

# Assessment Plan

## Guam Community College

### CE&WD Department

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**Mission Statement:** The Office of Continuing Education provides opportunities for learning that enrich the lives of individuals and improve the quality of living in our community.

**Vision Statement:** We are the premiere institution in the region which provides educational and technological "cutting edge" approaches in support of a trained workforce.

#### Student Services Unit Outcome (SSUO): SSUO #1: FA2012-SP 2013 Certificate or Online Training/Testing

Upon successful completion of the health certificate workshop students will receive a health certificate.

**Start Date:** 10/08/2012

**End Date:** 03/11/2013

**SSUO Status:** Currently being assessed

**Program SLO/AUO/SSUO** Institutional Strategic Master Plan (ISMP)

**Plan reflects/incorporates:**

**Notes from the pull/drop** ISMP - Based on the comp evaluation report recommended to assess non-credit courses is now being down list above: implemented.

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion ( Written in % )	Activity Schedule	Active
Health Certificate Test results will be used as the measuring tool to determine success rate of completion. The last week of March locally developed test results and a pie chart showing the successful passing rate of participants will be uploaded into TracDat. <b>Type of Artifact/Instrument/Rubric/Method/Tool:</b> Locally Developed Tests	70% of the students who participate in the Health Certificate class during the last week of March will pass the Health Certificate Test.	The frequency of the assessment for the Certificate or Online Training/Testing category is to be conducted on a bi-annual basis to track the continued success of the certificate or online training/testing.	Yes

#### Related Activities

- Course Permission Form or Event Permission Form
- Incentive funds
- Student Hand-out or Guide or Textbook
- Workforce Development

#### Related Tasks

- \* Task Name: Health Certificate Registration and Student Handout

**Task Description:** Each student is required to register for the scheduled Health Certificate Workshop and is provided a copy of the Health Certificate Student Handout.

- \* Task Name: Health Certificate Student Test Score Roster

**Task Description:** A health certificate student test score roster is prepared and submitted to the Department of Public Health and Social Services (DPHSS) to grant a "permanent-annual" Health Certificate to successful completers.

- \* Task Name: Health Certificate Workshop Instruction/Testing

**Task Description:** Adjunct Instructor will conduct powerpoint presentation of Health Certificate information, administer the test, and tally the test scores.

- \* Task Name: Health Certificate Workshop/Test

**Task Description:** CEWD conducts health certificate workshops and testing for the Department of Public Health & Social Services. Adjunct Instructor(s) teach the workshop, administers the test, and tallies the test scores.

#### Related Goals

##### Guam Community College

- \* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2

Educational Excellence:

This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

- \* Institutional Learning Outcome (ILO) - ILO#3 (Institutional Learning Outcome)

Students will demonstrate mastery of critical thinking and problem-solving techniques.

## Board of Trustees (BOT)

- \* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2  
Establish and implement systematic assessment processes.

## CE&WD Department

- \* Program Review Goal (Budget Related Goals & Objectives) - FY2013  
PRG#1:  
To provide the community, business industry, and regional entities the educational opportunities to upgrade their job skills and knowledge in the workforce.

## Student Services Unit Outcome (SSUO): SSUO #2: FA2012-SP2013 Specialized Training Courses (Non-credit) or CEUs

Students will demonstrate a better understanding of the fundamentals and principles of the Guam government procurement.

**Start Date:** 10/08/2012

**End Date:** 03/11/2013

**SSUO Status:** Currently being assessed

**Program SLO/AUO/SSUO** Institutional Strategic Master Plan (ISMP)

**Plan reflects/incorporates:**

**Notes from the pull/drop** ISMP - Based on the comp evaluation report recommended to assess non-credit courses is now being  
**down list above:** implemented.

