

Guam Community College

P.O. Box 23069, Barrigada, Guam 96921

www.guamcc.edu

MEMORANDUM

TO: Dr. R. Ray Somera, Academic Vice President

FROM: Vera S. De Oro

DATE: April 8, 2016

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

* **Name: Standard 3**
* **Committee Members:**

Vera S. De Oro – Chair

Christie Marie Ginson – Chair Elect

Bertha Leon Guerrero

Jose Lopez

Emma Bataclan – resigned in February, 2016

Adrian Atalig – resigned in September, 2015

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| Initiatives | Completed | Carried Forward | Will Not Pursue | Status Description |
| 1. | Read, review, and research documents related to accreditation, especially those reports for Standard 3 – Resources. This includes: Guide to Evaluating and Improving Institutions, ISER, GCC MidTerm Report, Fact Books, policies, budgets, etc | X | X | [ ]  | Members completed successfully as evident in monthly reports.Work will continue since GCC accreditation study is on-going, report will be updated and revised for final report in Fall 2017. |
| 2. | Become familiar with 4 sections of Standard 3, select specific sections and collect and collate data and documentation of evidence addressing accreditation standards  | X | X | [ ]  | On-going review and updated to reflect and record GCC events, reports, that occur that are pertinent to Standard 3 |
| 3. | Foster communication with each other for support and guidance on responsibilities of Standard 3. | X | [ ]  | [ ]  | Members met monthly to discuss information that was useful for addressing Standard 3. Google DOCs was used to share reports and consolidate into one cohesive report. |
| 4. | Attend monthly meetings with GCC accreditation administrative team for effective communication, support, and assistance on meeting goal of completing write-ups | X | [ ]  | [ ]  | Members attended meetings and if absent, other members filled in and kept other members informed. |
| 5. | Identify point of contacts necessary to address accreditation standards. Communicate with individuals to collect necessary information and input for each standard | X | [ ]  | [ ]  | Contacts were identified and email contact was established. |
| 6. | Write monthly reports addressing standards |  | X | [ ]  | Update footnotes, improve, add and edit narratives.  |
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**Self Assessment**

* To what degree has the committee met its roles and responsibilities?

Members of Standard 3 met its responsibilities in a professional and expedient way. Standard 3 of the ACCJC accreditation report focuses on RESOURCE categories. There are 4 sections which includes: Human resources, Physical resources, Technology resources, and Financial resources. There are a total of 40 standards that were addressed within the 4 categories. This required an immense amount of time and effort to read, analyze, research, and write responses to each of the 40 standards.

* How could the committee improve its effectiveness in regard to meeting its roles and responsibilities?

Standards/Accreditation is an important commitment and members must be engaged. As GCC approaches its reaccreditation, 4 semesters away, it may be helpful for members to have an additional release time to fully immerse and engage in producing a thorough and accurate self study.

* How effective was the committee in completing its goals?

Members of Standard 3 met its goals of reading, researching and starting a working document for GCC accreditation report. We met monthly to discuss and support each other in a daunting task of sifting through thousands of pages of information to address our standards. However, Standard 3 lost two members due to the scope of time and effort needed without sacrificing primary job duties.

* How might the committee improve its effectiveness in regard to accomplishing its initiatives?

Recruitment of new members will greatly help to improve effectiveness by sharing the workload into smaller sections.

* What resources are needed to assist the committee in achieving its goals?

Ipads or tablets that are portable to continue researching and reading necessary reports. Many reports can be found online but accessing information only through desktop computers is limited.

* List the committee’s recommendations for changing the description or composition of the committee to achieve its initiatives addressed for next year.

More members would be beneficial to include staff who are familiar with HR, Facilities, Finance, and Technology information.

**Recommendations**

* What topics should be addressed by this committee next year?

Continue to stay focus on gathering evidence and prepare accreditation report. Narratives need to be edited and improved. Recruit members. Address possible AIPs to include in final accreditation report.

* Are there any additional roles or responsibilities this committee should be addressing?

No additional roles and responsibilities should be added.

* What issues, initiatives or work has the committee identified that other committee(s) and/or departments should address next year?

Accreditation will be in full force in Spring 2018 and final report will be due at the end of Fall semester 2017. Release time will be necessary for all members, possibly double release for chair. Staff and admin be represented in committee to assist in completion of final report.

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