Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
August 31, 2012 Meeting Cancelled (No Quorum)
Friday, September 7, 2012 (Fall 2012 Term)
**AGENDA**

I. Call to order

II. Roll Call

III. Approval of prior minutes/update (May 11, 2012 minutes/update #265)

Programs/Units Rating Recommendations
*Team 1*
- Introduction to Health Occupations – resubmitted course level assessment plan
*Team 2*
- Hotel Operations & Management – resubmitted program level assessment report
*Team 3*
- Marketing AS – program level assessment plan

IV. Old Business –
- Joint Learning Outcome Committee and CCA committee meeting – update
- CFS due to AIER the Monday after CCA's Rating
- Review teams' average time reviewing assessment plans and reports
- Review process flow chart

V. New Business

VI. Agenda Items for Next Meeting

VII. Next meeting – September 14, 2012 in PCR

VIII. Adjournment

# Guam Community College
## Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
Friday, September 7, 2012 (Fall 2012 Term)
Sign-In

| No. | Name | Position | Signature |
|---|---|---|---|
| 1. | | COPSA, Student Representative | |
| 2. | Aguilar, Norman | Department Chair, Tourism & Hospitality | |
| 3. | Benavente, Joseph | Planner IV, Office of Assessment, Institutional Effectiveness & Research | |
| 4. | Bukikosa, Ines | Postsecondary Assistant Instructor, TSS – Cosmetology | |
| 5. | Montague, Marlena | Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research | |
| 6. | Perez, Doris | Assistant Director, Planning & Development | |
| 7. | Roberto, Joachim (Peter) | Postsecondary Instructor, TPS-Social Science | |
| 8. | Tam, Yvonne | Secondary Instructor, TPS – Marketing | |
| 9. | Teng, Zhaopei | Postsecondary Instructor, TSS – Computer Science | |
| 10. | Uchima, Katsuyoshi | Postsecondary Assistant Instructor, TPS – Allied Health | |
| 11. | Somera Dr., R. Ray | Ex-Officio Vice President for Academic Affairs Division | |
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**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**
**MINUTES (Update #266)**
**President's Conference Room**
**2 p.m. Friday September 7, 2012 (Fall 2012 Term)**

I.    **Call to Order – 2:00 p.m.**

II.   **Roll Call**
      **Members present:** Zhaopei Teng (Chair), Marlena Montague (Co-Chair), Joseph
      Benavente, Dr. Michael Chan, Joachim (Peter) Roberto, Yvonne Tam and Katsuyoshi
      Uchima

      **Members absent:** Norman Aguilar, Ines Bukikosa, Doris Perez, and (Student
      Representative)

III.  **Approval of prior minutes:  IT WAS MOVED BY JOSEPH BENAVENTE,
      SECONDED BY KATSUYOSHI UCHIMA THAT THE MEETING MINUTES
      (UPDATE #265) FOR May 11, 2012 BE APPROVED.  Motion carried.**

      **Programs/Units Electronic Rating Recommendations**

      **Team 1:**
      - Introduction to Health Occupations, resubmitted course level assessment plan
        – The "Task" was not assigned and the SLOs need to be linked to "Related
        Goals".  Also, some "Goals" are incomplete.  DR. MICHAEL CHAN
        MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE.
        Motion carried.
      **Team 2:**
      - Hotel Operations & Management, resubmitted program level assessment
        report – The author needs to have files in PDF format. KATSUYOSHI
        UCHIMA MOTIONED TO APPROVE, SECONDED BY JOSEPH
        BENAVENTE.  Motion carried
      **Team 3:**
      - Marketing AS, program level assessment plan – The end dates need to change.
        Percentages for "data collection" is needed for the SLOs.  KATSUYOSHI
        UCHIMA MOTIONED TO APPROVE, SECONDED BY DR. MICHAEL
        CHAN.  Motion carried.

IV.   **Old Business -**
      - Joint Learning Outcome Committee and CCA committee meeting – Zhaopei
        will speak with Gary Hartz.
      - CFS due to AIER the Monday after CCA's Rating – CFS is due Monday to
        AIER by 5 p.m.
      - Review teams' average time reviewing assessment plans and reports –
        Marlena reminded the members to keep track of their time spent reviewing
        documents for CCA.  This will ensure that accurate time spent is reported at

the end of the semester or at the end of the academic year. Members can send their calendar of time spent with authors to AIER.

- Review process flow chart – All documents that were in the AIER website was moved to TracDat. CCA members can find the agenda and minutes in TracDat. Members were also asked to inform AIER if documents are missing in TracDat so that AIER can upload them. The Flowchart was emailed to members prior to Priscilla leaving. If changes need to be made to the Flowchart, it will be discussed in the next meeting.

## IV. New Business

- CCA welcomed Joachim (Peter) Roberto for joining the committee.
- Zhaopei informed the members that CCA has scheduled its weekly meeting for the entire semester. The meeting will take place every Friday at 2 p.m. in the PCR. If a meeting is cancelled, an email will be sent out to members.
- At this time, CCA committee has only 10 members. Zhaopei is concerned that there are not enough members. Marlena will follow up with Dr. Ray to see if he has appointed anyone to CCA. Zhaopei had asked other faculty if they were interested in joining CCA but there was no response.
  Marlena reported that AIER will prepare a memo to Dr. Ray with the new members of CCA and will also provide a copy to Faculty Senate.
- Marlena asked for ideas to help reduce the work for CCA members. One suggestion was to eliminate "data collection". Authors also had problems with scanning of documents. Marlena suggested that if help in scanning is needed, send the documents to AIER.
- No one was assigned to Team 3. Marlena said that if the only CCA members are going to be the people present in today's meeting, then there is no other choice but to split the work into 3 teams. Marlena however is confident that Dr. Ray will assist by appointing new members to the committee. There are not many people interested in joining CCA because they know that there is a lot of work to be done. Yvonne mentioned that there is no compensation for people teaching secondary, there is only the evaluation process. As for postsecondary, there is a release time but she doesn't receive that either. Kat indicated that "release time" for secondary needs to be revisited. Zhaopei is aware that there is a lot of time spent outside assessing reports for CCA. Marlena reported that GCC is at level 4 which is the highest level in the ACCJC rubric. Other schools are struggling; they don't even have an assessment cycle to follow so they can't hold people to deadlines. GCC has everything established, that's why everything is so cumbersome. Marlena said CCA will find a way to continue the quality of work that has to be done. She will find ways to make it easier on everyone. An example is to automate some features in TracDat. Marlena has already started a conversation with the vendor. The CFS also needs to be electronic. An example is the checking of the goals. Marlena will bring this to the table next week.
- All courses are required to have at least 1 SLO assessed. Every department should be able to divide the work up.

- Zhaopei reminded members that October 8, 2012 is the assessment deadline. Kat indicated that the Business office is due in November.
- Marlena invited members to attend the TracDat workshops that are ongoing. Dr. Mike Chan has been assisting Marlena with the trainings.

**V.**     **Agenda Items for Next Meeting**

**VI.**    **Next Meeting –**  September 14, 2012

**VII.**   **Adjournment:** IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY JOSEPH BENAVENTE TO ADJOURN.  Motion carried.  Meeting adjourned at 2:50 p.m.

Filename:           CCA Minutes #266 Sept. 7, 2012.docx
Directory:          C:\Documents and Settings\User\Desktop\CCA\Minutes Fall 2012
Template:           C:\Documents and Settings\User\Application
   Data\Microsoft\Templates\Normal.dotm
Title:              CCA Update #151   , Spring 2007
Subject:
Author:             User
Keywords:
Comments:
Creation Date:      9/13/2012 2:18:00 PM
Change Number:      15
Last Saved On:      9/18/2012 4:41:00 PM
Last Saved By:      User
Total Editing Time: 17 Minutes
Last Printed On:    9/18/2012 4:42:00 PM
As of Last Complete Printing
   Number of Pages: 3
   Number of Words:       804 (approx.)
   Number of Characters:  4,585 (approx.)

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
Friday, September 14, 2012 (Fall 2012 Term)

**AGENDA**

I. Call to order

II. Roll Call

III. Approval of prior minutes/update (September 7, 2012 minutes/update #266)

   Programs/Units Rating Recommendations

   *Team 1*
   - Introduction to Health Occupations – resubmitted course level assessment plan

IV. Old Business –
   - Joint Learning Outcome Committee and CCA committee meeting – update
   - CFS due to AIER the Monday after CCA's Rating
   - Review process flow chart

V. New Business
   - Compensation for Committee Work
   - Secondary Release Time
   - Additional members for CCA
   - Nuventive – Automate manual processes in TracDat

VI. Agenda Items for Next Meeting

VII. Next meeting – September 21, 2012 in PCR

VIII. Adjournment

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
Friday, September 14, 2012 (Fall 2012 Term)
Sign-In

| No. | Name | Position | Signature |
|---|---|---|---|
| 1. | | COPSA, Student Representative | |
| 2. | Aguilar, Norman | Department Chair, Tourism & Hospitality | |
| 3. | Benavente, Joseph | Planner IV, Office of Assessment, Institutional Effectiveness & Research | |
| 4. | Bukikosa, Ines | Postsecondary Assistant Instructor, TSS – Cosmetology | |
| 5. | Chan Dr., Michael | Associate Dean, TSS | |
| 6. | Montague, Marlena | Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research | |
| 7. | Perez, Doris | Assistant Director, Planning & Development | |
| 8. | Roberto, Joachim (Peter) | Postsecondary Instructor, TPS-Social Science | |
| 9. | Tam, Yvonne | Secondary Instructor, TPS – Marketing | |
| 10. | Teng, Zhaopei | Postsecondary Instructor, TSS – Computer Science | |
| 11. | Uchima, Katsuyoshi | Postsecondary Assistant Instructor, TPS – Allied Health | |
| 12. | Somera Dr., R. Ray | Ex-Officio Vice President for Academic Affairs Division | |
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**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**
**MINUTES (Update #267)**
**President's Conference Room**
**2 p.m. Friday September 14, 2012 (Fall 2012 Term)**

I.      **Call to Order – 2:02 p.m.**

II.     **Roll Call**
        **Members present:** Zhaopei Teng (Chair), Marlena Montague (Co-Chair), Norman Aguilar, Joseph Benavente, Ines Bukikosa, Dr. Michael Chan, Doris Perez, Joachim (Peter) Roberto, Yvonne Tam and Katsuyoshi Uchima

        **Members absent:**  (COPSA-Student Representative)

III.    **Approval of prior minutes:  IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY INES BUKIKOSA THAT THE MEETING MINUTES (UPDATE #266) FOR SEPTEMBER 7, 2012 BE APPROVED.  Motion carried.**

        **Programs/Units Rating Recommendations**

        **Team 1:**
        - Introduction to Health Occupations, resubmitted course level assessment plan – The author attended one of the TracDat trainings and made corrections then. Marlena recommended that the author prepare a test from the first few chapters of the book, instead of waiting for the pre and post tests. Otherwise the unit will be out of sync.  JOSEPH BENAVENTE MOTIONED TO APPROVE, SECONDED BY INES BUKIKOSA.  Motion carried.

IV.     **Old Business -**
        - **Joint Learning Outcome Committee and CCA committee meeting** – Zhaopei emailed Gary and they will meet next Friday at 1 p.m.
        - **CFS due to AIER the Monday after CCA's Rating** – CFS is due Monday to AIER by 5 p.m.
        - **Review process flow chart** - AIER will pre-screen assessment documents to ensure requirements are met.  The committee prefers that the agenda be sent by Tuesday, 5 p.m.  This will help members prepare for the weekly meeting. Doris mentioned that when rating documents in her team, she uses the CFS to guide her.  The CFS drives the revision of what was rated. CFSs' are emailed to AIER on Monday by 5 p.m. and authors are given a copy.  Marlena will make changes to the flow chart and bring to the table next week.

IV.     **New Business**
        - **Compensation for Committee Work** – Marlena did not get a chance to speak with Dr. Ray.  KATSUYOSHI UCHIMA MOTIONED TO TABLE, SECONDED BY DORIS PEREZ.  Motion carried.

- **Secondary Release Time** – Marlena did not have a chance to speak with Dr. Ray.  This will be brought back to the table in the next meeting.
- **Additional members for CCA** – Marlena did not have a chance to speak with Dr. Ray.   Zhaopei reported that Liz Duenas from Staff Senate Committee will ask one of the members to be their representative for CCA.  Also, Jose Munoz from the Faculty Senate Committee will ask members from different committees if they are interested in being a member of CCA.  Kat suggested that the By-Laws indicate that 1 staff member is required in CCA.  He also suggested that the number of faculty should change from 4 to 8.  Marlena said the By-Laws will be discussed in the next meeting.  Members should be ready with their recommendations.

  The student representative will join CCA after the September 20th election.  CCA's goal is to encourage instructors to participate in the committee.  Marlena said that secondary instructors are also impacted because they have assessment deadlines.  Therefore, CCA encourages secondary participation because their feedback is valuable.

  Norman said it was reasonable for instructors to be compensated rather than to allow release time.

  Doris suggested that there should be a time-line of 2 to 3 years for CCA membership so there is continuity.  NORMAN AGUILAR MOTIONED TO TABLE, SECONDED BY KATSUYOSHI UCHIMA.  Motion carried.

- **Nuventive, Automate manual processes in TracDat** – Marlena is still working with the vendor to automate more items in TracDat.  She will provide update within the next meeting.  Marlena asked that members email her any recommendations.

V. **Agenda Items for Next Meeting**
- Flow Chart
- CFS
- By-Laws
- Compensation for committee work for post-secondary and secondary faculty
- Team Assignments

VI. **Open Discussion –**
- **Team Assignments –** Peter requested that he move from Team 4 to Team 2.  More faculty members are needed in CCA.  It is only fair that seasoned members train new members.  The committee can vote on this in the next meeting.

  The flow chart requirement is needed.  Until the committee votes, the flow chart stands.  It will be on the agenda in the next meeting.  In the past, team members were asked to contact authors to see if they need assistance and to remind them of the assessment deadline.  AIER has created a "Step by Step" process for all groups.  Members can guide their authors on how to input information into TracDat by following the detailed steps.

**VII.**   **Next Meeting –**  September 21, 2012

**VIII.**  **Adjournment:** IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN.  Motion carried.  Meeting adjourned at 2:50 p.m.

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
Friday, September 21, 2012 (Fall 2012 Term)

**AGENDA**

I. Call to order

II. Roll Call

III. Approval of prior minutes/update (September 14, 2012 minutes/update #267)

Programs/Units Rating Recommendations

*Team 3*
- Electronics & Computer Networking Secondary, resubmitted course level assessment plan -
- Electronics & Computer Networking Secondary, resubmitted program level assessment plan -

IV. Old Business –
- Review By-Laws
- Review process flow chart
- Additional Members for CCA
- Compensation for Committee Work for Post-Secondary & Secondary Faculty
- Nuventive –Automate Manual Processes in TracDat
- Joint Learning Outcome Committee and CCA committee meeting – update
- CFS due to AIER the Monday after CCA's Rating
- 

V. New Business

VI. Agenda Items for Next Meeting

VII. Next meeting – September 28, 2012 in PCR

VIII. Adjournment

# Guam Community College
## Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
Friday, September 21, 2012 (Fall 2012 Term)
Sign-In

| No. | Name | Position | Signature |
|---|---|---|---|
| 1. | | COPSA, Student Representative | |
| 2. | Aguilar, Norman | Department Chair, Tourism & Hospitality | |
| 3. | Benavente, Joseph | Planner IV, Office of Assessment, Institutional Effectiveness & Research | |
| 4. | Bukikosa, Ines | Postsecondary Assistant Instructor, TSS – Cosmetology | |
| 5. | Chan Dr., Michael | Associate Dean, TSS | |
| 6. | Montague, Marlena | Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research | |
| 7. | Perez, Doris | Assistant Director, Planning & Development | |
| 8. | Roberto, Joachim (Peter) | Postsecondary Instructor, TPS-Social Science | |
| 9. | Tam, Yvonne | Secondary Instructor, TPS – Marketing | |
| 10. | Teng, Zhaopei | Postsecondary Instructor, TSS – Computer Science | |
| 11. | Uchima, Katsuyoshi | Postsecondary Assistant Instructor, TPS – Allied Health | |
| 12. | Somera Dr., R. Ray | Ex-Officio Vice President for Academic Affairs Division | |
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I.       **Call to Order** – 2:10 p.m.

II.      **Roll Call**
         **Members present:** Zhaopei Teng (Chair), Marlena Montague (Co-Chair), Joseph
         Benavente, Ines Bukikosa, Dr. Michael Chan, Doris Perez, Joachim (Peter) Roberto,
         Yvonne Tam and Katsuyoshi Uchima

         **Members absent:**  Norman Aguilar, and (COPSA-Student Representative)

III.     **Approval of prior minutes:  IT WAS MOVED BY KATSUYOSHI UCHIMA,
         SECONDED BY JOSEPH BENAVENTE  THAT THE MEETING MINUTES
         (UPDATE #267) FOR SEPTEMBER 14, 2012 BE APPROVED.  Motion carried.**

         **Programs/Units Rating Recommendations**

         **Team 3:**
         - Electronics & Computer Networking Secondary, resubmitted course level
           assessment plan – All changes were made to the plan last spring, but was only
           reported this semester.  MARLENA MONTAGUE MOTIONED TO
           APPROVE, SECONDED BY KATSUYOSHI UCHIMA.  Motion carried.
         - Electronics & Computer Networking Secondary, resubmitted program level
           assessment plan – All changes were made last spring, but was only reported
           this semester.  MARLENA MONTAGUE MOTIONED TO APPROVE,
           SECONDED BY KATSUYOSHI UCHIMA.  Motion carried.

IV.      **Old Business -**
         - **Review By-Laws** – CCA is an institutional committee. Kat suggested that the
           by-laws indicate that CCA is an institutional committee.  It is in the interest of
           collaboration that CCA wanted feedback from Faculty Senate.
           Marlena will hold off on the memo from Dr. Ray until she gets confirmation
           of the new members. Zhaopei will follow up with Liz on the staff
           representative.
           Kat suggested that the by-laws indicate that a staff member be part of CCA.
           Joe suggested that the word "must" be replaced with "shall".
           Yvonne reported that CCA members put many hours of work in and out of the
           meetings.  She said that if this is one category requirement that is needed for
           her evaluation, she can replace CCA with something less demanding.  Yvonne
           suggested that secondary instructors who are part of CCA should
           automatically get "superb" in their evaluation.
           Marlena reported that a tool is being discussed in terms of how to measure
           participation and effectiveness in committees.  She also reported that she has

tried to recruit people into CCA, but people know that this committee is very demanding and are not interested.

Doris recommended that the by-laws be in line with the Board/Union agreement and should reflect what the agreement indicates.

Kat reported that 4 faculty is not sufficient and should increase to 8.

Zhaopei will have a discussion with the chair of LOC to see if anyone is interested in being a member of CCA. Marlena reported that all committees are driven by the agreement. The agreement does not discuss student membership in any committee but the accreditation standards recommend participation by all campus constituents.

