

## MEMORANDUM

**TO:** President's Office

**FROM:** Rosemary Loveridge (Chair, Standard IV, Leadership and Governance)

**DATE:** May 1, 2017

**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.*

- **Standard IV: Leadership and Governance Committee**
- **Committee Members**
  - Chair: Rosemary Loveridge
  - Members: Faculty: Jennifer Artero, Barbara Mafnas, Rachel Lee
  - Team Advisor: Marlena Montague
  - Administrator: Carmen Santos
  - Staff: Cheryl San Nicolas, Vangie Aguon, Rowena Perez
  - Students: Adrian Davis, Liza San Augustin
  - Board Member: Deborah C. Belenger

	Initiatives	Completed	Carried Forward	Will Not Pursue	Status Description
1.	Accreditation Basics Online Certificate	Y	<input type="checkbox"/>	<input type="checkbox"/>	
2.	ISER Draft I, Fall 2017	Y	<input type="checkbox"/>	<input type="checkbox"/>	
3.	ISER Draft II, Spring 2017	Y	<input type="checkbox"/>	<input type="checkbox"/>	
4.	ISER Draft III, Spring 2017	Y	<input type="checkbox"/>	<input type="checkbox"/>	
5.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	

### Self Assessment

- To what degree has the committee met its roles and responsibilities?  
**Standard IV members have worked and collaborated throughout AY 16-17. ISER Draft I was submitted to ALO Fall 2017, Draft II and III were submitted Spring 2017 per request. The committee additionally communicated via a Whatsapp phone link and communicated well as a team, such as meeting times, meeting places, and feedback on document searches etc.**
- How could the committee improve its effectiveness in regard to meeting its roles and responsibilities?
- How effective was the committee in completing its goals?  
**Committee members were able to complete the goals for writing and submitting on time, three drafts of the ISER. It was very effective having additional experts (Administration, BOT members, Students) added to the steering committee Spring 2017.**
- How might the committee improve its effectiveness in regard to accomplishing its initiatives? **Add additional expert members one year earlier**
- What resources are needed to assist the committee in achieving its goals?  
**Update inventory, availability of online evidence that needed to be posted as links to Standard IV draft document.**
- List the committee's recommendations for changing the description or composition of the committee to achieve its initiatives addressed for next year.  
**It has been very effective to have steering committee members made up of team advisor, faculty, staff, administrator, students, and board of trustee member, join the committee as we near ISER completion.**

### Recommendations

- What topics should be addressed by this committee next year?  
**Preparing for ACCJC site visit, March 2018**
- Are there any additional roles or responsibilities this committee should be addressing?  
**No**
- What issues, initiatives or work has the committee identified that other committee(s) and/or departments should address next year?  
**The College needs to update, before ACCJC visit, the participatory governance structure and handbook, GCC Organizational Chart, and the by-laws for the CRC**

**Curriculum Review Committee following the new verbiage in the 2017-2023  
Faculty-Union Agreement.**

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](mailto:aier@guamcc.edu)

# GUAM COMMUNITY COLLEGE

## Faculty Accountability Report for Committee Work

AY 2016 to 2017\_\_\_\_

### STANDARD IV ACCREDITATION COMMITTEE

CHAIR: ROSEMARY LOVERIDGE

COMMITTEE GOALS (see below)

	Name of Faculty Committee Member	Attendance*	Goal 1**	Goal 2**	Goal 3**	Goal 4**	Goal 5**	Goal 6**	Goal 7**	Goal 8**	Attendance %	Participation %
1	Rosemary Loveridge	15/15	Y	Y	Y						100%	100%
2	Jennifer Artero	15/15	Y	Y	Y						100%	100%
4	Barbara Mafnas	14/15 excused	Y	Y	Y						100%	100%
5	Rachel Lee	13/15 Excused	Y	Y	Y						100%	100%
6												
7												
8												
9												
10												
11												
12												
13												
14												

**Goal 1:** Continue to gather, update, organize, and analyze data necessary for Institutional Self Evaluation Report (ISER) development

**Goal 2:** Meet expectations for roles as a member of Standard IV Accreditation Steering Committee

**Goal 3:** Submit and meet document deadlines of Standard IV Institutional Self Evaluation Report (ISER) draft I, II, and III documents deadlines as requested by Accreditation Steering Committee Chair (ASC) Accreditation Liaison Officer (ALO) and Vice President for Academic Affairs

\* Number of meetings attended out of 15 meetings.

\*\* Full Participation in Specific Committee Goals.

#### 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 \_\_\_\_\_.

This report is due no later than the last duty day \_\_\_\_\_ (date) of the Fall semester (mid-year) and due no later than the second Monday of April \_\_\_\_\_ (date) (end of the year).