

Guam Community College P.O. Box 23069, Barrigada, Guam 96921 www.guamcc.edu

MEMORANDUM

TO:

Dr. R. Ray D. Somera, Vice President for Academic Affairs

FROM:

Pilar Pangelinan (Chair)

Steve Lam

Wilson Tam

Doreen Blas

Sally Sablan

DATE:

May 1, 2017

SUBJECT:

PDRC Year End Report for AY 2016-2017

Name of the Committee: PDRC

| | Initiatives | Completed | Carried Forward | Will Not Pursue | Status Description |
|----|--|-----------|--------------------|--------------------|---|
| 1. | Provide a minimum of 2 Brown Bag sessions a year. | × | | | Completed two (2) Brown Bag sessions and a Mentor/Mentee Gathering. |
| 2. | Devise means of encouraging faculty to participate in PDRC activities. | | a a | | Communicated through MyGCC announcements, faculty email, via department chairs and at meetings. Provided incentives by providing supplies to faculty in attendance. |
| 3. | Engage new full-time and LTA faculty in the mentoring program. | | | | Completed. |
| 4. | Review the current travel and tuition reimbursement policy. | | | | Completed in Fall 2016. |
| 5. | Review and revise, as necessary, the PDRC Bylaws and IOP. | | X II I | | Completed in Fall 2016 and revised in Spring 2017 to allow prior approval for tuition assistance. |

Form: gcc_governance_year_end_report_template.docx

Version: 1.0 Date: 11/28/2016

| | 14 applications received | | |
|-----|--------------------------|--|--|
| 7. | 6 Non-PDRC funding | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |

Self Assessment

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

PDRC has done its best to meet with faculty to address their concerns with applying for funding. We suggested to faculty to have the discussion with their dean for professional development matters that they would like to initiate as this was mentioned to streamline the process prior to completing a PDRC application. The challenge though came when the travel freeze was instituted in early February. Faculty who had already spoken to their dean, were now being told to be mindful of the freeze and to start making arrangements/plans for next academic year instead. This is in line with the the prior year discussion that the VPAA had stated that he would prefer instead that faculty plan travel throughout the year similar to the University of Guam. The new BOT/Union contract brings this to light. Faculty who are interested in requesting for travel funding have to have the discussion early on with their dean. This has been the main road block for PDRC in spending their budget this academic year. We have had 20 inquiries about travel related development opportunities that has not resulted in any applications being submitted, due to the freeze.

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

PDRC could improve its effectiveness in the time of this travel freeze to allow each permanent faculty member a one-time \$600 stipend to use for whatever professional development they would like to avail -- purchase equipment for their personal use in their classroom, take a class, they would only be required to write a one page memo with their request and their plan of action. Once received / completed they then would need to write a one page narrative of what they accomplished.

Another way we could have become more effective is to ensure that competing meetings are not held at the same time as the Brown Bag training sessions.

How effective was the committee in completing its goals?

Form: gcc_governance_year_end_report_template.docx

Version: 1.0 Date: 11/28/2016 PDRC completed all of its goals this year. On February 24, the Brown Bag training had 44 attendees, eleven workshops were scheduled, and thirteen faculty received supplies. We also tabulated the Peer Mentoring Program Survey and received 21 responses. We used Survey Monkey to distribute a link to the "PDRC Survey for Faculty Spring 2017" 15 faculty replied. Both are appended to this report. Overall both surveys were positive in regards to the effectiveness of the mentoring program and the PDRC committee. Go-2-Knowledge has now been used by the faculty for the past two academic years. Workshops and live webinar usage has increased. Satisfaction with the on-demand presentations has declined, but faculty have shown more interest to live webinars this year. Staff and administrators can also avail of the trainings if they desire, as the training may be applicable to them.

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

As with anything, everything has room for improvement which will help encourage effectiveness. GCC's faculty are professionals and they continue to strive for excellence in their endeavors. PDRC can continue to market the workshops, trainings, on-demand and live webinars, but when looking at the attendees, it seems to be the same people who always avail of these resources. A refer a colleague or bring a friend program may prove beneficial to ensure more attendance at trainings.