Doris mentioned that CCA cannot contradict what the Board Union contract indicates, but they could make it more restricted. She would like to get feedback from the DCs. KATSUYOSHI UCHIMA MOTION TO TABLE, SECONDED BY JOSEPH BENAVENTE. Motion carried.

- **Review Flow Chart Process** – Based on her notes, Marlena inputted and removed some items in the chart.
- **Additional Members for CCA** – Jose from Faculty Senate and Liz from Staff Senate will provide CCA with a representative from their committees. Tabled until the next meeting.
- **Compensation for Committee Work for Post-Secondary & Secondary Faculty** – Tabled until the next meeting.
- **Nuventive, Automate Manual Processes in TracDat** – Marlena reported that this is an ongoing process. She will continue to work with the vendor. Changes that are suggested may or may not be reflected in the next release. The vendor updates TracDat annually. Members can continue to send Marlena recommendations on how TracDat can be improved.
- **Joint Learning Outcome Committee and CCA committee meeting** – Zhaopei reported that she met Gary today, Sept. 21, 2012 from 12:50 p.m. to 1:45 p.m. He reported that Amada Manzana is conducting training on how course guides and program documents should be reviewed. LOC is also working on curriculum course guide templates and finalizing the curriculum manual. In the future, they will use Acalog for course guide automation.
  Marlena said the joint meeting between CCA and LOC was to see for example, how to standardize the text of the assessment part of the curriculum document. In the past, CCA spoke about adjuncts and how to get student evidence from them. Kat requested that this be brought back to the table next week.

- CFS due to AIER the Monday after CCA's Rating – CFS is due Monday to AIER by 5 p.m.

V.    **New Business – None**

VI.   **Agenda Items for Next Meeting**

**VII.     Open Discussion –**

**VIII.    Next Meeting –**  September 28, 2012

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

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
Friday, September 28, 2012 (Fall 2012 Term)

## AGENDA

I. Call to order

II. Roll Call

III. Approval of prior minutes/update (September 21, 2012 minutes/update #268)

Programs/Units Rating Recommendations

Team 2
- Student Support Services, unit assessment report –
- Work Experience, unit assessment report –

*Team 4*
- Accommodative Services, unit assessment report –

IV. Old Business
- Review By-Laws
- Review process flow chart
- Additional Members for CCA
- Compensation for Committee Work for Post-Secondary & Secondary Faculty
- Nuventive –Automate Manual Processes in TracDat
- Joint Learning Outcome Committee and CCA committee meeting – update
- CFS due to AIER the Monday after CCA's Rating

V. New Business

VI. Agenda Items for Next Meeting

VII. Next meeting – October 5, 2012 in PCR

VIII. Adjournment

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
Friday, September 28, 2012 (Fall 2012 Term)
Sign-In

| No. | Name | Position | Signature |
|---|---|---|---|
| 1. | | COPSA, Student Representative | |
| 2. | Aguilar, Norman | Department Chair, Tourism & Hospitality | |
| 3. | Benavente, Joseph | Planner IV, Office of Assessment, Institutional Effectiveness & Research | |
| 4. | Bukikosa, Ines | Postsecondary Assistant Instructor, TSS – Cosmetology | |
| 5. | Chan Dr., Michael | Associate Dean, TSS | |
| 6. | Montague, Marlena | Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research | |
| 7. | Perez, Doris | Assistant Director, Planning & Development | |
| 8. | Roberto, Joachim (Peter) | Postsecondary Instructor, TPS-Social Science | |
| 9. | Tam, Yvonne | Secondary Instructor, TPS – Marketing | |
| 10. | Teng, Zhaopei | Postsecondary Instructor, TSS – Computer Science | |
| 11. | Uchima, Katsuyoshi | Postsecondary Assistant Instructor, TPS – Allied Health | |
| 12. | Somera Dr., R. Ray | Ex-Officio<br>Vice President for Academic Affairs Division | |
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I.     **Call to Order – 2 p.m.**

II.    **Roll Call**
       **Members present:** Zhaopei Teng (Chair), Marlena Montague (Co-Chair), Norman Aguilar, Joseph Benavente, Ines Bukikosa, Johanna Camacho, Dr. Michael Chan, Joachim (Peter) Roberto, Yvonne Tam and Katsuyoshi Uchima

       **Members absent:**  Doris Perez and (COPSA-Student Representative)

III.   **Approval of prior minutes:  IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY INES BUKIKOSA THAT THE MEETING MINUTES (UPDATE #268) FOR SEPTEMBER 21, 2012 BE APPROVED.  Motion carried.**

       **Programs/Units Rating Recommendations**

       **Team 2:**
       - Student Support Services unit assessment report – Documents uploaded need to be in PDF format. The author addresses that the 8 hour criteria were met, but there is no evidence to justify this. KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY INES BUKIKOSA.  Motion carried.
       - Work Experience Unit Assessment Report – Summary of Results information does not match the criterion.  The dates indicated needs to be corrected. KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY INES BUKIKOSA. Motion carried.
       - Accommodative Services, assessment report – The report looks good.  Author needs to change the date to fall 2011.  ZHAOPEI TENG MOTIONED TO APPROVE, SECONDED BY PETER ROBERTO.  Motion carried.

IV.    **Old Business**
       - **Review By-Laws** – The committee recommended that there be 4 staff members so there is equal representation.  Another recommendation was to indicate in the by-laws that there are "no fewer than 8 faculty members in CCA" and that "CCA membership should be no less than 3 years".
         Marlena reported that in one of the AIER reports, it was recommended to have a student representative attend CCA once a month based on the recommendation that dialogue come from all constituents. Other recommendations or changes to the by-laws should be brought back to the committee in the next meeting.  Members will then vote to approve the changes.  The by-laws will then be posted online. MARLENA MONTAGUE MOTIONED TO INCLUDE JOSEPH BENAVENTE AND JOHANNA

CAMACHO AS STAFF REPRESENTATIVES FOR CCA, SECONDED BY KATSUYOSHI UCHIMA.  Motion carried.

- **Review Flow Chart Process** – KATSUYOSHI MOTIONED TO TABLE, SECONDED BY JOSEPH BENAVENTE.  Motion carried.
- **Additional Members for CCA –** The staff representative for CCA is Johanna Camacho.  Zhaopei is waiting for a response from Joey to see if he has additional members for CCA.
  The student representative election is over and awaiting certification of results.
  **Compensation for Committee Work for Post-Secondary & Secondary Faculty** – Post-secondary faculty are given a reduction in their workloads. Secondary faculty however does not receive any compensation. The committee recommended that secondary faculty who are part of CCA be given an automatic "Superb" in their evaluation rubric.
  Yvonne suggested that the chair write a letter to the council (Job Specs Committee) on behalf of CCA regarding this issue.  The letter will be given to the Job Specs committee on Monday at 9 a.m.  KATSUYOSHI UCHIMA MOTIONED, SECONDED BY YVONNE TAM.  Motion carried.
- **Nuventive, Automate Manual Processes in TracDat** – This item will be removed from the agenda. Marlena will update the committee when she receives information from the vendor. KATSUYOSHI UCHIMA MOTIONED, SECONDED BY DR. MICHAEL CHAN.  Motion carried.
- **Joint Learning Outcome Committee and CCA committee meeting –** Status quo.
- **CFS due to AIER the Monday after CCA's Rating –** CFS is due Monday to AIER by 5 p.m.

V.    **New Business**
- Marlena reported that she is currently reviewing and updating all CCA forms and templates.  Members were asked to inform her if other CCA documents need updating.

VI.   **Agenda Items for Next Meeting - None**

VII.  **Open Discussion –**

VIII. **Next Meeting –**  October 5, 2012

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

**VI.**     **Agenda Items for Next Meeting –**

**VII.**     **Open Discussion -** Doris mentioned that in a previous meeting, the committee requested that the agenda be sent out no later than Tuesday so that members have time to review items listed.  Other items sent to AIER after Tuesday should not be included in the agenda until the following week.

**VIII.**     **Next Meeting –**  October 12, 2012

**IX.**     **Adjournment:** IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY INEX BUKIKOSA TO ADJOURN.  Motion carried.  Meeting adjourned at 2:20 p.m.

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
Friday, October 5, 2012 (Fall 2012 Term)

**AGENDA**

I. Call to order

II. Roll Call

III. Approval of prior minutes/update (September 28, 2012 minutes/update #269)

Programs/Units Rating Recommendations

Team 3
- CE & WD Program/Unit Level Assessment Plan –
- CE & WD Course Level Assessment Plan –
- Health Services Center Program/Unit Assessment Report –
- Health Services Center Program/Unit Implementation Status –
- Pre-Nursing Program Level Implementation Status –
- Practical Nursing Program Level Implementation Status –
- Practical Nursing Course Level Implementation Status –

Team 4
- Adult High School Diploma, Program Level Data Collection Status –
- Center for Student Involvement Program/Unit Assessment Report -

IV. Old Business
- Review By-Laws
- Additional Members for CCA
- Compensation for Committee Work for Post-Secondary & Secondary Faculty
- Joint Learning Outcome Committee and CCA committee meeting – update
- CFS due to AIER the Monday after CCA's Rating

V. New Business

VI. Agenda Items for Next Meeting

VII. Next meeting – October 12, 2012 in PCR

VIII. Adjournment

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
Friday, October 5, 2012 (Fall 2012 Term)
Sign-In

| No. | Name | Position | Signature |
|---|---|---|---|
| 1. | | COPSA, Student Representative | |
| 2. | Aguilar, Norman | Department Chair, Tourism & Hospitality | |
| 3. | Benavente, Joseph | Planner IV, Office of Assessment, Institutional Effectiveness & Research | |
| 4. | Bukikosa, Ines | Postsecondary Assistant Instructor, TSS – Cosmetology | |
| 5. | Camacho, Johanna | Program Coordinator II, Registrar's Office | |
| 6. | Chan Dr., Michael | Associate Dean, TSS | |
| 7. | Garcia, Ava | Administrative Officer, AAD | |
| 8. | Montague, Marlena | Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research | |
| 9. | Perez, Doris | Assistant Director, Planning & Development | |
| 10. | Roberto, Joachim (Peter) | Postsecondary Instructor, TPS-Social Science | |
| 11. | Tam, Yvonne | Secondary Instructor, TPS – Marketing | |
| 12. | Teng, Zhaopei | Postsecondary Instructor, TSS – Computer Science | |
| 13. | Uchima, Katsuyoshi | Postsecondary Assistant Instructor, TPS – Allied Health | |
| 14. | Somera Dr., R. Ray | Ex-Officio Vice President for Academic Affairs Division | |
| 15. | | | |
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I.      **Call to Order – 2 p.m.**

II.     **Roll Call**
        **Members present:** Zhaopei Teng (Chair), Norman Aguilar, Joseph Benavente, Ines Bukikosa, Doris Perez, Joachim (Peter) Roberto

        **Members absent:** Ava Garcia, Johanna Camacho, Dr. Michael Chan, Marlena Montague (Co-Chair) Off-Island, Yvonne Tam, Katsuyoshi Uchima and (COPSA-Student Representative)

III.    **Approval of prior minutes:  IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY INES BUKIKOSA THAT THE MEETING MINUTES (UPDATE #270) FOR SEPTEMBER 28, 2012 BE APPROVED.  Motion carried.**

        **Programs/Units Rating Recommendations**

        **Team 3:**
        - Pre-Nursing Program Level Implementation Status – TABLE
        - Practical Nursing Program Level Implementation Status – TABLE
        - Practical Nursing Course Level Implementation Status – TABLE

        **Team 4:**
        - Adult High School Diploma, Program Level Data Collection Status – Zhaopei reviewed and everything is fine.

IV.     **Old Business**
        - **Review By-Laws** – TABLE
        - **Review Flow Chart Process** – KATSUYOSHI MOTIONED TO TABLE, SECONDED BY JOSEPH BENAVENTE.  Motion carried.
        - **Additional Members for CCA –** Norman reported that Faculty Senate is not able to provide CCA with members until all committees are filled.
          Ava Garcia will also be one of the staff representatives for CCA.
          Zhaopei did not hear from Bobbie L.G. regarding the student representative.
        - **Compensation for Committee Work for Post-Secondary & Secondary Faculty** – TABLE
        - **Joint Learning Outcome Committee and CCA committee meeting –** Status quo.
        - **CFS due to AIER the Monday after CCA's Rating –** CFS is due Monday to AIER by 5 p.m.

V.      **New Business –** None

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
Friday, October 12, 2012 (Fall 2012 Term)

**AGENDA**

I. Call to order

II. Roll Call

III. Approval of prior minutes/update (October 5, 2012 minutes/update #270)

Programs/Units Rating Recommendations

Team 1
- Automotive Service Technology AS, Program-Level Assessment Plan –
- Automotive Service Technology AS, Course-Level Assessment Plan –
- Center for Civic Engagement, Program/Unit Level Assessment Report –
- College Access Challenge Grant Program, Program/Unit Level Assessment Plan –
- Computer Science AS, Program-Level Assessment Plan –
- Computer Science AS, Course-Level Assessment Plan –

Team 2
- Assessment & Counseling, Program/Unit Level Assessment Report –
- Facilities, Program/Unit Assessment Report –
- Liberal Studies AA, Program-Level Assessment Plan –
- Office of the President, Program/Unit Assessment Report -

Team 3
- CE & WD Program/Unit Level Assessment Plan –
- Early Childhood Education AS/Certificate Program-Level Assessment Plan –
- Early Childhood Education AS/Certificate Course-Level Assessment Plan –
- Health Services Center Program/Unit Assessment Report –
- Office Technology AS/Certificate Program-Level Assessment Plan –
- Office Technology AS, Course-Level Assessment Plan –
- Planning and Development, Program/Unit Assessment Report –

Team 4
- Center for Student Involvement Program/Unit Assessment Report –
- Computer Networking AS, Program Assessment Plan –
- Computer Networking AS, Course-Level Assessment Plan –
- Education AA, Program-Level Assessment Plan –
- Education AA, Course-Level Assessment Plan –
- Education Certificate, Program-Level Assessment Plan
- Education Certificate, Course-Level Assessment Plan
- Learning Resources Center, Program/Unit Level Assessment Report
- Medical Assisting AS, Program-Level Assessment Plan
- Medical Assisting AS, Course-Level Assessment Plan

IV. Old Business
- Review By-Laws
- Additional Members for CCA
- Compensation for Committee Work for Post-Secondary & Secondary Faculty
- Joint Learning Outcome Committee and CCA committee meeting – update

- CFS due to AIER the Monday after CCA's Rating

    **Data Collection/Implementation Memos**
- Adult Basic Skills Unit, Data Collection Status –
- Early Childhood Education Secondary, Program/Unit Level Data Collection Status –
- Early Childhood Education Secondary, Course/Unit Level Data Collection Status –
- Introduction to Health Occupations Secondary, Course-Level Data Collection Status –
- Medium Heavy Truck Certificate, Program-Level Implementation Status –
- Medium Heavy Truck Certificate, Course-Level Implementation Status –
- Lodging Management Program (Secondary), Course-Level Data Collection Status
- General Education Diploma (GED), Program/Unit Data Collection Status –
- English, Course-Level Data Collection Status –
- Health Services Center Program/Unit Implementation Status –
- Pre-Nursing Program Level Implementation Status –
- Practical Nursing Program, Course Level Data Collection Status –
- Practical Nursing Program, Course Level Implementation Status –
- Practical Nursing Program, Program Level Implementation Status –
- ProStart (Secondary), Course-Level Data Collection Status –
- Auto-body Secondary, Program-Level Data Collection Status –
- Auto-body Secondary, Course-Level Data Collection Status –

V.   New Business

VI.   Agenda Items for Next Meeting

- Marketing (Secondary), Data Collection Status –
- Student Support Services, Assessment Report - Resubmit
- Student Support Services, Implementation Status –

VII.   Next meeting – October 19, 2012 in PCR

VIII.   Adjournment

**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**
**MINUTES (Update #271)**
**President's Conference Room**
**2 p.m. Friday October 12, 2012 (Fall 2012 Term)**

I. **Call to Order – 2 p.m.**

II. **Roll Call**
**Members present:** Zhaopei Teng (Chair), Marlena Montague (Co-Chair), Joseph Benavente, Ines Bukikosa, Johanna Camacho, Dr. Michael Chan, Ava Garcia, Doris Perez, Joachim (Peter) Roberto, Yvonne Tam and Katsuyoshi Uchima

**Members absent:** Norman Aguilar and (COPSA-Student Representative)

III. **Approval of prior minutes: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA THAT THE MEETING MINUTES (UPDATE #270) FOR OCTOBER 5, 2012 BE APPROVED. Motion carried.**

**Programs/Units Rating Recommendations**

**Team 1**
- Automotive Service Technology AS, Program-Level Assessment Plan – JOSEPH BENAVENTE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Automotive Service Technology AS, Course-Level Assessment Plan – JOSEPH BENAVENTE MOTIONED TO TABLE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Center for Civic Engagement, Program/Unit Level Assessment Report – The author did not reflect "N" in the plan. JOSEPH BENAVENTE MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- College Access Challenge Grant Program, Program/Unit Level Assessment Plan – The plan is incomplete, missing goals and other things. DORIS PEREZ MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- Computer Science AS, Program-Level Assessment Plan – The goals are inconsistent. DORIS PEREZ MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- Computer Science AS, Course-Level Assessment Plan – The plan is inconsistent. SLOs not matching college catalog. DORIS PEREZ MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.

**Team 2**
- Assessment & Counseling, Program/Unit Level Assessment Report – Documents uploaded are not in PDF format and SLOs are incomplete. INES BUKIKOSA MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Facilities, Program/Unit Assessment Report – INES BUKIKOSA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.

- Liberal Studies AA, Program-Level Assessment Plan – More information needed on the SLOs. The author needs to keep verbiage consistent. KATSUYOSHI UCHIMA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY INES BUKIKOSA. Motion carried.
- Office of the President, Program/Unit Assessment Report – The report needs more information. KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY INES BUKIKOSA. Motion carried.

**Team 3**
- CE & WD Program/Unit Level Assessment Plan – Artifacts were not uploaded. MARLENA MONTAGUE MOTIONED TO RESUBMIT, SECONDED BY AVA GARCIA. Motion carried.
- Early Childhood Education AS/Certificate Program-Level Assessment Plan – The author needs to relate plan to a source, example ISMP. MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY AVA GARCIA. Motion carried.
- Early Childhood Education AS/Certificate Course-Level Assessment Plan – The author needs to relate plan to a source, example ISMP. MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY AVA GARCIA. Motion carried.
- Health Services Center Program/Unit Assessment Report – The author closed the loop and also submitted the implementation memo which is due next semester. MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY AVA GARCIA. Motion carried.
- Office Technology AS/Certificate Program-Level Assessment Plan – There were no artifacts uploaded. MARLENA MONTAGUE MOTIONED TO RESUBMIT, SECONDED BY AVA GARCIA. Motion carried.
- Office Technology AS, Course-Level Assessment Plan – No artifacts uploaded. MARLENA MONTAGUE MOTIONED TO RESUBMIT, SECONDED BY AVA GARCIA. Motion carried.
- Planning and Development, Program/Unit Assessment Report – MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY PETER ROBERTO. Motion carried.

