

Meeting Agenda			
Committee Name	PDRC Committee		
Meeting Room	A30		
Date	September 8, 2017		
Time	2:00 p.m.		
Meeting Facilitator	Hernalin Analista		
Meeting Attendees			
Today's Agenda			
No.	Topics	Action Points	Owner
1	Election	Vote for Chair, Chair-Elect, Secretary, and Treasurer?	
2	AY 2017-18 Committee Calendar	Determine dates for: 1) Meeting with Dr. Ray and Carmen, as per Title IX provision in the Union/BOT agreement 2) Committee meeting dates 3) Application deadlines and reviews 4) Brown Bag sessions	
3	PDRC Forms, IOPs and Ethics, and Bylaws	Review, Discuss, and Update	
4	2017-18 PDRC Fund Activity Repot and Budget	Need to meet with accounting to determine available balance and AY 2017-18 budget	
5	Go2Knowledge	Subscription ends 9/30/17. Should we consider renewal?	
6	Institutional Priorities		

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Meeting Minutes														
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Meeting Room	A30													
Date	September 8, 2017													
Time	2:00 p.m.													
Meeting Facilitator	Hernalin Analista													
Meeting Attendees	Hernalin Analista, Doreen J. Blas, Tonirose Concepcion, Steve Lam, Jose Munoz. (Sally Sablan – Jury Duty)													
Minutes														
No.	Topics	Action Points												
1	Call to Order - 2:03 p.m.													
2	Election (Chair, Chair-Elect, Secretary, Treasurer)	SS nominated HA as Chair and JM as Chair-Elect via email. 1 st motion for HA and JM as Chair and Chair-Elect by SL, 2 nd by DB. No discussion, unanimous vote, motion carried. Members to rotate taking minutes. No need for secretary or treasurer.												
3	Meeting dates and deadlines for application submission were decided. Meetings will be held in room A30. <table><tr><td>MEETING DATE</td><td>DEADLINE FOR APPLICATION SUBMISSION</td></tr><tr><td>September 15 8:00 a.m.</td><td>-----</td></tr><tr><td>September 22 10:30 a.m.</td><td>-----</td></tr><tr><td>October 13 10:30 a.m.</td><td>October 6</td></tr><tr><td>November 17 10:30 a.m.</td><td>November 9</td></tr><tr><td>December 1 10:30 a.m.</td><td>November 22</td></tr></table>		MEETING DATE	DEADLINE FOR APPLICATION SUBMISSION	September 15 8:00 a.m.	-----	September 22 10:30 a.m.	-----	October 13 10:30 a.m.	October 6	November 17 10:30 a.m.	November 9	December 1 10:30 a.m.	November 22
MEETING DATE	DEADLINE FOR APPLICATION SUBMISSION													
September 15 8:00 a.m.	-----													
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November 17 10:30 a.m.	November 9													
December 1 10:30 a.m.	November 22													

	January 19 10:30 a.m. January 12 February 16 10:30 a.m. February 9 March 16 10:30 a.m. March 9 (April meeting TBA)	
4	Administrator Visit	Dr. Ray and Carmen Santos will be invited to the Sept. 15 meeting, 8:00 a.m., room A30.
5	Brown Bag Sessions	Fall 2017: October 27 Spring 2018: February 23 DB will request rooms A26, A27, A28, A29, A30 for both days. Sessions will be 3:00 – 4:30 p.m. An announcement calling for presenters needs to be posted on MyGCC. Recipients of PDRC funding will be encouraged to present.
6	Discussion on PDRC IOP, Code of Ethics, By laws and forms	HA will be meeting with Pilar Pangelinan (past Chair) on 9/11 and then will email 2016-2017 documents to members for review. All must be approved at the 9/15 meeting.
7	Budget for AY 2017-2018	\$75, 000 allotment for AY 2017-2018. \$5,000 cap per applicant. Go2Knowledge subscription ends on Sept. 30, 2017. Members agreed to renew subscription.
8	Institutional Priorities	Follow guidelines available on MyGCC.

