

Guam Community College

P.O. Box 23069, Barrigada, Guam 96921

www.guamcc.edu

MEMORANDUM

TO: President’s Office

FROM:

DATE:

SUBJECT: Governance Committees’ Year End Report for AY 2014-2015

*Instructions: Update the committee’s accomplishments for the 2014-2015 year. Complete the self-assessment. Make recommendations for 2015-2016 for this or other committees.*

*NOTE: The committee chair (co-chairs) is (are) responsible for completing reports following dialogue with the committee. As a committee, please assess progress toward these goals. Assessment of the committee’s progress toward these goals is a critical part of the annual cycle of assessment where outcomes lead to change and improvement.*

* **Name of the Committee**
* **Committee Members** (chair and liaison noted)

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| --- | --- | --- | --- | --- |
| Initiatives | Completed | Carried Forward | Will Not Pursue | Status Description |
| 1. |  | [ ]  | [ ]  | [ ]  |  |
| 2. |  | [ ]  | [ ]  | [ ]  |  |
| 3. |  | [ ]  | [ ]  | [ ]  |  |
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| 5. |  | [ ]  | [ ]  | [ ]  |  |
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**Self Assessment**

* To what degree has the committee met its roles and responsibilities?
* How could the committee improve its effectiveness in regard to meeting its roles and responsibilities?
* How effective was the committee in completing its goals?
* How might the committee improve its effectiveness in regard to accomplishing its initiatives?
* What resources are needed to assist the committee in achieving its goals?
* List the committee’s recommendations for changing the description or composition of the committee to achieve its initiatives addressed for next year.

**Recommendations**

* What topics should be addressed by this committee next year?
* Are there any additional roles or responsibilities this committee should be addressing?
* What issues, initiatives or work has the committee identified that other committee(s) and/or departments should address next year?

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