Guam Community College
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MEMORANDUM

TO: President's Office

FROM: Katsuyoshi Uchima, CCA Chair

DATE: May 4, 2016

SUBJECT: Governance Committees' Year End Report for AY 2015-2016

Instructions: Update the committee's accomplishments for the 2015-2016 year. Complete the self-assessment. Make recommendations for 2016-2017 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. Uchima**,** Katsuyoshi – **Chair**, Postsecondary Instructor, TPS – Allied Health
    2. Montague, Marlena - **Co-Chair**, Assistant Director, Office of Assessment, Institutional Effectiveness & Research (AIER)
    3. Yanger, Gil – **Chair Elect**, Assistant Instructor, TPS – Construction Trades
    4. Teng, Zhaopei - **Past Chair,** Postsecondary Instructor, TSS – Computer Science
    5. Aguon, Vangie – **Secretary**, Administrative Assistant, Office of Assessment, Institutional Effectiveness & Research (AIER)
    6. Williams, Pilar - Associate Dean, TPS
    7. Adrian Davis - Student Representative, Board of Trustees
    8. Benavente, Joseph - Planner IV, Office of Assessment, Institutional Effectiveness & Research (AIER)
    9. Bilong, Danilo - Program Specialist, Alumni Relations & Fundraising
    10. Camacho, Johanna - Program Coordinator II, Admissions & Registration
    11. Garcia, Ava - Program Specialist, Night Administration
    12. Manibusan, Doris - Administrative Assistant, Dean's Office/TSS
    13. Analista, Hernalin - Assistant Professor, TSS, Vocational Guidance Program
    14. Roberto, Joachim (Peter) - Postsecondary Instructor, TPS-Social Science
    15. Schrage, Marivic - Assistant Professor (Secondary), TPS, Tourism & Hospitality
    16. 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.	☒	☐	☐	The committee reviewed the By-Laws and has updated. The by-laws will now include the positions of Chair elect, Past chair, and Secretary.
2.	Assessment Leadership Summit-September 25, 2015	☒	☐	☐	CCA has covered these topics: Assessment/TracDat Working Session Receive one-on-one assistance with your fall assessment requirements from CCA. Student Learning Outcomes (SLO) Workshop Are your SLOs measureable and is learning demonstrated? TracDat Beginners Workshop Are you new to TracDat? Do you know where to find assessment resources? TracDat Hands-On Workshop with LOC Closed session for CCA with LOC
3.	TracDat Upgrade	☒	☒	☐	TracDat software has been upgraded on a regular basis with a significant change to be discussed in Fall 2016.
4.	Regularly CCA Retreat	☒	☒	☐	CCA has retreat at the beginning of each semester. At the retreat, workshops were offered for the members, with and atmosphere allowing for free flowing discussion.
5.	Review Assessment	☒	☒	☐	CCA initiated a campus-

	Management Systems-integration of campus curriculum Acalog systems				wide curriculum revision and update effort continues.
6.	Continue to Sustain Campus Assessment	☒	☒	☐	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.	Process of curriculum approval, send ideas to improve curriculum processing times.	☒	☐	☐	The committee has sent improvement recommendation to the LOC.
8.	Follow up on non-compliance, get them to halfway point	☐	☒	☒	In process

Self Assessment

- To what degree has the committee met its roles and responsibilities?
    - The committee meets once a week to evaluate assessment plans, and assessment reports as a committee. This is accomplished after the individual review teams make their primary evaluations speeding up the review process. During the weekly meetings, the committee also discusses other topics, such as those related to the improvement of the assessment process for both the committee and the authors.
    - The committee members worked collaboratively with assessment authors to make sure that assessment plans and reports are submitted on time. This process can be difficult with the minimum number of faculty represented in the committee, but never the less the committee continues to inform the authors of the deadlines with the promise to assist when requested.
    - CCA chair met every semester with LOC chair to share information on course guides, SLOs in the attempt to improve workflow. This was and will continue to be important as the college's assessment process and curriculum document is key to assessment.
    - CCA continues to provide Assessment Workshops on TracDat, and, SLO verbiage.

- Due to CCA members' efforts, guidance and assistance, the assessment compliance rate and updating of curriculum continues to improve.

- How could the committee improve its effectiveness in regard to meeting its roles and responsibilities?
  - CCA needs more members from the postsecondary faculty, and the ideal would be to have a minimum of one member from each postsecondary department. The inclusion of a member from each department would improve not only compliance, but also quality. The member would be the point of contact for that specific department and able to relay information weekly if needed and provide departmental support.
  - Providing a streamlined and user-friendly assessment interface would also improve the committee effectiveness, as this would give the committee more time to assist with content and not process.

- How effective was the committee in completing its goals?
  - Very effective, as the committee has experienced members, and because of the delays in curriculum processing has created a drop in assessment reports and plans.
  - CCA members met regularly. The agendas and minutes are distributed to its members on a timely manner that provide the committee to review assessment document prior to the weekly meeting.
  - The committee normally completes the agenda items as presented, but if not will be accomplished by the following week.

- How might the committee improve its effectiveness in regard to accomplishing its initiatives?
  - Increase the attendance rate for its training workshops would significantly improve committee approval rates, limiting resubmissions.
  - Increase the number of members from the postsecondary faculty. The ideal membership would be to have a minimum of one member from each postsecondary department. The inclusion of a member from each department would improve not only compliance, but also quality. The member would be the point of contact for that specific department and able to relay information weekly if needed and provide departmental support/training.

- What resources are needed to assist the committee in achieving its goals?
  - Morale is the most important part of the assessment process thus funding to support CCA's annual Assessment Summit, awards, faculty recruitment, and to provide campus wide inspiration for the assessment process is key.

- A dedicated computer (laptop), and projector would be a very useful tool. This is especially needed for training and committee meeting as the information and documents are online in the TracDat system, and ACALOG.

- List the committee's recommendations for changing the description or composition of the committee to achieve its initiatives addressed for next year.
    - The committee has implemented committee hierarchal changes to be in full effect in AY2016-2017 as per the committee bylaws.
    - Further changes will continue to be discussed at CCA meetings during AY2016-2017, with the main recommendation to increase postsecondary membership.

Recommendations

- What topics should be addressed by this committee next year?
    - Review and revise, CCA By-Laws as necessary.
    - Review and revise assessment award requirements.
    - Evaluate the effectiveness Assessment training, and improving campus community participation.
    - Simplify and automate the assessment process and the possibility of single sheet entry.

- Are there any additional roles or responsibilities this committee should be addressing?
    - There are no additional roles or responsibilities, as the committee has decided that SLO development and approval must be done at the curriculum approval process.
    - The inclusion of CCA into the process would significantly slow the curriculum review and approval process.

- What issues, initiatives, or work has the committee identified that other committee(s) and/or departments should address next year?
    - The development of quality SLO's continues to be an item that needs to be addressed on an annual basis.

Please upload this document to the appropriate GCC site page, and submit an electronic copy to the Office of Assessment, Institutional Effectiveness and Research (AIER) at aier@guamcc.edu