

## MEMORANDUM

TO: President's Office  
FROM: Zhaopei Teng, CCA Chair  
DATE: 5/14/15  
SUBJECT: Governance Committees' Year End Report for AY 2014-2015

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*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 on College Assessment (CCA)
- **Committee Members** (chair and liaison noted)
  1. Teng, Zhaopei - Chair, Postsecondary Instructor, TSS – Computer Science
  2. Montague, Marlina - Co-Chair, Assistant Director, Office of Assessment, Institutional Effectiveness & Research (AIER)
  3. Uchima, Katsuyoshi – Chair-elect, Postsecondary Assistant Instructor, TPS – Allied Health
  4. Aguon, Vangie - Administrative Assistant, Office of Assessment, Institutional Effectiveness & Research (AIER)
  5. Anderson, Elmarie - Student Representative, Board of Trustees
  6. Benavente, Joseph - Planner IV, Office of Assessment, Institutional Effectiveness & Research (AIER)
  7. Bilong, Danilo - Program Specialist, Alumni Relations & Fundraising
  8. Bukikosa, Ines - Postsecondary Assistant Instructor, TSS Cosmetology
  9. Camacho, Johanna - Program Coordinator II, Admissions & Registration
  10. Diego Dr., Elizabeth - Associate Dean, TPS
  11. Garcia, Ava - Program Specialist, Night Administration
  12. Hartz, R. Gary - Associate Dean, TPS
  13. Manibusan, Doris - Administrative Assistant, Dean's Office/TSS
  14. Parker, Aaron - Institutional Research, Office of Assessment, Institutional Effectiveness & Research (AIER)
  15. Roberto, Joachim (Peter) - Postsecondary Instructor, TPS-Social Science
  16. Solidum, Catherine - Systems Programmer, Management Information Systems (MIS)
  17. Somera Dr., R. Ray - Ex-Officio Vice President for Academic Affairs Division

Initiatives		Completed	Carried Forward	Will Not Pursue	Status Description
1.	Update Bylaws to recognize new job specs and so on.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The committee reviewed the By-Laws regularly and revised it, when necessary. The major revision made to the By-Laws in AY2014-2015 was adding new positions based on faculty contract.
2.	Assessment Leadership Summit-Sept. 19, 2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CCA held its first Assessment Leadership Summit on Sept. 19, 2014. It was very successful and the feedback from the attendees was very positive. Due to the demand for the training, such as assessment, SLOs, budget and etc., CCA decided to hold the summit once a year in fall in the future.
3.	TracDat Upgrade	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TracDat software has been upgraded regularly.
4.	Regularly CCA Retreat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CCA has retreat at the beginning of each semester. At the retreat, workshops were offered for the members.
5.	Review Assessment Management Systems-integration of campus curriculum Acalog systems	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CCA initiated a campus-wide curriculum revision and update effort. It was very successful that most of the departments' curriculums are less than five years old by the end of Fall 2015. Acalog enables CCA co-chair to keep track of the status of the curriculum.
6.	Continue to Sustain Campus Assessment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CCA members worked closely with assessment authors by helping them complete their assessment task. CCA members met

					once a week to further discuss, evaluate each unit's assessment plans and reports based on the initial evaluation from individual team members
7.	Try out bi-monthly meetings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CCA will try bi-monthly meetings in Fall 2015.
8.	Explore graduate credit (1) for assessment work completed (another incentive)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Did not pursue.

### Self Assessment

- To what degree has the committee met its roles and responsibilities?
  - The committee met once a week to evaluate assessment plans and reports as a team as well as other matters related to assessment
  - The committee members worked collaboratively with assessment authors to make sure that assessment plans and reports were submitted on time.
  - CCA chair met regularly with LOC chair to share information on course guides, SLOs and etc.
  - CCA held the first Assessment Leadership Summit. Workshop on TracDat, SLOs, budgets were offered.
  - Due to CCA members' efforts, guidance and assistance, the assessment compliance rate has greatly increased.
- How could the committee improve its effectiveness in regard to meeting its roles and responsibilities?
  - CCA needs more members from faculty.
- How effective was the committee in completing its goals?
  - Very effective
  - CCA members met regularly. Agendas were distributed to its members in a timely manner
    - Most of the time, the committee could complete the tasks and goals specified on the agenda at each meeting.
- How might the committee improve its effectiveness in regard to accomplishing its initiatives?
  - Increase the attendance rate for its training workshops
  - More members from faculty
- What resources are needed to assist the committee in achieving its goals?
  - Funding to support CCA's annual Assessment Summit and award
- List the committee's recommendations for changing the description or composition of the committee to achieve its initiatives addressed for next year.

- This will be discussed at CCA meetings during AY2015-2016

**Recommendations-**

- What topics should be addressed by this committee next year?
  - Review and revise, if necessary, CCA By-Laws
  - Review and revise, if necessary, assessment award requirements
- Are there any additional roles or responsibilities this committee should be addressing?
  - This will be discussed at CCA meetings.
- What issues, initiatives or work has the committee identified that other committee(s) and/or departments should address next year?
  - This will be discussed at CCA meetings.

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