

Meeting Agenda			
Committee Name	PDRC Committee		
Meeting Room	A30		
Date	August 22, 2016		
Time	2:30pm		
Meeting Facilitator	Pilar Pangelinan		
Meeting Attendees			
Today's Agenda			
No.	Topics	Action Points	Owner
1	Elect PDRC chair elect		
2	Application		
3	Meeting Dates		
4	IOP & Bylaws		
5	Mentor program		
6	Go2Knowledge		
7	Equipment (Swivl)		
8	Kick Off		
9	Brown Bag		
10	Incentives		
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Meeting Minutes			
Committee Name	PDRC Committee		
Meeting Location	A30		
Date	Monday August 22,2016		
Time	2:30pm -3:45pm		
Meeting Facilitator	Pilar Pangelinan		
Meeting Attendees	PP, TC, SL, WT, DB, SS (all members present)		
Members Absent	NONE		
Agenda			
	Topics/Discussion	Summary / Actions Taken	For Action
1	Elect PDRC Chair Elect	Discussion held no one who is eligible wants to accept.	Inform PT, Faculty Senate President (appoint?)
2	Discussed application/meeting dates/IOP/Application form revisions <ul style="list-style-type: none">■ Increase Tuition Assistance up to \$5k and change to Reimbursement■ Max for Tuition Reimbursement and Travel \$5k	Approved Unanimous	Pilar Pangelinan, then publish on MyGCC
3	Mentor Program	Need listing from HR on who are faculty that need mentors.	Steve Lam to handle.
4	Go2Knowledge – shared discussion with Dr. Ray & Dr. Liz on thematic approach to create dialogue and show specific gains from professional development and ties to the Comprehensive Professional Development Plan.	Renewal submitted 8/22/2016. We will tie in with Professional Development Kick Off/Brown Bag on Friday September 30	Pilar Pangelinan, Sally Sablan & Doreen Blas
5	Open Agenda -AY2015-2016 Budget have about \$8500 that needs to be spent (will do call out for applications) Swivl and other equipment available for faculty to use, must be checked out with Bobbie Blas as locked in Faculty Senate office.	Announcement via MyGCC via pio. Request Trisha Unten to do training.	Pilar Pangelinan

Meeting adjourned at: 3:45pm

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Version: 1.0

Date: 01/21/2015

Next Meeting Date, Time and Location: Monday September 12 at 2pm in A30

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Meeting Agenda			
Committee Name	PDRC Committee		
Meeting Room	A30		
Date	September 12, 2016		
Time	2:00pm		
Meeting Facilitator	Pilar Pangelinan		
Meeting Attendees			
Today's Agenda			
No.	Topics	Action Points	Owner
1	Minutes 22 Aug 2016 / Reports		
2	Goals		
3	Bylaws		
4	Mentor program		
5	Go2Knowledge		
6	Equipment (Swivl)		
7	Kick Off 30 Sept 2016		
8	Brown Bag Sessions		
9	Incentives		
10	Budget		
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Meeting Minutes

Meeting Minutes			
Committee Name		PDRC Committee	
Meeting Room		A30	
Date		September 12, 2016	
Time		2:10pm	
Meeting Facilitator		Pilar Pangelinan	
Meeting Attendees		PP, TC, SL, WT, DB, SS (all members present)	
Agenda			
No.	Topics	Summary/Actions Taken	For Action
1	Minutes 22 Aug 2016 / Reports	<ul style="list-style-type: none">• Correction- Item 3, For Action: Steve Lam to coordinate.• Approved with correction; no discussion.	Correct minutes
2	Goals	<ul style="list-style-type: none">• 5 goals are<ol style="list-style-type: none">1. Provide a minimum of 2 Brown Bag sessions a year.2. Devise means of encouraging faculty to participate in PDRC activities.3. Engage new full-time and LTA faculty in the mentoring program.4. Review the current travel and tuition reimbursement policy.5. Review and revise, as necessary, the PDRC By-laws and IOP.• Approved Unanimous	Pilar Pangelinan
3	Bylaws	<ul style="list-style-type: none">• Proposing staggered terms for PDRC• Change verbiage in IOP<ul style="list-style-type: none">○ IIIa – attach TA to packet○ IIIi- remove # of travel allowed• Approved Unanimous	Pilar Pangelinan
4	Mentor program	<ul style="list-style-type: none">• HR list will be forwarded to Steve• Announcement will be posted on MYGCC “Call for Mentors”• Mentor handbook to be emailed to committee• Full time/LTA faculty will be assigned mentors	Steve Lam Sally Sablan Pilar Pangelinan
5	Go2Knowledge	<ul style="list-style-type: none">• Approved for FY16-17	Pilar Pangelinan
6	Equipment (Swivl)	<ul style="list-style-type: none">• Trisha Unten willing to do training on Swivl for Brown Bag	Doreen Blas
7	Kick Off 30 Sept	<ul style="list-style-type: none">• 7 possible Presenters/Facilitators	Doreen Blas