The equipment that PDRC has the Swivls, multimedia projector, and speakers has seen a low usage and borrowing tends to be done by the same faculty. But to overcome this more announcements and sharing should be done between faculty. One of the avid borrowers of equipment wrote, "I want the PDRC to know how helpful it is to be able to borrow a projector for classroom use. There is only one projector in the library. If the library instruction/meeting room is using the projector, I don't have a projector to use with a class. Buying an additional projector for the library isn't possible at this time. Access to borrowing the projector keeps me from having to reschedule classes. The projector I borrowed today will be used for two library instruction classes tomorrow. I've borrowed the projector in the past, for the same reason."

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

Continue funding of \$75,000 per academic year and lift the travel freeze. The admin support provided by Bobby Blas for trainings and ordering supplies was excellent. She continues to be the custodian of the equipment and supplies.

• List the committee's recommendations for changing the description or composition of the committee to achieve its initiatives addressed for next year. NA

Recommendations

Form: gcc_governance_year_end_report_template.docx

Version: 1.0 Date: 11/28/2016 What topics should be addressed by this committee next year?

Revise the IOP to include Faculty Tuition Policy.

- Are there any additional roles or responsibilities this committee should be addressing?
 NA
- What issues, initiatives or work has the committee identified that other college entities such as administration, committee(s), and/or departments should address next year?

Recommended PDRC applicants need to be contacted by the Administrative Assistant on status of their applications. This can be done via email.

The unspent budget for AY 2016-2017 balance will be encumbered by September 30, after faculty have discussions with their respective deans on travel for conferences.

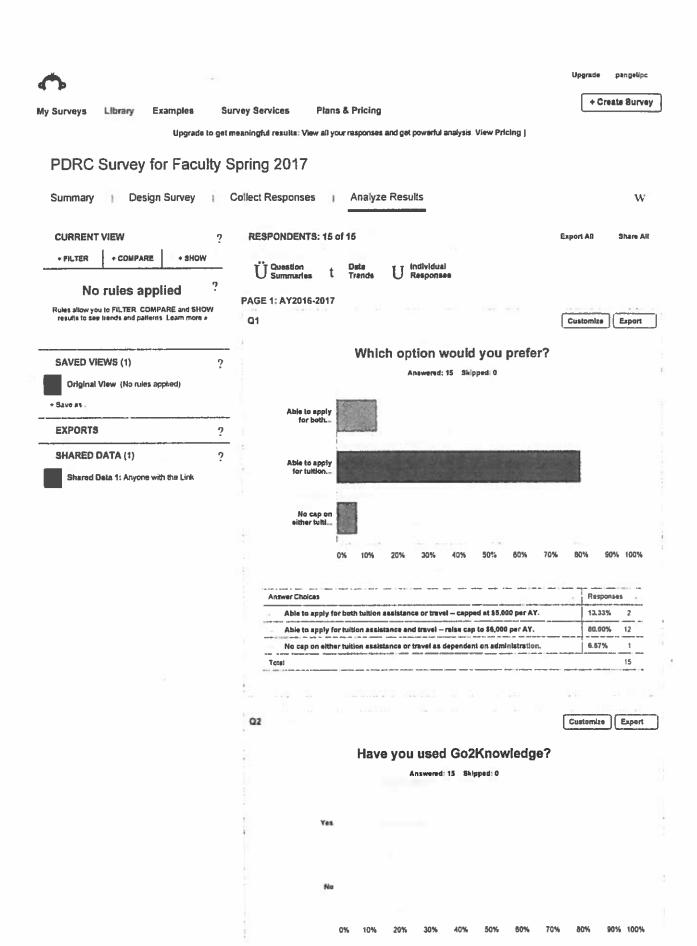
Based on the "PDRC Survey for Faculty Spring 2017" the incoming committee members for next year should consider the suggestions recommended for equipment or supplies purchased with PDRC funds.