**Team 4**
- Center for Student Involvement Program/Unit Assessment Report – The author did not reflect "N". ZHAOPEI TENG MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
- Computer Networking AS, Program Assessment Plan – The plan is missing information. ZHAOPEI TENG MOTIONED TO RESUBMIT, SECONDED BY YVONNE TAM. Motion carried.
- Computer Networking AS, Course-Level Assessment Plan – TABLE
- Education AA/Certificate, Program-Level Assessment Plan – The plan is fine, minor changes needed. PETER ROBERTO MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY ZHAOPEI TENG. Motion carried.
- Education AA/Certificate, Course-Level Assessment Plan – TABLE
- Learning Resources Center, Program/Unit Level Assessment Report – MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY JOHANNA CAMACHO. Motion carried.
- Medical Assisting AS, Program-Level Assessment Plan – The plan is fine. ZHAOPEI TENG MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY YVONNE TAM. Motion carried.

- Medical Assisting AS, Course-Level Assessment Plan – TABLE

IV. **Old Business**

- **Review By-Laws** – Marlena will revise the by-laws with the recommendations that were submitted to her.  She will then bring back to the committee for review. Marlena will also prepare a handbook for CCA members so they can reference information such as the taxonomy, by-laws, BOT policy etc. DORIS PEREZ MOTIONED TO INCORPORATE RECOMMENDATIONS TOO UPDATE CCA BY-LAWS, SECONDED BY AVA GARCIA.  Motion carried.
- **Additional Members for CCA –** As of today CCA has 12 members the new student representative is James Pangelinan.  James will be under team 3.  This item will be removed from the agenda.
- **Compensation for Committee Work for Post-Secondary & Secondary Faculty** – Marlena reported that there is discussion ongoing between the AVP, Deans and Associate Dean with regards to compensation for faculty in CCA. No other information reported.
- **Joint Learning Outcome Committee and CCA committee meeting –** Zhaopei reported that she will meet Gary next Friday.
- **CFS due to AIER the Monday after CCA's Rating –** CFS is due Monday to AIER by 5 p.m.

- Data Collection/Implementation Memos
  Marlena reported that listed below are the data collections and implementation status that CCA received.  They are listed so that CCA can acknowledge that they did submit their assessment requirement based on the 2 year assessment cycle.   AIER will track the units using a compliance matrix that will be submitted to the AVP.  AIER is open to suggestions to help simplify the compliance matrix.  Doris suggested using an excel file so that team members can filter the units they are rating.  MARLENA MONTAGUE MOTIONED, SECONDED BY INES BUKIKOSA.  Motion carried.

- Adult Basic Skills Unit, Data Collection Status –
- Early Childhood Education Secondary, Program/Unit Level Data Collection Status –
- Early Childhood Education Secondary, Course/Unit Level Data Collection Status –
- Introduction to Health Occupations Secondary, Course-Level Data Collection Status –
- Medium Heavy Truck Certificate, Program-Level Implementation Status –
- Medium Heavy Truck Certificate, Course-Level Implementation Status –
- Lodging Management Program (Secondary), Course-Level Data Collection Status
- General Education Diploma (GED), Program/Unit Data Collection Status –
- English, Course-Level Data Collection Status –
- Health Services Center Program/Unit Implementation Status –
- Pre-Nursing Program Level Implementation Status –
- Practical Nursing Program, Course Level Data Collection Status –
- Practical Nursing Program, Course Level Implementation Status –

- Practical Nursing Program, Program Level Implementation Status –
- ProStart (Secondary), Course-Level Data Collection Status –
- Auto-body Secondary, Program-Level Data Collection Status –
- Auto-body Secondary, Course-Level Data Collection Status –

**V.**　　**New Business –** None

**VI.**　　**Agenda Items for Next Meeting –**

**VII.**　　**Open Discussion –**

Yvonne mentioned that she was reviewing assessment for secondary and there was a question on the CFS, "was criterion met"? Because there are several high schools, some met the criterion and some did not. She was not sure on how to answer that question. CCA members suggested that she put whatever she is comfortable with. Marlena mentioned that she would like to add a "comment box" so that authors can explain their point of view.

**VIII.**　**Next Meeting –** October 19, 2012

**IX.**　　**Adjournment:** IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY INES BUKIKOSA TO ADJOURN. Motion carried. Meeting adjourned at 3:01 p.m.

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
Friday, October 19, 2012 (Fall 2012 Term)

**AGENDA**

   I.  Call to order

  II.  Roll Call

 III.  Approval of prior minutes/update (October 12, 2012 minutes/update #271)

       Programs/Units Rating Recommendations

       Team 1
         • Automotive Service Technology AS, Course-Level Assessment Plan –
         • Introduction to Health Occupations (Secondary), Course-Level Assessment Plan, Resubmitted –
       Team 2
         • Student Support Services, Assessment Report, Resubmitted –
       Team 4
         • Computer Networking AS, Course-Level Assessment Plan –
         • Education AA/Certificate, Course-Level Assessment Plan –
         • Medical Assisting AS, Course-Level Assessment Plan

  IV.  Old Business
         • Review By-Laws
         • Additional Members for CCA
         • Compensation for Committee Work for Post-Secondary & Secondary Faculty
         • Joint Learning Outcome Committee and CCA committee meeting – update
         • CFS due to AIER the Monday after CCA's Rating

       **Data Collection/Implementation Memos**

         • Tourism (LMP) Secondary, Course Data Collection Status -
         • Marketing (Secondary) Data Collection Status -
         • Student Support Services, Implementation Status -

   V.  New Business

  VI.  Agenda Items for Next Meeting

 VII.  Next meeting – October 26, 2012 in PCR

VIII.  Adjournment

# Guam Community College
## Committee on College Assessment (CCA) Meeting
### 2:00 p.m., President's Conference Room
### Friday, October 19, 2012 (Fall 2012 Term)
### Sign-In

| No. | Name | Position | Signature |
|---|---|---|---|
| 1. | | COPSA, Student Representative | |
| 2. | Aguilar, Norman | Department Chair, Tourism & Hospitality | |
| 3. | Benavente, Joseph | Planner IV, Office of Assessment, Institutional Effectiveness & Research | |
| 4. | Bukikosa, Ines | Postsecondary Assistant Instructor, TSS – Cosmetology | |
| 5. | Camacho, Johanna | Program Coordinator II, Registrar's Office | |
| 6. | Chan Dr., Michael | Associate Dean, TSS | |
| 7. | Garcia, Ava | Administrative Officer, AAD | |
| 8. | Montague, Marlena | Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research | |
| 9. | Perez, Doris | Assistant Director, Planning & Development | |
| 10. | Roberto, Joachim (Peter) | Postsecondary Instructor, TPS-Social Science | |
| 11. | Tam, Yvonne | Secondary Instructor, TPS – Marketing | |
| 12. | Teng, Zhaopei | Postsecondary Instructor, TSS – Computer Science | |
| 13. | Uchima, Katsuyoshi | Postsecondary Assistant Instructor, TPS – Allied Health | |
| 14. | Somera Dr., R. Ray | Ex-Officio Vice President for Academic Affairs Division | |
| 15. | | | |
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I.    **Call to Order – 2 p.m.**

II.   **Roll Call**
      **Members present:** Marlena Montague (Co-Chair), Joseph Benavente, Ines Bukikosa
      Johanna Camacho, Dr. Michael, Joachim (Peter) Roberto, Katsuyoshi Uchima and
      James Pangelinan (COPSA Student Representative)

      **Members absent:** Zhaopei Teng (Chair), Norman Aguilar, Ava Garcia, Doris Perez
      and Yvonne Tam

III.  **Approval of prior minutes:  IT WAS MOVED BY JOSEPH BENAVENTE,
      SECONDED BY INES BUKIKOSA THAT THE MEETING MINUTES
      (UPDATE #271) FOR OCTOBER 12, 2012 BE APPROVED.  Motion carried.**

      **Programs/Units Rating Recommendations**

      **Team 1**
      - Automotive Service Technology AS, Course-Level Assessment Plan –
        Approximately 6 courses not assessed.  JOSEPH BENAVENTE MOTIONED TO
        RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA.  Motion carried.
      - Introduction to Health Occupations (Secondary) Course-Level Assessment Plan
        Resubmitted – JOSEPH BENAVENTE MOTIONED TO APPROVE WITH MINOR
        CHANGES, SECONDED BY KATSUYOSHI UCHIMA.  Motion carried.

      **Team 2**
      - Student Support Services Assessment Report, Resubmitted – The author made all
        changes that were recommended on the CFS.  KATSUYOSHI UCHIMA
        MOTIONED TO APPROVE, SECONDED BY INES BUKIKOSA.  Motion carried.

      **Team 4**
      - Computer Networking AS, Course-Level Assessment Plan – Start and end dates are
        incorrect and artifacts were not uploaded.  PETER ROBERTO MOTIONED TO
        RESUBMIT, SECONDED BY INES BUKIKOSA.  Motion carried.
      - Education AA/Certificate, Course-Level Assessment Plan – Every course is
        indicating "N/A". JOHANNA CAMACHO MOTIONED TO RESUBMIT,
        SECONDED BY INES BUKIKOSA.  Motion carried.
      - Medical Assisting AS, Course-Level Assessment Plan – PETER ROBERTO
        MOTIONED TO TABLE, SECONDED BY INES BUKIKOSA.  Motion carried.

IV.   **Old Business**

      - **Review By-Laws** – AIER is working on compiling a handbook for CCA
        members. The handbook will include the revised by-laws, taxonomy, team

assignments and the 2 Year Assessment Cycle Schedule.  When completed, AIER will provide a copy to each member.

- **Additional members** – The committee welcomed James Pangelinan.  He is the student representative for the Board of Trustee and CCA.
- **Compensation for Committee Work for Post-Secondary & Secondary Faculty** – TABLE
- **Joint Learning Outcome Committee and CCA committee meeting –** Marlena reported that Zhaopei is not present today because she is attending a conference off-campus.
- **CFS due to AIER the Monday after CCA's Rating –** CFS is due Monday to AIER by 5 p.m.

Data Collection/Implementation Memos - AIER received the TracDat Input Memo/Data Collection Status for LMP and Marketing (secondary).
Student Support Services submitted their Implementation Memo and is now a semester ahead.

V.  **New Business**

VI.  **Agenda Items for Next Meeting**

VII.  **Open Discussion**

VIII.  AIER is finalizing the non-compliance matrix and will provide the AVP with a copy. Marlena asked team members to remind assessment authors to complete their assessment requirements.  Marlena mentioned that even if the October 8th assessment deadline has passed, authors are still responsible for completing the assessment requirements.
Team members should continue to keep track of how much time they spent with authors.
Marlena is still accepting recommendations on how to improve the automation of TracDat. She currently has the TracDat Administrator's Guide book and will see if there are other features that would make TracDat easier to use.
Johanna suggested that the CFS be converted to excel so that team members could use the "FILTER" feature.
Data Collection & Implementation Status does not need to be rated by CCA.

IX.  **Next Meeting –** October 26, 2012

X.  **Adjournment:** IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN.  Motion carried.  Meeting adjourned at 2:24 p.m.

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
Friday, October 26, 2012 (Fall 2012 Term)

**AGENDA**

I. Call to order

II. Roll Call

III. Approval of prior minutes/update (October 19, 2012 minutes/update #272)

Programs/Units Rating Recommendations

Team 3
- CE & WD Unit Assessment Plan, Resubmitted –
- Marketing, Course-Level Assessment Report (Secondary) –

Team 4
- Center for Student Involvement, Resubmitted –
- Medical Assisting AS, Course-Level Assessment Plan –

IV. Old Business
- Review By-Laws
- Additional Members for CCA
- Compensation for Committee Work for Post-Secondary & Secondary Faculty
- Joint Learning Outcome Committee and CCA committee meeting – update
- CFS due to AIER the Monday after CCA's Rating

Data Collection/Implementation Memos
- Math & Science Department Courses –
- Project Aim, Data Collection & Implementation Status –

V. New Business
- Technical Skill Attainment

VI. Agenda Items for Next Meeting

VII. Next meeting – November 9, 2012 in PCR (November 2nd /HOLIDAY-All Soul's Day)

VIII. Adjournment

**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**
**MINUTES (Update #273)**
**President's Conference Room**
**2 p.m. Friday October 26, 2012 (Fall 2012 Term)**

I.      **Call to Order** – 2:05 p.m.

II.     **Roll Call**
        **Members present:** Zhaopei Teng, Joseph Benavente, Johanna Camacho, Dr. Michael, Doris Perez, Joachim (Peter) Roberto, Katsuyoshi Uchima and James Pangelinan (COPSA Student Representative)

        **Members absent:** Marlena Montague, Co-Chair (leave), Norman Aguilar, Ines Bukikosa, Ava Garcia and Yvonne Tam

III.    **Approval of prior minutes: IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KAT UCHIMA THAT THE MEETING MINUTES (UPDATE #272) FOR OCTOBER 19, 2012 BE APPROVED. Motion carried.**

        **Programs/Units Rating Recommendations**

        **Team 3**
        - CE & WD Unit Assessment Plan, Resubmitted – TABLE
        - Marketing Course-Level Assessment Report (Secondary) – TABLE

        **Team 4**
        - Center for Student Involvement Program Unit Assessment Report, Resubmitted – The author made changes that were suggested on the CFS. ZHAOPEI TENG MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
        - Medical Assisting AS, Course-Level Assessment Plan – Everything looks good. Peter is working with the author to make minor changes. PETER ROBERTO MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY ZHAOPEI TENG. Motion carried.

IV.     **Old Business**

        - **Review By-Laws** – TABLE
        - **Additional members** – At this time, Zhaopei did not hear from Joey. She will contact him next week.
        - **Compensation for Committee Work for Post-Secondary & Secondary Faculty –** TABLE
        - **Joint Learning Outcome Committee and CCA committee meeting –** Zhaopei did not meet with Gary today.
        - **CFS due to AIER the Monday after CCA's Rating –** CFS is due Monday to AIER by 5 p.m.

Data Collection/Implementation Memos – Data Collection and
Implementation Status is only listed on the agenda for documentation
purposes.
- Math & Science Department Courses
- Project Aim, Data collection & Implementation Status

**V.      New Business**
Technical Skill Attainment – Doris reported that through Public Law 1477,
GCC is recognized as the state agency for Adult Education and Career &
Technical Education.  As part of the requirement for Guam to receive funds
on an annual basis, Guam must develop a state plan which binds GCC for 5
years on core indicators and performance. National Standards exam is the
same throughout Guam, Texas or Florida.  State Standard exam is developed
by the state for their programs.
Doris mentioned that she has to respond to the federal government to provide
data for technical school attainment and was not successful in receiving
support to have a tool standardized.  She would like to have this
institutionalized by having 1 of the SLOs geared towards "Technical Skill
Attainment".
According to Doris, Management Team suggested that she bring this issue to
CCA for assistance.  CCA suggested that Doris seek assistance from Standard
1 and Standard 2 committees.

**VI.     Agenda Items for Next Meeting**

**VII.    Open Discussion**

**VIII.   Next Meeting –** November 9, 2012 in PCR

**IX.     Adjournment:** IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY
KATSUYOSHI UCHIMA TO ADJOURN.  Motion carried.  Meeting adjourned at
2:55 p.m.

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
Friday, November 9, 2012 (Nov. 2$^{nd}$ Holiday) (Fall 2012 Term)

**AGENDA**

I. Call to order

II. Roll Call

III. Approval of prior minutes/update (October 26, 2012 minutes/update #273)

   Programs/Units Rating Recommendations

   Team 1
   - Business Office Unit Assessment Report -
   - Center for Civic Engagement Unit Assessment Report, Resubmitted –
   Team 2
   - Materials Management Unit Assessment Report –
   - Student Financial Aid Unit Assessment Report –
   Team 3
   - CE & WD Unit Assessment Plan, Resubmitted –
   - Development & Alumni Relations Unit Assessment Report –
   - Human Resources Office Unit Assessment Report –
   - Management Information Systems Unit Assessment Report –
   - Marketing, Course-Level Assessment Report (Secondary) –
   - Office Technology AS/Certificate Program Level Assessment Report, Resubmitted –
   Team 4
   - Accounting AS Program Level Assessment Plan –
   - Accounting AS Course Level Assessment Plan –
   - Communications & Promotions Unit Assessment Report –
   - Environmental Health & Safety Unit Assessment Report –

IV. Old Business
   - Review By-Laws
   - Compensation for Committee Work for Post-Secondary & Secondary Faculty
   - Joint Learning Outcome Committee and CCA committee meeting – update
   - CFS due to AIER the Monday after CCA's Rating

V. New Business

VI. Agenda Items for Next Meeting

VII. Next meeting – November 16, 2012 in PCR

VIII. Adjournment

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
Friday, November 9, 2012 (Fall 2012 Term)
Sign-In

| No. | Name | Position | Signature |
|---|---|---|---|
| 1. | Aguilar, Norman | Department Chair, Tourism & Hospitality | |
| 2. | Benavente, Joseph | Planner IV, Office of Assessment, Institutional Effectiveness & Research | |
| 3. | Bukikosa, Ines | Postsecondary Assistant Instructor, TSS – Cosmetology | |
| 4. | Camacho, Johanna | Program Coordinator II, Registrar's Office | |
| 5. | Chan Dr., Michael | Associate Dean, TSS | |
| 6. | Garcia, Ava | Administrative Officer, AAD | |
| 7. | Montague, Marlena | Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research | |
| 8. | Pangelinan, James | COPSA, Student Representative | |
| 9. | Perez, Doris | Assistant Director, Planning & Development | |
| 10. | Roberto, Joachim (Peter) | Postsecondary Instructor, TPS-Social Science | |
| 11. | Tam, Yvonne | Secondary Instructor, TPS – Marketing | |
| 12. | Teng, Zhaopei | Postsecondary Instructor, TSS – Computer Science | |
| 13. | Uchima, Katsuyoshi | Postsecondary Assistant Instructor, TPS – Allied Health | |
| 14. | Somera Dr., R. Ray | Ex-Officio Vice President for Academic Affairs Division | |
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**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**
**MINUTES (Update #274)**
**President's Conference Room**
**2 p.m. Friday November 9, 2012 (Fall 2012 Term)**

I.  **Call to Order** – 2:02 p.m.

II. **Roll Call**
    **Members present:** Zhaopei Teng (Chair), Marlena Montague (Co-Chair), Ines Bukikosa, Johanna Camacho, Ava Garcia, Katsuyoshi Uchima and James Pangelinan (COPSA Student Representative)

    **Members absent:** Norman Aguilar (Off-Island), Joseph Benavente (Off-Island), Dr. Michael Chan, Doris Perez, Joachim (Peter) Roberto, and Yvonne Tam (Appt.)