Meeting adjourned at 3:10 p.m. (Next meeting: Sept. 15, 2017, 8:00 a.m. Room A30.)

Minutes by DB

Meeting Agenda			
Committee Name	PDRC Committee		
Meeting Room	A30		
Date	September 15, 2017		
Time	8:00 a.m.		
Meeting Facilitator	Hernalin Analista		
Meeting Attendees			
Today's Agenda			
No.	Topics	Action Points	Owner
1	9/8/17 Meeting Minutes	Discuss and approve	
2	Rescheduling of Adminstrators' Visit	New meeting date/time: 9/22/17 @ 10:30 a.m. Consider questions or issues that we need Dr. Ray and Carmen to clarify or address	
3	Finalize changes to PDRC IOPs, Forms, Bylaws, and Code of Ethics	Discuss each and approve	
4	Midterm Report	Was due Sept. 1; discuss issues to be included in mid-term report	
5	Go2Knowledge	Subscription ends 9/30/17. Annual subscription cost: \$3995; need to determine when a requisition for renewal can be placed.	
6	Brown Bag Sessions: 10/27 & 2/23	Room utilization request placed by DB for A26-30. Reservation of rooms confirmed for both dates. Make call-out to presenters and announce on MyGCC.	
7	Goals	Discuss potential goals	
8	Budget	HA to meet with Carol (Accounting) on 9/15 at 3 pm to request banner access for budget query and discuss current PDRC account balance. Must identify how funds will be allocated.	

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Guam Community College
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Meeting Minutes

Committee Name	PDRC Committee
Meeting Room	A30
Date	September 15, 2017
Time	8:00 am
Meeting Facilitator	Hernalin Analista
Meeting Attendees	HA, TC, SL, JM, DB, SS (all members present)

Agenda

No.	Topics	Summary/Actions Taken
1	Call to Order- 8:07am	
2	9/8/17 Meeting Minutes	Minutes for 9/8/17 approved by Committee. Motion to Approve <ul style="list-style-type: none"> • First motion- SL • Second motion- TC All in favor, no discussion, motion carried.
3	Rescheduling of Administrators' Visit	New meeting date/time: 9/22/17 @ 10:30 am
4	Finalize changes to PDRC IOPs, Forms, Bylaws, and Code of Ethics	Changes made to documents. Motion to Approve <ul style="list-style-type: none"> • First motion- SS • Second motion-DB All in favor, no discussion, motion carried.
5	Midterm Report	Changes made to document. Motion to Approve <ul style="list-style-type: none"> • First motion- SS • Second motion-DB All in favor, no discussion, motion carried.
6	Go2Knowledge	Subscription ends 9/30/17. Annual subscription cost: \$3,995.

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		<p>PDRC Members agreed to renew subscription last meeting.</p> <p>Will explore possibility of administration paying for half of cost on 9/22 meeting with Dr. Ray and Carmen as subscription is for whole college and not just faculty.</p>
7	Brown Bag Sessions: 10/27 & 2/23	<p>Utilization request place by DB for A26-A30.</p> <p>Reservation of rooms confirmed for both dates.</p> <p>HA will work on requisitions for food/supplies.</p> <p>DB will create signs for rooms and will work with presenters' proposals.</p> <p>SS will put out announcement of Brown Bag, call for proposals, and will create sign-in sheet.</p> <p>TC will work on certificates for Go2Knowledge attendees.</p> <p>SL will create certificates for presenters.</p> <p>SS made a motion to approve PDRC funding for up to \$1,500 for food and incentives for the Brown Bag Session on 10/27. DB seconded the motion. All in favor, no discussion, motion carried.</p>
7	Goals	<p>Goals discussed and approved by members.</p> <ul style="list-style-type: none"> • First motion by SS. • Second motion by DB. <p>All in favor, no discussion, motion carried.</p>
8	Budget	<p>HA will meet with Carol on 9/15 at 3pm to discuss PDRC account.</p>

Meeting adjourned at 11:00am.

Next Meeting Date, Time and Location: September 22, 2017 at 10:30 am in A30.