Better tracking of NON-PDRC funded activity, needs to be done. The Dean, administrative assistants or payroll assistant or personnel specialist have to ensure that these activities are logged and routed through PDRC once it comes through the Dean.

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

Form: gcc_governance_year_end_report_template.docx

Version: 1.0 Date: 11/28/2016



| Answer Choices | . Responses | |
|----------------|-------------|----|
| - Yes | 80.00% | 12 |
| No No | 20.00% | 3 |
| Total | | 15 |

Q3

Export

If you used Go2Knowledge, please share how you have utilized the information you gained for your professional development to improve or promote student success?

Answered: 15 Skipped: 0

| Analysis, upgrade t | search and calegorize responses; p p GOLO or PLATINUM plan. n more » | see frequently-used words and phrases. To use Text | D |
|--|--|---|---|
| Categorize 33 | Filter by Calegory | Sparch recurrings | • |
| having 15 responses | | | |
| | e in my daily communication and in View respondent's answers | nteraction with students (emailing, advising etc.) | |
| writing courses. | nation that I gained from Go2Know View respondent's answers | riedge to develop the future integrated reading and | - |
| ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | sland more the "underprepared stu View respondent's answers | A region of the second | - |
| webinara | ientation videos and will implemen View respendent a answers | t new ones based on recommendations from the | |
| academic probation successful strategie | | webinar reminded me (when helping students on tudents were successful completing. Focusing on other courses | |
| N/A 3/27/2017.2 06 PM | View respondent's noswers | | - |

Q4

Customize Export

When would you like to attend professional development training?

Answered: 15 Skipped: 0

Saturday morning from...

Friday afternoon fr...

Between classes for ...

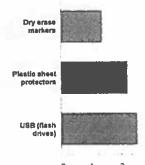
| Ans | ower Choices | . Responses | |
|-----|--|-------------|----|
| - | Saturday morning from Sam to 11am | 0.00% | 0 |
| - | Friday morning from 10em to 12pm | 26.67% | 4 |
| 44 | Friday alternoon from 3pm-5pm | 40.00% | 6 |
| - | Between classes for 30 minutes MW mornings | 13.33% | 2 |
| - | Between classes for 30 minutes MW afternoons | 6.67% | 1 |
| - | Between classes for 36 minutes TR mornings | 6.67% | 1 |
| - | Between classes for 30 minutes TR afternoons | 6.67% | 1 |
| Tai | | | 15 |

Q5

Customize Export

For completing online training -- rank the incentives that you would be interested in receiving. (1 is the preferred choice).

Answered: 15 Skipped: 0



| | | 1 | 2 = | 3 - | Other | Total = | Score - |
|---|--------------------------------|--------|--------|-------------|--------|---------|---------|
| | Dry erase markers | 7.89% | 15.38% | 81.54% B | 15.38% | 13 | 1 35 |
| | Plastic sheet protectors | 28.57% | 42.86% | 14.29% | 14.29% | 14 | 2 17 |
| - | USB (flash drives) | 64.29% | 21.43% | 14.29% | 0.00% | 14 | 2 50 |

Q6

Customize Export

Are you interested in being a mentor?

Answered: 15 Skipped: 0

Yes

No



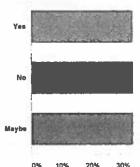
| Ans | wer Choices | Responses | |
|-------|-------------|---------------------------------------|----|
| | Yee | 66.67% | 10 |
| å. | No | 6.67% | 1 |
| - | Maybe | 26.67% | 4 |
| Total | al . | · · · · · · · · · · · · · · · · · · · | 15 |

Q7

Custornize Export

Will you be applying for PDRC funding this Academic Year?

Answered: 15 Skipped: 0



 Answer Choices
 Responses

 Yes
 33.33%
 5

 No
 33.33%
 5

 Maybe
 32.33%
 5

 Total
 15

Q8

Export

If you are not interested in applying for PDRC funding -- please share why? Thank you.

Answered: 5 Skipped: 10

w Responses (5) t Text Analysis / My Categories

PRO FEATURE
Use text analysis to search and categorize responses, see frequently-used words and phrases. To use Text Analysis, upgrade to a GOLD or PLATINUM plan.