III. **Approval of prior minutes: IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY JOHANNA CAMACHO THAT THE MEETING MINUTES (UPDATE #273) FOR OCTOBER 26, 2012 BE APPROVED. Motion carried.**

**Programs/Units Rating Recommendations**

**Team 1**
- Business Office Unit Assessment Report – TABLE
- Center for Civic Engagement Unit Assessment Report, Resubmitted – TABLE

**Team 2**
- Materials Management Unit Assessment Report – The author did not indicate "N=". KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY INES BUKIKOSA. Motion carried.
- Student Financial Aid Unit Assessment Report – TABLE

**Team 3**
- CE & WD Unit Assessment Plan, Resubmitted – Artifacts were not uploaded. AVA GARCIA MOTIONED TO RESUBMIT, SECONDED BY JOHANNA CAMACHO. Motion carried.
- Development & Alumni Relations Unit Assessment Report – The report is complete. AVA GARCIA MOTIONED TO APPROVE, SECONDED BY MARLENA MONTAGUE. Motion carried.
- Human Resources Office Unit Assessment Report – Artifacts not uploaded and "N=" is missing. AVA GARCIA MOTIONED TO RESUBMIT, SECONDED BY JOHANNA CAMACHO. Motion carried.
- Management Information Systems Unit Assessment Report – Everything is there except for "N=". AVA GARCIA MOTIONED TO RESUBMIT, SECONDED BY MARLENA MONTAGUE. Motion carried.
- Marketing Course-Level Assessment Report (Secondary) – The report looks good. AVA GARCIA MOTIONED TO APPROVE, SECONDED BY MARLENA MONTAGUE. Motion carried.
- Office Technology AS/Certificate Program-Level Assessment Report, Resubmitted – The author made all changes that were recommended in the CFS. AVA GARCIA

MOTIONED TO APPROVE, SECONDED BY MARLENA MONTAGUE.  Motion carried.

### Team 4
- Accounting AS Program-Level Assessment Plan – Related goals other things are missing in the plan.  ZHAOPEI TENG MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA.  Motion carried.
- Accounting AS Course-Level Assessment Plan – The plan is incomplete.  ZHAOPEI TENG MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA.  Motion carried.
- Communications & Promotions Unit Assessment Report – Minor changes need to be made.  ZHAOPEI TENG MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA.  Motion carried.
- Environmental Health & Safety Unit Assessment Report –  The report looks good.  JOHANNA CAMACHO MOTIONED TO APPROVE, SECONDED BY ZHAOPEI TENG.  Motion carried.

## IV.    Old Business
- **Review By-Laws** – TABLE
- **Compensation for Committee Work for Post-Secondary & Secondary Faculty –** Zhaopei reported that Karen is still attending the Job Specs meeting and will follow-up with her next week.
- **Joint Learning Outcome Committee and CCA committee meeting –** Zhaopei reported that she met with Gary and his committee is currently reviewing ILOs and they are in the process of integrating data that was received from the fall survey.
  Marlena indicated that a "Research Participation Survey Form" must first be filled out and returned to AIER office prior to conducting any survey on campus.
  CCA communicates with LOC to ensure that CCA is aware of what is happening with regards to SLOs and curriculum.
- **CFS due to AIER the Monday after CCA's Rating –** CFS is due Monday to AIER by 5 p.m. reminder.

## V.    New Business
- CCA Handbook – AIER Office will prepare a handbook for team members.  The handbook will include CCA By-Laws, 2 Year Assessment Schedule, Taxonomy and other related documents.
- CCA TracDat Training - MARLENA MONTAGUE MOTIONED TO CONDUCT TRACDAT TRAINING FOR CCA MEMBERS ON FEBRUARY 1, 2013, SECONDED BY KATSUYOSHI UCHIMA.  Motion carried.
- 12$^{TH}$ AIAR Report – Marlena completed the 12$^{th}$ AIAR report.  The report will be uploaded in MyGCC and the TracDat website.

    **VI.**    **Agenda Items for Next Meeting**
- None

    **VII.**    **Open Discussion**

    **VIII.**    **Next Meeting –** November 16, 2012 in PCR

    **IX.**    **Adjournment:** IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY INES BUKIKOSA TO ADJOURN.  Motion carried.  Meeting adjourned at 2:35 p.m.

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
Friday, November 16, 2012 (Fall 2012 Term)

**AGENDA**

I.  Call to order

II.  Roll Call

III.  Approval of prior minutes/update (November 9, 2012 minutes/update #274)

Programs/Units Rating Recommendations

Team 1
- Business Office Unit Assessment Report -
- Center for Civic Engagement Unit Assessment Report, Resubmitted –

Team 2
- Student Financial Aid Unit Assessment Report –

Team 3
- Admissions & Registration Unit Assessment Report –

Data Collection/Implementation Status
- Project Aim/Trim Unit Implementation Status (Team 3)

IV.  Old Business
- Review By-Laws
- Compensation for Committee Work for Post-Secondary & Secondary Faculty
- Joint Learning Outcome Committee and CCA committee meeting – update
- CFS due to AIER the Monday after CCA's Rating

V.  New Business

VI.  Agenda Items for Next Meeting

VII.  Next meeting – November 30, 2012 in PCR (November 24th Thanksgiving Break)

VIII.  Adjournment

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
Friday, November 16, 2012 (Fall 2012 Term)
Sign-In

| No. | Name | Position | Signature |
|---|---|---|---|
| 1. | Aguilar, Norman | Department Chair, Tourism & Hospitality | |
| 2. | Benavente, Joseph | Planner IV, Office of Assessment, Institutional Effectiveness & Research | |
| 3. | Bukikosa, Ines | Postsecondary Assistant Instructor, TSS – Cosmetology | |
| 4. | Camacho, Johanna | Program Coordinator II, Registrar's Office | |
| 5. | Chan Dr., Michael | Associate Dean, TSS | |
| 6. | Garcia, Ava | Administrative Officer, AAD | |
| 7. | Montague, Marlena | Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research | |
| 8. | Pangelinan, James | COPSA, Student Representative | |
| 9. | Perez, Doris | Assistant Director, Planning & Development | |
| 10. | Roberto, Joachim (Peter) | Postsecondary Instructor, TPS-Social Science | |
| 11. | Tam, Yvonne | Secondary Instructor, TPS – Marketing | |
| 12. | Teng, Zhaopei | Postsecondary Instructor, TSS – Computer Science | |
| 13. | Uchima, Katsuyoshi | Postsecondary Assistant Instructor, TPS – Allied Health | |
| 14. | Somera Dr., R. Ray | Ex-Officio Vice President for Academic Affairs Division | |
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**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**
**MINUTES (Update #275)**
**President's Conference Room**
**2 p.m. Friday November 16, 2012 (Fall 2012 Term)**

I.    **Call to Order** – 2:03 p.m.

II.   **Roll Call**
      **Members present:** Zhaopei Teng (Chair), Marlena Montague (Co-Chair), Ines
      Bukikosa, Johanna Camacho, Dr. Michael Chan, Ava Garcia, Katsuyoshi Uchima and
      James Pangelinan (COPSA Student Representative)

      **Members absent:** Norman Aguilar (Off-Island), Joseph Benavente (Off-Island),
      Doris Perez, Joachim (Peter) Roberto, and Yvonne Tam (Appt.)

III.  **Approval of prior minutes:  IT WAS MOVED BY KATSUYOSHI UCHIMA,
      SECONDED BY INES BUKIKOSA, THAT THE MEETING MINUTES
      (UPDATE #274) FOR NOVEMBER 9, 2012 BE APPROVED.  Motion carried.**

      **Programs/Units Rating Recommendations**

      **Team 1**
      - Business Office Unit Assessment Report – TABLED
      - Center for Civic Engagement Unit Assessment Report, Resubmitted –
        TABLED
      **Team 2**
      - Student Financial Aid Unit Assessment Report – DR. MICHAEL CHAN
        MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA.
        Motion carried.
      **Team 3**
      - Admissions & Registration Unit Assessment Report – The report is missing
        artifacts.  MARLENA MONTAGUE MOTIONED TO RESUBMIT,
        SECONDED BY KATSUYOSHI UCHIMA.  Motion carried.

      **Data Collection/Implementation Status**
      - Project Aim/Trio Unit Implementation Status (Team 3) – CCA acknowledged
        that this unit completed their "Implementation Status".

IV.   **Old Business**
      - Review By-Laws – All changes have been implemented.  AIER will provide
        CCA members with the revised copy of the By-Laws.
      - Compensation for Committee Work for Post-Secondary & Secondary Faculty
        – Zhaopei is waiting for Dr. Karen to provide information on this matter.
      - Joint Learning Outcome Committee and CCA committee meeting – Zhaopei
        did not meet with Gary this week.

                Committee members were interested in the intended outcomes of the meetings between the CCA and LOC Chairpersons.  Marlena expressed the need for CCA and LOC to be informed of the challenges and improvement efforts between the two committees because assessment is based on student learning outcomes and the LOC, through the curriculum process, reviews, approves, and makes recommendations specifically related to curriculum.  As presented by the President in the ISMP update meeting of November 16, 2012, Goal 2 includes plans for the College to "Increase compliance rate of curriculum revision process to ensure courses and programs are not over 5 years old and that they are current with community and industry standards."

- CFS due to AIER the Monday after CCA's Rating – CFS is due Monday to AIER by 5 p.m.

**V.      New Business**

- CCA Attendance – CCA members should inform the chair or AIER if they are not able to attend the scheduled meetings.  At times, some of the teams are not present at all.
  Marlena said that at the end of the year, CCA reports attendance of its committee members to the Faculty Senate Committee.
- CCA Handbook – AIER Office will prepare a handbook for team members.  The handbook will include CCA By-Laws, 2 Year Assessment Schedule, Taxonomy and other related documents.
- CCA TracDat Training - MARLENA MONTAGUE MOTIONED TO CONDUCT TRACDAT TRAINING FOR CCA MEMBERS ON FEBRUARY 1, 2013, SECONDED BY KATSUYOSHI UCHIMA.  Motion carried.
- 12$^{TH}$ AIAR Report – Marlena completed the 12$^{th}$ AIAR report.  The report will be uploaded in MyGCC and the TracDat website.
- CCA Compliance Matrix Update – AIER will provide CCA members with the updated compliance matrix.

**VI.     Agenda Items for Next Meeting**

**VII.    Open Discussion**

**VIII.   Next Meeting –** November 30, 2012 in PCR (Last Meeting for Fall 2012)

**IX.     Adjournment:** IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY JOHANNA CAMACHO TO ADJOURN.  Motion carried.  Meeting adjourned at 2:35 p.m.

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
(Nov. 23, 2012/Thanksgiving Break-No Meeting)
Friday, November 30, 2012 (Fall 2012 Term)

**AGENDA**

I. Call to order

II. Roll Call

III. Approval of prior minutes/update (November 16, 2012 minutes/update #275)

Programs/Units Rating Recommendations

Team 1
- Automotive Service Technology (AS) Course-Level Assessment Plan (Resubmitted) –
- Business Office Unit Assessment Report - TABLED
- Center for Civic Engagement Unit Assessment Report, (Resubmitted) – TABLED

Team 2
- Materials Management Unit Assessment Report (Resubmitted) –

Team 3
- CE&WD Unit Assessment Plan (Resubmitted) –
- Human Resources Office Unit Assessment Report (Resubmitted) –

IV. Old Business
- Review By-Laws
- Compensation for Committee Work for Post-Secondary & Secondary Faculty
- Joint Learning Outcome Committee and CCA committee meeting – update
- CFS due to AIER the Monday after CCA's Rating

V. New Business
- CCA Attendance

VI. Agenda Items for Next Meeting

VII. Next meeting – February 1, 2013 in TBA

VIII. Adjournment

| No. | Name | Position | Signature |
|---|---|---|---|
| 1. | Aguilar, Norman | Department Chair, Tourism & Hospitality | |
| 2. | Benavente, Joseph | Planner IV, Office of Assessment, Institutional Effectiveness & Research | |
| 3. | Bukikosa, Ines | Postsecondary Assistant Instructor, TSS – Cosmetology | |
| 4. | Camacho, Johanna | Program Coordinator II, Registrar's Office | |
| 5. | Chan Dr., Michael | Associate Dean, TSS | |
| 6. | Garcia, Ava | Administrative Officer, AAD | |
| 7. | Montague, Marlena | Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research | |
| 8. | Pangelinan, James | COPSA, Student Representative | |
| 9. | Perez, Doris | Assistant Director, Planning & Development | |
| 10. | Roberto, Joachim (Peter) | Postsecondary Instructor, TPS-Social Science | |
| 11. | Tam, Yvonne | Secondary Instructor, TPS – Marketing | |
| 12. | Teng, Zhaopei | Postsecondary Instructor, TSS – Computer Science | |
| 13. | Uchima, Katsuyoshi | Postsecondary Assistant Instructor, TPS – Allied Health | |
| 14. | Somera Dr., R. Ray | Ex-Officio Vice President for Academic Affairs Division | |
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**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**
**MINUTES (Update #276)**
**President's Conference Room**
**2 p.m. Friday November 30, 2012 (Fall 2012 Term)**

I.   **Call to Order – 2:03 p.m.**

II.  **Roll Call**
     **Members present:** Zhaopei Teng (Chair), Marlena Montague (Co-Chair), Joseph Benavente, Dr. Michael Chan, Ava Garcia, Joachim (Peter) Roberto, Yvonne Tam, Katsuyoshi Uchima and James Pangelinan (COPSA Student Representative)

     **Members absent:** Norman Aguilar, Ines Bukikosa, Johanna Camacho, Doris Perez, Joachim (Peter) Roberto, and Yvonne Tam (Appt.)

III. **Approval of prior minutes:  IT WAS MOVED BY KATSUYOSHI UCHIMA, SECONDED BY DR. MICHAEL CHAN, THAT THE MEETING MINUTES (UPDATE #275) FOR NOVEMBER 16, 2012 BE APPROVED.  Motion carried.**

     **Programs/Units Rating Recommendations**

     **Team 1**
     - Automotive Service Technology (AS) Course-Level Assessment Plan (Resubmitted) – JOSEPH BENAVENTE MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA.  Motion carried.
     - Business Office Unit Assessment Report – JOSEPH BENAVENTE MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA
     - Center for Civic Engagement Unit Assessment Report, Resubmitted – JOSEPH BENAVENTE MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA.  Motion carried.

     **Team 2**
     - Materials Management Unit Assessment Report (Resubmitted) – JOSEPH BENAVENTE MOTIONED TO TABLE, SECONDED BY KATSUYOSHI UCHIMA.  Motion carried.

     **Team 3**
     - CE&WD Unit Assessment Plan (Resubmitted) – MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY DR. MICHAEL CHAN.  Motion carried.
     - Human Resources Office Unit Assessment Report (Resubmitted) – MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY DR. MICHAEL CHAN.  Motion carried.

**IV.    Old Business**

- Review By-Laws – James is proposing to revise the language of the by-laws. Marlena suggested that James draft the language and disseminate to the CCA through email.
- Compensation for Committee Work for Post-Secondary & Secondary Faculty-
- Joint Learning Outcome Committee and CCA committee meeting – Gary (LOC) and Zhaopei will meet in room A29.  Zhaopei will check with Gary if LOC is monitoring courses and programs that are older than 5 years.   If not, are there any plans to monitor?  The monitoring will ensure that authors are assessing current information and not outdated curriculum.
  Zhaopei suggested that this issue be brought up in the Department Chair meetings.  Ava indicated that the AVP is aware of the programs that are not incompliance.   Dr. Ray requires the deans to have the DC's or faculty updates all curriculum documents that are older than 5 years.
- CFS due to AIER the Monday after CCA's Rating – CFS is due to AIER no later than 5 p.m. on Monday.

**V.    New Business**

- CCA Attendance – CCA members must attend at least 80% of the time to be considered an active member.

**VI.    Agenda Items for Next Meeting**

**VII.    Open Discussion**

**VIII.    Next Meeting –** February 1, 2013 in D-7 (CCA TracDat Training)

**IX.    Adjournment:** IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN.  Motion carried.  Meeting adjourned at 2:35 p.m.

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m. D-2 (TracDat Training for CCA)
Friday, February 8, 2013 (Spring 2013 Term)

**AGENDA**

I.  Call to order

II. Roll Call

1.  Guam Community College's Two-year assessment cycle schedule (March 11, 2013
    Upcoming Deadline)

    a.  Assessment Plan
        i.   CFS Checklist/Assessment Plan –
        ii.  TracDat – Demo
    b.  Gather Data:
        i.   CCA Rating Not Required – Stage where the authors collect (Remind
             authors to collect student work)
        ii.  TracDat – Demo
    c.  Assessment report
        i.   CFS Checklist/Assessment Report
        ii.  TracDat – Demo
    d.  Implementation Status
        i.   CCA Rating Not Required – Closing the Loop
        ii.  TracDat – Demo

2.  Committee Tools
    a.  Bylaws
    b.  Membership
    c.  Meeting Schedule
    d.  Attendance
    e.  Taxonomy
    f.  Review Teams
    g.  Flow Chart
    h.  TracDat Data Input Memo
    i.  Consolidated Feedback Sheet (CFS)

3.  Campus Training
    a.  February 2013 – Training to Campus for March 11, 2013 Deadline
    b.  TracDat Step by Step

4.  Outcomes
    a.  AIAR
    b.  Assessment Awards
    c.  3DP Model
    d.  GCC's Model of Linking Program Review to Integrated Institutional Planning

5.  Assessment Terminology
    a.  SLO
    b.  SSUO/AUO
    c.  CCA
    d.  ACCJC

      e.   Rubric/Artifact/Method
      f.   N=? Sample Population
      g.   PDF/Pictures/Video
      h.   Data not names (Remove Names)
      i.   TracDat
      j.   MyGCC/Banner/Acalog/Web
      k.   AIER

III.   Next meeting – February 15, 2013 in PCR

IV.   Adjournment

# Guam Community College
## Committee on College Assessment (CCA) Meeting
### 2:00 p.m., D-2 (TracDat Training)
### Friday, February 8, 2013 (Spring 2013 Term)
### Sign-In

| No. | Name | Position | Signature |
|---|---|---|---|
| 1. | Aguilar, Norman | Department Chair, Tourism & Hospitality | |
| 2. | Benavente, Joseph | Planner IV, Office of Assessment, Institutional Effectiveness & Research | |
| 3. | Aguon, Vangie | Administrative Assistant, AIER | |
| 4. | Bukikosa, Ines | Postsecondary Assistant Instructor, TSS – Cosmetology | |
| 5. | Camacho, Johanna | Program Coordinator II, Registrar's Office | |
| 6. | Chan Dr., Michael | Associate Dean, TSS | |
| 7. | Garcia, Ava | Administrative Officer, AAD | |
| 8. | Montague, Marlena | Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research | |
| 9. | Pangelinan, James | COPSA, Student Representative | |
| 10. | Perez, Doris | Assistant Director, Planning & Development | |
| 11. | Roberto, Joachim (Peter) | Postsecondary Instructor, TPS-Social Science | |
| 12. | Sablan Dr., Karen | Associate Dean, TPS | |
| 13. | Tam, Yvonne | Secondary Instructor, TPS – Marketing | |
| 14. | Teng, Zhaopei | Postsecondary Instructor, TSS – Computer Science | |
| 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. D-2 (TracDat Training for CCA)
Friday, February 15, 2013 (Spring 2013 Term)