Minutes taken by: TC

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Meeting Room		A30	
Date		September 22, 2017	
Time		10:30 a.m.	
Meeting Facilitator		Hernalin Analista	
Meeting Attendees			
Today's Agenda			
No.	Topics	Action Points	Owner
1	9/15/17 Meeting Minutes	Discussed and approved electronically	
2	Adminstrators' Visit	Issues to discuss: 1. Updates on travel policies and institutional priorities 2. Advanced conditional approvals 3. Go2Knowledge - Can cost be shared? 4. Available funds - Will requisitions for Go2Knowledge renewal and supplies for upcoming Brown Bag activity be honored before Sept. 30? 5. Availability of admin. assistant (Bobbie Blas) to help with committee's administrative needs	
3	PDRC IOPs, Forms, Bylaws, and Code of Ethics	Work order request made for MIS to upload forms	
4	PDRC Announcement on MyGCC	Following to be announced: 1. Acceptance of PDRC applications and submission deadlines 2. Advanced approval 3. Upcoming Brown Bag event 4. Go2Knowledge webinars and on-demand trainings	
5	Submitted applications	1 received	

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6	Potential Applicants	2 potentials	
7	Midterm Report	Update: submitted to AVP	
8	Go2Knowledge	Invoice requested, requisition for renewal has been drafted	
9	10/27 Brown Bag Session, from 3 – 4:30 p.m.	Updates: 1. Call for presenters 2. Participant and facilitator registration 3. Requisitions to be made for supplies (flashdrives and sheet protectors), food (Subway sandwiches), water, and paper products. 4. Go2Knowledge sign ins and certificates 5. Participant and facilitator certificates	
10	Available Funds	1. As of September 15, 2017, available balance is \$52,982.80 Breakdown is as follows: Travel: \$43, 707.91 Contractual Services: \$4,500 Supplies & materials: \$1,147.52 Miscellaneous: \$3,129.36 2. Determine fund allocation for new fiscal year budget.	
11	Mentoring Workshop	1. Should we offer one in November?	

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Committee Name	PDRC Committee		
Meeting Room	A30		
Date	September 22, 2017		
Time	10:30 a.m.		
Meeting Facilitator	Hernalin Analista		
Meeting Attendees			
Today's Agenda			
No.	Topics	Action Points	Owner
1	9/15/17 Meeting Minutes	Discussed and approved electronically	
2	Adminstrators' Visit	Issues to discuss: 1. Updates on travel policies and institutional priorities 2. Advanced conditional approvals 3. Go2Knowledge - Can cost be shared? 4. Available funds - Will requisitions for Go2Knowledge renewal and supplies for upcoming Brown Bag activity be honored before Sept. 30? 5. Availability of admin. assistant (Bobbie Blas) to help with committee's administrative needs	
3	PDRC IOPs, Forms, Bylaws, and Code of Ethics	Work order request made for MIS to upload forms	
4	PDRC Announcement on MyGCC	Following to be announced: 1. Acceptance of PDRC applications and submission deadlines 2. Advanced approval 3. Upcoming Brown Bag event 4. Go2Knowledge webinars and on-demand trainings	
5	Submitted applications	1 received	

6	Potential Applicants	2 potentials	
7	Midterm Report	Update: submitted to AVP	
8	Go2Knowledge	Invoice requested, requisition for renewal has been drafted	
9	10/27 Brown Bag Session, from 3 – 4:30 p.m.	Updates: 1. Call for presenters 2. Participant and facilitator registration 3. Requisitions to be made for supplies (flashdrives and sheet protectors), food (Subway sandwiches), water, and paper products. 4. Go2Knowledge sign ins and certificates 5. Participant and facilitator certificates	
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11	Mentoring Workshop	1. Should we offer one in November?	

