In this process, the initiating department is required to assess and include the non-credit or CEU course offering into the Group D department courses. The departments active monitoring of the assessment of these courses plays an integral part in the assessment process, thereby, integrating the systematic evaluation of the department's activity for credit, non-credit, and CEU course offerings in alignment with the ACCJC recommendation. A memorandum outlining the assessment activity and the processing steps to be followed was shared with the departments in November 2013. CEWD has created a user-friendly assessment tool for CEU or non-credit courses to assist the departments in this endeavor. The roll-out of this activity became effective as of Spring 2014.

Additionally, to better monitor the awarding of CEUs to successful completers of CEU course offerings, CEWD created a CEU Request Form. The student or event participant must complete the CEU Request Form indicating the course offering, the number of CEUs awarded, and remit the recording fee of \$20 to document the award. Copies of CEU certificates are inputted into the Certificate Repository. The CEU Request Form process came into effect April 2014.

CEWD with the support of AIER are working together to monitor the implementation of the assessment activity of non-credit and CEU course offerings initiated by the departments for full integration.

Sm 11/14/13
RECEIVED

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.



Kulehon Kumuniddt Gudhan
Accredited by the
Western Association of
Schools and Colleges

Academic Affairs Division

R. Ray D. Somera, Ph.D.
Vice President

March 24, 2014

MEMORANDUM

TO: College Community

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

SUBJECT: Awarding of CEUs

The Office of Continuing Education and Workforce Development (CE/WD) is now in the process of applying for accreditation with the International Association of Continuing Education and Training (IACET) in order to professionalize its standing as a CEU-granting unit of the college. As a result, a new process of awarding CEUs has been developed by the CE Office in preparation for an accreditation visit later in the academic year.

Effective immediately, all students taking classes or workshops coursed through CE must file a CEU application form if they opt to earn CEUs. This will allow CE to have a written, permanent record or evidence of CEUs granted by the college. A template has been created for this purpose. CE will coordinate this new requirement with individual concerned departments.

This will also be in keeping with ACCJC's recommendation to formalize the assessment of all CE courses and training, similar to the process we employ with credit-bearing courses. The new process of awarding CEUs will help us facilitate this linkage between assessment and evidence.

Please be guided accordingly.

GUAM COMMUNITY COLLEGE

Continuing Education & Workforce Development

Student CEU Request Form

The **Continuing Education Unit (CEU)** is a nationally recognized measure of participation in an approved non-credit continuing education program. One Continuing Education Unit (1.0) is defined as *"ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction."*

The program in which you are participating has been approved for CEUs based upon 0.1 unit for each contact hour of instruction. For the approved units to be awarded, complete and turn in the CEU registration form below. This action will cause a permanent record to be established in your name and identification number. This record will be maintained under the auspices of the Continuing Education & Workforce Development Office. Should you ever require a copy of CEUs earned in approved programs at the Guam Community College, please make your request in writing. You should include your name, identification number, program title and date of attendance (if possible) in your request. Submit the written request to: **Guam Community College, Continuing Education & Workforce Development Office, P.O. Box 23069, Barrigada, Guam 96921.** If a question should arise in the future, write to this address or call (671) 735-5574.

Continuing Education Unit Registration Form

Please Print – Complete All Information

Course Title _____ Course Date(s) _____

Print Name _____ Signature _____

Business Address _____
Street/PO City State Zip

Home Address _____
Street/PO City State Zip

Telephone (office) _____ (home) _____

OFFICE USE ONLY	
CEU Recording Fee Paid: _____	CEUs Earned: _____
Date Received: _____	Cashier's Initial: _____