## AGENDA

I. Call to order

II. Roll Call

1. Guam Community College's Two-year assessment cycle schedule (March 11, 2013 Upcoming Deadline)

   a. Assessment Plan
      i. CFS Checklist/Assessment Plan –
      ii. TracDat – Demo
   b. Gather Data:
      i. CCA Rating Not Required – Stage where the authors collect (Remind authors to collect student work)
      ii. TracDat – Demo
   c. Assessment report
      i. CFS Checklist/Assessment Report
      ii. TracDat – Demo
   d. Implementation Status
      i. CCA Rating Not Required – Closing the Loop
      ii. TracDat – Demo

2. Committee Tools
   a. Bylaws
   b. Membership
   c. Meeting Schedule
   d. Attendance
   e. Taxonomy
   f. Review Teams
   g. Flow Chart
   h. TracDat Data Input Memo
   i. Consolidated Feedback Sheet (CFS)

3. Campus Training
   a. February 2013 – Training to Campus for March 11, 2013 Deadline
   b. TracDat Step by Step

4. Outcomes
   a. AIAR
   b. Assessment Awards
   c. 3DP Model
   d. GCC's Model of Linking Program Review to Integrated Institutional Planning

5. Assessment Terminology
   a. SLO
   b. SSUO/AUO
   c. CCA
   d. ACCJC

e. Rubric/Artifact/Method
f. N=? Sample Population
g. PDF/Pictures/Video
h. Data not names (Remove Names)
i. TracDat
j. MyGCC/Banner/Acalog/Web
k. AIER

III. Next meeting – February 22, 2013 in PCR

IV. Adjournment

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., D-2 (TracDat Training)
Friday, February 15, 2013 (Spring 2013 Term)
Sign-In

| No. | Name | Position | Signature |
|---|---|---|---|
| 1. | Aguilar, Norman | Department Chair, Tourism & Hospitality | |
| 2. | Benavente, Joseph | Planner IV, Office of Assessment, Institutional Effectiveness & Research | |
| 3. | Aguon, Vangie | Administrative Assistant, AIER | |
| 4. | Bukikosa, Ines | Postsecondary Assistant Instructor, TSS – Cosmetology | |
| 5. | Camacho, Johanna | Program Coordinator II, Registrar's Office | |
| 6. | Chan Dr., Michael | Associate Dean, TSS | |
| 7. | Garcia, Ava | Administrative Officer, AAD | |
| 8. | Montague, Marlena | Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research | |
| 9. | Pangelinan, James | COPSA, Student Representative | |
| 10. | Perez, Doris | Assistant Director, Planning & Development | |
| 11. | Roberto, Joachim (Peter) | Postsecondary Instructor, TPS-Social Science | |
| 12. | Sablan Dr., Karen | Associate Dean, TPS | |
| 13. | Tam, Yvonne | Secondary Instructor, TPS – Marketing | |
| 14. | Teng, Zhaopei | Postsecondary Instructor, TSS – Computer Science | |
| 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. D-2 (TracDat Training for CCA)
Friday, February 22, 2013 (Spring 2013 Term)

## AGENDA

I. Call to order

II. Roll Call

1. Guam Community College's Two-year assessment cycle schedule (March 11, 2013 Upcoming Deadline)

   a. Assessment Plan
      i. CFS Checklist/Assessment Plan –
      ii. TracDat – Demo
   b. Gather Data:
      i. CCA Rating Not Required – Stage where the authors collect (Remind authors to collect student work)
      ii. TracDat – Demo
   c. Assessment report
      i. CFS Checklist/Assessment Report
      ii. TracDat – Demo
   d. Implementation Status
      i. CCA Rating Not Required – Closing the Loop
      ii. TracDat – Demo

2. Committee Tools
   a. Bylaws
   b. Membership
   c. Meeting Schedule
   d. Attendance
   e. Taxonomy
   f. Review Teams
   g. Flow Chart
   h. TracDat Data Input Memo
   i. Consolidated Feedback Sheet (CFS)

3. Campus Training
   a. February 2013 – Training to Campus for March 11, 2013 Deadline
   b. TracDat Step by Step

4. Outcomes
   a. AIAR
   b. Assessment Awards
   c. 3DP Model
   d. GCC's Model of Linking Program Review to Integrated Institutional Planning

5. Assessment Terminology
   a. SLO
   b. SSUO/AUO
   c. CCA
   d. ACCJC

e.　Rubric/Artifact/Method
　　　　　f.　N=? Sample Population
　　　　　g.　PDF/Pictures/Video
　　　　　h.　Data not names (Remove Names)
　　　　　i.　TracDat
　　　　　j.　MyGCC/Banner/Acalog/Web
　　　　　k.　AIER

III.　Next meeting – March 1, 2013 in PCR

IV.　Adjournment

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., D-2 (TracDat Training)
Friday, February 22, 2013 (Spring 2013 Term)
Sign-In

| No. | Name | Position | Signature |
|---|---|---|---|
| 1. | Aguilar, Norman | Department Chair, Tourism & Hospitality | |
| 2. | Benavente, Joseph | Planner IV, Office of Assessment, Institutional Effectiveness & Research | |
| 3. | Aguon, Vangie | Administrative Assistant, AIER | |
| 4. | Bukikosa, Ines | Postsecondary Assistant Instructor, TSS – Cosmetology | |
| 5. | Camacho, Johanna | Program Coordinator II, Registrar's Office | |
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| 9. | Pangelinan, James | COPSA, Student Representative | |
| 10. | Perez, Doris | Assistant Director, Planning & Development | |
| 11. | Roberto, Joachim (Peter) | Postsecondary Instructor, TPS-Social Science | |
| 12. | Sablan Dr., Karen | Associate Dean, TPS | |
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| 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. D-2 (TracDat Training for CCA)
March 1, 2013 (Spring 2013 Term)

**AGENDA**

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II. Roll Call

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   a. February 2013 – Training to Campus for March 11, 2013 Deadline
   b. TracDat Step by Step

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   b. Assessment Awards
   c. 3DP Model
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5. Assessment Terminology
   a. SLO
   b. SSUO/AUO
   c. CCA
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       e.   Rubric/Artifact/Method
       f.   N=? Sample Population
       g.   PDF/Pictures/Video
       h.   Data not names (Remove Names)
       i.   TracDat
       j.   MyGCC/Banner/Acalog/Web
       k.   AIER

III.   Next meeting – March 8, 2013 in PCR

IV.   Adjournment

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., D-2 (TracDat Training)
Friday, March 1, 2013 (Spring 2013 Term)
Sign-In

| No. | Name | Position | Signature |
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| 13. | Tam, Yvonne | Secondary Instructor, TPS – Marketing | |
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Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m. D-2 (TracDat Training for CCA)
March 8, 2013 (Spring 2013 Term)

**AGENDA**

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1.  Guam Community College's Two-year assessment cycle schedule (March 11, 2013 Upcoming Deadline)

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2.  Committee Tools
    a.  Bylaws
    b.  Membership
    c.  Meeting Schedule
    d.  Attendance
    e.  Taxonomy
    f.  Review Teams
    g.  Flow Chart
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    a.  February 2013 – Training to Campus for March 11, 2013 Deadline
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    a.  AIAR
    b.  Assessment Awards
    c.  3DP Model
    d.  GCC's Model of Linking Program Review to Integrated Institutional Planning

5.  Assessment Terminology
    a.  SLO
    b.  SSUO/AUO
    c.  CCA
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    e. Rubric/Artifact/Method
    f. N=? Sample Population
    g. PDF/Pictures/Video
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III. Next meeting – March 15, 2013 in PCR

IV. Adjournment

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m. D-2 (TracDat Training for CCA)
March 15, 2013 (Spring 2013 Term)

**AGENDA**

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III. Next meeting – March 22, 2013 in PCR

IV. Adjournment

| No. | Name | Position | Signature |
|-----|------|----------|-----------|
| 1. | Aguilar, Norman | Department Chair, Tourism & Hospitality | |
| 2. | Benavente, Joseph | Planner IV, Office of Assessment, Institutional Effectiveness & Research | |
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# Guam Community College
## Committee on College Assessment (CCA) Meeting
### 2:00 p.m., D-2 (TracDat Training)
### Friday, March 15, 2013 (Spring 2013 Term)
### Sign-In

| No. | Name | Position | Signature |
|---|---|---|---|
| 1. | Aguilar, Norman | Department Chair, Tourism & Hospitality | |
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Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
Friday, March 22, 2013 (Spring 2013 Term)

**AGENDA**

I.  Call to order

II.  Roll Call

III.  Approval of prior minutes/update (November 30, 2012 minutes/update #276)

Finalize Pending Training Items

Programs/Units Rating Recommendations

Team 1
- Adult Education Program (Basic Skills), Program Level Assessment Report –
- Automotive Technology Services (Secondary), Program Level Assessment Report –
- Automotive Technology Services (Secondary), Course Level Assessment Report –
- Civil Engineering Technology AS, Program Level Assessment Plan –
- Civil Engineering Technology AS, Course Level Assessment Plan –
- Civil Engineering Technology AS, Program Level Assessment Report –
- Civil Engineering Technology AS, Course Level Assessment Report -
- Criminal Justice & Social Science, (Dept. Courses) Course Level Assessment Plan -
- Culinary Arts AA, Program Level Assessment Plan –
- Early Childhood Education (Secondary), Program Level Assessment Report –
- Early Childhood Education (Secondary), Course Level Assessment Report –
- Introduction to Health Occupation (Secondary), Program Level Assessment Report –
- Introduction to Health Occupation (Secondary), Course Level Assessment Report –
- Marketing AS, Program Level Assessment Plan –
- Marketing AS, Course Level Assessment Plan –
- Medium/Heavy Truck Cert., Program Level Assessment Plan –
- Medium/Heavy Truck Cert., Course Level Assessment Plan –
- Tourism & Hospitality (Japanese Language) Course Level Assessment Report –
- Visual Communications AS, Program Level Assessment Plan –
- Visual Communications AS, Course Level Assessment Report –

Team 2
- Adult Education Program (ESL), Program Level Assessment Report –
- Adult Education Program (ESL), Course Level Assessment Report –
- Adult Education Program (ESL), Course (CESL 1110) Level Assessment Report –
- Construction Trades (Carpentry & AutoCAD) Secondary, Program Level Assessment Plan –
- Construction Trades (Carpentry & AutoCAD) Secondary, Course Level Assessment Plan –
- Construction Trades (Carpentry & AutoCAD) Secondary, Program Level Assessment Report –
  Construction Trades (Carpentry & AutoCAD) Secondary, Course Level Assessment Report –
- Construction Department Courses, Program Level Assessment Plan –

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- Construction Department Courses, Course Level Assessment Plan –
- Construction Department Courses, Program Level Assessment Report –
- Construction Department Courses, Course Level Assessment Report –
- Criminal Justice & Social Science AS/Cert., Program Level Assessment Plan –
- Criminal Justice & Social Science AS/Cert., Course Level Assessment Plan
- Materials Management Administrative Level Assessment Report (Resubmitted) – Table
- Math & Science Department Courses, Course Level Assessment Plan –
- Pre-Architectural Drafting AS, Program Level Assessment Plan –
- Pre-Architectural Drafting AS, Course Level Assessment Report –
- Pre-Architectural Drafting AS, Program Level Assessment Report –
- Pre-Architectural Drafting AS, Course Level Assessment Report –
- Surveying Technology AS/Certificate, Program Level Assessment Plan –
- Surveying Technology AS/Certificate, Course Level Assessment Plan –
- Surveying Technology AS/Certificate, Program Level Assessment Report –
- Surveying Technology AS/Certificate, Course Level Assessment Report –
- Lodging & Management Program (Secondary) Course Level Assessment Report –
- Tourism & Travel Management AS, Program Level Assessment Plan –
- Lodging Management Program (Secondary), Program Level Assessment Report –
- Lodging Management Program (Secondary), Course Level Assessment Report –

Team 3
- CE&WD, Student Services Unit Assessment Report –
- Electronics & Computer Networking (Secondary), Program Level Assessment Report –
- Electronics & Computer Networking (Secondary), Course Level Assessment Report –
- English Department Courses, Course Level Assessment Report –
- GED, Program Unit Assessment Report –
- Management Information Systems, Administrative Level Assessment Report (Resubmitted) –
- Marketing Education Secondary, Program Level Assessment Plan –
- Marketing Education Secondary, Course Level Assessment Plan –
- Marketing Education Secondary, Program Level Assessment Report –
- Marketing Education Secondary, Course Level Assessment Report –
- Practical Nursing Certificate, Program Level  Assessment Plan –
- Practical Nursing Certificate, Course Level Assessment Plan –
- Pre-Nursing Certificate, Program Level Assessment Plan –
- Pro-Start Secondary, Program Level Assessment Plan –
- Pro-Start Secondary, Course Level Assessment Plan –
- Pro-Start Secondary, Program Level Assessment Report –
- Pro-Start Secondary, Course Level Assessment Report –
- Supervision & Management AS, Program Level Assessment Plan –
- Supervision & Management AS, Course Level Assessment Plan -

Team 4
- Adult Education Program (AHS), Program Level Assessment Report –
- Business, Marketing & Visual Communications Department Courses (Accounting Courses) Course Level Assessment Report –
- Computer Aided Design & Drafting Cert., Program Level Assessment Plan –
- Computer Aided Design & Drafting Cert., Course Level Assessment Plan –
- Computer Aided Design & Drafting Cert., Program Level Assessment Report –
- Computer Aided Design & Drafting Certificate, Course Level Assessment Report –

- Construction Technology Cert., Program Level Assessment Plan –
- Construction Technology Cert., Course Level Assessment Plan –
- Construction Technology Cert., Program Level Assessment Report –
- Construction Technology Cert., Course Level Assessment Report –
- Food & Beverage Management AS, Program Level Assessment Plan –
- Hotel Operations & Management AS, Program Level Assessment Plan –

Data Collection Status/Implementation Status –
- Accounting AS, Program & Course Level Data Collection Status –
- Accommodative Services, Program Level Implementation Status –
- Automotive Service Technology, Program & Course Level Date Collection Status –
- CE&WD, Student Services Unit Data Collection Status –
- CE&WD, Student Services Unit Implementation Status –
- Center for Civic Engagement, Student Services Unit Implementation Status –
- Center for Student Involvement, Student Services Unit Implementation Status –
- Civil Engineering Technology AS, Program & Course Level Data collection Status –
- College Access Challenge Grant Program, Student Services Unit Data Collection Status –
- Computer Aided Design & Drafting Cert., Program & Course Level Data Collection Status –
- Computer Networking AS, Program Level Data Collection Status –
- Computer Networking AS, Course Level Data Collection Status –
- Computer Science AS, Program Level Data Collection Status –
- Computer Science AS, Course Level Data Collection Status –
- Construction Department Courses, Program & Course Level Data Collection Status –
- Construction Technology Cert., Program & Course Level Data Collection Status –
- Construction Trades (Carpentry & AutoCAD) Secondary, Program & Course Level Data Collection Status –
- Development & Alumni Relations, Administrative Unit Implementation Status
- Early Childhood Education, Program Level Data Collection Status –
- Early Childhood Education, Course Level Data Collection Status –
- Education, Program Level Data Collection Status –
- Education , Course Level Data Collection Status –
- Environmental Health & Safety, Administrative Unit Implementation Status –
- Facilities, Administrative Unit Implementation Status –
- Liberal Studies AA, Program & Course Level Data Collection Status –
- Learning Resources Center, Student Services Unit Implementation Status –
- Management Information Systems, Administrative Unit Implementation Status –
- Marketing AS, Program & Course Level Data Collection Status –
- Marketing Education (Secondary), Program & Course Level Data Collection Status –
- Math & Science Department Courses, Data Collection & Implementation Status –
- Medical Assisting , Program & Course Level Data Collection Status –
- Office of the President, Administrative Unit Implementation Status –
- Office Technology AS, Program & Course Level Data Collection Status –
- Planning & Development, Administrative Unit Implementation Status –
- Pre-Architectural Drafting AS, Program & Course Level Data Collection Status –
- Pro-Start Secondary, Program & Course Level Data Collection Status –
- Supervision & Management AS, Program & Course Level Data Collection Status –
- Surveying Technology AS/Cert. Program & Course Level Data Collection Status –
- Tourism & Hospitality (Japanese Language) Course Level Implementation Status –
- Tourism & Travel Management AS, Program Level Data Collection Status –

- Visual Communications AS, Course Level Implementation Status –
- Work Experience Secondary, Program Level Implementation Status –

IV. Old Business
- Review By-Laws
- Compensation for Committee Work for Post-Secondary & Secondary Faculty
- Joint Learning Outcome Committee and CCA committee meeting – update
- CFS due to AIER the Monday after CCA's Rating

V. New Business
- CCA Attendance

VI. Agenda Items for Next Meeting

VII. Next meeting – April 5, 2013 in PCR (March 29, 2013-Good Friday)

VIII. Adjournment

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
Friday, March 22, 2013 (Spring 2013 Term)
Sign-In

| No. | Name | Position | Signature |
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**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**
**MINUTES (Update #283)**
**President's Conference Room**
**2 p.m. Friday March 22, 2013 (Fall 2012 Term)**

I.      **Call to Order** – 2:03 p.m.

II.     **Roll Call**
        **Members present:** Zhaopei Teng (Chair), Marlena Montague (Co-Chair), Vangie Aguon, Joseph Benavente, Ines Bukikosa, Johanna Camacho, Dr. Michael Chan, Ava Garcia, Joachim (Peter) Roberto, Yvonne Tam, Katsuyoshi Uchima and Yvonne Tam

        **Members absent:** Norman Aguilar (Meeting), James Pangelinan (COPSA Student Rep.), Doris Perez (Leave)

III.    **Approval of prior minutes:  IT WAS MOVED BY MARLENA MONTAGUE, SECONDED BY KATSUYOSHI UCHIMA, THAT THE MEETING MINUTES (UPDATE #276) FOR NOVEMBER 30, 2012 BE APPROVED.  Motion carried.**

        **Programs/Units Rating Recommendations**

        **Team 1**
        - Adult Education Program (Basic Skills), Program Level Assessment Report – JOSEPH BENAVENTE MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA.  Motion carried.
        - Automotive Technology Services (Secondary), Program Level Assessment Report – Not Rated.
        - Automotive Technology Services (Secondary), Course Level Assessment Report – Not Rated.
        - Civil Engineering Technology AS, Program Level Assessment Plan – Not Rated.
        - Civil Engineering Technology AS, Course Level Assessment Plan – Not Rated.
        - Civil Engineering Technology AS, Program Level Assessment Report – Not Rated.
        - Civil Engineering Technology AS, Course Level Assessment Report – Not Rated.
        - Criminal Justice & Social Science, (Dept. Courses) Course Level Assessment Plan – Not Rated.
        - Culinary Arts AA, Program level Assessment Plan – Not Rated.
        - Early Childhood Education (Secondary), Program Level Assessment Report – Not Rated.
        - Early Childhood Education (Secondary), Course Level Assessment Report – Not Rated.
        - Introduction to Health Occupation (Secondary), Program Level Assessment Report – Not Rated.