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Meeting Agenda			
Committee Name	PDRC Committee		
Meeting Room	A30		
Date	October 13, 2017		
Time	10:30 a.m.		
Meeting Facilitator	Hernalin Analista		
Meeting Attendees			
Today's Agenda			
No.	Topics	Action Points	Owner
1	9/22/17 Meeting Minutes	Vote to approve minutes	
2	Submitted applications	Review and vote on the following applications: 1. J.C. (additional information provided) 2. J.T. 3. W.T.	
3	10/27 Brown Bag Sessions, 3:00 – 4:30 p.m.	1. Presenter and workshop schedule 2. Participant registration 3. Requisitions for supplies (flashdrives and sheet protectors), food (Subway sandwiches), water, and paper products 4. Participant and facilitator certificates	1. DB, SS, & TC 2. SL 3. HA 4. SL
4	Available Funds	1. Determine fund allocation for new fiscal year budget. Budget has been uploaded. Available balance is \$75,000 . Current breakdown is as follows: Travel: \$49,000.00 Contractual Services: \$4,500 Supplies & materials: \$1,500 Miscellaneous: \$20,000.00	
5	Mentoring Workshop	1. Should we offer one in November?	

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Meeting Minutes

Committee Name	PDRC Committee
Meeting Room	A30
Date	October 13, 2017
Time	10:30 am
Meeting Facilitator	Hernalin Analista
Meeting Attendees	HA, TC, SL, DB, SS

Agenda

No.	Topics	Summary/Actions Taken
1	Call to Order- 10:35 a.m.	
2	9/22/17 Meeting Minutes	Motion to Approve <ul style="list-style-type: none"> • First motion- SS • Second motion- DB All in favor, no discussion, motion carried.
3	Submitted Applications	JC – All voted in favor - Approved JT – All voted in favor – Approved WT – recommend resubmit, courses were over 1 year ago
4	Brown Bag Session	DB, TC and SS revised schedule. SL and SS revised google sign-up form. TC provided faculty email listing. SS to disseminate. HA completed requisitions for supplies and food. SL will complete facilitator certificates. JM will be asked to pick up food/supplies.
5	Available Funds	Approved new budget of \$75,000 Travel: \$49,000 Contractual Services: \$4,500 Supplies/Materials: \$1,500 Misc: \$20,000
6	Mentoring Meet and Greet	SL will coordinate assigning mentors/mentees. HA

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		will obtain list of mentees from HR. Mentoring Meet and Greet session will be held on Friday, Nov. 17 at 3pm. DB to submit room request.
7	Next Meeting	Moved to 2pm Nov. 17 in A30

Meeting adjourned at 11:10 a.m.

Minutes taken by: SS

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Meeting Agenda			
Committee Name		PDRC Committee	
Meeting Room		A30	
Date		October 13, 2017	
Time		2:00 p.m.	
Meeting Facilitator		Hernalin Analista	
Meeting Attendees			
Today's Agenda			
No.	Topics	Action Points	Owner
1	10/13/17 Meeting Minutes	Approval of minutes	
2	Status of Submitted Applications	Electronic voting done on the following applications: 1. T.U. (tuition reimbursement) 2. R.N. (travel/training) 3. E.J. (tuition assistance) 4. C.C. (travel/training) All applications were approved.	
3	Payback Provision for Tuition Assistance	1. Reconsider use of form or consider merging form with institutional payback provision policy	
4	Meet and Greet Session on November 17, 2017 from 3-4 pm.	1. Updated Mentor/Mentee Listing 2. Food and Supplies 3. Icebreakers 4. Evaluations	
5	Available Funds	Balance as of 11/16/17: \$68,867.00	

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Meeting Agenda

Meeting Agenda			
Committee Name	PDRC Committee		
Meeting Room	A30		
Date	November 17, 2017		
Time	2:00 p.m.		
Meeting Facilitator	Hernalin Analista		
Meeting Attendees	Doreen Blas, Tonirose Concepcion, Jose Munoz, Steve Lam, Sally Sablan		
Recorder	Steve Lam		
Today’s Agenda			
No.	Topics	Action Points	Actions
1	10/13/17 Meeting Minutes	Approval of minutes	Motion to approve: DB, 2 nd : JM Minutes of 10/13/17 were approved.
2	Status of Submitted Applications	Electronic voting done on the following applications: 1. T.U. (tuition reimbursement)	All applications approved electronically. Hardcopies of the application will be

