

GUAM COMMUNITY COLLEGE
Faculty Senate

GCC's Mission Statement:

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Agenda
Tuesday, August 23, 2011
Room C2
@ 10:30 a.m.

I. Call to Order

Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	
Imelda Arce	imelda.arce@guamcc.edu	
Vera De Oro	vera.deoro@guamcc.edu	

II. Recital of Mission Statement

III. Old Business

- A. End of Year Report from AY2010
- B. Group Studio & MyGCC Missing and Outdated Documents
- C. Other unfinished business from last academic year?

IV. New Business:

- A. Review of By-Laws
- B. Committee Membership AY2011
- C. Appoint POCs for Committees: LOC, PDRC, Promotions

V. Announcements

VI. Agenda Items for Next Meeting

VII. Next Meeting Date

VIII. Adjournment

GUAM COMMUNITY COLLEGE
Faculty Senate

GCC's Mission Statement:

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Agenda
Tuesday, August 30, 2011
Room C2
@ 10:30 a.m.

I. Call to Order

Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	
Imelda Arce	imelda.arce@guamcc.edu	
Vera De Oro	vera.deoro@guamcc.edu	

II. Recital of Mission Statement

III. Old Business

- A. End of Year Report
- B. Committee Membership

IV. New Business:

- A. Committee Updates:
 - 1. LOC:
 - 2. Promotions:
 - 3. PDRC:
 - 4. CDC:

V. Announcements

VI. Agenda Items for Next Meeting

VII. Next Meeting Date

VIII. Adjournment

The mission of the Faculty Senate of Guam Community College is to serve as an inclusive forum for all College stakeholders to participate in the process of developing and recommending effective policies to benefit our students and the community we serve.

GUAM COMMUNITY COLLEGE
Faculty Senate

GCC's Mission Statement:

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Agenda
Tuesday, September 13, 2011
Room C2
@ 10:30 a.m.

I. Call to Order

Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	
Imelda Arce	imelda.arce@guamcc.edu	
Vera De Oro	vera.deoro@guamcc.edu	
Barbara Blas	barbara.blas4@guamcc.edu	

II. Recital of Mission Statement

III. Review of Minutes:

1. August 23, 2011
2. August 30, 2011

IV. Old Business

1. End of Year Report
2. Committee Membership
3. FS Goals
4. Review of PDRC Trip Report

V. New Business:

1. Committee Updates:
 1. LOC:
 2. Promotions:
 3. PDRC:
 4. CDC:

V. Announcements

VI. Agenda Items for Next Meeting

VII. Next Meeting Date

VIII. Adjournment

GUAM COMMUNITY COLLEGE
Faculty Senate

GCC's Mission Statement:

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Agenda
Tuesday, September 20, 2011
Room C2
@ 10:30 a.m.

I. Call to Order

Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	
Imelda Arce	imelda.arce@guamcc.edu	
Vera De Oro	vera.deoro@guamcc.edu	
Barbara Blas	barbara.blas4@guamcc.edu	

II. Guest Speaker for Standard 1: Christine Matson

III. Recital of Mission Statement

IV. Review of Minutes:

1. September 13, 2011

V. Old Business

1. FS Goals
2. Review of PDRC Trip Report

VI. New Business:

1. Christine Matson-Standard I Committee
2. Committee Updates:
 1. LOC:
 2. Promotions:
 3. PDRC:
 4. CDC:

V. Announcements

VI. Agenda Items for Next Meeting

VII. Next Meeting Date

VIII. Adjournment

GUAM COMMUNITY COLLEGE
Faculty Senate

GCC's Mission Statement:

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Minutes
Tuesday, September 27, 2011
Room C2
@ 10:30 a.m.

I. Call to Order

Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	
Imelda Arce	imelda.arce@guamcc.edu	
Vera De Oro	vera.deoro@guamcc.edu	
Barbara Blas	barbara.blas4@guamcc.edu	

II. Guest Speaker; Pilar Pangelinan – Standard IV Committee

III. Recital of Mission Statement

IV. Review of Minutes:

1. September 20, 2011

V. Old Business

1. Committee Updates:
 1. LOC:
 2. PDRC:
 3. CDC:
 4. Promotions:
2. FS Concern Form

VI. New Business:

1. Distance Ed
2. Acalog

V. Announcements

VI. Agenda Items for Next Meeting

VII. Next Meeting Date

VIII. Adjournment

GUAM COMMUNITY COLLEGE
Faculty Senate

GCC's Mission Statement:

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Agenda
Tuesday, October 11, 2011
Room C2
@ 10:30 a.m.

I. Call to Order

Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	
Imelda Arce	imelda.arce@guamcc.edu	
Vera De Oro	vera.deoro@guamcc.edu	
Barbara Blas	barbara.blas4@guamcc.edu	
Theresa Datuin	theresa.datuin@guamcc.edu	

II. Guest: Theresa Datuin – PDRC Chair

III. Recital of Mission Statement

IV. Review of Minutes:

1. September 27, 2011

V. Old Business

1. Committee Updates:
 1. LOC:
 2. PDRC:
 3. CDC:
 4. Promotions:
2. Update on Trip Report Policy/Docs
3. Distance Ed
4. Acalog

VI. New Business:

1. Membership Changes

V. Announcements

VI. Agenda Items for Next Meeting

VII. Next Meeting Date

VIII. Adjournment

GUAM COMMUNITY COLLEGE
Faculty Senate

GCC's Mission Statement:

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Agenda
Thursday, October 20, 2011
Room C2
@ 12:00 p.m.

I. Call to Order

Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	
Imelda Arce	imelda.arce@guamcc.edu	
Vera De Oro	vera.deoro@guamcc.edu	
Barbara Blas	barbara.blas4@guamcc.edu	

II. Guest: Sally Sablan – Promotions Chair

III. Recital of Mission Statement

IV. Review of Minutes:

1. October 03, 2011

V. Old Business

1. Committee Updates:
 1. LOC:
 2. PDRC:
 3. CDC:
 4. Promotions:
2. Update on Trip Report Policy/Docs

VI. New Business:

V. Announcements

VI. Agenda Items for Next Meeting

VII. Next Meeting Date

VIII. Adjournment

GUAM COMMUNITY COLLEGE
Faculty Senate

GCC's Mission Statement:

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Agenda
Tuesday, October 25, 2011
Room C2
@ 10:30 a.m.

I. Call to Order

II. Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	
Imelda Arce	imelda.arce@guamcc.edu	
Vera De Oro	vera.deoro@guamcc.edu	
Barbara Blas	barbara.blas4@guamcc.edu	

III. Recital of Mission Statement

IV. Guest: Christopher Dennis –Council of DC Chair

V. Review of Minutes:

1. October 20, 2011

VI. Old Business

1. Committee Updates:
 1. LOC:
 2. PDRC:
 3. CDC:
 4. Promotions:

VII. New Business:

1. Post Secondary Lab Hours

VIII. Announcements

IX. Agenda Items for Next Meeting

X. Next Meeting Date

XI. Adjournment

GUAM COMMUNITY COLLEGE
Faculty Senate

GCC's Mission Statement:

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Agenda
Tuesday, November 08, 2011
Room C2
@ 3:30 p.m.

I. Call to Order

II. Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	
Imelda Arce	imelda.arce@guamcc.edu	
Vera De Oro	vera.deoro@guamcc.edu	
Barbara Blas	barbara.blas4@guamcc.edu	

III. Recital of Mission Statement

IV. Guest: Eric Choung – LOC Chair

V. Review of Minutes:

1. October 25, 2011

VI. Old Business

1. Committee Updates:
 1. LOC:
 2. PDRC:
 3. CDC:
 4. Promotions:

VII. New Business:

1. Program/Course Assessment and Service Learning Showcase – March 14-28, 2012

VIII. Announcements

IX. Agenda Items for Next Meeting

X. Next Meeting Date

XI. Adjournment

GUAM COMMUNITY COLLEGE
Faculty Senate

GCC's Mission Statement:

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Agenda
Tuesday, November 15, 2011
Room C2
@ 10:30 a.m.

I. Call to Order

II. Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	
Imelda Arce	imelda.arce@guamcc.edu	
Vera De Oro	vera.deoro@guamcc.edu	
Barbara Blas	barbara.blas4@guamcc.edu	

III. Recital of Mission Statement

IV. Review of Minutes:

1. November 08, 2011

V. Old Business

1. Committee Updates:
 1. LOC:
 2. PDRC:
 3. CDC:
 4. Promotions:

VI. New Business:

1. Standard IV recommendations
2. Academic Freedom
3. Class size
4. FS concern form (ethics issue) by R. Abshire

VII. Announcements

Program/Course Assessment and Service Learning Showcase – March 14-28, 2012

VIII. Agenda Items for Next Meeting

IX. Next Meeting Date

X. Adjournment

GUAM COMMUNITY COLLEGE
Faculty Senate

GCC's Mission Statement:

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Agenda
Tuesday, November 22, 2011
Room C2
@ 10:00 a.m.

I. Call to Order

II. Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	
Imelda Arce	imelda.arce@guamcc.edu	
Vera De Oro	vera.deoro@guamcc.edu	
Barbara Blas	barbara.blas4@guamcc.edu	

III. Recital of Mission Statement

IV. Review of Minutes:

1. October 25, 2011
2. November 08, 2011
3. November 15, 2011

V. Old Business

1. Committee Updates:
 1. LOC:
 2. PDRC:
 3. CDC:
 4. Promotions:
2. Review of FS goals

VI. New Business:

1. Standard IV recommendations
2. LOC feedback on class size

VII. Announcements

Program/Course Assessment and Service Learning Showcase – March 14-28, 2012

VIII. Agenda Items for Next Meeting

IX. Next Meeting Date

X. Adjournment

GUAM COMMUNITY COLLEGE
Faculty Senate

GCC's Mission Statement:

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Agenda
Tuesday, November 29, 2011
Room C2
@ 10:30 a.m.

