

MEMORANDUM

TO: President's Office

FROM: Gil Yanger, CCA Chair

DATE: 5/14/17

SUBJECT: Governance Committees' Year End Report for AY 2016-2017

Instructions: Update the committee's accomplishments for the 2016-2017 year. Complete the self-assessment. Make recommendations for 2017-2018 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
- **Committee Members** (chair and liaison noted)
 1. Gil Yanger- Chair, Asst. Instructor, DC Construction Trades and Engineering, TPS
 2. Marlena Montague- Co-Chair, Assistant Director, Office of Assessment, Institutional Effectiveness and Research (AIER)
 3. Katsuyoshi Uchima-Past Chair, Postsecondary Assistant Instructor, TPS-Allied Health
 4. Vangie Aguon- Administrative Assistant, AIER
 5. Danilo Bilong- Program Specialist, Alumni Relations and Fundraising
 6. Doris Manibusan- Administrative Assistant, TSS
 7. Jaochim (Peter) Roberto- Postsecondary Instructor, Criminal Justice & Social Science, TPS
 8. Yvonne Tam- Assistant Professor, Marketing Secondary, TPS
 9. Hernalin Analista- Assistant Professor, Vocational Guidance Counselor, TSS
 10. Adrian Davis- Student Representative, Board of Trustees
 11. Johanna Camacho- Program Coordinator II, Admissions and Registration
 12. Anjelica Perez- Institutional Researcher, AIER
 13. Zhaopei Teng- Postsecondary Associate Professor, Computer Science, TSS
 14. Pilar Williams- Associate Dean, TPS
 15. Dr. Rene Ray Somera- Ex-Officio, Vice President for Academic Affairs Division

| Initiatives | | Completed | Carried Forward | Will Not Pursue | Status Description |
|-------------|---|-------------------------------------|-------------------------------------|--------------------------|--|
| 1. | Review and Revise CCA By-Laws as Necessary | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | CCA did review By Laws and concluded that no changes were necessary. |
| 2. | Review and revise assessment award requirements | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Committee did recommend that different criteria be used for different programs, especially pertaining to amount of Programs being assessed by authors and size of departments. (i.e., Construction Trades with 7 programs vs. HR with 1). Conversation will continue next semester to discuss inequities and award criteria. |
| 3. | Evaluate the effectiveness of Assessment training and Improving campus Community participation. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | CCA looked at effectiveness of training and did actively reach out to Departments and Authors offering one on one guidance and training. |
| 4. | Simplify and automate the assessment process and the possibility of single sheet entry | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Committee members did look at several options, inclusive of a template created by former member Aaron Parker but did not come to any conclusions and will entertain next year. |
| 5. | Additional duties or roles | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | CCA did not see the need to encumber itself with curriculum SLO development. We felt that inserting ourselves into the process would only serve to slow down review and approval |
| 6. | Development of Quality SLO's | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Efforts By Dr. Liz Diego and CCA to educate the Campus community on SLO creation helps to standardize and maintain rigor for proper, effective and appropriate SLO's |
| 7. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

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Self Assessment

- To what degree has the committee met its roles and responsibilities?
This Committee has been very effective at meeting its roles and responsibilities by meeting once a week to provide immediate feedback and guidance to Authors. This consistency in feedback has helped increase the level of compliance.
- How could the committee improve its effectiveness in regard to meeting its roles and responsibilities? **I don't believe it has anything to do with the committee, as CCA has made great efforts in offering assistance and more with Authors and Departments being able to address requirements and deadlines. We realize it is a daunting task, which is why we make every effort to help departments come into compliance.**
- How effective was the committee in completing its goals?
We were very effective in our charge. AIER Staff and Assistant Director made sure committee agenda and weekly goals were addressed and completed.
- How might the committee improve its effectiveness in regard to accomplishing its initiatives?
I think that our current strategy of providing immediate feedback and one-on-one guidance and training to Individual Departments and Authors is keeping us abreast with our goals.
- What resources are needed to assist the committee in achieving its goals?
Continued funding to support CCA's annual Summit and award, along with funding for projects to celebrate and recognize efforts by the campus Community, like, "Success on the Wall" initiative.
- List the committee's recommendations for changing the description or composition of the committee to achieve its initiatives addressed for next year.
There were no recommendations for altering composition of the committee, except for a continued call for more Faculty participation.

Recommendations

- What topics should be addressed by this committee next year?
 - **Continued efforts to assist Authors and Departments in any way possible to realize and maintain 100% compliance.**
 - **Further discussion on Streamlining assessment process**
 - **Recruitment of Faculty to the Committee**
- Are there any additional roles or responsibilities this committee should be addressing?
This will be determined at CCA meetings
- What issues, initiatives or work has the committee identified that other committee(s) and/or departments should address next year?

Concerns with process was already addressed with other committee chairs and will be discussed further at CCA meetings

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