- Introduction to Health Occupation (Secondary), Course Level Assessment Report – Not Rated.
- Marketing AS, Program Level Assessment Plan – Not Rated.
- Marketing AS, Course Level Assessment Plan – Not Rated.
- Medium/Heavy Truck Cert., Program Level Assessment Plan – Not Rated.
- Medium/Heavy Truck Cert., Course Level Assessment Plan – Not Rated.
- Tourism & Hospitality (Japanese Language) Course Level Assessment Report – Not Rated.
- Visual Communications AS, Program Level Assessment Plan – Not Rated.
- Visual Communications AS, Course Level Assessment Report – Not Rated.

### Team 2

- Adult Education Program (ESL), Program Level Assessment Report – The start and end date is incorrect. Budget Implications were indicated several times. INES BUKIKOSA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Adult Education Program (ESL), Course Level Assessment Report – Not Rated.
- Adult Education Program (ESL), Course (CESL 1110) Level Assessment Report – INES BUKIKOSA MOTIONED TO TABLE, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Construction Trades (Carpentry) AutoCAD) Secondary, Program Level Assessment Plan – Not Rated.
- Construction Trades (Carpentry & AutoCAD) Secondary, Course Level Assessment Plan – Not Rated.
- Construction Trades (Carpentry & AutoCAD) Secondary, Program Level Assessment Report – Not Rated.
- Construction Trades (Carpentry & AutoCAD) Secondary, Course Level Assessment Report – Not Rated.
- Construction Department Courses, Program Level Assessment Plan – Not Rated.
- Construction Department Courses, Course Level Assessment Plan – Not Rated.
- Construction Department Courses, Program Level Assessment Report – Not Rated.
- Construction Department Courses, Courses Level Assessment Report – Not Rated.
- Criminal Justice & Social Science AS/cert., Program Level Assessment Plan – Not Rated.
- Criminal Justice & Social Science AS/cert., Course Level Assessment Plan – Not Rated.
- Materials Management Administrative Level Assessment Report (Resubmitted) - No changes made to the report. KATSUYOSHI UCHIMA

MOTIONED TO RESUBMIT, SECONDED BY INES BUKIKOSA. Motioned carried.

- Math & Science Department Courses, Course Level Assessment Plan – The author is behind 3 semesters.  It should be indicated on the CFS that the author needs to come up with a plan to address their *out of sync* status.
- Pre-Architectural Drafting AS, Program Level Assessment Plan – More details are needed to describe the skills test.  A copy of the rubric in PDF format should be uploaded.  DR. MICHAEL CHAN MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA.  Motion carried.
- Pre-Architectural Drafting AS, Course Level Assessment Plan – The SLOs are not linked to the ILOs.  Also, more details needed to describe the tool.  DR. MICHAEL CHAN MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA.
- Pre-Architectural Drafting AS, Program Level Assessment Report – Not Rated.
- Pre-Architectural Drafting AS, Course Level Assessment Report – Not Rated.
- Surveying Technology AS/Certificate, Program Level Assessment Plan – Not Rated.
- Surveying Technology AS/Certificate, Course Level Assessment Plan – Not Rated.
- Surveying Technology AS/Certificate, Program Level Assessment Report – Not Rated.
- Surveying Technology AS/Certificate, Course Level Assessment Report – Not Rated.
- Tourism & Travel Management AS, Program Level Assessment Plan – Not Rated.
- Lodging Management Program (Secondary), Program Level Assessment Report – KATSUYOSHI UCHIMA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY INES BUKIKOSA.  Motion carried.
- Lodging Management Program (Secondary), Course Level Assessment Report – There are multiple high schools and the author needs to make a decision on how to determine if the criterion was met or not met for all.  KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY INES BUKIKOSA.  Motion carried.

**Team 3**

- CE&WD, Student Services Unit Assessment Report – The report is complete and this unit is ahead of schedule.  AVA GARCIA MOTIONED TO APPROVE, SECONDED BY KATSUYOCHI UCIMA.  Motion carried.
- Electronics & Computer Networking (Secondary), Program Level Assessment Report – The report is missing several things.  MARLENA MONTAGUE MOTIONED TO RESUBMIT, SECONDED BY AVA GARCIA.  Motion carried.

- Electronics & Computer Networking (Secondary), Course Level Assessment Report – The report is missing evidence and needs to further clarify the *Use of Summary Results.* AVA GARCIA MOTIONED TO RESUBMIT, SECONDED BY MARLENA MONTAGUE. Motion carried.
- English Department Courses, Course Level Assessment Report – Not Rated.
- GED, Program Unit Assessment Report – Not Rated.
- Management Information Systems, Administrative Level Assessment Report (Resubmitted) – Not Rated.
- Marketing Education Secondary, Program Level Assessment Plan – The author needs to assign the tasks. AVA GARCIA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- Marketing Education Secondary, Course Level Assessment Plan – Not Rated.
- Marketing Education Secondary, Program Level Assessment Report – Not Rated.
- Marketing Education Secondary, Course Level Assessment Report – Not Rated.
- Practical Nursing Certificate, Program Level Assessment Plan – Not Rated.
- Practical Nursing Certificate, Course Level Assessment Plan – Not Rated.
- Pre-Nursing Certificate, Program Level Assessment Plan – Not Rated.
- Pro-Start Secondary, Program Level Assessment Plan – Not Rated.
- Pro-Start Secondary, Course Level Assessment Plan – Not Rated.
- Pro-Start Secondary, Program Level Assessment Report – Not Rated.
- Pro-Start Secondary, Course Level Assessment Report – Not Rated.
- Supervision & Management AS, Program Level Assessment Plan – Not Rated.
- Supervision & Management AS, Course Level Assessment Plan – Not Rated.

Team 4
- Adult Education Program (AHS), Program Level Assessment Report – The report looks good. ZHAOPEI TENG MOTIONED TO APPROVE, SECONDED BY YVONNE TAM. Motion carried.
- Business, Marketing & Visual Communications Department Courses (Accounting Courses) Course Level Assessment Report – There was no data collected for AC250 and the rating sheet was in the wrong place. Yvonne indicated that because some of the courses were not assessed, therefore it should not be approved. DR. MICHAEL CHAN MOTIONED TO TABLE PENDING MORE CLARIFICATION FROM AUTHOR, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Computer Aided Design & Drafting Cert., Program Level Assessment Plan – Peter spoke with Johanna and she is recommending approval of this plan. PETER ROBERTO MOTIONED TO APPROVE, SECONDED BY MARLENA MONTAGUE. Motion carried.
- Computer Aided Design & Drafting Cert., Course Level Assessment Plan – Not Rated.
- Computer Aided Design & Drafting Cert., Program Level Assessment Report – Not Rated.
- Computer Aided Design & Drafting Certificate, Course Level Assessment Report – Not Rated.
- Construction Technology Cert., Program Level Assessment Plan – Peter mentioned that he spoke to Johanna earlier and she recommended to approve this plan. PETER ROBERTO MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED

BY MARLENA MONTAGUE.
- Construction Technology Cert., Course Level Assessment Plan – PETER ROBERTO MOTIONED TO APPROVE, SECONDED BY VANGIE AGUON. Motion carried.
- Construction Technology Cert., Program Level Assessment Report – Not Rated.
- Construction Technology Cert., Course Level Assessment Report – Not Rated.
- Food & Beverage Management AS, Program Level Assessment Plan – Many of the SLOs and ILOs not identified. PETER ROBERTO MOTIONED TO RESUBMIT, SECONDED BY ZHAOPEI TEND. Motion carried.
- Hotel Operations & Management AS, Program Level Assessment Plan – The plan is not done. PETER ROBERTO MOTIONED TO RESUBMIT, SECONDED BY ZHAOPEI TENG. Motion carried.

IV.   **Old Business**
- Review By-Laws – Table until the next meeting. Voting and recommendations after spring break.
- Compensation for Committee Work for Post-Secondary & Secondary Faculty – Ava mentioned that she will take this back to the council next week so that committee work is recognized.
- Joint Learning Outcome Committee and CCA committee meeting – Zhaopei did not have a chance to speak with the new chair, Patty Terlaje.
- CFS due to AIER the Monday after CCA's rating – CFS is due April 1, 2013.

V.   **New Business -** CCA Attendance
- Marlena reported that Norman will be attending the meeting next week. He is currently at Okodo High School attending a meeting with parents regarding the trip for the LMP completion.

VI.   **Agenda Items for Next Meeting –** Year End Report to Faculty Senate
- Marlena reminded Zhaopei that the committee needs to come up with the status of the goals that were originally developed for this committee and report it to Faculty Senate. Marlena also reminded CCA members to keep track of their hours worked with the units outside of CCA and send to AIER office for recording purposes.

VII.   **Next Meeting –** April 5, 2013 in PCR

VIII.   **Adjournment:** IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN. Motion carried. Meeting adjourned at 2:55 p.m.

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
Friday, April 5, 2013 (Spring 2013 Term)

**AGENDA**

I.  Call to order

II.  Roll Call

III.  Approval of prior minutes/update (March 22, 2013 minutes/update #283)

Programs/Units Rating Recommendations

Team 1
- Automotive Technology Services (Secondary), Program Level Assessment Report –
- Automotive Technology Services (Secondary), Course Level Assessment Report –
- Civil Engineering Technology AS, Program Level Assessment Plan –
- Civil Engineering Technology AS, Course Level Assessment Plan –
- Civil Engineering Technology AS, Program Level Assessment Report –
- Civil Engineering Technology AS, Course Level Assessment Report -
- Criminal Justice & Social Science, (Dept. Courses) Course Level Assessment Plan -
- Culinary Arts AA, Program Level Assessment Plan –
- Early Childhood Education (Secondary), Program Level Assessment Report –
- Early Childhood Education (Secondary), Course Level Assessment Report –
- Introduction to Health Occupation (Secondary), Program Level Assessment Report –
- Introduction to Health Occupation (Secondary), Course Level Assessment Report –
- Marketing AS, Program Level Assessment Plan –
- Marketing AS, Course Level Assessment Plan –
- Medium/Heavy Truck Cert., Program Level Assessment Plan –
- Medium/Heavy Truck Cert., Course Level Assessment Plan –
- Tourism & Hospitality (Japanese Language) Course Level Assessment Report –
- Visual Communications AS, Program Level Assessment Plan –
- Visual Communications AS, Course Level Assessment Report –

Team 2
- Adult Education Program (ESL), Course Level Assessment Report –
- Adult Education Program (ESL), Course (CESL 1110) Level Assessment Report –
- Construction Trades (Carpentry & AutoCAD) Secondary, Program Level Assessment Plan –
- Construction Trades (Carpentry & AutoCAD) Secondary, Course Level Assessment Plan –
- Construction Trades (Carpentry & AutoCAD) Secondary, Program Level Assessment Report –
  Construction Trades (Carpentry & AutoCAD) Secondary, Course Level Assessment Report –
- Construction Department Courses, Program Level Assessment Plan –
- Construction Department Courses, Course Level Assessment Plan –
- Construction Department Courses, Program Level Assessment Report –
- Construction Department Courses, Course Level Assessment Report –
- Criminal Justice & Social Science AS/Cert., Program Level Assessment Plan –

- Criminal Justice & Social Science AS/Cert., Course Level Assessment Plan
- Pre-Architectural Drafting AS, Program Level Assessment Report –
- Pre-Architectural Drafting AS, Course Level Assessment Report –
- Surveying Technology AS/Certificate, Program Level Assessment Plan –
- Surveying Technology AS/Certificate, Course Level Assessment Plan –
- Surveying Technology AS/Certificate, Program Level Assessment Report –
- Surveying Technology AS/Certificate, Course Level Assessment Report –
- Tourism & Travel Management AS, Program Level Assessment Plan –

Team 3
- English Department Courses, Course Level Assessment Report –
- GED, Program Unit Assessment Report –
- Management Information Systems, Administrative Level Assessment Report (Resubmitted) –
- Marketing Education Secondary, Course Level Assessment Plan –
- Marketing Education Secondary, Program Level Assessment Report –
- Marketing Education Secondary, Course Level Assessment Report –
- Practical Nursing Certificate, Program Level  Assessment Plan –
- Practical Nursing Certificate, Course Level Assessment Plan –
- Pre-Nursing Certificate, Program Level Assessment Plan –
- Pro-Start Secondary, Program Level Assessment Plan –
- Pro-Start Secondary, Course Level Assessment Plan –
- Pro-Start Secondary, Program Level Assessment Report –
- Pro-Start Secondary, Course Level Assessment Report –
- Supervision & Management AS, Program Level Assessment Plan –
- Supervision & Management AS, Course Level Assessment Plan -

Team 4
- Accounting AS, Program Level Assessment Plan, Resubmitted –
- Accounting AS, Course Level Assessment Plan, Resubmitted –
- Computer Aided Design & Drafting Cert., Program Level Assessment Report –
- Computer Aided Design & Drafting Certificate, Course Level Assessment Report –
- Construction Technology Cert., Program Level Assessment Report –
- Construction Technology Cert., Course Level Assessment Report –

Data Collection Status/Implementation Status –

- Admissions & Registration, Administrative Implementation Status –
- Business Office, Administrative Level Implementation Status –
- Communications & Promotions, Administrative Level Implementation Status –
- Human Resources Office, Administrative Level Implementation Status –
- Materials Management Office, Administrative Level Implementation Status –
- Student Financial Aid Office, Administrative Level Implementation Status –

IV. Old Business
- Review By-Laws
- Compensation for Committee Work for Post-Secondary & Secondary Faculty
- Joint Learning Outcome Committee and CCA committee meeting – update
- CFS due to AIER the Monday after CCA's Rating

V. New Business

VI.   Agenda Items for Next Meeting

VII.   Next meeting – April 12, 2013 in PCR

VIII.   Adjournment

# Guam Community College
## Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
Friday, April 5, 2013 (Spring 2013 Term)
Sign-In

| No. | Name | Position | Signature |
|---|---|---|---|
| 1. | Aguilar, Norman | Department Chair, Tourism & Hospitality | |
| 2. | Benavente, Joseph | Planner IV, Office of Assessment, Institutional Effectiveness & Research | |
| 3. | Aguon, Vangie | Administrative Assistant, AIER | |
| 4. | Bukikosa, Ines | Postsecondary Assistant Instructor, TSS – Cosmetology | |
| 5. | Camacho, Johanna | Program Coordinator II, Registrar's Office | |
| 6. | Chan Dr., Michael | Associate Dean, TSS | |
| 7. | Garcia, Ava | Administrative Officer, AAD | |
| 8. | Montague, Marlena | Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research | |
| 9. | Pangelinan, James | COPSA, Student Representative | |
| 10. | Perez, Doris | Assistant Director, Planning & Development | |
| 11. | Roberto, Joachim (Peter) | Postsecondary Instructor, TPS-Social Science | |
| 12. | Tam, Yvonne | Secondary Assistant Professor, TPS – Marketing | |
| 13. | Teng, Zhaopei | Postsecondary Instructor, TSS – Computer Science | |
| 14. | Uchima, Katsuyoshi | Postsecondary Assistant Instructor, TPS – Allied Health | |
| 15. | Somera Dr., R. Ray | Ex-Officio Vice President for Academic Affairs Division | |
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I.  **Call to Order – 2:00 p.m.**

II. **Roll Call**
    **Members present:** Zhaopei Teng (Chair), Marlena Montague (Co-Chair), Vangie Aguon, Joseph Benavente, Ines Bukikosa, Johanna Camacho, Joachim (Peter) Roberto, Dr. Karen Sablan, Yvonne Tam and Katsuyoshi Uchima

    **Members absent:** Norman Aguilar (Meeting), Dr. Michael Chan, Ava Garcia (off-island), and James Pangelinan (COPSA Student Rep.)

III. **Approval of prior minutes:  IT WAS MOVED BY JOSEPH BENAVENTE TO APPROVE, SECONDED BY INES BUKIKOSA, THAT THE MEETING MINUTES (UPDATE #283) FOR MARCH 22, 2013 BE APPROVED.  Motion carried.**

**Programs/Units Rating Recommendations**

**Team 1**
- Automotive Technology Services (Secondary), Program Level Assessment Report – Everything in the report is in order.  JOSEPH BENAVENTE MOTIONED TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA.  Motion carried.
- Automotive Technology Services (Secondary), Course Level Assessment Report – Everything is fine with this report.  JOSEPH BENAVENTE MOTIONED TO APPROVE, SECONDED BY DORIS PEREZ.  Motion carried.
- Civil Engineering Technology AS, Program Level Assessment Plan – There is some confusion with the plan.  Related goals not linked through and tasks not included or assigned.  DORIS PEREZ MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE.  Motion carried.
- Civil Engineering Technology AS, Course Level Assessment Plan – Course number CE210 is blank and artifacts that were uploaded are in PDF and word.docx format.  DORIS PEREZ MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE.  Motion carried.
- Civil Engineering Technology AS, Program Level Assessment Report – Doris indicated that the report should not be accepted if the plan is not approved.  Therefore it should not be on the agenda.  Marlena reported that the author is behind 2 years and was trying to come into compliance by submitting his *TracDat Data Input Memo* for both the plan and report.  The author was hoping that when the plan gets approved, his report can then be rated.  Marlena said that it will be across the board not to accept any report unless the

plan is approved. The deans are aware of the programs that are out of sync and that they are collaboratively working with the DCs to bring these programs into compliance.

- Civil Engineering Technology AS, Course Level Assessment Report – Will not be rated until the plan is approved.
- Criminal Justice & Social Science, (Dept. Courses) Course Level Assessment Plan – Not Rated.
- Culinary Arts AA, Program level Assessment Plan – Not Rated.
- Early Childhood Education (Secondary), Program Level Assessment Report – Not Rated.
- Early Childhood Education (Secondary), Course Level Assessment Report – Not Rated.
- Introduction to Health Occupation (Secondary), Program Level Assessment Report – Not Rated.
- Introduction to Health Occupation (Secondary), Course Level Assessment Report – Not Rated.
- Marketing AS, Program Level Assessment Plan – There is some confusion with the start and end dates. Yvonne will do more research on the plan. YVONNE TAM MOTIONED TO TABLE, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- Marketing AS, Course Level Assessment Plan – There is also some confusion with this plan and several things are missing. Marlena reported that the author was behind and is now in compliance. When an author submits the *TracDat Data Input Memo* to AIER, it indicates that the author has completed their assessment requirement and it will then be listed on the agenda for rating. YVONNE TAM MOTIONED TO TABLE, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- Medium/Heavy Truck Cert., Program Level Assessment Plan – Not Rated.
- Medium/Heavy Truck Cert., Course Level Assessment Plan – Not Rated.
- Tourism & Hospitality (Japanese Language) Course Level Assessment Report – Not Rated.
- Visual Communications AS, Program Level Assessment Plan – Not Rated.