Upgrade Learn more >

Categorize as. | Filter by Category | Search responses | ?

Showing 9 responses

It's too troublesome

travel ban
4/6/2017 9 33 AM View respondent's answers

Even though I chose maybe but there're so many red tapes and the process is really time consuming 3/23/2017 11 24 PM View respondent's answers

Too much red tape and tedious. The process is daunting and not user friendly (more like frustrating) 3/23/2017 9 43 PM View respondent's answers

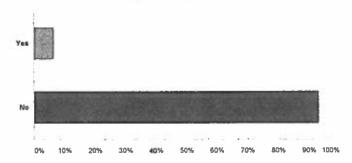
Travel freeze, can not wait for the freeze to be lifted due to family plans 3/20/2017 10 00 PM View respondent's answers

Q9

Customize Export

Have you borrowed any equipment from PDRC?

Answered: 15 Skipped: 0



| Answer Choices | Responses | |
|----------------|-----------|----|
| - Yes and | 6.67% | |
| No | 93.33% | 14 |
| Total | | 15 |

Q10

Export

Any suggestions for PDRC? ie equipment you would like ordered or supplies

Answered; 9 Skipped; 6

| w Responses (9 |) C Tost Analysis | 7 My Categories | | |
|--|--|-----------------|--------------------------------|-------------|
| | search and categorize roo a GOLD or PLATINUM | | ently-used words and phrases. | To use Text |
| Upgrade Lea | mone • | | | |
| Calegorize 25 | Filter by Category | 1 | Search responses | . ? |
| Showing # responses | | | | |
| I like the brown bag 4/17/2017 12 09 AM | sessions and the hands View respondent's answ | | continue the sessions once a : | semester! |
| None at this time. 4/12/2017 9 48 PM | View respondents answe | ars | | 17 |
| A durable lanyard 4/5/2017 11 21 PM | View respondent's answer | irs | | |
| lpads, graphing cale | culators, elmo projectors | | | |

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Q 3 If you used Go2Knowledge, please share how you have utilized the Information you gained for your professional development to improve or promote student success? 15 responses

It has best helped me in my daily communication and interaction with students (emailing, advising, etc.).

4/17/2017 12:08 AM View respondent's answers

I plan to utilize information that I gained from Go2Knowledge to develop the future integrated reading and writing courses.

4/12/2017 9:48 PM View respondent's answers

Helped me to understand more the "underprepared student".

4/6/2017 11:21 PM View respondent's answers

I re-evaluated my orientation videos and will implement new ones based on recommendations from the webinars.

4/6/2017 2:53 PM View respondent's answers

To promote student success, the appreciative advising webinar reminded me (when helping students on academic probation) to focus on the classes that the students were successful completing. Focusing on successful strategies will help them to be successful in other courses.

4/6/2017 9:33 AM View respondent's answers

N/A

3/27/2017 2:06 PM View respondent's answers

no

3/24/2017 10:43 AM View respondent's answers

I haven't used it this semester yet due to my busy schedule. I usually use it during school breaks. It is my biggest hope that we get to use this program for next ay.

3/24/2017 9:34 AM View respondent's answers

I was able to share the perspectives and knowledge I gained with my department. I used new techniques in my instruction and advisement practice.

3/24/2017 8:52 AM View respondent's answers

haven't used it

3/24/2017 6:26 AM View respondent's answers

Adopt strategies in my classroom teaching

3/23/2017 11:24 PM View respondent's answers

It was helpful and informative. The lesson was easy to comprehend and apply.

3/23/2017 9:43 PM View respondent's answers

Attended webinars, ordered teacher resources, applied strategies

3/21/2017 1:19 PM View respondent's answers

Go2Knowledge is providing information that we can apply in the classroom. I was able to make less mistakes after applying knowledge I gained through it.

3/21/2017 11:03 AM View respondent's answers

Shared info at the breakout session today for College Assembly on student success --milennial students.

