

Guam Community College

P.O. Box 23069, Barrigada, Guam 96921

www.guamcc.edu

MEMORANDUM

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

FROM: Christie Marie F Ginson

DATE: June 13, 2017

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

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

Christie Marie Ginson – Chair

Bertha Leon Guerrero

Jose Lopez

Simone Bollinger

Francisco Camacho - Adviser

Edwin Limtuatco - Adviser

Joann Muna

Doris Perez

Theda Rios

Josephine Arceo

Joleen Evangelista

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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. | Familiarize and attain mastery with the four main 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, memos, that are pertinent to Standard 3 |
| 3. | Foster communication with each other for support and guidance on responsibilities of the Standard 3 Committee. | X |  |  | Members met weekly to discuss information addressing specific Standards, worked in smaller teams at times to target Human Resources, Physical Resources, Technology Resources and Financial Resources. A shared Google Doc was used that was easily accessible to all committee members as well as to Gary, Marlena and other GCC personnel who has input for the reports. |
| 4. | Attend weekly meetings as working groups, writing the narratives, together with GCC accreditation administrative team for effective communication, support, and assistance on meeting goal of completing the self-evaluation report | X |  |  | Members attended meetings and if absent, other members filled in and kept other members informed. |
| 5. | Identify points of contact necessary to address accreditation standards. Communicate with individuals to collect necessary information and input for each standard | X |  |  | Contacts were identified, personnel directly involved in the work that are pertinent to addressing the specific standards worked cooperatively with the Committee members by providing feedback and important information needed. |
| 6. | Write monthly reports addressing standards | X | X |  | Cited evidences using the GCC AIER repository that Marlena has kindly provided, improved and updated narratives based on the most current reports and data |
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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?**

Being a part of one of the Accreditation Standard Committees is an important commitment and members must be engaged, resourceful and dedicated. As GCC approaches its reaffirmation of accreditation, almost just a semester away, it is a necessity for members to fully immerse and engage in producing a thorough and accurate self-evaluation report.

* **How effective was the committee in completing its goals?**

Members of Standard 3 Committee worked consistently and seriously in meeting its goals of reading, researching, writing and improving on a working document for the GCC self-evaluation report. The Committee is very thankful that additional members from the Administrative team were added to the Committee and the work has greatly progressed because of all the data and information that the new members readily provided. We met weekly to discuss important parts of the report, providing evidences for the narratives, and supporting each other in the important task of sifting through thousands of pages of information to address each of the standards.

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

A very efficient and close working relationship with the other members of the institution is crucial in accomplishing the Committee initiatives. Additional members from the faculty and the Administrative team greatly helped to improve effectiveness by allowing the sharing of the workload and addressing specific standards which were the expertise of certain team members.

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

Updated reports and accurate information, data, and expertise of personnel working specifically under Human resources, Physical resources, Technology resources and Financial resources are crucial in assisting the Committee in achieving its goals.

* **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 personnel who are familiar with HR, Facilities, Finance, and Technology information.

**Recommendations**

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

Continue to stay focused in gathering evidences, writing the narratives, and finalizing the institutional self-evaluation report. Narratives need to be accurate, concise and address efficiently the specific standards.

**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 visit will be in March 2018. Final institutional self-evaluation report is due in October 2017. One release time is necessary for the Committee Chairperson. Expertise of staff and administrative personnel directly involved with Resources will be greatly needed to help in the completion of the 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