	2016	<ul style="list-style-type: none"> • Moving time from 3:30pm to 3:00pm • Announcements <ul style="list-style-type: none"> ○ Presenter Proposal Deadline 9/20 ○ Brown Bag Agenda 9/23 	Sally Sablan
8	Brown Bag Sessions	<ul style="list-style-type: none"> • Things to do <ul style="list-style-type: none"> ○ Food and giveaways ○ Certificates ○ Signs ○ Surveys 	Doreen Blas Sally Sablan Tonirose Concepcion
9	Incentives	<ul style="list-style-type: none"> • Food and Supply Giveaways 	Pilar Pangelinan Sally Sablan
10	Budget	<ul style="list-style-type: none"> • FY16 budget expended • Awaiting info on FY17 budget 	Pilar Pangelinan

Meeting adjourned at 3:22pm

Next Meeting Date, Time and Location: October 17, 2016 at 2pm in A30

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Meeting Agenda			
Committee Name	PDRC Committee		
Meeting Room	A30		
Date	October 17, 2016		
Time	2:00pm		
Meeting Facilitator	Pilar Pangelinan		
Meeting Attendees			
Today's Agenda			
No.	Topics	Action Points	Owner
1	Minutes 12 Sep 2016 / Reports		
2	Bylaws		
3	Mentor program Update		
4	Mentor manual		
5	Kick Off 30 Sept 2016		
6	Brown Bag Sessions SWOT		
7	Incentives for Go2Knowledge completion of certificate		
8	Budget		
9	College Assembly		
10	Go2Knowledge also has live webinars, need to preregister		
11	Application # 4		
12	NonPDRC memo 2 received		
13	Pending Administrator visit		
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Guam Community College
P.O. Box 23069, Barrigada, Guam 96921
www.guamcc.edu

GUAM COMMUNITY COLLEGE
Kulehon Kumunidat Guahan

Meeting Minutes

Committee Name		PDRC Committee	
Meeting Room		A30	
Date		October 17, 2016	
Time		2:00pm	
Meeting Facilitator		Pilar Pangelinan	
Meeting Attendees		PP, TC, SL, DB, and WT. (SS excused -negotiations).	
Today's Agenda			
No.	Topics	Action Points	Owner
1	Minutes 12 Sep 2016 / Reports	Approved, post to site.	Pilar Pangelinan
2	Bylaws	Approved, post to site.	Pilar Pangelinan
3	Mentor program Update	Approved, inform mentors/mentees.	Steve Lam
4	Mentor manual	Approved, no changes, post to site.	Pilar Pangelinan
5	Kick Off 30 Sept 2016	Great Job to all. 49 attendees, total from all 9 workshops. Overall surveys were rated strongly agree in most questions. Recommendations were discussed. We will consider pairing with Wes Gima for future trainings.	Pilar Pangelinan
6	Brown Bag Sessions SWOT	S- Good topics W-Short, presenters need to use presentation forms, some trainings were at same time. O-F/up training longer, for feedback Threats-Weather, despite rain good attendance. Funding.	All
7	Incentives for Go2Knowledge completion of certificate	Can be used in evaluation. September – good utilization. Encourage use.	All
8	Budget	Approved \$75k.	
9	College Assembly	Oct 24 Monday. P.Pangelinan facilitator	

10	Go2Knowledge also has live webinars, need to preregister	Need to market. MyGCC Announcement for interested.	Pilar .Pangelinan
11	Application # 4	Approved, unanimous like first 3.	Pilar Pangelinan
12	NonPDRC memo 2 received	Logged	Pilar Pangelinan
13	Pending Administrator visit	Dr. Ray / Dr. Liz	Negotiation
14	POTH –TR on leave until next semester.	Verify with HR & Fac Senate, if need replacement. Per By-Laws quorum is 4 members. So far membership works well together, attendance excellent.	Pilar Pangelinan
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Meeting adjourned at 3:30pm, surprise party for Tonirose.