3/20/2017 10:00 PM View respondent's answers

Q8 If you are not interested in applying for PDRC funding -- please share why? Thank you. 5 responses

It's too troublesome.

4/17/2017 12:08 AM View respondent's answers

travel ban

4/6/2017 9:33 AM View respondent's answers

Even though I chose maybe but there're so many red tapes and the process is really time consuming.

3/23/2017 11:24 PM View respondent's answers

Too much red tape and tedious. The process is daunting and not user friendly (more like frustrating)

3/23/2017 9:43 PM View respondent's answers

Travel freeze, can not wait for the freeze to be lifted due to family plans.

3/20/2017 10:00 PM View respondent's answers

Q10 Any suggestions for PDRC? le equipment you would like ordered or supplies 9 responses

I like the brown bag sessions and the hands-on activities. Please continue the sessions once a semester!

4/17/2017 12:08 AM View respondent's answers

None at this time.

4/12/2017 9:48 PM View respondent's answers

A durable lanyard

4/6/2017 11:21 PM View respondent's answers

Ipads, graphing calculators, elmo projectors,

3/24/2017 9:34 AM View respondent's answers

PA system, HDMI cord

3/23/2017 11:24 PM View respondent's answers

clicker for presentations

3/23/2017 9:43 PM View respondent's answers

I didn't realize that we could borrow equipment. It'll be helpful to know what's available, where, and what are the procedures.

3/21/2017 1:19 PM View respondent's answers

GUAM COMMUNITY COLLEGE Faculty Accountability Report for Committee Work AY 2016 to 2017____

PDRC

COMMITTEE CHARGE/Goals approved 12 Sep 2016

- 1. Provide a minimum of 2 Brown Bag sessions a year.
- 2. Devise means of encouraging faculty to participate in PDRC activities.
- 3. Engage new full-time and LTA faculty in the mentoring program.
- 4. Review the current travel and tuition reimbursement policy.
- 5. Review and revise, as necessary, the PDRC By-laws and IOP.

| | Name of Committee Member | Attendance* | Goal | Goal 2** | Goal 3** | Goal | Goal 5** | Goal 6** | Goal | Goal 8** | Attendance % | Participation % |
|----|--------------------------|-------------|------|-------------|-------------|------|-------------|-------------|-------------|-------------|--------------|-----------------|
| 1 | Pilar Pangelinan (Chair) | 10 | Y | Υ | Y | Y | Υ | | | | 100 | 100 |
| 2 | Steve Lam | 9 | Υ | Υ | Υ | Υ | Υ | | | | 90 | 90 |
| 3 | Wilson Tam | 10 | Υ | Υ | Υ | Υ | Υ | | | | 100 | 100 |
| 4 | Doreen Blas | 10 | Υ | Υ | Υ | Υ | Υ | | | | 100 | 100 |
| 5 | Tonirose Concepcion | 3 | Υ | Υ | Υ | Υ | Υ | | | | 30 | 30 |
| 6 | Sally Sablan | 8 | Υ | Υ | Υ | Y | Y | | | | 80 | 80 |
| 7 | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | |
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| 13 | | | | | | | | | | | | |
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| 16 | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | |
| 19 | | 1 | | | | | | | | | | |

- * Number of meetings attended out of <u>10</u> meetings.
- ** Full Participation in Specific Committee Goals.

NOTE: Absent members were due to excused absences

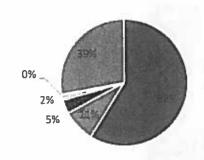
Additional Information:

Chairperson: Please detail the core substance of each of the above-mentioned goals. Indicate (Y or N) whether or not the faculty member fully participated in efforts to accomplish the goal. Please submit this document to the Faculty Senate President by 8 May 2017

This report is due no later than the last duty day (end of the year) 8 May 2017.