**Team 2**
- Adult Education Program (ESL), Course Level Assessment Report – Data is missing from this report. INES BUKIKOSA MOTIONED TO RESUBMIT, SECONDED BY MARLENA MONTAGUE. Motioned carried.
- Adult Education Program (ESL), Course (CESL110) Level Assessment Report – There is no CESL110 listed in TracDat. Ines reported that there is a possibility that it is actually CEAD110. Marlena will have a discussion with Rowena regarding how the CE courses will be assessed. Marlena reported that historically most of the courses were under Adult Education and is now being merged with Continuing Education. INES BUKIKOSA MOTIONED TO APPROVE, SECONDED BY MARLENA MONTAGUE. Motion carried.

- Construction Trades (Carpentry) AutoCAD) Secondary, Program Level Assessment Plan – Not Rated.
- Construction Trades (Carpentry & AutoCAD) Secondary, Course Level Assessment Plan – Not Rated.
- Construction Department Courses, Program Level Assessment Plan – Not Rated.
- Construction Department Courses, Course Level Assessment Plan – Not Rated.
- Criminal Justice & Social Science AS/cert., Program Level Assessment Plan – Not Rated.
- Criminal Justice & Social Science AS/cert., Course Level Assessment Plan – Not Rated.
- Surveying Technology AS/Certificate, Program Level Assessment Plan – Not Rated.
- Surveying Technology AS/Certificate, Course Level Assessment Plan – Not Rated.
- Tourism & Travel Management AS, Program Level Assessment Plan – The *Related Goals* are not identified and the start and end is incorrect. KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY INES BUKIKOSA.  Motion carried.

### Team 3
- English Department Courses, Course Level Assessment Report – Not Rated.
- GED, Program Unit Assessment Report – Not Rated.
- Management Information Systems, Administrative Level Assessment Report (Resubmitted) – Not Rated.
- Marketing Education Secondary, Course Level Assessment Plan – Not Rated.
- Practical Nursing Certificate, Program Level Assessment Plan – Not Rated.
- Practical Nursing Certificate, Course Level Assessment Plan – Not Rated.
- Pro-Start Secondary, Program Level Assessment Plan – Not Rated.
- Pro-Start Secondary, Course Level Assessment Plan – Not Rated.
- Supervision & Management AS, Program Level Assessment Plan – Not Rated.
- Supervision & Management AS, Course Level Assessment Plan – Not Rated.

### Team 4
- Accounting AS, Program Level Assessment Plan, Resubmitted – Not Rated
- Accounting AS, Course Level Asset Plan, Resubmitted – Not Rated
- Computer Aided Design & Drafting Cert., Course Level Assessment Plan – JOHANNA CAMACHO MOTIONED TO APPROVE, SECONDED BY JOSEPH BENAVENTE.  Motion carried.
- Construction Technology Cert., Course Level Assessment Plan – JOHANNA MOTIONED TO APPROVE, SECONDED BY JOSEPH BENAVENTE.  Motion carried.

**IV.    Old Business**
- Review By-Laws – Karen did not have a chance to read the by-laws therefore the committee will table this until the next meet.  MARLENA MONTAGUE MOTIONED TO TABLE, SECONDED BY DORIS PEREZ.  Motion carried.
- Compensation for Committee Work for Post-Secondary & Secondary Faculty – Karen reported that in order for the Job Specs committee to evaluate faculty equally, a matrix was created for accountability purposes and was sent to all Department Chairs to input the information which they would certify.   The committee did not want to make a decision weighing one committee over the other without sufficient data.  Marlena mentioned that CCA has compiled hours spent in and out of this committee. This item will continue to remain on the agenda until further notice.
- Joint Learning Outcome Committee and CCA committee meeting – Zhaopei did not have a chance to speak with the new chair, Patty Terlaje.
- CFS due to AIER the Monday after CCA's rating – CFS is due April 8, 2013.

**V.     New Business** – Guidelines and clarification on start and end dates of programs that are out of sync.

**VI.    Agenda Items for Next Meeting –**

**VII.   Next Meeting –**  April 12, 2013 in PCR

**VIII.  Adjournment:** IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN.  Motion carried.  Meeting adjourned at 3:25 p.m.

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
Friday, April 12, 2013 (Spring 2013 Term)

**AGENDA**

  I.  Call to order

 II.  Roll Call

III.  Dr. R. Ray D. Somera – ISMP & Mission Updates

IV.  Approval of prior minutes/update (April 5, 2013 minutes/update #284)

Programs/Units Rating Recommendations

Team 1
- Criminal Justice & Social Science, (Dept. Courses) Course Level Assessment Plan -
- Culinary Arts AA, Program Level Assessment Plan –
- Early Childhood Education (Secondary), Program Level Assessment Report –
- Early Childhood Education (Secondary), Course Level Assessment Report –
- Introduction to Health Occupation (Secondary), Program Level Assessment Report –
- Introduction to Health Occupation (Secondary), Course Level Assessment Report –
- Marketing AS, Program Level Assessment Plan –
- Marketing AS, Course Level Assessment Plan –
- Medium/Heavy Truck Cert., Program Level Assessment Plan –
- Medium/Heavy Truck Cert., Course Level Assessment Plan –
- Tourism & Hospitality (Japanese Language) Course Level Assessment Report –
- Visual Communications AS, Program Level Assessment Plan –

Team 2
- Construction Trades (Carpentry & AutoCAD) Secondary, Program Level Assessment Plan –
- Construction Trades (Carpentry & AutoCAD) Secondary, Course Level Assessment Plan –
- Construction Department Courses, Program Level Assessment Plan –
- Construction Department Courses, Course Level Assessment Plan –
- Criminal Justice & Social Science AS/Cert., Program Level Assessment Plan –
- Criminal Justice & Social Science AS/Cert., Course Level Assessment Plan
- Surveying Technology AS/Certificate, Program Level Assessment Plan –
- Surveying Technology AS/Certificate, Course Level Assessment Plan –

Team 3
- English Department Courses, Course Level Assessment Report –
- GED, Program Unit Assessment Report –
- Management Information Systems, Administrative Level Assessment Report (Resubmitted) –
- Marketing Education Secondary, Course Level Assessment Plan –
- Practical Nursing Certificate, Program Level  Assessment Plan –
- Practical Nursing Certificate, Course Level Assessment Plan –
- Pre-Nursing Certificate, Program Level Assessment Plan –

- Pro-Start Secondary, Program Level Assessment Plan –
- Pro-Start Secondary, Course Level Assessment Plan –
- Supervision & Management AS, Program Level Assessment Plan –
- Supervision & Management AS, Course Level Assessment Plan -

Team 4
- Accounting AS, Program Level Assessment Plan, Resubmitted –
- Accounting AS, Course Level Assessment Plan, Resubmitted –

V. Old Business
- Review By-Laws
- Compensation for Committee Work for Post-Secondary & Secondary Faculty – Update
- Joint Learning Outcome Committee and CCA committee meeting – Update
- CFS due to AIER the Monday after CCA's Rating

VI. New Business
- Guidelines and clarification on start and end dates of programs that are out of sync.
- Goals & recommendations for next academic year.

VII. Agenda Items for Next Meeting

VIII. Next meeting – April 19, 2013 in PCR

IX. Adjournment

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
Friday, April 12, 2013 (Spring 2013 Term)
Sign-In

| No. | Name | Position | Signature |
|---|---|---|---|
| 1. | Aguilar, Norman | Department Chair, Tourism & Hospitality | |
| 2. | Benavente, Joseph | Planner IV, Office of Assessment, Institutional Effectiveness & Research | |
| 3. | Aguon, Vangie | Administrative Assistant, AIER | |
| 4. | Bukikosa, Ines | Postsecondary Assistant Instructor, TSS – Cosmetology | |
| 5. | Camacho, Johanna | Program Coordinator II, Registrar's Office | |
| 6. | Chan Dr., Michael | Associate Dean, TSS | |
| 7. | Garcia, Ava | Administrative Officer, AAD | |
| 8. | Montague, Marlena | Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research | |
| 9. | Pangelinan, James | COPSA, Student Representative | |
| 10. | Perez, Doris | Assistant Director, Planning & Development | |
| 11. | Roberto, Joachim (Peter) | Postsecondary Instructor, TPS-Social Science | |
| 12. | Tam, Yvonne | Secondary Assistant Professor, TPS – Marketing | |
| 13. | Teng, Zhaopei | Postsecondary Instructor, TSS – Computer Science | |
| 14. | Uchima, Katsuyoshi | Postsecondary Assistant Instructor, TPS – Allied Health | |
| 15. | Somera Dr., R. Ray | Ex-Officio Vice President for Academic Affairs Division | |
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I.      **Call to Order – 2:00 p.m.**

II.     **Roll Call**
        **Members present:** Zhaopei Teng (Chair), Marlena Montague (Co-Chair), Vangie
        Aguon, Joseph Benavente, Ines Bukikosa, Dr. Michael Chan, Ava Garcia, Joachim
        (Peter) Roberto, Yvonne Tam and Katsuyoshi Uchima

        **Members absent:** Norman Aguilar (Off-island), Johanna Camacho (Leave), Dr.
        Karen Sablan (Conference), and James Pangelinan (COPSA Student Rep.)

III.    **Dr. R. Ray D. Somera, ISMP & Mission Updates –** Dr. Ray reported that valuable
        feedback has been received from the campus community regarding the changes to the
        mission statement.  Verbiage will change in the mission statement. The deadline has
        been extended until September 2013 so that it coincides with the development of the
        ISMP which will expire in January of 2014.  A draft will be sent to the board for
        review in October 2013 with approval in January of 2014.  Dr. Ray has made a
        suggestion that the time period for the ISMP be six years beginning 2014 – 2020.
        This time will coincide with President Obama's completion agenda in which he
        mentioned that many students from community colleges will be graduating in 2020.

        No. 1 – The mission statement may change to the following:

        o   Guam Community College is a leader in career and technical workforce
            development by providing the highest quality **student-centered or learning
            centered** education and job training **for** Micronesia.

        o   **Student –Centered** was endorsed by Faculty Senate, LOC and PDRC.

        Dr. Ray also reported that many of the students and administrators during
        Professional Development day were partial to "student-centered" because it is
        tangible and concrete whereas "learning-centered" is abstract and cannot be seen.

        Comments from CCA Members:
        o   Customers are not all students. In favor of *learning centered*.
        o   *Learning Centered* is more broad,
        o   *Learning Centered* is emphasized with what they do with SLOs
        o   *Learning Centered* encompasses more of the stakeholders.

        No. 2 – What do they want GCC to be?

During Professional Development Day, staff and administrators talked about cultural awareness. The discussion was either you celebrate your diversity/ethnicity or tone it down. These are big picture goals the ISMP will focus on.

Here are the comments:
- o Embracing Chamorro
- o Uneasy about using the words "native" or "Chamorro"
- o Why emphasize on specific ethnicity
- o Why can it be diversified
- o Diversity – it means celebration of all cultures, instead of a Chamorro day it should be cultural day to display all ethnicity
- o When culture is emphasized, it is a strength and uniqueness
- o Sensitivity to various cultures
- o Peaceful co-existence
- o Removing the fear of taking a test
- o Personalize GCC

IV. **Approval of prior minutes: IT WAS MOVED BY JOSEPH BENAVENTE TO APPROVE, SECONDED BY KATSUYOSHI UCHIMA, THAT THE MEETING MINUTES (UPDATE #284) FOR APRIL 5, 2013 BE APPROVED. Motion carried.**

**Programs/Units Rating Recommendations**

**Team 1**
- Criminal Justice & Social Science Department Courses, Course Level Assessment Plan – The plan is missing test and rubrics. DORIS PEREZ MOTIONED TO RESUBMIT, SECONDED BY JOSEPH BENAVENTE. Motion carried.
- Culinary Arts AA, Program level Assessment Plan – Not Rated.
- Early Childhood Education (Secondary), Program Level Assessment Report – No student artifacts and the report is also missing "N=". YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY DORIS PEREZ. Motion carried.
- Early Childhood Education (Secondary), Course Level Assessment Report – Student artifacts not uploaded and also missing "N=". YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY DORIS PEREZ. Motion carried.
- Introduction to Health Occupation (Secondary), Program Level Assessment Report – Not Rated.
- Introduction to Health Occupation (Secondary), Course Level Assessment Report – The *Summary of Results* does not make sense. Also *Budget Related Performance Indicators* are in the wrong place. YVONNE TAM MOTIONED TO RESUBMIT, SECONDED BY DORIS PEREZ. Motion carried.

- Marketing AS, Program Level Assessment Plan – Not Rated.
- Marketing AS, Course Level Assessment Plan – Not Rated.
- Medium/Heavy Truck Cert., Program Level Assessment Plan – Not Rated.
- Medium/Heavy Truck Cert., Course Level Assessment Plan – Not Rated.
- Tourism & Hospitality (Japanese Language) Course Level Assessment Report –
- Visual Communications AS, Program Level Assessment Plan – Not Rated.

### Team 2

- Construction Trades (Carpentry) AutoCAD) Secondary, Program Level Assessment Plan – It seems that his plan was approved in May of 2012. What is due is a report and nothing is showing in Tracdat. When the author submitted his input memo, he indicated a plan. This should be a report. INES BUKIKOSA MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Construction Trades (Carpentry & AutoCAD) Secondary, Course Level Assessment Report – Dates are incorrect. INES BUKIKOSA MOTIONED TO RESUBMIT, SECONDED BY KATSUYOSHI UCHIMA. Motion carried.
- Construction Department Courses, Course Level Assessment Plan – TABLE
- Criminal Justice & Social Science AS/cert., Course Level Assessment Plan – Not Rated.
- Lodging & Management Program (Secondary) Course Level Assessment Report, Resubmitted – All the information was entered. KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY ZHAOPEI TENG. Motion carried.
- Surveying Technology AS/Certificate, Program Level Assessment Plan – Documents not uploaded and there is no mission and vision indicated. KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY INES BUKIKOSA. Motion carried.
- Surveying Technology AS/Certificate, Course Level Assessment Plan – Mission and Vision statement is not indicated and artifacts not uploaded. A syllabus is not mandatory. It is not considered a tool because it cannot be measured. KATSUYOSHI UCHIMA MOTIONED TO RESUBMIT, SECONDED BY INES BUKIKOSA. Motion carried.

### Team 3

- English Department Courses, Course Level Assessment Report – TABLE
- GED, Program Unit Assessment Report – MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY AVA GARCIA. Motion carried.
- Management Information Systems, Administrative Level Assessment Report (Resubmitted) – This unit has completed the requirement for the fall and is done with the assessment cycle by closing the loop. MARLENA

MONTAGUE MOTIONED TO APPROVE, SECONDED BY AVA GARCIA.  Motion carried.

- Marketing Education Secondary, Course Level Assessment Plan – The plan is complete.  MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY AVA GARCIA.  Motion carried.

- Marketing Education Secondary, Program Level Assessment Plan – MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY AVA GARCIA.  Motion carried.

- Practical Nursing Certificate, Program Level Assessment Plan – The plan is incomplete.  Marlena will meet with the author next week.  MARLENA MONTAGUE MOTIONED TO RESUBMIT, SECONDED BY AVA GARCIA.  Motioned carried.

- Practical Nursing Certificate, Course Level Assessment Plan – MARLENA MONTAGUE MOTIONED TO RESUBMIT, SECONDED BY AVA GARCIA.  Motion carried.

- Pre-Nursing Certificate, Program level Assessment Plan – The plan is missing artifacts and other documents that are required.  MARLENA MONTAGUE MOTIONED TO RESUBMIT, SECONDED BY AVA GARCIA.  Motion carried.

- Pro-Start Secondary, Program Level Assessment Plan – MARLENA MONTAGUE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY AVA GARCIA.  Motion carried.

- Pro-Start Secondary, Course Level Assessment Plan – MARLENA MONTAGUE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY AVA GARCIA.  Motion carried.

- Supervision & Management AS, Program Level Assessment Plan – The plan is very good.  MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY AVA GARCIA.  Motion carried.

- Supervision & Management AS, Course Level Assessment Plan –MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY AVA GARCIA.  Motion carried.

**Team 4**

- Accounting AS, Program Level Assessment Plan, Resubmitted – This is a plan that was rated a resubmit in the fall of 2012.  The author made the changes.  VANGIE AGUON MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY AVA GARCIA.  Motion carried.

- Accounting AS, Course Level Asset Plan, Resubmitted – Again, this plan was rated a resubmit in the fall of 2012.  VANGIE AGUON MOTIONED TO APPROVE, SECONDED BY AVA GARCIA.  Motion carried.

## V.     Old Business

- Review By-Laws – Dr. Karen has not reviewed the by-laws at this time.  The committee tabled until her return.

- Compensation for Committee Work for Post-Secondary & Secondary Faculty – Zhaopei reported that she sent a memo on Oct. 1st, 2012 to the Job Specs committee regarding this matter.  Gary then sent an email to Zhaopei recently indicating that the

committee is going to follow a standardized process so no one committee weighs more than the other.  A matrix was sent to Zhaopei to complete for the members.  Pete reported that based on the email, it was very clear that Job Specs committee wants to standardize the process across all committees. CCA discussed in the past that if a faculty member is part of CCA, the incentive will be that faculty will automatically get a *superb* rating in their evaluation.   Zhaopei indicated that the faculty member that made this suggestion should provide their evidence to Gary.  This item will then be removed from the agenda.

- Joint Learning Outcome Committee and CCA committee meeting – Zhaopei will be meeting with Patty Terlaje regarding the End of the Year report.  Zhaopei will provide a copy to CCA for their review.
- CFS due to AIER the Monday after CCA's rating – CFS is due next Monday.

**VI.      New Business**
- Guidelines and clarification on start and end dates of programs that are out of sync – Marlena indicated that if a program or unit is out of sync by 1 semester and still within the 2 year cycle, there is a good chance to bring them back into sync. AIER continues to provide the Associate Deans, Deans, Vice Presidents, President and HRO with the assessment compliance memo.
  It was recommended to keep the same start and end dates so that there is no confusion. If the author is out of sync it should be indicated in the document.
- CCA Goals & Recommendations for Next Academic Year– Zhaopei will prepare the report for CCA.  Other recommendations should be emailed to Zhaopei.
  Listed are the recommendations:
  - ✓ Increase Membership
  - ✓ CCA Retreat

**VII.     Agenda Items for Next Meeting –**

**VIII.   Next Meeting –**  April 19, 2013 in PCR

**IX.      Adjournment:** IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY KATSUYOSHI UCHIMA TO ADJOURN.  Motion carried.  Meeting adjourned at 3:25 p.m.

