

**Guam Community College  
Council of Department Chairs**

Date: December 9, 2011

To: Faculty Senate

Fr: Christopher Dennis, Chairperson Council of Department Chairs

Subject: Recommendations for CDC Goal #s 1 & 2

Hafa Adai,

The Council of Department Chairs discussed and created recommendations regarding the faculty evaluation process and criteria. These discussions took place at the September 20<sup>th</sup>, October 20<sup>th</sup>, and November 17<sup>th</sup> meetings of this year. The following is the list of recommendations that was approved by the council:

1. Define the appropriate activities in Department Chair Rubric Section I
2. Expand Department Chair Rubric Section I-Satisfactory-Criterion #5 (Assists with training and mentoring of new department members) to include the training of GCC faculty for the purpose of improving the college.
3. The mentoring of adjunct faculty and staff should be included in Department Chair Rubric Section I-Strong-Criterion #3 (Develops an ongoing mentorship program for the department). The program should not be limited by PDRC.
4. The Faculty Union Contract should be amended so that PDRC is not the only entity responsible for the training of GCC faculty. The DC's responsibility for training should not be under the purview of PDRC.
5. Clarify the meaning of "Exceptional Volunteer Efforts"
6. Create objectives for a departmental convocation
7. Conduct a study to ensure fair value for activities. Activities that have significant positive impact on a department or the college should be credited to multiple sections and/or elements.
8. Create a process so faculty can verify what activities will be counted towards their evaluation.
9. Create process to resolve disputes between faculty and evaluator such as a review panel.

At the November 17<sup>th</sup> meeting a motion was passed to recommend that the college provide tuition waiver for faculty and their dependants. The council also discussed how "Dependants" should be defined. Council member Sarah Leon Guerrero suggested that we use the University of Guam's definition of dependant stated in their faculty and dependant waiver policy. The council could not come to a consensus before the end of the meeting so it was decided that dependant be defined by the Faculty Senate or authorized entity.

Sincerely,

Christopher Dennis  
Chair, CDC