Submitted UD: 5/8/17 FILME YANGELIMAN

Overall the presentation was: 2015-2016

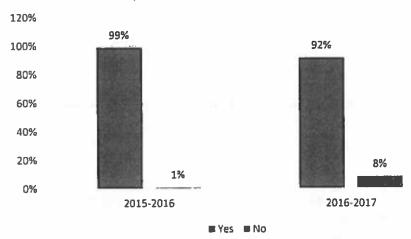


■ Excellent ■ Very Good ■ Good ■ Fair ■ Poor ■ No Response

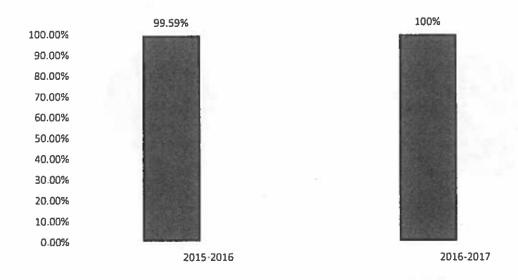
Overall the presentation was: 2016-2017



Did you like the on-demand format:



Did you learn information that will benefit your institution:



■ Yes ■ No

Selected Survey Quotes:

2015-2016

Thank you for this seminar its great Info/ and keys element to enhance more awareness for student safety. Well done. Approach was pleasant and welcoming. Got some excellent ideas to prepare a syllabus.

2016-2017

Great presentation overall. I really loved the examples and relevance of the quotes.

This is a very interesting and useful topic.

I am pleased with Go2Knowledge for pursuing my professional development.

Informative podcast. Will implement some of the strategies- particularly those related to undeclared/undecided students.

Very informative presentation and covers a lot of contents. I have downloaded the video because i need more time to digest the contents in more details.

I will find time to let my students know about the Growth Mindset to help motivate and inspire them into working hard to achieve their goals.

Being available- accessible- caring and concerned with my students and advisees apply intrusive advising-actively get involved.

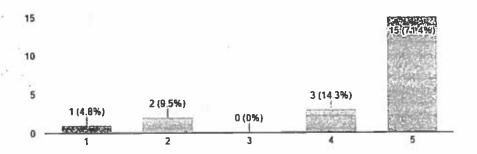


QUESTIONS

RESPONSES

21

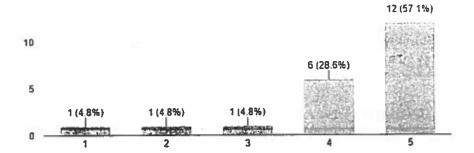
My mentor/mentee communicated effectively with me this past academic year. (21 responses)



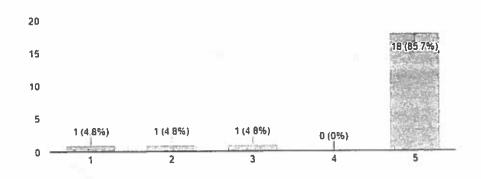
QUESTIONS

RESPONSES

The Peer Mentoring Guide was helpful. (21 responses)



I was able to develop a professional relationship with my mentor/mentee.



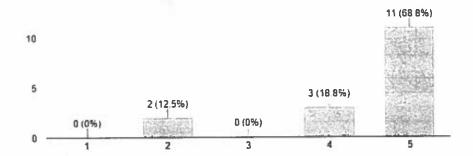
OUESTIONS

RESPONSES

21

(Mentee's Only) This program helped 'show me the ropes' as a new faculty member of the college or fulfilling a new role such as chairperson.

(15 responses)



Give ONE example of the most valuable aspect of the Peer Mentoring Program. (20 responses)

The guide and get together.

Networking with new employees and showing them the ropes.

Helps new faculty understand the policies of GCC.

Asister me in setting an academic club

Help with navigating GCC processes

Helping new faculty assimilate to GCC's culture

Understanding information

Effecitive teaching technique, life-long learning, career goal and etc.

encouragement & support when I doubted myself

I really liked when she would just stop by to say 'hi.'

Keeping updates and effective training/suggestions/technlques/experiences used in class.

My mentor assisted me in knowing what to do in getting ready for the ACB.