I. Call to Order

II. Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	
Imelda Arce	imelda.arce@guamcc.edu	
Vera De Oro	vera.deoro@guamcc.edu	
Barbara Blas	barbara.blas4@guamcc.edu	

III. Recital of Mission Statement

IV. Review of Minutes:

1. November 22, 2011

V. Old Business

1. Committee Updates:
 1. LOC:
 2. PDRC:
 3. CDC:
 4. Promotions:
2. Review of FS goals

VI. New Business:

1. Standard IV recommendations
2. LOC feedback on class size

VII. Announcements

Program/Course Assessment and Service Learning Showcase – March 14-28, 2012

VIII. Agenda Items for Next Meeting

IX. Next Meeting Date

X. Adjournment

GUAM COMMUNITY COLLEGE
Faculty Senate

GCC's Mission Statement:

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Agenda
Tuesday, January 17, 2012
Room C2
@ 10:30 a.m.

I. Call to Order

Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	
Imelda Arce	imelda.arce@guamcc.edu	
Vera De Oro	vera.deoro@guamcc.edu	
Barbara Blas	barbara.blas4@guamcc.edu	

II. Recital of Mission Statement

III. Review of Minutes:

1. November 29, 2011

IV. Old Business

1. Committee Updates:
 - a. LOC:
 - b. PDRC:
 - c. CDC:
 - d. Promotions:
 - e. Banner:

V. New Business:

1. Ethics Concern & Form Submission
2. Recommendations from CDC for goals 1 and 2
3. Review Final Edits on LOC's Lab/Credit Document

VI. Announcements

1. Program/Course Assessment and Service Learning Showcase – March 14-28, 2012

VII. Agenda Items for Next Meeting

1. GCC Sustainability Draft

VIII. Next Meeting Date

IX. Adjournment

GUAM COMMUNITY COLLEGE
Faculty Senate

GCC's Mission Statement:

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Agenda
Tuesday, January 31, 2012
Room C2
@ 10:00 a.m.

I. Call to Order

Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	
Imelda Arce	imelda.arce@guamcc.edu	
Vera De Oro	vera.deoro@guamcc.edu	
Barbara Blas	barbara.blas4@guamcc.edu	

II. Recital of Mission Statement

III. Review of Minutes:

1. January 17, 2012

IV. Old Business

1. Committee Updates:
 - a. LOC:
 - b. PDRC:
 - c. CDC:
 - d. Promotions:
 - e. Banner:
2. Faculty Tuition Assistance
3. CGC's Review of LOC's Lab/Credit Analysis

V. New Business:

1. Committee on Faculty Ethics

VI. Announcements

1. Program/Course Assessment and Service Learning Showcase – March 14-28, 2012

VII. Agenda Items for Next Meeting

VIII. Next Meeting Date

IX. Adjournment

GUAM COMMUNITY COLLEGE
Faculty Senate

GCC's Mission Statement:

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Agenda
Tuesday, February 14, 2012
Room C2
@ 10:30 a.m.

I. Call to Order

Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	
Imelda Arce	imelda.arce@guamcc.edu	
Vera De Oro	vera.deoro@guamcc.edu	
Barbara Blas	barbara.blas4@guamcc.edu	

II. Recital of Mission Statement

III. Review of Minutes:

1. January 31, 2012

IV. Old Business

1. Committee Updates:
 - a. LOC:
 - b. PDRC:
 - c. CDC:
 - d. Promotions:
 - e. Banner:
2. CFE Status:

V. New Business:

1. Review of Minutes/Files under Group Studio
2. LRC Student Computer Concern
3. Assessment Issues

VI. Announcements

1. Parade of Shoes-February 10, 2012, at the Hagatna Riverside from 6:00 p.m.-10:00 p.m.
2. COPSA Spring Feast/Election-Tuesday, March 20, 2012 at the Student Center courtyard from 4:00-8:00 p.m.
3. Accreditation Visit-March 19-22, 2012
4. Program/Course Assessment and Service Learning Showcase – March 14-28, 2012
5. GCC 35th Anniversary- Saturday, May 05, 2012

VII. Agenda Items for Next Meeting

VIII. Next Meeting Date

IX. Adjournment

GUAM COMMUNITY COLLEGE
Faculty Senate

GCC's Mission Statement:

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Agenda
Tuesday, February 28, 2012
Room C2
@ 10:00 a.m.

I. Call to Order

Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	
Imelda Arce	imelda.arce@guamcc.edu	
Vera De Oro	vera.deoro@guamcc.edu	
Barbara Blas	barbara.blas4@guamcc.edu	

II. Recital of Mission Statement

III. Review of Minutes:

1. February 14, 2012

IV. Old Business

1. Committee Updates:
 - a. LOC:
 - b. PDRC:
 - c. CDC:
 - d. Promotions:
 - e. Banner:
2. Review of Minutes/Files under Group Studio
3. LRC Student Computer Concern
4. CFE Update
5. Travel Policy

V. New Business:

1. Marlena Montague-AIER, Assessment Issues

VI. Announcements

1. Meet the President-Wednesday, February 22, 2012 and Thursday, February 23, 2012.
2. COPSA Spring Feast-Tuesday, March 20, 2012 at the Student Center from 4:00-8:00 p.m.
3. Accreditation Visit-March 19-22, 2012
4. Program/Course Assessment and Service Learning Showcase – March 14-28, 2012
5. GCC 35th Anniversary- Saturday, May 05, 2012

VII. Agenda Items for Next Meeting

VIII. Next Meeting Date

IX. Adjournment

GUAM COMMUNITY COLLEGE
Faculty Senate

GCC's Mission Statement:

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Agenda

Tuesday, March 13, 2012

Room C2

@ 10:00 a.m.

I. Call to Order

Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	
Imelda Arce	imelda.arce@guamcc.edu	
Vera De Oro	vera.deoro@guamcc.edu	
Barbara Blas	barbara.blas4@guamcc.edu	

II. Recital of Mission Statement

III. Review of Minutes:

1. February 28, 2012

IV. Old Business

1. Committee Updates:
 - a. LOC:
 - b. PDRC:
 - c. CDC:
 - d. Promotions:
 - e. Banner:
2. LOC Credit Hour Policy

V. New Business:

1. End Year Reports-All committees
2. Budget 5k
3. Campus Clean-up
4. March 20, 2012 meeting

VI. Announcements

1. COPSA Spring Feast-Tuesday, March 20, 2012 at the Student Center from 4:00-8:00 p.m.
2. Accreditation Visit-March 19-22, 2012
3. Program/Course Assessment and Service Learning Showcase – March 14-28, 2012
4. GCC 35th Anniversary- Saturday, May 05, 2012

VII. Agenda Items for Next Meeting

VIII. Next Meeting Date

IX. Adjournment

GUAM COMMUNITY COLLEGE
Faculty Senate

GCC's Mission Statement:

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Agenda

Tuesday, March 20, 2012

Room C2

@ 10:00 a.m.

I. Call to Order

Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	
Imelda Arce	imelda.arce@guamcc.edu	
Vera De Oro	vera.deoro@guamcc.edu	
Barbara Blas	barbara.blas4@guamcc.edu	

II. Recital of Mission Statement

III. Review of Minutes:

1. March 13, 2012
2. March 14, 2012

IV. Old Business

1. Committee Updates:
 - a. LOC:
 - b. PDRC:
 - c. CDC:
 - d. Promotions:
 - e. Banner:
2. CFE Update
3. End-of-the-Year Report Template

V. New Business:

1. Policy on prisoners and sex offenders
2. FERPA Updates

VI. Announcements

1. COPSA Spring Festival/Election-March 20, 2012 from 4:00-8:00 p.m.
2. Program/Course Assessment and Service Learning Showcase – March 14-28, 2012.
3. Accreditation Visit from March 19-22, 2012.
4. GCC 35th Anniversary –May 05, 2012.

VII. Agenda Items for Next Meeting

VIII. Next Meeting Date

IX. Adjournment

GUAM COMMUNITY COLLEGE
Faculty Senate

The mission of the Faculty Senate of Guam Community College is to serve as an inclusive forum for all College stakeholders to participate in the process of developing and recommending effective policies to benefit our students and the community we serve.

Minutes
Tuesday, August 23, 2011
Room C2

I. Call to Order at 10:30 a.m.

Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	X
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	X
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	X
Imelda Clymer	imelda.clymer@guamcc.edu	X
Vera De Oro	verad.deoro@guamcc.edu	X

II. Recital of Mission Statement

III. Old Business:

- A. End of Year report from AY2010.
Chair noted that there are some FS committee reports missing on MyGCC. C. Camacho will get the updated End of Year report from the Council Department Chairs and I. Arce will get Promotion. M. Postrozny will review reports and edit FS End of Year report before FS next meeting; A. San Nicolas and M. Postrozny will meet on Friday, August 26, 2011 at 1:00 p.m. to discuss and consolidate report.
- B. Group Studio & MyGCC missing and outdated documents.
B. Blas will work with W. Gima to update information online.
- C. Other unfinished business from last academic year.
None

IV. New Business:

- A. Review of by-laws.
Minor changes were made and M/S/A to approve by-laws with changes.
- B. The following were appointed POCs for FS Committees:
LOC: A. San Nicolas
PDRC: V. DeOro
Promotions: I. Arce
Council of Department Chairs: C. Camacho
- C. Committee Membership AY2011-2012.
POC's will verify committee members which will be due by Friday, August 26, 2011. The POCs will inform their respective committees to submit IOP's, goals, plan of actions, by-laws, and regular meeting dates by September 30, 2011. POC's will set up meetings with chairs.

V. Announcements

- Lunch and Learn sessions will be prepared all year round.
- Labor Day Picnic September 4, 2011 at Ypao Beach Park.
- Christmas Tree sales have begun.

- Golf Tournament is set for September.

VI. Agenda Items for Next Meeting

- Old Business- end of year report and committee membership.
- New Business- update on committees.

VII. Next Meeting Date

Tuesday, August 30, 2011 @ 10:30 a.m.

VIII. M/S/A Adjournment–11:30 a.m.

GUAM COMMUNITY COLLEGE
Faculty Senate

The mission of the Faculty Senate of Guam Community College is to serve as an inclusive forum for all College stakeholders to participate in the process of developing and recommending effective policies to benefit our students and the community we serve.