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
Friday, April 19, 2013 (Spring 2013 Term)

## AGENDA

I. Call to order

II. Roll Call

III. Approval of prior minutes/update (April 12, 2013 minutes/update #285)

Programs/Units Rating Recommendations

Team 1
- Culinary Arts AA, Program Level Assessment Plan –
- Introduction to Health Occupation (Secondary), Program Level Assessment Report –
- Marketing AS, Program Level Assessment Plan –
- Marketing AS, Course Level Assessment Plan –
- Medium/Heavy Truck Cert., Program Level Assessment Plan –
- Medium/Heavy Truck Cert., Course Level Assessment Plan –
- Tourism & Hospitality (Japanese Language) Course Level Assessment Report –
- Visual Communications AS, Program Level Assessment Plan –

Team 2
- Construction Department Courses, Course Level Assessment Plan –
- Criminal Justice & Social Science AS/Cert., Program Level Assessment Plan –
- Criminal Justice & Social Science AS/Cert., Course Level Assessment Plan –
- Materials Management Administrative Level Assessment Report, Resubmitted –
- Pre-Architectural Drafting AS, Program Level Assessment Plan, Resubmitted –
- Pre-Architectural Drafting AS, Course Level Assessment Plan, Resubmitted –

Team 3
- English Department Courses, Course Level Assessment Report –

IV. Old Business
- Review By-Laws
- Joint Learning Outcome Committee and CCA committee meeting – Update
- CFS due to AIER the Monday after CCA's Rating

V. New Business
- Syllabus Uploads
- Goals & Recommendation for Next Academic Year

VI. Agenda Items for Next Meeting

VII. Next meeting – April 26, 2013 in PCR

VIII. Adjournment

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
Friday, April 19, 2013 (Spring 2013 Term)
Sign-In

| No. | Name | Position | Signature |
|---|---|---|---|
| 1. | Aguilar, Norman | Department Chair, Tourism & Hospitality | |
| 2. | Benavente, Joseph | Planner IV, Office of Assessment, Institutional Effectiveness & Research | |
| 3. | Aguon, Vangie | Administrative Assistant, AIER | |
| 4. | Bukikosa, Ines | Postsecondary Assistant Instructor, TSS – Cosmetology | |
| 5. | Camacho, Johanna | Program Coordinator II, Registrar's Office | |
| 6. | Chan Dr., Michael | Associate Dean, TSS | |
| 7. | Garcia, Ava | Administrative Officer, AAD | |
| 8. | Montague, Marlena | Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research | |
| 9. | Pangelinan, James | COPSA, Student Representative | |
| 10. | Perez, Doris | Assistant Director, Planning & Development | |
| 11. | Roberto, Joachim (Peter) | Postsecondary Instructor, TPS-Social Science | |
| 12. | Sablan Dr., Karen | Associate Dean, TSS | |
| 13. | Tam, Yvonne | Secondary Assistant Professor, TPS – Marketing | |
| 14. | Teng, Zhaopei | Postsecondary Instructor, TSS – Computer Science | |
| 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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I.    **Call to Order – 2:00 p.m.**

II.   **Roll Call**
      **Members present:** Zhaopei Teng (Chair), Marlena Montague (Co-Chair), Vangie
      Aguon, Joseph Benavente, Ines Bukikosa, Johanna Camacho, Ava Garcia, Doris
      Perez, Joachim (Peter) Roberto and Katsuyoshi Uchima

      **Members absent:** Norman Aguilar, Dr. Michael Chan, Dr. Karen Sablan
      (Conference), Yvonne Tam and James Pangelinan (COPSA Student Rep.)

III.  **Approval of prior minutes:  Not available until the next meeting (April 26, 2013).**

      **Programs/Units Rating Recommendations**

      **Team 1 – Tabled**
      - Culinary Arts AA, Program level Assessment Plan –
      - Introduction to Health Occupation (Secondary), Program Level Assessment
        Report –
      - Marketing AS, Program Level Assessment Plan –
      - Marketing AS, Course Level Assessment Plan –
      - Medium/Heavy Truck Cert., Program Level Assessment Plan –
      - Medium/Heavy Truck Cert., Course Level Assessment Plan –
      - Tourism & Hospitality (Japanese Language) Course Level Assessment Report
      - Visual Communications AS, Program Level Assessment Plan –

      **Team 2**
      - Construction Department Courses, Course Level Assessment Plan – There is
        nothing uploaded in the plan.  INES BUKIKOSA MOTIONED TO
        RESUBMIT, SECONDED BY JOHANNA CAMACHO.  Motion carried.
      - Criminal Justice & Social Science AS/Cert., Program Level Assessment Plan
        – Ines was concerned that the artifact uploaded seemed like a survey.  Peter
        mentioned that his department wanted to come up with an innovative way to
        create a standard form so that faculty can get a sense of what outcomes the
        students are learning.  This artifact is being distributed to students at this time
        and faculty is excited to see the feedback.   After further explanation from
        Pete, the committee agreed that the artifact uploaded was fine.
        INES BUKIKOSA MOTIONED TO APPROVE WITH MINOR CHANGES,
        SECONDED BY AVA GARCIA.  Motion carried.
      - Criminal Justice & Social Science AS/Cert., Course Level Assessment Plan –
        INES BUKIKOSA MOTIONED TO APPROVE WITH MINOR CHANGES,
        SECONDED BY AVA GARCIA.  Motion carried.

- Materials Management Administrative Level Assessment Report, Resubmitted – The author made all changes.  KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY INES BUKIKOSA.  Motion carried.
- Pre-Architectural Drafting AS, Program Level Assessment Plan, Resubmitted – Not rated.
- Pre-Architectural Drafting AS, Course Level Assessment Plan, Resubmitted – Not rated.

### Team 3
- English Department Courses, Course Level Assessment Report – MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY JOHANNA CAMACHO.  Motioned carried.

### Team 4
- Accounting AS, Program Level Assessment Plan, Resubmitted – The author made the changes indicated in the CFS.  VANGIE AGUON MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY AVA GARCIA.  Motion carried.
- Accounting AS, Course Level Asset Plan, Resubmitted – The author made the changes indicated in the CFS.  VANGIE AGUON MOTIONED TO APPROVE, SECONDED BY AVA GARCIA.  Motion carried.

## IV.    Old Business
- Review By-Laws – Dr. Karen made her recommendations to the by-laws and was agreed by the committee. MARLENA MONTAGUE MOTIONED TO APPROVE AS AMENDED, SECONDED BY JOHANNA CAMACHO. Motion carried.
- Joint Learning Outcome Committee and CCA committee meeting – No updates at this time.
- CFS due to AIER the Monday after CCA's rating – CFS is due next Monday.

## V.    New Business
- Syllabus Uploads – Marlena reported that the Adjunct Associate Dean is tasked to review and ensure that the syllabus submitted to him matches the electronic catalog (acalog).  She sees no reason for CCA members to duplicate the effort.  Ava mentioned that the department chairs also review the syllabus to make sure important information is listed.  Doris suggested that CCA write a memo to the Adjunct Associate Dean informing him to utilize TracDat as a primary tool when reviewing the syllabus.  Zhaopei will prepare a draft memo and present it to CCA in their next meeting.
- Goals & Recommendation for Next Academic Year – TABLE

## VI.    Agenda Items for Next Meeting –

## VII.    Next Meeting – April 26, 2013 in PCR

**VIII.  Adjournment:** IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY AVA GARCIA TO ADJOURN.  Motion carried.  Meeting adjourned at 2:55 p.m.

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
Friday, April 26, 2013 (Spring 2013 Term)

**AGENDA**

I.  Call to order

II.  Roll Call

III.  Approval of prior minutes/update (April 12, 2013 minutes/update #285) and (April 19, 2013 minutes update #286)

Programs/Units Rating Recommendations

Team 1
- Civil Engineering Technology AS, Program Level Assessment Plan, Resubmitted –
- Civil Engineering Technology AS, Course Level Assessment Plan, Resubmitted –
- Culinary Arts AA, Program Level Assessment Plan –
- Introduction to Health Occupation (Secondary), Program Level Assessment Report –
- Marketing AS, Program Level Assessment Plan –
- Marketing AS, Course Level Assessment Plan –
- Medium/Heavy Truck Cert., Program Level Assessment Plan –
- Medium/Heavy Truck Cert., Course Level Assessment Plan –
- Tourism & Hospitality (Japanese Language) Course Level Assessment Report –
- Visual Communications AS, Program Level Assessment Plan –

Team 2
- Construction Department Courses, Course Level Assessment Plan, Resubmitted –
- Pre-Architectural Drafting AS, Program Level Assessment Plan, Resubmitted –
- Pre-Architectural Drafting AS, Course Level Assessment Plan, Resubmitted –
- Surveying Technology AS/Cert., Course Level Assessment Plan, Resubmitted –
- Surveying Technology AS/Cert., Program Level Assessment Plan, Resubmitted –

Team 3
- Marketing Education Secondary, Program Level Assessment Report –
- Marketing Education Secondary, Course Level Assessment Report –
- Pro-Start Secondary, Program Level Assessment Report –
- Pro-Start Secondary, Course Level Assessment Report –

IV.  Old Business
- Joint Learning Outcome Committee and CCA committee meeting – Update
- CFS due to AIER the Monday after CCA's Rating

V.  New Business
- CCA Awards
- ISMP & Mission Updates – Final Committee Vote
- Goals & Recommendation for Next Academic Year

VI. Agenda Items for Next Meeting

VII. Next meeting – May 3, 2013 in PCR

VIII. Adjournment

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
Friday, April 26, 2013 (Spring 2013 Term)
Sign-In

| No. | Name | Position | Signature |
|---|---|---|---|
| 1. | Aguilar, Norman | Department Chair, Tourism & Hospitality | |
| 2. | Benavente, Joseph | Planner IV, Office of Assessment, Institutional Effectiveness & Research | |
| 3. | Aguon, Vangie | Administrative Assistant, AIER | |
| 4. | Bukikosa, Ines | Postsecondary Assistant Instructor, TSS – Cosmetology | |
| 5. | Camacho, Johanna | Program Coordinator II, Registrar's Office | |
| 6. | Chan Dr., Michael | Associate Dean, TSS | |
| 7. | Garcia, Ava | Administrative Officer, AAD | |
| 8. | Montague, Marlena | Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research | |
| 9. | Pangelinan, James | COPSA, Student Representative | |
| 10. | Perez, Doris | Assistant Director, Planning & Development | |
| 11. | Roberto, Joachim (Peter) | Postsecondary Instructor, TPS-Social Science | |
| 12. | Sablan Dr., Karen | Associate Dean, TSS | |
| 13. | Tam, Yvonne | Secondary Assistant Professor, TPS – Marketing | |
| 14. | Teng, Zhaopei | Postsecondary Instructor, TSS – Computer Science | |
| 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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I.      **Call to Order – 2:00 p.m.**

II.     **Roll Call**
        **Members present:** Zhaopei Teng (Chair), Marlena Montague (Co-Chair), Vangie
        Aguon, Joseph Benavente, Ines Bukikosa, Johanna Camacho, Dr. Michael Chan,
        Ava Garcia, Doris Perez, Joachim (Peter) Roberto, Dr. Karen Sablan and Katsuyoshi
        Uchima

        **Members absent:** Norman Aguilar, Yvonne Tam and James Pangelinan (COPSA
        Student Rep.)

III.    **Approval of prior minutes: IT WAS MOVED BY INES BUKIKOSA TO
        APPROVE WITH MINOR CHANGES, SECONED BY JOSEPH
        BENAVENTE, THAT THE MEETING MINUTES (UPDATE #285) FOR
        APRIL 12, 2013 BE APPROVED. Motion carried.**

        **IT WAS MOVED BY JOHANNA CAMACHO TO APPROVE WITH MINOR
        CHANGES, SECONDED BY KATSUYOSHI UCHIMA, THAT THE
        MEETING MINUTES (UPDATE #286) FOR APRIL 19, 2013 BE APPROVED.
        Motion carried.**

        **Programs/Units Rating Recommendations**

        **Team 1**
        - Civil Engineering Technology AS, Program Level Assessment Plan,
          Resubmitted – DORIS PEREZ MOTIONED TO APPROVE, SECONDED
          BY JOSEPH BENAVENTE. Motion carried.
        - Civil Engineering Technology AS, Course Level Assessment Plan,
          Resubmitted – DORIS PEREZ MOTIONED TO APPROVE, SECONDED
          BY JOSEPH BENAVENTE. Motion carried.
        - Culinary Arts AA, Program Level Assessment Plan – The plan is incomplete.
          JOSEPH BENAVENTE MOTIONED TO RESUBMIT, SECONDED BY
          DORIS PEREZ. Motion carried.
        - Introduction to Health Occupation (Secondary), Program Level Assessment
          Report – Joe reported that Yvonne's recommendation for this program is to
          approve with minor changes. JOSEPH BENAVENTE MOTIONED TO
          APPROVE WITH MINOR CHANGES, SECONDED BY DORIS PEREZ.
          Motion carried.
        - Marketing AS, Program Level Assessment Plan – DORIS PEREZ
          MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY
          JOSEPH BENAVENTE. Motion carried.

- Marketing AS, Course Level Assessment Plan – DORIS PEREZ MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY JOSEPH BENAVENTE.  Motion carried.
- Medium/Heavy Truck Cert., Program Level Assessment Plan – The SLOs need to be linked and the author did not identify the category source.  KAREN SABLAN MOTIONED TO RESUBMIT, SECONDED BY JOHANNA CAMACHO.  Motion carried.
- Medium/Heavy Truck Cert., Course Level Assessment Plan – Several courses are missing the artifacts and the ILOs.  KAREN SABLE MOTIONED TO RESUBMIT, SECONDED BY JOHANNA CAMACHO.  Motion carried.
- Tourism & Hospitality (Japanese Language) Course Level Assessment Report – KAREN SABLAN MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY JOHANNA CAMACHO.  Motioned carried.
- Visual Communications AS, Program Level Assessment Plan – KAREN SABLAN MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY DORIS PEREZ.  Motion carried.
- Visual Communications AS, Course Level Assessment Plan – All courses are missing the links to the ISMP and ILOs.  Artifacts are also missing.  KAREN SABLAN MOTIONED TO RESUBMIT, SECONDED BY DORIS PEREZ.  Motion carried.

**Team 2**
- Construction Department Courses, Course Level Assessment Plan, Resubmitted – The dates are not consistent.  Marlena reported that program is *out of sync*.  INES BUKIKOSA MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA.  Motion carried.
- Pre-Architectural Drafting AS, Program Level Assessment Plan, Resubmitted – The author addressed everything that was recommended to him in the CFS.  DR. MICHAEL CHAN MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA.  Motion carried.
- Pre-Architectural Drafting AS, Course Level Assessment Plan, Resubmitted – One of the tools was uploaded in word document.  DR. MICHAEL CHAN MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY KATSUYOSHI UCHIMA.  Motion carried.
- Surveying Technology AS/Cert., Course Level Assessment Plan, Resubmitted – The author made all changes that was required of him.  KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY JOHANNA CAMACHO.  Motion carried.
- Surveying Technology AS/Cert., Program Level Assessment Plan, Resubmitted – KATSUYOSHI UCHIMA MOTIONED TO APPROVE, SECONDED BY INES BUKIKOSA.  Motion carried.

**Team 3**
- Marketing Education Secondary, Program Level Assessment Report – MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY AVA GARCIA.  Motion carried.

- Marketing Education Secondary, Course Level Assessment Report – MARLENA MONTAGUE MOTIONED TO APPROVE, SECONDED BY AVA GARCIA.  Motion carried.
- Pro-Start Secondary, Program Level Assessment Report – MARLENA MONTAGUE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY AVA GARCIA.  Motion carried.
- Pro-Start Secondary, Course Level Assessment Report – MARLENA MONTAGUE MOTIONED TO APPROVE WITH MINOR CHANGES, SECONDED BY AVA GARCIA.  Motion carried.

## IV.   Old Business

- Joint Learning Outcome Committee and CCA committee meeting – No updates from the LOC Chair.
- CFS due to AIER the Monday after CCA's rating – CFS is due Monday no later than 5 p.m.
- Syllabus – Remove syllabus from CFS assessment plan.  AIER is currently updating the CFS plan.

## V.   New Business

- CCA Awards – There are six categories for the CCA awards.  Send recommendations to AIER no later than Wednesday, May 1, 2013.  CCA members will be voting next Friday, May 3rd, 2013.  The awards will be given in August during convocation.  Listed below are the categories.
  - Best Administrative Unit Effort Award
  - Best Student Services Effort Award
  - Commitment to Assessment Award
  - Best Assessment Model Award
  - The Most Improved Assessment Effort Award
  - Best Instructional Program Effort Award

- ISMP & Mission Updates, Final Committee Vote – CCA members voted for "Learning Centered".
- Goals & Recommendation for Next Academic Year – The report is due by the end of the month.  Listed below are the five goals for CCA.
  - Increase CCA Membership
  - CCA Comprehensive Campus Training
  - CCA Retreat
  - TracDat Upgrades
  - Incorporate other Units

## VI.   Agenda Items for Next Meeting –

## VII.   Next Meeting –  May 3, 2013 in PCR

**VIII.  Adjournment:** IT WAS MOVED BY JOSEPH BENAVENTE, SECONDED BY AVA GARCIA TO ADJOURN.  Motion carried.  Meeting adjourned at 3:05 p.m.

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
Friday, May 3, 2013 (Spring 2013 Term)

## AGENDA

I. Call to order

II. Roll Call

III. Approval of prior minutes/update (April 26, 2013 minutes/update #287)

Programs/Units Rating Recommendations

Team 4
- Automotive (Collision Repair & Refinishing) Technology Secondary, Program Level Assessment Report –
- Automotive (Collision Repair & Refinishing) Technology Secondary, Course Level Assessment Report –

IV. Old Business
- Joint Learning Outcome Committee and CCA committee meeting – Update
- CFS due to AIER the Monday after CCA's Rating

V. New Business
- Accreditation Basics
- CCA Awards

VI. Agenda Items for Next Meeting

VII. Next meeting – August 30, 2013 in PCR

VIII. Adjournment

Guam Community College
Committee on College Assessment (CCA) Meeting
2:00 p.m., President's Conference Room
Friday, May 3, 2013 (Spring 2013 Term)
Sign-In

| No. | Name | Position | Signature |
|---|---|---|---|
| 1. | Aguilar, Norman | Department Chair, Tourism & Hospitality | |
| 2. | Benavente, Joseph | Planner IV, Office of Assessment, Institutional Effectiveness & Research | Leave |
| 3. | Aguon, Vangie | Administrative Assistant, AIER | |
| 4. | Bukikosa, Ines | Postsecondary Assistant Instructor, TSS – Cosmetology | |
| 5. | Camacho, Johanna | Program Coordinator II, Registrar's Office | |
| 6. | Chan Dr., Michael | Associate Dean, TSS | |
| 7. | Garcia, Ava | Administrative Officer, AAD | |
| 8. | Montague, Marlena | Acting Assistant Director, Office of Assessment, Institutional Effectiveness & Research | |
| 9. | Pangelinan, James | COPSA, Student Representative | |
| 10. | Perez, Doris | Assistant Director, Planning & Development | |
| 11. | Roberto, Joachim (Peter) | Postsecondary Instructor, TPS-Social Science | |
| 12. | Sablan Dr., Karen | Associate Dean, TSS | |
| 13. | Tam, Yvonne | Secondary Assistant Professor, TPS – Marketing | |
| 14. | Teng, Zhaopei | Postsecondary Instructor, TSS – Computer Science | |
| 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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