Next Meeting Date, Time and Location: November 14, 2016 at 2pm in A30

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Meeting Agenda

Committee Name		PDRC Committee	
Meeting Room		A30	
Date		November 14, 2016	
Time		2:00pm	
Meeting Facilitator		Pilar Pangelinan	
Meeting Attendees		TR on maternity leave	
Today's Agenda			
No.	Topics	Action Points	Owner
1	Minutes 17 Oct 2016		
2	Go2Knowledge Reports		
3	Mentor program Update		
4	PDRC Next Training		
5	Pending Administrator visit		
6	Quorum Committee		
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Meeting Minutes

Meeting Minutes

Committee Name	PDRC Committee		
Meeting Room	A30		
Date	November 14, 2016		
Time	2:00pm		
Meeting Facilitator	Pilar Pangelinan		
Meeting Attendees	PP, SS, SL, DB, and WT. (TC leave excused - maternity).		
Today's Agenda			
No.	Topics	Action Points	Owner
1	Minutes 17 Oct 2016	Approved, posted to site.	Pilar Pangelinan
2	Go2Knowledge Reports	Good for Sept, down October. Need to get interested & using. More announcements.	Pilar Pangelinan
3	Mentor program Update	Good, everyone paired, suggest Mentor/mentee Meet Up with a Go2Knowledge Go-Getters Get Together / Incentives. December 5 (Monday) 3-4pm in C22.	Steve Lam & Pilar Pangelinan
4	PDRC Next Training	February 24, 2016 Friday 3-4:30pm	Sally Sablan & Doreen Blas
5	Pending Administrator Visit	Dr. Ray off-island, need to coordinate	Pilar Pangelinan
6	Quorum Committee	Need all to work together as down one member until TC returns. Please read emails regularly.	Pilar Pangelinan
7	IOP – SS suggested to amend to allow a tuition reimbursement option for faculty similar to staff/admin program. Approved after much discussion. Will try out for remainder of AY & see if want to maintain.	Faculty must submit grade to PDRC chair within 2 weeks of completion, to be cleared for before another PDRC application can be entertained. Waiting for JoAnn M. (HR Adm) to provide copies of staff/admin program for forms.	Wilson Tam (program, application & guidelines) & Pilar Pangelinan (IOP)
8	Supplies for Incentives & Merienda -sandwiches	Pens, pencils, flash drives, sheet protectors, lesson plans, clipboards,	Pilar Pangelinan Budget \$500, ask Bobbie Blas for assistance.
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Meeting adjourned at 3:15 pm.

Next Meeting Date, Time and Location: December 5, 2016 at 2:30pm in A30

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Meeting Agenda			
Committee Name	PDRC Committee		
Meeting Room	A30		
Date	December 5, 2016		
Time	2:30pm		
Meeting Facilitator	Pilar Pangelinan		
Meeting Attendees	TR on maternity leave		
Today's Agenda			
No.	Topics	Action Points	Owner
1	Minutes 14 Nov 2016		
2	Go2Knowledge Update		
3	Mentor program Update		
4	PDRC Next Training 24 Feb 2017		
5	Pending Administrator visit		
6	IOP sent via email with minutes for approval		
7	Faculty Tuition Application and Procedure Update		
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Meeting Minutes

Committee Name	PDRC		
Meeting Room	C22		
Date	December 5, 2016		
Time	2:30 p.m.		
Meeting Facilitator	Pilar Pangelinan		
Meeting Attendees	Pilar Pangelinan, Steve Lam, Doreen Blas, Wilson Tam (Tonirose Concepcion - maternity leave)		
Today's Agenda			
No.	Topics	Action Points	Owner
1	Minutes 14 Nov 2016	Lam motioned to approve, Tam seconded, no discussion, unanimous vote, approved via email.	Pangelinan
2	Go2Knowledge and Mentor Program Updates	Discussed Mentor/Mentee Meet Up with Go2Knowledge Go-Getters scheduled for 3:00-4:00pm, Mon., Dec. 5 (following this meeting) in C22. Refreshments and supplies prepared for attendees.	Pangelinan Lam
3	PDRC Next Training 24 Feb 2017	Pangelinan will ask both PDRC approved and non-PDRC approved applicants to present at Feb. 24 brown bag sessions. Same format as Sept. 23, 2016 sessions, with 30 min. and 45 min. presentation/discussion slots.	Blas & Sablan

4	Pending Administrator visit	Dr. Ray is still in negotiations.	Pangelinan
5	IOP, Faculty Tuition Application and Procedure Update	Tam is revising these documents related to faculty tuition policy and procedures: 1) PDRC IOP, 2) Faculty Professional Development Application and Application Checklist, 3) Faculty Professional Development Evaluation Close-out Report, and 4) Payback Provisions for Administrators/Faculty/Staff.	Tam
6	Next Meeting	Jan. 23, 2017, Room A30, 2:00 p.m.	Pangelinan
7	Adjournment	3:00 p.m.	Pangelinan