Minutes
Tuesday, August 30, 2011
Room C2

I. Call to Order at 10:30 a.m.

Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	X
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	X
Imelda Clymer	imelda.clymer@guamcc.edu	X
Vera De Oro	vera.deoro@guamcc.edu	X
Barbara Blas	barbara.blas4@guamcc.edu	X

II. Recital of Mission Statement

III. Review of Minutes

1. August 23, 2011
2. August 30, 2011

IV. Old Business:

1. Constitution. Discussed and reviewed. I Arce made a motion to change the quorum on the Constitution from four to three. V. De Oro seconded. Motion carried. This was necessary to ensure alignment with the By-Laws.
2. End of Year report from AY2010.
M. Postrozny shared updated End of Year Report with an analysis of what was accomplished by the FS Committees. There was some missing information and she asked POCs to gather from their respective committees. M. Postrozny will be temporary POC for LOC while Tony SN is still on leave.
3. Committee Membership Listing updated.

V. New Business:

1. Committee Updates:
LOC: A. San Nicolas, no report
PDR: V. De Oro, revised trip report M/S/A to approve the report without reference to the strategic plan and with the caveat that changes can be made to official government documents according to feedback from C. Santos.
Promotions: I. Arce shared changes to deadlines that committee proposed. M/S/A to support the changes as recommended by Promotions Committee.
Council of Department Chairs: C. Camacho, nothing to report
- B. FS Goals
A discussion on FS Goals for AY2011-2012 resulted in the following but will revisit goals later next month before September 30th:

1. Address Concerns brought to FS Committee within a two week time frame.
 2. Strengthen collaboration between Faculty Senate and FS committees.
- C. POC's will verify committee members. IOP's, goals, plan of actions, Bylaws, and regular meeting dates by September 30, 2011. POC's will set up meetings with chairs.

V. Announcements

- Lunch and Learn sessions September 02, 2011 @ 12:00
- Induction of Student Organization Officers on September 02, 2011 @ 9:00 a.m.
- Labor Day Picnic September 4, 2011 at Ypao Beach Park.
- Christmas Tree sales have begun.
- Golf Tournament is set for September.

VI. Agenda Items for Next Meeting

- Old Business- end of year report, committee membership, and FS goals.
- New Business- update on committees.

VII. Next Meeting Date

Tuesday, September 13, 2011 @ 10:30 a.m.

VIII. M/S/A Adjournment–11:34 a.m.

GUAM COMMUNITY COLLEGE
Faculty Senate

GCC's Mission Statement:

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Minutes

Tuesday, September 13, 2011

Room C2

@ 11:04 a.m.

I. Call to Order

Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	X
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	X
Imelda Arce	imelda.arce@guamcc.edu	X
Vera De Oro	vera.deoro@guamcc.edu	X
Barbara Blas	barbara.blas4@guamcc.edu	X

II. Recital of Mission Statement

III. Review of Minutes:

- A. August 23, 2011 M/S/A with changes.
- B. August 30, 2011 M/S/A with changes.

IV. Old Business

- A. End of Year Report M/S/A with minor changes.
- B. Committee Membership M/S/A with minor changes.
- C. FS Goals-tabled
- D. Review of PDRC Trip Report- M/S/A will forward to CGC for approval.

V. New Business:

Committee Updates:

- A. LOC: Union Chair approved increase of LOC membership to 20.
- B. Promotions: none
- C. PDRC: Discussion that new trip report be pulled off the website. End of Year report: balance of budget and number of applicants denied.
- D. CDC: Deans are contacting the Department Chairs to upgrade course guides over 5 years old.

V. Announcements

- 1. Coastal Cleanup September 17, 2011 @ 7:00 a.m.; Pago Bay (Eric Chong) and Tagachang Beach (Joni Kerr)
- 2. Lunch & Learn September 16, 2011 @ 12:00; PCR
- 3. Fall Festival September 15, 2011 from 4:00-8:00 p.m.

VI. Agenda Items for Next Meeting

New Business:

Christine Matson will speak on Standard I recommendations.

VII. Next Meeting Date

Tuesday, September 20, 2011 @ 10:30 a.m.

VIII. M/S/A Adjournment @ 11:30 a.m.

GUAM COMMUNITY COLLEGE
Faculty Senate

GCC's Mission Statement:

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Minutes

Tuesday, September 20, 2011

Room C2

@ 10:30 a.m.

I. Call to Order @ 10:34 a.m.

Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	X
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	
Imelda Arce	imelda.arce@guamcc.edu	X
Vera De Oro	vera.deoro@guamcc.edu	X
Barbara Blas	barbara.blas4@guamcc.edu	X
Christine Matson	christine.matson@guamcc.edu	X
Joseph Benavente	joseph.benavente@guamcc.edu	X

II. Guest Speaker for Standard I: Christine Matson

1. Recommendations to FS see attached documents. GCC Vision to be placed at the bottom of FS agenda. FS suggestions to AVP: 1. Input vision and mission statement on MyGCC webpage. 2. Promote vision (to be placed at the bottom of each agenda) and mission statement. 3. FS will assist with ACCJC monthly meetings.

III. Recital of Mission Statement

IV. Review of Minutes:

1. September 13, 2011 M/S/A with corrections.

V. Old Business

1. FS Goals-chair will try to locate FS complaint form and upload to MyGCC Group Studio.
2. Review of PDRC Trip Report- M. Postrozny sent report to C. Santos to bring forth to CGC.

VI. New Business:

1. Committee Updates:
 1. LOC: Discussion on curriculum deadline to AVP memo sent during summer telling Department Chairs that union president B. Mead requesting that FS discuss memo will discuss during Standard II meeting with FS.
 2. Promotions: put together Code of Ethics with a clause: if absent three times member will be removed from committee. FS fully supports Promotions Committee, they can move on without signatures.
 3. PDRC: will take on recommendation from FS and original documents are online.
 4. CDC: none

V. Announcements

1. Promotions Workshop September 30, 2011 from 3:30 to 5:00 p.m. room A30
2. RPF meeting September 27, 2011 @ 10:00 a.m. FSO
3. CGC meeting September 27, 2011 @ 11:00 a.m. FSO
4. Lunch & Learn continues
5. ACCJC MOC visit October 28, 2011

VI. Agenda Items for Next Meeting

New Business:

Pilar Pangelinan; Standard II

VII. Next Meeting Date

Tuesday, September 27, 2011 @ 10:30 a.m.

VIII. M/S/A Adjournment @ 11:31 a.m.

STANDARD 1 COMMITTEE: INSTITUTIONAL MISSION AND EFFECTIVENESS

MEMBERS

Carol Galvez-Reid
Tico Tenorio
Christine Matson
Norman Aguilar

PRIMARY AREAS

A. MISSION: The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data and analysis in an ongoing and systematic cycle of evaluation, integrated planning, implementation and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

B. IMPROVING INSTITUTIONAL EFFECTIVENESS: The institution demonstrates a conscious effort to produce and support student learning, measures that learning, assesses how well learning is occurring, and makes changes to improve student learning. The institution also organizes its key processes and allocates its resources to effectively support student learning. The institution demonstrates its effectiveness by providing 1) evidence of the achievement of student learning outcomes and 2) evidence of institution and program performance. The institution uses ongoing and systematic evaluation and planning to refine its key processes and improve student learning.

A. MISSION

SAMPLE OF QUESTIONS

- ❖ What does the institution's mission say about its educational purposes?
- ❖ Who are the college's intended students?
- ❖ What statements about student learning are included in the mission statement?
- ❖ When was the current mission statement approved by the board?
- ❖ How effective is the institution's process for periodic review of the mission statement?
- ❖ How effectively does the mission statement prompt planning and decision making?

SAMPLE OF SOURCE OF EVIDENCE

- ❖ Evidence of analysis of how the mission statement is developed, approved and communicated.
- ❖ Evidence of analysis of the process for periodic review of the mission statement.
- ❖ Evidence of how the mission statement ties into the institutional goals.
- ❖ Evidence of how the mission statement links to the needs of the student population.

SAMPLE OF ACTIONABLE IMPROVEMENT PLANS:

- ❖ Ensure a broader dialogue that includes representation from students, faculty, staff, and administrators in the annual review of the Mission Statement.
- ❖ Monitor the regular review of programs and services to ensure that they address the needs of the students and remain responsive to industry and community needs.
- ❖ Embark on an information and education campaign that publicizes the Mission Statement and Chamorro version internally as well as externally into the community.
- ❖ Enhance opportunities for student participation in the process of periodic review of the Mission Statement.
- ❖ Ensure the annual review of the Vision, Mission and Goals Statements within the strategic planning process and if deemed necessary, update after discussions and consultations with the College community.
- ❖ Reinforce the Mission Statement's relevance and significance in all documentation of the College's planning and decision-making processes.

B. IMPROVING INSTITUTIONAL EFFECTIVENESS

SAMPLE OF QUESTIONS

- ❖ How has the college structured its dialogue?
- ❖ When, how, and about what subjects has the college engaged in dialogue?
- ❖ What criteria does the college use to determine its goals?
- ❖ How well does the college implement its goals?
- ❖ To what extent does the college achieve its goals?
- ❖ What assessment data does the college collect?

SAMPLE OF SOURCE OF EVIDENCE

- ❖ Evidence of broad-based participation in dialogue.
- ❖ Evidence of current institutional plans that describe the ways in which the college will achieve its goals.
- ❖ Evidence that the college community participates in decision-making.
- ❖ Evidence of periodic assessment of the effectiveness of all institutional services and processes.
- ❖ Evidence that evaluation results are utilized in integrating planning, resource allocation, implementation and re-evaluation.

SAMPLE OF ACTIONABLE IMPROVEMENT PLANS:

- ❖ Encourage the on-going process of informed institutional dialogue, which results in ongoing reflection and continued improvement.
- ❖ Ensure that all goals under the ISMP are supported by measurable objectives.
- ❖ Additional training and education in the College's planning processes should be provided to all stakeholders.
- ❖ Ensure that all courses, programs and initiatives are driven by the pursuit of competent student learning outcomes.
- ❖ Offer continuous training for faculty, staff and administration to participate effectively in the assessment process.
- ❖ Ensure that documents, reports, and studies are easily available to the public, students, faculty, staff and administrators via the College website and in print.

GUAM COMMUNITY COLLEGE
Faculty Senate

GCC's Mission Statement:

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Minutes
Tuesday, September 27, 2011
Room C2
@ 10:30 a.m.