[illegible]

			and are prompted to put necessary follow-up measures in place.
4	Meet and Greet Session on November 17, 2017 from 3-4 pm.	1. Updated Mentor/Mentee Listing 2. Food and Supplies 3. Icebreakers 4. Evaluations	Adjust mentor/mentee listing and make sure that mentors are at professorial ranking.
5	Available Funds	Balance as of 11/16/17: \$68,867.00	Amounts to be deducted for the new applications have not been included yet.
Other	Joey and Pete will attend a conference in Feb with expense paid in full by the organizer. Admin suggested that they submit a non-PDRC funding form to the PDRC.		Committee agreed to have the training logged for recording purposes.
Adjournment: 2:55pm		Motioned by JM; seconded by Sally.	Next meeting: 12/1/17

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Meeting Agenda			
Committee Name	PDRC Committee		
Meeting Room	A30		
Date	December 1, 2017		
Time	10:30 a.m.		
Meeting Facilitator	Hernalin Analista		
Meeting Attendees			
Today's Agenda			
No.	Topics	Action Points	Owner
1	11/17/17 Meeting Minutes	Approval of minutes	
2	Status of PDRC Approved Applications	1. J.C., J.T. , W.T.: reimbursement paid 2. T.U., R.N., C.C., and E.J.: applications submitted to AVP's office for processing	
3	"PDRC Agreement for Tuition Assistance"	1. President is asking for form to not be used or to be revised so that it does not contradict with existing administrative directive.	
4	Peer Mentoring Assignments	1. For new/LTA faculty who have not been assigned a mentor, have mentors been found for them?	
5	Magna Publications as Potential Resource for Faculty Participating in Mentoring Program	1. Should the committee invest in this resource for Mentoring Program? Website: https://www.magnapubs.com	
6	Available Funds	Balance as of 12/1/17 by account number: 7220 (Travel): \$41, 127.10 7230 (Contractual): \$4,500 7240 (Supplies & Materials): \$330.20 7290 (Miscellaneous): \$787.00 Total available balance: \$46,744.30	

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7	Fund transfer	1. Propose to transfer funds of \$2500 from contractual and \$12,500 from travel to the miscellaneous account. This is to ensure that there are enough funds available to cover future tuition reimbursements.	
7	Brown Bag Session on 2/23/17	1. Must plan for the following: <ul style="list-style-type: none"> • Schedule of presenters • Food • Giveaways • Certificates • Signs • Evaluation/Surveys 	

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Meeting Agenda			
Committee Name	PDRC Committee		
Meeting Room	A30		
Date	January 19, 2018		
Time	3:00 p.m.		
Meeting Facilitator	Hernalin Analista		
Meeting Attendees			
Today's Agenda			
No.	Topics	Action Points	Owner
1	11/17/17 Meeting Minutes	Approval of minutes	
2	New application submitted: E.J.	Electronic voting conducted.	
3	“PDRC Agreement for Tuition Assistance” Form	1. Verbiage on the form “PDRC Agreement for Tuition Assistance” contradicts with the existing administrative directive. Therefore, committee must draft a payback provision directive for advance tuition assistance and submit it to the President for approval before it can be included in the PDRC application packet.	
4	Peer Mentoring Assignments	1. Updated Mentor/Mentee Assignments 2. For future planning, should LTAs be included in the Peer Mentoring Program?	
5	Magna Publications as Potential Resource for Faculty Participating in Mentoring Program	1. Should the committee invest in this resource for Mentoring Program? Website: https://www.magnapubs.com	
6	Fund transfer	1. Transfer of funds requested: \$2500 from contractual (7220) and \$12,500 from travel (7290) to the miscellaneous account. This is to ensure that there are enough funds available to cover	

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		future tuition reimbursements.	
7	Brown Bag Session on 3/19/18 to be held	1. Must plan for the following: <ul style="list-style-type: none"> • Presenter schedule • Signs and sign-in sheets • Evaluation/Surveys • Certificates for the presenters 	
8	Mid-term Report	Report due on 2/1/18	
8	Next meeting	Date: 2/16/18 Location: A30 Time:	

