

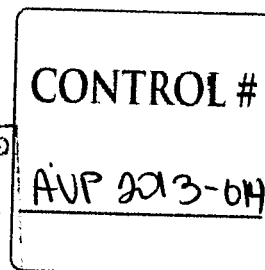
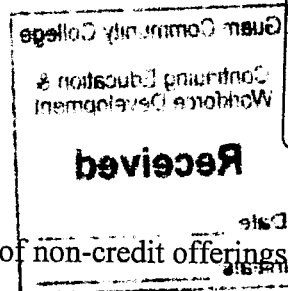
MEMORANDUM

To: Victor Rodgers
Assistant Director, CE & WD

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

Subject: ACCJC recommendation on the assessment of non-credit offerings

Date: September 19, 2013



I was very pleased to receive your memo progress report regarding one of the major recommendations of the ACCJC team that visited the campus in March last year. You have a detailed plan that documents the processes of data collection and data analysis. Its alignment with the campus-wide GCC two-year assessment cycle schedule reflects the hard work that you and your staff have put into this effort.

In order to fully document the implementation of your plan, and to build the evidence necessary for the Midterm Progress report due to ACCJC in March 2015, I request that a report is made to AIER and my office every semester henceforth. **Your report should also include a narrative on the feedback loop that has occurred based on your assessment findings.** You can submit your report on the last meeting day of CCA each semester. Please ensure that all the reports are dated so that Standard committees can also integrate your assessment findings and use of assessment results into the reports that they are expected to produce at the end of each semester.

I commend the entire staff of the CE & WD office under your leadership for ensuring that this process is properly documented for accreditation purposes.

CC: Rowena Perez
Program Specialist, CEW

Marlena Montague
Asst. Director, AIER

P.O. Box 23069, Barrigad

*Marlena, please
follow up on this
with Victor and
Rowena ASAP.*

*Arz Brain —
Please scan and
email to me,
as well as the
cc's in the
memo. Deliver
this personally
to Vic, and keep
one hard copy in our
file.*