I. Call to Order @ 10:31 a.m.

Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	X
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	X
Imelda Arce	imelda.arce@guamcc.edu	X
Vera De Oro	vera.deoro@guamcc.edu	X
Barbara Blas	barbara.blas4@guamcc.edu	X
Pilar Pangelinan	pilar.pangelinan@guamcc.edu	X
Barbara Leon Guerrero	barbara.leonguerrero@guamcc.edu	X
Joseph Benavente	joseph.benavente@guamcc.edu	X

II. Guest Speaker; Pilar Pangelinan – Standard IV Committee

Standard IV Highlights and Summary of Actionable Improvement Plans for Standard IV see attachments. FS has reviewed the highlights thoroughly. Feedback was given and gathered into evidence which is now posted online. Each committee is required to use the MyGCC Group Studio to post minutes, agenda, by-laws, and other documents.

III. Recital of Mission Statement

IV. Review of Minutes:

1. September 20, 2011 M/S/A with changes.

V. Old Business

1. Committee Updates:
 1. LOC: M. Postrozny met with Dr. Michelle, Eric Chong and Dr. Somera. E. Chong will send FS a memo regarding the credit/lab hours. The goal is to have a Board Policy by March regarding lab credit hours.
Deadline for course and program updates is 11/4. E. Chong will notify committee.
Promotions: S. Sablan sent the IOP's to I. Arce. I. Arce sent B. Blas a copy as well. B. Blas will verify if Promotions posted them on MyGCC Group Studio.
 2. PDRC: V. De Oro will follow up if posted on MyGCC Group Studio. M/S/A to approve the quorum.
 3. CDC: there was an electronic vote with By-laws.
2. FS Concern Form has been revised and updated. M/S/A.

VI. New Business:

1. Distance Ed- concern making sure students who sign up are the actual students. Discussion was held on different issues.

2. Acalog will be implemented.

V. Announcements

1. Promotions Workshop September 30, 2011 from 3:30 to 5:00 p.m. room A30
2. RPF meeting September 27, 2011 @ 10:00 a.m. FSO
3. CGC meeting September 27, 2011 @ 11:00 a.m. FSO
4. Lunch & Learn continues
5. S. Sablan for Promotions Committee; October 18, 2011
6. Christopher Dennis; October 25, 2011
7. Eric Chong (Gary Hartz); November 01, 2011
8. ACCJC MOC visit October 28, 2011

VI. Agenda Items for Next Meeting

VII. Next Meeting Date

October 11, 2011 @ 10:30 a.m.

VIII. M/S/A to adjourn @ 11:01 a.m.

Standard 4 – Highlights

4A. Decision-Making Roles and Processes

- Faculty Senate website – need to access current and archived minutes and other documents
- College activities should be connected to ISMP
- More collaborative atmosphere between admin and faculty
- Staff leadership (governance structure) is still lacking
- Representation of staff and students in some committees is confusing
- Curriculum is being aligned to match accreditation requirements
- Creation of FS & CGC produced an environment for empowerment
- MyGCC integral part of communication, some network problems at first
- GCC assessment cycle of two years

4B1 Board and Administrative Organization

- Fully empanelled – reviewed & updated policies, adopted handbook, created committees, worked hard to address accreditation recommendations
- Board doing its part, carries out its responsibilities with diligence and commitment
- Mission statement is printed on BOT agenda & recited by members
- Responded to students' needs, suspended fee increases for several years
- Mentorship program
- Regular retreats to address issues related to assessment, accreditation etc.
- Has a better working relationship with CEO
- Unethical behavior – no process is in place
- Members need MyGCC account

4B2 President

- Strong background in accounting serves as an advantage for GCC
- Positioned College to be ready for ARRA funding
- Highest approval ratings: commitment to the College's missions, participatory governance, and professionalism
- Area to be strengthened: relationship with various constituents
- Excellent audit reports
- Secured funding for three new buildings and other major construction projects
- Visible presence in the community

Committee members:

Jennifer Artero, Bobbie Leon Guerrero, Pilar Pangelinan, and Becky Toves (Chair)

Summary of Actionable Improvement Plans for Standard 4

- 4A1
 - 1. Archive documents online that are relative to the accreditation cycle
 - 2. Improve communication and dialogue with all stakeholders in order to refine and implement the ISMP.
 - 3. Improve the reliability of MyGCC for education, communication, and information dissemination.
 - 4. Develop a policy that addresses the timelines, location(s) and training for Faculty Senate Committees to post agendas, minutes, and other documents.
- 4A2
 - 1. Address staff and student membership in committees and establish formal policies
 - 2. Implement a measurement tool that determines whether faculty has upheld their responsibilities for committee work performed in lieu of release time.
 - 3. Facilitate a governance structure for staff
- 4A2a
 - 1. Post minutes of the FS, CGC, and FS committees on-line no later than two weeks after a meeting
 - 2. Establish formal policies that address faculty accountability for committee work associated with release time when faculty members do not perform their required duties
 - 3. Conduct budget awareness sessions
- 4A2b
 - 1. Address development of programs that will meet community needs/demands of the military build-up in the ISMP Educational Excellence component
 - 2. Bring compliance of course and program review to 100%
 - 3. Review SLOs as needed for continuous improvement of student learning and institutional processes.
- 4A3
 - 1. Establish days when the entire College community can assemble other than convocation.
- 4A4
 - 1. Compile and publish on-line, a list of GCC membership or involvement that GCC employees and trustees are part of so that the College can tap into these resources and decrease the duplication of efforts.
- 4A5
 - 1. Conduct an evaluation of the governance structures using alternate means of presenting the survey instrument
- 4B1
 - 1. Include community and industry perspectives in the Institutional Effectiveness Survey Report

- 4B1a 1. Emphasize each Board member's connection to the College in their professional capacities.
- 4B1b 1. Prepare a Board packet including background discussion and supplemental information on support or, lack of, regarding policies ensuring quality and integrity.
- 4B1c None
- 4B1d None
- 4B1e 1. Include a question in the BSEQ to address whether the Board acts in a manner that is consistent with its policies and bylaws.
- 4B1f 1. Implement a mentorship program for new Board members where an existing Board member serves as a mentor.
- 4B1g 1. Link the BSEQ, GBAQ, and the Board's Assessment Plan in producing its Assessment Report
- 4B1h 1. Develop a process for dealing with board behavior that is unethical
- 4B1i 1. Include more question relating to the accreditation standards in the BSEQ
2. Provide Board members with access to MyGCC thus allowing access to accreditation documents
- 4B1j 1. Create a mechanism for improving communication
2. Progress on the President's goals should be made public at the end of her yearly evaluation
- 4B2 None
- 4B2a 1. Increase visibility among College constituents through formal and informal interactions
2. Increase regularity of CGC meetings
- 4B2b 1. Articulate the relevance of the ISMP to campus activities
2. Achieve 100% compliance with the use of TracDat for tracking Assessment Impact
- 4B2c None
- 4B2d 1. Link budgets to assessment plans
- 4B2e 1. Increase visibility with College constituents regarding their needs and concerns

GUAM COMMUNITY COLLEGE

Faculty

GCC's Mission Statement:

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Minutes

Tuesday, October 11, 2011

Room C2

I. Call to Order @ 10:30 a.m.

Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	X
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	X
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	X
Imelda Arce	imelda.arce@guamcc.edu	X
Vera De Oro	vera.deoro@guamcc.edu	X
Barbara Blas	barbara.blas4@guamcc.edu	X
Theresa Datuin	theresa.datuin@guamcc.edu	X

- II. Guest: Theresa Datuin – PDRC Chair.** Provided updates for committee postings such as: minutes, agenda, IOP's, and SOP's. FS reminds PDRC not to post files that are not approved. PDRC will discuss plans for Faculty Training during their next meeting. C. Camacho updated PDRC changes that were made to trip report.

III. Recital of Mission Statement

IV. Review of Minutes:

A. September 27, 2011 M/S/A

V. Old Business

A. Committee Updates:

1. LOC: LOC is having training for committee members this Friday.
 2. PDRC: Request for committee goals. PDRC will provide a copy by next FS meeting.
 3. CDC: received goals and waiting for bylaws.
 4. Promotions: L. Gamble resigned seeking for her replacement. FS will send out request for interested faculty.
2. Update on Trip Report Policy/Docs- still being researched by CGC Committee.
 3. Distance Ed-no updates
 4. Acalog-no updates

VI. New Business:

A. Membership Changes-

1. Promotions Committee requesting for A. Roberto to replace L. Gamble-M. Postrozny gave justification provided by S. Sablan. FS denied. M. Postrozny will send out an email announcement for the opening. Motion to obtain a list for faculty. To give the opportunity for other faculty members who are interested. M/S/A.
2. LOC requested a new member be appointed by FS President exceeding current membership. M. Postrozny shared justification provided by E. Chong. It was denied. Since LOC will implement new attendance policy, this will hopefully free membership space. Their meetings are open so any faculty member may attend. Motion to maintain the current membership at 20. M/S/A.

V. Announcements

None

VI. Agenda Items for Next Meeting

Sally Sablan for Promotions Committee

VII. Next Meeting Date

October 18, 2011 @ 10:30 a.m.

VIII. M/S/A to adjourn @ 11:15 a.m.

GUAM COMMUNITY COLLEGE

Faculty

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Minutes

Thursday, October 20, 2011

Room C2

I. Call to Order @ 12:00 p.m.

Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	X
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	X
Imelda Arce	imelda.arce@guamcc.edu	X
Vera De Oro	vera.deoro@guamcc.edu	X
Barbara Blas	barbara.blas4@guamcc.edu	X
Sally Sablan	sally.sablan@guamcc.edu	X
Donna Cruz	donna.cruz@guamcc.edu	X

- II. Guest: Sally Sablan – Promotions Committee Chair.** Committee guidelines have been developed. All documents are being posted on MyGCC Group Studio. FS recommends that 3 consecutive absents for heavy work load time period should be sufficient before a member is removed from the committee. The faculty asked by the committee to be mentors: V. De Oro, T. Lizama, and A. Roberto. A. Roberto was the only person who accepted. A. Roberto highly recommended by committee members because of his experience and knowledge. He assisted in developing the SOP's and forms. FS explained selection of S. Lam expressed confidence in his ability to carry on. S. Sablan and D. Cruz expressed disappointment with FS selection and gave reason. However, S. Lam has been appointed by FS.