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion ( Written in % )	Activity Schedule	Active
Procurement Training Survey will be used as the measuring tool for the criterion. The survey tool will be uploaded into TracDat.	70% of the Spring 2012 students of the Procurement Training will agree they gained a better understanding of the Guam government procurement.	The frequency of the assessment for the Specialized Training Course(s) category is to be conducted on a quarterly basis to demonstrate the students are gaining a better understanding of the subject matter offered.	Yes
<b>Type of Artifact/Instrument/Rubric/Method/Tool:</b> Student Satisfaction Survey			

## Related Activities

- CE Specific CEU Course Approval Form
- Course Permission Form or Event Permission Form
- Course Syllabus
- Incentive funds
- Marketing Plan
- Student Hand-out or Guide or Textbook
- Student Surveys
- Workforce Development

## Related Tasks

- \* Task Name: Student Satisfaction Survey  
**Task Description:** A Student Satisfaction Survey will be designed to assess the students satisfaction with the learning outcomes.
- \* Task Name: Student Satisfaction Survey Administration  
**Task Description:** The student satisfaction survey will be administered on the last day of the specialized training course offering.
- \* Task Name: Student Satisfaction Survey Data Analysis  
**Task Description:** Student data will be collected for the specialized training course offering using the Student Satisfaction Survey.

## Related Goals

### Guam Community College

- \* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2  
Educational Excellence:  
This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
- \* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)  
Students will demonstrate ability to access, assimilate and use information ethically and legally.

## Board of Trustees (BOT)

- \* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2  
Establish and implement systematic assessment processes.

## CE&WD Department

- \* Program Review Goal (Budget Related Goals & Objectives) - FY2013  
PRG#1:  
To provide the community, business industry, and regional entities the educational opportunities to upgrade their job skills and knowledge in the workforce.

## Student Services Unit Outcome (SSUO): SSUO #3: FA2012-SP2013 Special Event: Work Readiness Training for Summer Employment Opportunity Program (SEOP)

Participants will report satisfaction with the knowledge learned on work readiness for immediate application for gainful employment or for continued high school education after the SEOP.

**Start Date:** 10/08/2012

**End Date:** 03/11/2013

**SSUO Status:** Currently being assessed

**Program SLO/AUO/SSUO** Institutional Strategic Master Plan (ISMP)

**Plan reflects/incorporates:**

**Notes from the pull/drop** ISMP - Based on the comp evaluation report recommended to assess non-credit courses is now being  
**down list above:** implemented.

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion ( Written in % )	Activity Schedule	Active
The Work Readiness Training (WRT) survey will be used as the measuring tool for the criterion. The survey will be uploaded into TracDat. <b>Type of Artifact/Instrument/Rubric/Method/Tool:</b> Student Satisfaction Survey	70% of the participants of the Summer Employment Opportunity Program (SEOP) will be satisfied with the work readiness knowledge learned to apply at their SEOP Employer work-placement.	Design and administration of WRT survey tool, secure employer group participation in SEOP and assign SEOP student trainee to employer group for employment experience.	Yes

## Related Activities

- Course Permission Form or Event Permission Form
- Course Syllabus
- Incentive funds
- Marketing Plan
- Student Hand-out or Guide or Textbook
- Student Surveys
- Third-Party Billing
- Workforce Development

## Related Tasks

- \* Task Name: Work Readiness Instruction  
**Task Description:** Adjunct Instructor(s) will conduct powerpoint presentations of work readiness knowledge information for participants to apply to SEOP Employer work placement.
- \* Task Name: Work Readiness Training (WRT) Survey  
**Task Description:** Design and administration of the WRT survey to the participants of the Summer Employment Opportunity Program (SEOP).
- \* Task Name: Work Readiness Training (WRT) Survey Administration/Data Analysis  
**Task Description:** Work Readiness Training (WRT) Survey will be administered to the SEOP student trainees who complete the work readiness training at the end of the event.

## Related Goals

### Guam Community College

- \* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#2  
Educational Excellence:  
This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
- \* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)

Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

**Board of Trustees (BOT)**

- \* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2  
Establish and implement systematic assessment processes.

**CE&WD Department**

- \* Program Review Goal (Budget Related Goals & Objectives) - FY2013  
PRG#1:  
To provide the community, business industry, and regional entities the educational opportunities to upgrade their job skills and knowledge in the workforce.