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Meeting Minutes			
Committee Name	PDRC Committee		
Meeting Room	A30		
Date	January 19, 2018		
Time	3:00 p.m.		
Meeting Facilitator	Hernalin Analista		
Meeting Attendees	DB, HA, TC, SL, SS		
Agenda			
No.	Topics	Action Points	Action
1	11/17/17 Meeting Minutes	Approval of minutes	Motion to approve: DB 2 nd : SS 11/17/17 Minutes approved unanimously.
2	New application submitted: E.J.	Electronic voting conducted.	Application approved electronically.
3	“PDRC Agreement for Tuition Assistance” Form	1. Verbiage on the form “PDRC Agreement for Tuition Assistance” contradicts with the existing administrative directive. Therefore, committee must draft a payback provision administrative directive for tuition assistance and submit it to the President for approval before it can be included in the PDRC application packet.	Approved with corrections. Motion to approve: SS 2 nd : SL
4	Peer Mentoring Assignments	1. Updated Mentor/Mentee Assignments 2. For future planning, should LTAs be included in the Peer Mentoring Program?	Committee agreed to keep LTAs as part of mentoring program.
5	Magna Publications as	1. Should the committee	Committee agreed to not

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	Potential Resource for Faculty Participating in Mentoring Program	invest in this resource for Mentoring Program? Website: https://www.magnapubs.com	invest in magnapubs at this time.
6	Fund transfer	1. Transfer of funds requested: \$2500 from contractual (7220) and \$12,500 from travel (7290) to the miscellaneous account. This is to ensure that there are enough funds available to cover future tuition reimbursements.	Approved by committee.
7	Brown Bag Session on 3/19/18 to be held	1. Must plan for the following: <ul style="list-style-type: none"> • Presenter schedule • Signs and sign-in sheets • Evaluation/Surveys • Certificates for the presenters 	<p>PDRC will work with Faculty Senate and Faculty Union in planning for Brown Bag Session on 3/19/18.</p> <p>PDRC will request for 30 minutes and 1 hour time slots for presenters.</p> <p>Tasks for PDRC members are as follows:</p> <ul style="list-style-type: none"> • Presenter schedule (DB, SS, TC) • Signs and sign-in sheets (DB) • Evaluation/Surveys (SS, SL) • Certificates for the presenters (SL)
8	Mid-term Report	Report due on 2/1/18	HA will prepare report and send to PDRC members.
9	Next meeting	Date: 2/16/18 Location: A30 Time:	Time for meeting changed to 1pm.
10	Adjournment		Meeting adjourned at 3:50pm

Minutes by TC

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Meeting Agenda			
Committee Name	PDRC Committee		
Meeting Room	A30		
Date	February 16, 2018		
Time	1:00 p.m.		
Meeting Facilitator	Hernalin Analista		
Meeting Attendees			
Today's Agenda			
No.	Topics	Action Points	Owner
1	1/19/18 Meeting Minutes	Minutes approved electronically on February 1, 2018.	
2	Status of Administrative Directive	Submitted to the President for her review and approval	
3	Feedback on Mid-Term Report	1. Mid-term report submitted to VP of Academic Affairs on February 1, 2018. 2. VP suggested the following to be included in committee's End-of-the-Year report: a) Have goals align with Comprehensive Professional Development Plan (CPDP) b) Develop an instrument to measure impact of Peer Mentoring Program c) Develop a calendar of themed training events, organized by quarter, and do a call-out to faculty to apply.	
4	Brown Bag Session, 3/19/18	1. Presenter schedule/listing (DB, SS, and TC) 2. Room reservations/ presentation locations (Faculty Senate/Union) 3. Signs and sign-in sheets (DB)	

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		4. Evaluations/Surveys (SS, SL) 5. Certificates for Presenters (SL)	
5	Next meeting	Date: 3/16/18 Location: A30 Time: 1:00 p.m.	
6	Adjournment		

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