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Meeting Minutes			
Committee Name	PDRC Committee		
Meeting Room	A30		
Date	January 23, 2017		
Time	2:00 p.m.		
Meeting Facilitator	Pilar Pangelinan		
Meeting Attendees	Doreen Blas, Steve Lam, Pilar Pangelinan, Sally Sablan, Wilson Tam (Tonirose Concepcion on maternity leave)		
Today's Agenda			
No.	Topics	Action Points	Owner
1	Approval of Dec. 5, 2016 Minutes	Sablan motioned to approve, Tam seconded, no discussion, unanimous vote, approved.	Blas
2	Go2Knowledge Update	Low November participation. Website undergoing updates and changes. Pangelinan will notify faculty of updates.	Pangelinan
3	Mentor Program Update	Good turn out at Dec. 5, 2016 Mentor/Mentee Meet Up and Go2Knowledge Go-Getters gathering.	Pangelinan Lam
4	PDRC Next Training Feb. 24, 2017	Waiting on room assignments. Blas receiving proposals and will put together the schedule of 30 min. and 1 hour workshops/discussions with Sablan.	Blas Sablan
5	Pending Administrator visit	No update	Pangelinan

6	PDRC Documents Related to Faculty Tuition Policy and Procedures Update	Lam motioned to approve revised PDRC 1) IOP, 2) Application and Application Checklist, 3) Evaluation Close-out Report and 4) Payback Provisions for Administrators/ Faculty/Staff. Sablan seconded, no discussion, unanimous vote, approved.	Tam
7	Faculty Tuition Application Review	1 application approved and 1 application subject to revisions	Pangelinan
8	Chair for Next Academic Year	3 year-term. Needs to be staggered to allow for inclusion of past-chair.	Pangelinan
9	Next Meeting	Feb. 20, 2017, Room A30, 2:00 p.m.	Pangelinan
10	Adjournment	2:45 p.m.	Pangelinan

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Meeting Agenda			
Committee Name	PDRC Committee		
Meeting Room	A30		
Date	February 20, 2017		
Time	2:00pm		
Meeting Facilitator	Pilar Pangelinan		
Meeting Attendees	TR on maternity leave		
Today's Agenda			
No.	Topics	Action Points	Owner
1	Minutes 23 Jan 2017		Pangelinan
2	Go2Knowledge Update		
3	PDRC Update for 24 Feb 2017 Training		
4	Faculty Tuition Application and Procedure Update		
5	Pending Administrator visit		
6	PDRC Application 10		
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Meeting Minutes

Committee Name	PDRC Committee
Meeting Room	A30
Date	March 13, 2017
Time	2:25 pm
Meeting Facilitator	Pilar Pangelinan
Meeting Attendees	Pilar Pangelinan, Steve Lam, Doreen Blas, Wilson Tam, Sally Sablan (TR on maternity leave)

No.	Topics	Action Points	Owner
1	Minutes 20 Feb 2017	Sablan motioned to approve, Tam seconded, no discussion, unanimous vote, motion carried.	Pangelinan
2	Go2Knowledge Update for February	Improvement from Jan. 2017. Issue: attending a workshop, pausing, then unable to continue (made to start over).	Pangelinan
3	PDRC 24 Feb 2017 Training SWOT	S - 44 attendees; good variety of faculty; more presentations. W - not all presenters used proposal form; proposal form in pdf; needed equipment not indicated on proposal form. O - create proposal using Google Forms. T - conflicting meetings (LOC, Gen Ed, Standards).	Pangelinan

4	Pending Administrator Visit	Dr. Ray will attend May 1, 2017 PDRC meeting at 2:00 p.m.	Pangelinan
5	PDRC Applications	#11 approved	Pangelinan
6	Status on Travel Freeze	Still in effect.	Pangelinan
7	Next Meeting	April 3, 2017	Pangelinan
8	Adjournment	3:40 p.m.	Pangelinan

Prepared by Doreen J. Blas

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Meeting Agenda			
Committee Name	PDRC Committee		
Meeting Room	A30		
Date	April 3, 2017		
Time	2:00pm		
Meeting Facilitator	Pilar Pangelinan		
Meeting Attendees	TR on maternity leave		
Today's Agenda			
No.	Topics	Action Points	Owner
1	Minutes 13 March 2017		Blas
2	Go2Knowledge Update for March		Pangelinan
3	PDRC Survey Results		Pangelinan
4	Update on discussion with Dr. Ray on mid year and end of year report		Pangelinan
5	Pending Administrator visit	Email received May 1 mtg	
6	PDRC Applications		
7	Status on Travel Freeze		
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