III. Recital of Mission Statement

IV. Review of Minutes:

A. October 03, 2011 M/S/A

V. Old Business

- Committee Updates:
 - LOC: No response from E. Chong. A. San Nicolas will follow up again.
 - PDR: none
 - CDC: vote on bylaws on October 20, 2011 meeting.
 - Promotions: see above
- Update on Trip Report Policy/Docs- none

VI. New Business:

A. Post Secondary Lab hours- committee reviewed and discussed. Tabled, still need further discussion.

V. Announcements

RPF meeting on October 31, 2011 @ 1:30 p.m.

CGC meeting on October 31, 2011 @ 2:30 p.m.

VI. Agenda Items for Next Meeting

Chris Dennis Guest Speaker-Council of Department Chair

VII. Next Meeting Date

October 25, 2011 @ 10:30 a.m.

VIII. M/S/A to adjourn @ 12:55 p.m.

GUAM COMMUNITY COLLEGE

Faculty

GCC's Mission Statement:

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Minutes

Tuesday, October 25, 2011

Room C2

I. Call to Order @ 10:34 a.m.

Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	x
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	x
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	x
Imelda Arce	imelda.arce@guamcc.edu	x
Vera De Oro	vera.deoro@guamcc.edu	x
Barbara Blas	barbara.blas4@guamcc.edu	x
Chris Dennis	christopher.dennis@guamcc.edu	x

II. Recital of Mission Statement

III. Guest: Chris Dennis – CDC Chair.

Reports that the CDC has been working on the following:

- Faculty evaluation process.
- Goal is to get faculty tuition assistance. Strongly supported by FS.
- Bylaws have been approved and ready for posting.

FS stressed that if C. Dennis has any concerns or issues instead of sending it to the Dean, send to FS, FS will send it to CGC and CGC will send it to the President for approval. FS is also here to support CDC.

IV. Review of Minutes:

- October 20, 2011 M/S/A with minor changes.

V. Old Business

- Committee Updates:
 - LOC: E. Chong confirmed meeting with FS for November 08, 2011 @ 3:30 p.m. The committee voted to remove Advisory Committee signature on front page 1 on the course guides.
 - PDRC: none
 - CDC: C. Camacho will train and make C. Dennis the leader for CDC MyGCC Group Studio so files can be posted.
 - Promotions: none

VI. New Business:

- Post Secondary Lab hours- changes have been made, but still needs more discussion before sending to CGC. All agreed to send it back to LOC with specific recommendations. M. Postrozny and A. San Nicolas will draft a letter to LOC indicating the following points: verification on the field experiences and practicum, formula to include any future courses that are created, match with credit hours.

V. Announcements

Mock visit, October 28, 2011

Spiritual Healer Wednesday, October 26, 2011 MPA @ 6:00 p.m.

VI. Agenda Items for Next Meeting

Eric Chong Guest Speaker-Learning Outcomes Committee Chair

VII. Next Meeting Date

November 08, 2011 @ 3:30 p.m.

VIII. M/S/A to adjourn @ 11:25 a.m.

GUAM COMMUNITY COLLEGE

Faculty

GCC's Mission Statement:

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Minutes

Tuesday, November 08, 2011

Room C2

I. Call to Order @ 3:30 p.m.

Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	X
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	X
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	X
Imelda Arce	imelda.arce@guamcc.edu	
Vera De Oro	vera.deoro@guamcc.edu	X
Barbara Blas	barbara.blas4@guamcc.edu	X
Eric Chong	eric.chong@guamcc.edu	X

II. Recital of Mission Statement

III. Guest: Eric Chong – LOC Chair.

Reports that the LOC has been working on the following:

- J. Jocson working on consistency of lab credit hours.
- DCAPS formalization is in the works. LOC decided that it is up to the Administrator to decide if there should be a cap on the number of credits for articulation in DCAPS. LOC's position is as long as the secondary and college SLOs match, articulation is possible.
- ILO's

The LOC goals have been approved and posted. All documents have been updated and posted on MyGCC Group Studio. Chair of LOC is okay with FS decision not to add the 21st member. FS agrees with the no show, no call, and no work cause for removal from the committee as stated in LOC bylaws. FS recommends the following: the address to the course guides in the Board Union Contract needs to be clarified, when a course is being deleted or will be deleted from the catalog (who is the point of contact?) Also, need to refine the terms.

IV. Review of Minutes:

- October 25, 2011 tabled

V. Old Business

- Committee Updates:
 - LOC: A. San Nicolas represents FS in Banner Committee. J. Jocson working on lab credit hours.
 - PDRC: November 04, 2011 workshop.
 - CDC: none
 - Promotions: workshop

VI. New Business:

- Program/Course Assessment and Service Learning Showcase—March 14-28, 2012. FS needs to encourage faculty to attend and provide some tips and ideas. Such as a scavenger hunt.

V. Announcements

Thanksgiving Luncheon November 18, 2011.
GCC Christmas Party December 07, 2011.
Lunch & Learn November 09, 2011.

VI. Agenda Items for Next Meeting

Set agenda items for Management Team meeting. Thursday, November 17, 2011 @ LRC

- Faculty accountability
- 470 Board Policy on Academic Freedom
- Status of the banner

VII. Next Meeting Date

November 15, 2011 @ 10:30 a.m.

VIII. M/S/A to adjourn @ 3:52 p.m.

GUAM COMMUNITY COLLEGE
Faculty Senate

GCC's Mission Statement:

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Minutes
Tuesday, November 15, 2011
Room C2
@ 10:30 a.m.

I. Call to Order @ 10:30 a.m.

II. Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	✓
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	✓
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	✓
Imelda Arce	imelda.arce@guamcc.edu	✓
Vera De Oro	vera.deoro@guamcc.edu	
Barbara Blas	barbara.blas4@guamcc.edu	✓
Guests:		
Dr. R. Ray D. Somera	reneray.somera@guamcc.edu	✓
Joseph Benavente	joseph.benavente@guamcc.edu	✓

III. Recital of Mission Statement

IV. Review of Minutes:

1. October 25, 2011 tabled
2. November 08, 2011 tabled

V. Old Business

1. Committee Updates:
 - LOC:
 - PDRC:
 - CDC:
 - Promotions:

VI. New Business:

1. Dr. Somera concerns and issues:
 - i. Class size-Dr. Ray Somera presented the Class size handout (see attachment). The concern Dr. Somera brought forth was the incident where class size was reduced without any curricula documents and reduction to class size without justification. Dr. Somera is requesting for FS to prepare a statement of recommendation suggesting lecture courses to have 30 students. He discussed the urgency of the statement and requests for FS to prepare a statement by the end of the week. C. Camacho makes a motion to support the lecture class size, setting it with the following justifications: limited resources, room space, budget, needs for students should be a priority, and the low faculty/student ratio in the nation by preparing a statement of recommendation, A. San Nicolas seconded, all in favor, no one opposed, unanimously approved.

- ii. ISMP- See attached documents. All documents presented by Dr. Somera and J. Benavente are updates of the ISMP goals. Dr. Somera states that there is a structure missing to providing periodic updates or things at the management level planning to FS, “does FS have any suggestions of how the AVP can provide the FS with updates?” FS will meet with Dr. Somera at the minimum (once per semester) for AVP updates (ACCJC level, management level, or curriculum documents).
 - iii. CGC Recommendations- needs FS input to verify if any files are missing. FS members reviewed the document and to their knowledge they did not find any missing files. Academic Vice President needs to be informed of CGC recommendations within the fiscal year. C. Camacho will send C. Santos an email requesting to review the process of the Participatory Governance Structure to be included in the next CGC meeting (to show the process of who the CGC recommendations should be presented to). B. Blas will update the CGC recommendations for AY2011-2012.
 - iv. Academic freedom- is a contract issue (see attached). Policy 460 remains intact the only change is the verbiage in paragraph two.
 - v. GCC 35th Anniversary- Heads up that the graduation committee wants to introduce a mace (graduation artifact). GCC seal was never adopted by the board. This issue will be further discussed at the Management/Faculty Senate combined meeting.
 - vi. School song- needs to be worked on, GCC has no school song.
 - vii. End of Year Summary Report- matrix for standard committees, shows proof of paper trails for evaluation purposes. This issue will be further discussed at the Management/Faculty combined meeting.
2. FS concern form (ethics issue) by R. Abshire- confidential, B. Blas steps out of the office.

VII. Announcements

Program/Course Assessment and Service Learning Showcase – March 14-28, 2012. Tabled
FS is meeting with President & Management on November 17, 2011 from 10:00 a.m.-12:00 p.m.

VIII. Agenda Items for Next Meeting

IX. Next Meeting Date

November 21, 2011 @ 10:00 a.m.

X. M/S/A to adjourn @ 11:50 a.m.

**GUAM COMMUNITY COLLEGE
Board of Trustees**

ACADEMIC FREEDOM

WHEREAS, the Guam Community College Board of Trustees desires to promote and assure public understanding and support of academic freedom in the College; and

WHEREAS, institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole; and

WHEREAS, the common good depends upon the free search for truth and its free exposition; and

WHEREAS, academic freedom is essential to these purposes and applies to both teaching and research; and

WHEREAS, freedom in research is fundamental to the advancement of truth; and

WHEREAS, academic freedom in its teaching aspect is fundamental for the protection of the rights of the faculty member in teaching and of the student in learning; and

WHEREAS, it carries with it duties correlative with rights.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees adopts as its policy the following statement on Academic Freedom:

- (a) The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties
- (b) The faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

**Amended & Adopted: January 8, 2009
Resolution 9-2009**

**Adopted: May 17, 2000
Resolution 9-2000**

ARTICLE IV - FACULTY RIGHTS TO ACADEMIC FREEDOM

Recognizing that the free search for truth and its free exposition are essential to a democratic society, both the College and the Union will encourage and protect academic freedom as it applies to both teaching and research.

A faculty member is entitled to freedom in the classroom in discussing matters related to the curriculum of the course to include but not limited to classroom student projects and projects in student organizations.

A faculty member may freely select the person(s) he/she wishes to invite to campus as guest speaker(s) provided the presentation relates to the subject of his/her course.