Importance of keeping 'evidence'.

consultation with mentor regarding committee involvement and evaluation

Transparency of Communication
The possibility of improvement is enormous if the opportunity is taken.
Support, assist and train, provided teaching tips/techniques
The discussion on how to be an effective instructor.
passing on past experiences
able to assist with any questions I have

What could be done to improve the Peer Mentoring Program? (18 responses)

None

None

Set regular dates to meet up with the mentors

Nothing

Start the program on the first week of school or when a faculty is hired.

Its fine the way it is.

A resource database

Have mentee write a reflection on his/her first year with GCC.

Show samples and steps of how too. SOP manual with examples and review

I am perfectly happy with how my mentoring proceeded. I do not have any suggestions at this time.

More collaboration.

Have more than one Mentor, i.e that are of two different ranks.

n/a

As a new instructor I wasn't given tools to succeed

Initiate it in the spring and let it run for two years.

Progress check-up,

To share more approach on effective classroom techniques based on past experiences.

a guide or tips for new mentees

Please provide additional comments that you feel will help us improve this program next year?(12 responses)

It was hard to meet up with my mentee due to personal issues on both of our parts. It felt like it was mutual where we didnt have time for each other. Maybe PDRC should regularly check in with both parties over the academic year.

Add more info/resources to guide.

More faculty gatherings to have collaboration and trainings.

No other comments

Show examples and aesthetic

A recognition get-together for the mentors & mentees

Find out from the mentee who their unofficial mentor is prior to assigning the official mentor.

A workshop on how to read your evaluation rubrics and what constitutes evidence for different categories. n/a

Telling me constantly what I am NOT doing doesn't help; telling me that my student's performance in a competition leaves a bad taste in their mouth is inappropriate! I teach my students daily that failures do not define you, but with courage step into your failures to find your greatness... Thomas Edison had 1,000 failed experiments... His 1,001 experiment was the invention of the light bulb, I tell them daily, never give up!

Have every Faculty member create a professional relationship with another Faculty member that is not In their department. Preferably someone they do not know.

entire mentor/peer program get together

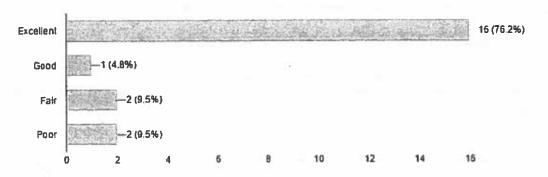
である。 は 1000年 10

Have every Faculty member create a professional relationship with another Faculty member that is not in their department. Preferably someone they do not know.

entire mentor/peer program get together

Overall, I thought the Peer Mentoring Program was: (21 responses)

QUESTIONS



Other comments: (9 responses)

There should be a handbook about mentoring and responsibilities of both mentor and mentee- like what project aim does with the handout Also establish set activities for mentor and mentee, like gatherings or meet and greet. Give Incentives (free trips, supplies pr money) to participants if they complete certain tasks like - meeting with mentor 5x... make it fun Ilke project aim

I have been lucky to have a great peer mentor and a lot of unofficial peer mentors too.

None

Thank you for having this Invaluable program.

My mentor was amazing- so I feel very fortunate for the program.

Who really empowered me, and gave me a "real" sense of mentor-ship was Carol Cruz. I am blessed to have her as a constituent, and in my mind, my true mentor, that actually helped me through all aspects of my first year teaching. Who actually sought out to teach me instead of laying out ultimatums; where my actual mentor fell short on, I was fortunate enough that Carol Cruz saw my struggle humanized my mentor as well as showing me what it is to feel, live, and breathe my new found "why!" This is my fuel now, and I know, we are human, and the human soul doesn't ever seem more divine, but when it learns to forgive. I forgive it all, because I give it all to him dally. I forgive my mentor, and myself for unproductive thoughts; this is my journey; I trust my journey... Lifting up one another to perpetuate succession of another's victories. Its about the students. -God Is good all the time

I want peer mentoring to continue as I think it has great possibilities. My experience this year was not the best.

My Mentors are very supportive, always positive and very helpful.

Thank you very much for the time.