This agreement also recognizes Board Policy 460 on Academic Freedom, which is stated below:

WHEREAS, the Guam Community College Board of Trustees desires to promote and assure public understanding and support of academic freedom in the College; and

WHEREAS, institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole; and

WHEREAS, the common good depends upon the free search for truth and free exposition; and

WHEREAS, academic freedom is essential to these purposes and applies to both teaching and research; and

WHEREAS, freedom in research is fundamental to the advancement of truth; and

WHEREAS, academic freedom in its teaching aspect is fundamental for the protection of the rights of the faculty member in teaching and of the students in learning; and

WHEREAS, it carries with it duties correlative with rights.

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This policy is subject to periodic review by the Board and the parties shall meet to negotiate the updated policy and thereafter incorporate it herein.

Accreditation Standard Committees, Task Performance Measures

STANDARD 1 2 3 4 (please encircle)

Chair/Member's Name : _____

Standard Committee Members' Tasks	Exceeds Task	Satisfactorily Meets Task	Marginally Meets Tasks	Does Not Meet Tasks At All	Comments
1. Collect and compile data to begin development of standard draft report.					
2. Organize and sort information to begin the report write-up					
3. Analyze evidence to support the report development and write-up					
4. Write a report (or a piece of it) of acceptable quality, as evaluated against similar reports in ACCJC website (accjc.org)					
5. Post draft report on the College's accreditation webpage for viewing and comments					
6. Incorporate comments/feedback in the report revision process					
For Chairs only (in addition to above tasks)					
7. Provide guidance and direction to committee members regarding their specific contributions to the report preparation process.					
8. Coordinate and schedule brown bag meetings, in small groups to discuss highlights of the report and solicit input from stakeholders					
Standard Committee Goal:					
To develop and create a comprehensive Institutional Self Evaluation Report (ISER) that best describes GCC's performance in complying with the established Accrediting Commission for Colleges and Junior Colleges (ACCJC) accreditation standards.					

FACULTY SENATE
Violations of Faculty Ethics
Adopted by the Faculty Senate on January 2011

The Committee on Faculty Ethics (CFE) is convened by the Faculty Senate (FS) when it receives and considers charges of violations of faculty ethics that involve the abuse of professional responsibilities as outlined in Code of Ethics (Board Policy 470). The FS also acts to promote knowledge of and adherence to the ethical principles of the faculty.

The CFE is not intended to be used to seek remedies such as monetary damages. The CFE will not act when legal, mediational, or other proceedings have been initiated or are ongoing by complainants that render the CFE's pursuit of an investigation redundant or disruptive. The CFE will not act on matters that have been or should be referred for investigation and action to an administrative officer, supervisor, or another appropriately charged committee in accordance with the College's policies and procedures. Complaints concerning personnel actions taken by a supervisor are to be handled by the applicable grievance procedure. If ethical issues arise from, or remain unresolved following such proceedings, the CFE will be available to receive or consider charges of violations of the principles.

The Committee on Faculty Ethics is composed of five members, four faculty members and a fifth person to be chosen by the committee, which could be student, staff or outside member. Committee members are appointed by the president of the Faculty Senate with the advice of the senate. All faculty committee members must be full-time faculty members. The CFE shall select their chairperson when they first convene. A quorum of the CFE consists of three members.

OPERATING PROCEDURES

The following steps constitute the planned procedure to be followed in all cases that are presented to the CFE for investigation of an alleged ethics violation by a Guam Community College faculty member.

Filing of Complaint

A written complaint report form (see attached) about the faculty member's alleged ethics violation can be submitted by anyone to the FS President. This form must be submitted within ten working days of the alleged incident. The exception to this timeline is if the incident occurs within 20 working days of the end of the postsecondary semester. For this exception, the complaint report form must be turned in within ten working days of the beginning of the next semester, with the exclusion of the summer semester.

The FS will examine the charges in the complaint report and determine if the issue is under the purview of the Faculty Senate. The FS will establish if legal, administrative, mediational, or

other procedures are currently underway that render the CFE's possible pursuit of an investigation redundant or disruptive. If any such procedures are in progress or are known to have been initiated, the FS will decline to investigate the charges. If the FS determines that the complaint is under the purview of the FS, then the FS will convene the Committee on Faculty Ethics. If the FS determines that it is not within their purview, then guidance and direction will be given to the complainant. The FS has five working days from receipt of the complaint form to inform the complainant on the status of their decision.

If an investigation is to be initiated, the CFE chair will secure permission from the accuser(s) to reveal their name(s) to the accused (and others involved in the investigation) before any further steps can be taken. If permission is not obtained, the CFE will have to reconsider its decision in light of the need to conceal the accuser's identity. If the investigation is initiated, then the remaining steps will be followed unless the charge is withdrawn.

The CFE can determine at any time to stop the investigation if any legal, administrative, mediational, or other procedures are initiated that render the CFE's pursuit of an investigation redundant or disruptive.

The CFE has 20 working days to render a decision. The final decision must be agreed upon by at least three members. The CFE decision is final and cannot be appealed. The accuser can withdraw their charge at any time.

Charges of the CFE:

Preparation

1. Outline the scope of the investigation: the scope includes a determination of the time frame, issues and parties involved, and the possible range of recommendations to be reached. Responsibilities of committee members will be determined, including the appointment of an evidence officer, if appropriate.
2. Itemize the ethical issues in question: each issue will be clarified as it pertains to the case.
3. Identify all witnesses to be contacted: the accuser(s) and accused will be asked to provide a list of relevant witnesses.
4. Identify all materials to be studied: the CFE will consider any material presented to it that will substantiate or refute the charges, or other evidence from any other pertinent source.
5. Prepare interview questions: a list of questions will be prepared for each person to be interviewed.
6. Contact all witnesses to arrange their interviews within the time deadlines specified by the CFE and explain the interview process and the rights of the individuals involved.

Investigation and Action

1. The CFE will conduct interviews.

2. The CFE will collect and analyze evidence and materials.
3. The CFE will deliberate on their finding and reach a conclusion.
4. If the CFE determines that a violation did not occur, then the report is prepared and the case is closed.
5. If the CFE determines that an ethics violation occurred, then the following consequences may be considered. The committee will determine the extent to which the consequences are implemented, such as the length of time, and the forum.
 - a) Public announcement
 - b) Public apology
 - c) Cannot serve on any standing committee
 - d) Cannot apply for PDRC
 - e) Cannot apply for Promotions
 - f) Submission of letter to their employee file
 - g) Submission of letter to the appropriate Dean for consideration in the evaluation process
 - h) Completion of appropriate counseling, training or course
6. The CFE will send a signed copy of the final report with the decision to the accuser(s) and accused, and the Faculty Senate. The FS may send the report, if necessary, to other individuals such as the President, deans, and department heads.

The FS President will retain the official record of the case in the FS filing system. The case will then be closed.

General Education courses

Course#	Course name	Class size	Date of original document	Date of change	SPR 2011	FA 2011
EN110	Freshman Composition	20	3/20/2006		C-5 (37), C-21 (27), A-6 (17), C-22 (22)	C-21 (27), C-5 (37)
EN111	Writing for Research	20	3/27/2003		C-21 (27), C-5 (37)	C-21 (27), C-5 (37)
MA110A	Finite Mathematics	30	2/10/2003	10/26/2011	3114(30), A-7(36), A-26(33), D-9(29)	A-26(33), A-7(36), D-10(22), D-9(29), 3117(24), 3111(25)
MA161A	College Algebra/Technical Mathematics	30	2/27/2004		TBA	A-26(33)
MA161B	College Algebra & Trigonometry	30	2/27/2004		Not offered	Not offered
SI103	Introduction to Marine Biology	20	10/15/2002		3111(25), 3117(24)	3111(25), 3115(30), 3117(24), 3113(18)
SI105	Introduction to Physical Geology	24	10/7/2011		Not offered	Not offered
SI105L	Introduction to Physical Geology	24	10/7/2011		Not offered	Not offered
SI110	Environmental Biology	30	3/9/2000		3111(25), 3117(24)	3117(24), 3111(25), 3113(18)
SI130	Anatomy & Physiology	30	2/25/2005		3120(50)	3115(30)
SI141	Applied Physics		1990	no class size indicated	Not offered	Not offered
SO130	Introduction to Sociology	30	11/21/2003		A-28(33), A-29(28), C-21(27)	A-28(33), A-29(28)
PY120	General Psychology	30	5/20/2003		A-29(28)	A-28(33), A-29(28)
PY125	Interpersonal Relations	30	4/3/2006		204(28), A-29(28)	A-28(33), A-29(28), 203(21)
PY100	Personal Adjustment	22	4/12/2004		A-28(33)	A-28(33)
HI121	History of Work Civilization I	30	5/23/2003		Not offered	A-28
HI122	History of Work Civilization II	30	10/27/2003		A-28(33), A-29(28)	Not offered
CS151	Windows Applications	20	11/20/2003		D-8(22)	D-8(22)
CS152	Macintosh Applications	20	5/25/2005		TC1108(20)	TC1108(20)
ASL100	American Sign Language I	20	3/7/2008		203(21)	202(32), 203(21)
ASL110	American Sign Language II	20	1/27/2009		203(21), 207(33)	203(21), 207(33)
CH110	Chamorro I	20	5/17/2000		A-30(20)	A-30(20)
CH111	Chamorro II	20	3/14/2000		A-30(20)	A-30(20)
JA110	Beginning Japanese I	20	1/29/2008		A-30(20)	A-30(20)
JA111	Beginning Japanese II	20	2/29/2008		A-30(20)	A-30(20)
EN210	Introduction to Literature	20	4/2/2003		C-21(27)	C-22(22), 3120(50)
HU120	Pacific Cultures		6/28/1991	no class size indicated	A-28(33)	A-26(33)

Course#	Course name	Class size	Date of original document	Date of change	SPR 2011	FA 2011
HU220	Guam Cultures & Legends		3/6/1996	no class size indicated	A-29(28)	Not offered
PI101	Introduction to Philosophy	20	3/10/2003	12/16/2010	A-28(33)	A-29(28)
VC101	Introduction to Visual Communication	20	4/25/2007	5/6/2010	TC1108(20), TC1222(18)	TC1108(20)
TH101	Introduction to the Theater	20	3/18/2011		Not offered	3120(50)

T A S K - A	TO COORDINATE THE DEVELOPMENT OF AN EMPLOYER NEEDS ASSESSMENT FOCUSED ON TRAINING AND EDUCATIONAL SERVICES
I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Create a survey which focuses on perceived employer needs as it relates to training and the quality of their existing workforce.
PERSON RESPONSIBLE	Assistant Director, AIER
TIMELINE	December 2009
STATUS	Completed
PERFORMANCE MEASURE	The percentage of positive responses should be above 70%
PERCENT COMPLETED	100%
NEXT STEPS	Evaluate results of survey and report to determine lack of responsiveness and areas for improvement.
COMMENTS	Actual response rate was 11%.
II. SPECIFIC ACTIVITIES TO ADDRESS TASK	Department Advisory Council meetings, conducted Spring and Fall semesters
PERSON RESPONSIBLE	Department Chairs
TIMELINE	Continuous & Ongoing
STATUS	Started
PERFORMANCE MEASURE	Changing workforce needs will dictate curriculum adaption as directed by council. 90% of meetings will be held at least once a semester.
PERCENT COMPLETED	
NEXT STEPS	Annual Program Review
COMMENTS	Advisory Meeting Matrix by department is on file with AIER office for AY 2008-2009.

T A S K - B	TO DEVELOP A PROGRAM TO PARTNER WITH PRIVATE WORKFORCE TRAINING PROVIDERS
I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Develop Standard Operating Procedure on establishing private industry and training relationships with individuals outside of GCC.
PERSON RESPONSIBLE	Assistant Director, CE & WD
TIMELINE	July 2010
STATUS	In Process. Just started
PERFORMANCE MEASURE	MOA/MOU data alignment with CE course offerings.
PERCENT COMPLETED	5%
NEXT STEPS	Research being conducted to determine need. Data to be compiled in reports and analyzed.
COMMENTS	Compiling industry data from 2008 and 2009 on CE classes that were requested and training completed.
II. SPECIFIC ACTIVITIES TO ADDRESS TASK	GCC representative will join relevant business service organizations on membership basis.
PERSON RESPONSIBLE	President, VP's, and other Members of the Management Team
TIMELINE	Continuous and Ongoing
STATUS	Started
PERFORMANCE MEASURE	Weekly reporting at management team meetings on planning opportunities obtained from attendance at monthly membership meetings.
PERCENT COMPLETED	100% complete
NEXT STEPS	Process information received to develop partnerships with organizations and offerings relevant to the community.
COMMENTS	CE course offerings are targeted for growth based on information obtained.

INSTITUTIONAL STRATEGIC MASTER PLAN 2009-2014
GOAL#1 ~ PIONEERING

As of December 2010

T A S K - A	TO COORDINATE THE DEVELOPMENT OF AN EMPLOYER NEEDS ASSESSMENT FOCUSED ON TRAINING AND EDUCATIONAL SERVICES
I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Create a survey which focuses on perceived employer needs as it relates to training and the quality of their existing workforce.
PERSON RESPONSIBLE	Assistant Director, AIER
TIMELINE	Ongoing
STATUS	Completed
PERFORMANCE MEASURE	Evaluation of survey results for GCC EA 2009, and development of a survey to be disseminated in 2011. Increase response rate of future surveys through development of relevant questions.
PERCENT COMPLETED	100%
NEXT STEPS	Evaluate results of survey and report to determine lack of responsiveness and areas for improvement.
COMMENTS	
II. SPECIFIC ACTIVITIES TO ADDRESS TASK	Department Advisory Council meetings, conducted Spring and Fall semesters
PERSON RESPONSIBLE	Department Chairs
TIMELINE	Continuous & Ongoing
STATUS	Started
PERFORMANCE MEASURE	Changing workforce needs will dictate curriculum adaption as directed by council. 90% of meetings will be held at least once a semester.
PERCENT COMPLETED	Completed
NEXT STEPS	Annual Program Review
COMMENTS	Advisory Meeting Matrix by department is on file with AIER office for AY 2009-2010.

T A S K - B	TO DEVELOP A PROGRAM TO PARTNER WITH PRIVATE WORKFORCE TRAINING PROVIDERS
I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Develop Standard Operating Procedure on establishing private industry and training relationships with individuals outside of GCC.
PERSON RESPONSIBLE	Assistant Director, CE & WD
TIMELINE	July 2010
STATUS	In Process, Data gathered and analysis being conducted.
PERFORMANCE MEASURE	MOA/MOU data alignment with CE course offerings.
PERCENT COMPLETED	75%
NEXT STEPS	Analysis of data compiled to determine gaps.
COMMENTS	Expected completion anticipated for Fall 2010.
II. SPECIFIC ACTIVITIES TO ADDRESS TASK	GCC representative will join relevant business service organizations on membership basis.
PERSON RESPONSIBLE	President, VP's, and other Members of the Management Team
TIMELINE	Continuous and Ongoing
STATUS	Started
PERFORMANCE MEASURE	Weekly reporting at management team meetings on planning opportunities obtained from attendance at monthly membership meetings.
PERCENT COMPLETED	100% complete
NEXT STEPS	Process information received to develop partnerships with organizations and offerings relevant to the community.
COMMENTS	CE course offerings are targeted for growth based on information obtained.

INSTITUTIONAL STRATEGIC MASTER PLAN 2009-2014
GOAL#1 ~ PIONEERING

As of February 21,
2011

T A S K - A	TO COORDINATE THE DEVELOPMENT OF AN EMPLOYER NEEDS ASSESSMENT FOCUSED ON TRAINING AND EDUCATIONAL SERVICES
I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Create a survey which focuses on perceived employer needs as it relates to training and the quality of their existing workforce.
PERSON RESPONSIBLE	Assistant Director, CE & WD
TIMELINE	March 15, 2011
STATUS	Not Started
PERFORMANCE MEASURE	The percentage of positive responses should be above 70%
PERCENT COMPLETED	
NEXT STEPS	Once the survey has been developed, it will be given to all HR departments with whom we interact; through CE, WD or Apprenticeship
COMMENTS	
II. SPECIFIC ACTIVITIES TO ADDRESS TASK	Department Advisory Council meetings, conducted Spring and Fall semesters
PERSON RESPONSIBLE	Department Chairs
TIMELINE	Continuous & Ongoing
STATUS	Started
PERFORMANCE MEASURE	Changing workforce needs will dictate curriculum adaption as directed by council
PERCENT COMPLETED	
NEXT STEPS	Annual Program Review
COMMENTS	

INSTITUTIONAL STRATEGIC MASTER PLAN 2009-2014
GOAL#1 ~ PIONEERING

As of February 21,
2011

T A S K - B	TO DEVELOP A PROGRAM TO PARTNER WITH PRIVATE WORKFORCE TRAINING PROVIDERS
I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Develop Standard Operating Procedure on establishing private industry and training relationships with individuals outside of GCC.
PERSON RESPONSIBLE	Assistant Director, CE & WD
TIMELINE	May 1, 2011
STATUS	Started
PERFORMANCE MEASURE	Finalized SOP Document
PERCENT COMPLETED	
NEXT STEPS	Distribute to relative parties and make it available on MyGCC website.
COMMENTS	
II. SPECIFIC ACTIVITIES TO ADDRESS TASK	GCC representative will join relevant business service organizations on membership basis.
PERSON RESPONSIBLE	Assistant Director, CE & WD
TIMELINE	Ongoing
STATUS	Started
PERFORMANCE MEASURE	Weekly reporting at management Team Meetings on planning opportunities obtained from attendance meetings
PERCENT COMPLETED	
NEXT STEPS	Development of relevant training and partnership opportunities.
COMMENTS	

INSTITUTIONAL STRATEGIC MASTER PLAN 2009-2014
GOAL#2 ~ EDUCATIONAL EXCELLENCE

As of December 2009

T A S K - A	TO MAINTAIN ACCREDITATION AND ENHANCE STUDENT ENRICHMENT PROGRAMS
I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Expand the general education curriculum to include humanities and fine arts, as recommended by the 2006 ACCJC team report.
PERSON RESPONSIBLE	AVP, Dean, TSS, and Faculty Senate Committee Chair
TIMELINE	Complete by the end of Spring 2010
STATUS	Discussions ongoing at the Gen Ed Committee
PERFORMANCE MEASURE	Publication of General Education Options in college catalog, AY2010-2011
PERCENT COMPLETED	40%
NEXT STEPS	Continue discussion and define responsibilities.
COMMENTS	Discussions held at the general education committee. A sub-committee was assigned to explore options. Recommendations from the sub-committee included allowing certificate programs to define Gen Ed and recommend more appropriate requirements
II. SPECIFIC ACTIVITIES TO ADDRESS TASK	Fully undertake the process of developing student learning outcomes at the course, program, and institutional levels
PERSON RESPONSIBLE	AVP, Deans (TSS and TPS), Adjunct Associate Dean, relevant Faculty Senate Committee Chair
TIMELINE	Complete by the end of Fall 2011
STATUS	Faculty submitting Non-Substantive Revision (NSR) forms to include 3-5 SLOs in programs and courses
PERFORMANCE MEASURE	Publication in college catalog, AIAR, and TracDat input; publication of <u>SLO and Curriculum Map Booklet</u> for faculty distribution
PERCENT COMPLETED	57%
NEXT STEPS	Goal is 100% to complete SLOs at the course level
COMMENTS	Continue to work with the DCs – the provision to allow the departments to use the non-substantive revision form in order to expedite curriculum process was accepted and supported.
III. SPECIFIC ACTIVITIES TO ADDRESS TASK	Expand the College's program level approach to assessment to gradually include course level assessments.
PERSON RESPONSIBLE	Assistant Director and Program Specialist, AIER, AVP, Deans (TSS and TPS), Department Chairs, Individual Faculty Members
TIMELINE	Continuous, based on 2-year assessment cycle
STATUS	CCA previously approved a Four-Year Student Learning Outcome Implementation Plan (2008-2012) to facilitate input of course-level SLOs into TracDat on October 13, 2008. The implementation plan aligned with the CCA approved Four-Year Assessment Cycle schedule. According to the plan, users are to begin assessing course-level SLOs to

INSTITUTIONAL STRATEGIC MASTER PLAN 2009-2014
GOAL#2 ~ EDUCATIONAL EXCELLENCE

As of December 2009

T A S K - A	TO MAINTAIN ACCREDITATION AND ENHANCE STUDENT ENRICHMENT PROGRAMS
	<p>meet ACCJC/WASC requirement to assess course SLOs.</p> <p>In Spring 2009, CCA reported: Group A, compliance rate was 73% (9/15) course level data collection submission; Group B, compliance rate was 75% (3/4) and CCA rated 100% (3/3) of the course level assessment plans; Group C.</p> <p>For Fall 2009, CCA reported: Group A, compliance rate was 88% (14/16) and CCA rated 100% (13/13) of course level assessment reports, Group B, compliance rate was 100% (5/5). Course level data collection status does not require CCA's approval.</p> <p>In February 2009, TracDat was upgraded to version 4.1 which included a curriculum mapping feature that mirrored GCC's curriculum mapping documents and provided the ability to link relevant information within TracDat. There were nine (9) TracDat training sessions offered to reporting units.</p> <p>In February 2009, a SLO Refresher Workshop was provided to faculty by the Adjunct Associate Dean and members of the Curriculum Committee.</p> <p>In March 2009, an SLO map for math courses (non-substantive curriculum revision memorandum) was approved. This map included all math courses, including the developmental math courses.</p>
PERFORMANCE MEASURE	Course-level SLOs entered into TracDat: reports may be run out of TracDat
PERCENT COMPLETED	250/412 or 60.88% course SLOs identified with 37.38% (154/412) assessed as of Fall 2009 term as reported in the AY2009-2010 Fact Book Volume 4.
NEXT STEPS	The goal is to identify and assess 100% of SLOs at the course level and to ensure that the SLOs identified in course syllabi, curriculum documents and the College catalog are the same as those being assessed. Provide TracDat training to new faculty.
COMMENTS	Proposed implementation cycle created and presented in a matrix format to the campus community in order to facilitate compliance.

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T A S K - A	TO MAINTAIN ACCREDITATION AND ENHANCE STUDENT ENRICHMENT PROGRAMS
I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Expand the general education curriculum to include humanities and fine arts, as recommended by the 2006 ACCJC team report.
PERSON RESPONSIBLE	AVP, Dean, TSS, and Faculty Senate Committee Chair
TIMELINE	Complete by the end of Spring 2010
STATUS	Ongoing
PERFORMANCE MEASURE	Publication of General Education Options in college catalog, AY2010-2011
PERCENT COMPLETED	60%
NEXT STEPS	Finalize discussions and develop new Gen Ed categories
COMMENTS	General Education categories expanded to provide more flexibility for the students; variable requirements recommended for certificate programs
II. SPECIFIC ACTIVITIES TO ADDRESS TASK	Fully undertake the process of developing student learning outcomes course, program, and institutional level
PERSON RESPONSIBLE	AVP, Deans (TSS and TPS), Adjunct Associate Dean, relevant Faculty Senate Committee Chair
TIMELINE	Complete by the end of Fall 2011
STATUS	NSR submissions from program faculty ongoing
PERFORMANCE MEASURE	Publication in college catalog, AIAR, and TracDat input; publication of <u>SLO and Curriculum Map Booklet</u> for faculty distribution
PERCENT COMPLETED	97%
NEXT STEPS	Continue to work with the Department Chairs
COMMENTS	Continuous follow-up and guidance from adjunct associate dean.
III. SPECIFIC ACTIVITIES TO ADDRESS TASK	Expand the College's program level approach to assessment to gradually include course level assessments.
PERSON RESPONSIBLE	Assistant Director and Program Specialist, AIER, AVP, Deans (TSS and TPS), Department Chairs, Individual Faculty Members
TIMELINE	Continuous, based on 2-year assessment cycle
STATUS	Started; ongoing
PERFORMANCE MEASURE	Course-level SLOs entered into TracDat: reports may be run out of TracDat
PERCENT COMPLETED	384/396 or 96.97% course SLOs have been identified with 60.35% (239/396) assessed as of Fall 2010 term as reported in the AY2010-2011 Fact Book Volume 5.
NEXT STEPS	Continue to provide departments as well as new faculty with TracDat training. Ensure that the SLOs identified in the course syllabi,

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T A S K - A	TO MAINTAIN ACCREDITATION AND ENHANCE STUDENT ENRICHMENT PROGRAMS
	curriculum documents and the College catalog are the same as those being assessed.
COMMENTS	Training on-going. AIER scheduled content specific training for individual departments. Adjuncts were also being included in efforts to increase data collection.

T A S K - B	LINK PROGRAM EFFECTIVENESS, INSTITUTIONAL EFFECTIVENESS AND RESOURCE ALLOCATION TO STUDENT LEARNING OUTCOMES
I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Utilize the ACCJC assessment template to incorporate program effectiveness, institutional effectiveness, and resource allocation to show linkage of SLO in each category.
PERSON RESPONSIBLE	AVP, Dean, TSS, and Faculty Senate Committee Chair
TIMELINE	Complete by the end of Spring 2010
STATUS	Group D: Special Programs was the only program/unit required to input 2010 budget proposed outcome as part of assessment plans, which was due March 8, 2010.
PERFORMANCE MEASURE	"Closing the Loop" component in AIAR reports.
PERCENT COMPLETED	Closing the Loop component was included in the 10 th AIAR Report.
NEXT STEPS	More emphasis on Closing the Loop and linking ILOs to outcomes is the focus in upcoming TracDat training.
COMMENTS	In order to include "Closing the Loop" data from all the Groups (A,B,C, & D) in the 10 th AIAR report, AIER staff sent a template to each assessment author to fill in the Use of Summary of Results, Implementation Status and funding requested/used for AY2009-2010.
II. SPECIFIC ACTIVITIES TO ADDRESS TASK	Require the linkage of SLOs to program effectiveness, institutional effectiveness, and resource allocation in TracDat, under the leadership of the CCA and Office of AIER.
PERSON RESPONSIBLE	Assistant Director, AIER, CCA Chair, AVP, Deans (TSS and TPS)
TIMELINE	Annually, based on yearly budget preparation cycle (by November of each year)
STATUS	Started Fall 2010; ongoing
PERFORMANCE MEASURE	TracDat reports show linkage between all components.

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T A S K - B	LINK PROGRAM EFFECTIVENESS, INSTITUTIONAL EFFECTIVENESS AND RESOURCE ALLOCATION TO STUDENT LEARNING OUTCOMES
PERCENT COMPLETED	100% of the 2010 budget goals, proposed outcomes and performance indicators have been inputted into TracDat.
NEXT STEPS	Re-fresher training for faculty and staff at Accreditation Assembly in 2/11
COMMENTS	Closing the loop being discussed in CCA. Examples will be made of those who have used it successfully at the program and department levels.
III. SPECIFIC ACTIVITIES TO ADDRESS TASK	Devise and maintain the consistent and accurate application of a measurement rubric linking SLOs to program performance, to institutional effectiveness, to resource allocation and attainment of GCC's vision.
PERSON RESPONSIBLE	Planner IV and Assistant Director, AIER, AVP
TIMELINE	Every other year implementation of ACCJC's Rubric for Institutional Effectiveness to track campus perceptions on these interrelationships
STATUS	ILOs were inputted into TracDat after the end of Fall 2010 semester.
PERFORMANCE MEASURE	Linkages between ILOs and other outcomes are reflected in TracDat, upon verification by the CCA.
PERCENT COMPLETED	0% linkage because the ILOs were adopted by BOT December 2, 2010.
NEXT STEPS	Report linkage of SLOs to ILOs status in the <u>AIAR reports</u> .
COMMENTS	Navigational training will be provided to users to ensure appropriate linkages are made.

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T A S K - A	TO MAINTAIN ACCREDITATION AND ENHANCE STUDENT ENRICHMENT PROGRAMS
I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Expand the general education curriculum to include humanities and fine arts, as recommended by the 2006 ACCJC team report.
PERSON RESPONSIBLE	AVP, Dean, TSS, and Faculty Senate Committee Chair
TIMELINE	Complete by the end of Spring 2010
STATUS	Completed, Fall 2010
PERFORMANCE MEASURE	Publication of General Education Options in college catalog, AY2010-2011
PERCENT COMPLETED	100%
NEXT STEPS	Develop new course guides to expand Fine Arts, options (e.g., Introduction to Theatre, etc.)
COMMENTS	Special program Review completed by Dean, TSS for Liberal Arts program (November 2010); as a result, existing courses will be revised and more Gen Ed options in Fine Arts are being planned.
II. SPECIFIC ACTIVITIES TO ADDRESS TASK	Fully undertake the process of developing student learning outcomes at the course, program, and institutional level.
PERSON RESPONSIBLE	AVP, Deans (TSS and TPS), Adjunct Associate Dean, relevant Faculty Senate Committee Chair
TIMELINE	Complete by the end of Fall 2011
STATUS	Program SLOs completed and published in catalog, SLO work at the course level continuous
PERFORMANCE MEASURE	Publication in college catalog, AIAR, and TracDat input; publication of <u>SLO and Curriculum Map Booklet</u> for faculty distribution
PERCENT COMPLETED	98%
NEXT STEPS	Annual update of <u>SLO and Curriculum Map Booklet</u> to reflect course guide/syllabus revisions within the past academic year
COMMENTS	Updated SLO Booklet distributed to faculty to stimulate dialogue and SLOs
III. SPECIFIC ACTIVITIES TO ADDRESS TASK	Expand the College's program level approach to assessment to gradually include course level assessments.
PERSON RESPONSIBLE	Assistant Director and Program Specialist, AIER, AVP, Deans (TSS and TPS), Department Chairs, Individual Faculty Members
TIMELINE	Continuous, based on 2-year assessment cycle
STATUS	Started; ongoing
PERFORMANCE MEASURE	Course-level SLOs entered into TracDat: reports may be run out of TracDat
PERCENT COMPLETED	Course-level SLO assessment report for Group A (associate degree) is due on October 2011, Group B (certificate programs) is due on March

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T A S K - A	TO MAINTAIN ACCREDITATION AND ENHANCE STUDENT ENRICHMENT PROGRAMS
	2012. Course-level assessment plans for Group D (secondary, general education, federally funded programs, developmental courses and related technical requirements/elective courses) is due on March 2012.
NEXT STEPS	Require all faculty members of Committee on College Assessment (CCA) to present results of their individual course assessments to serve as a model to the rest of the faculty
COMMENTS	Compile and publish results of course level assessments to showcase lessons learned and insights gained special program review on Work Experience program was completed by Associate Dean, TPS and Adjunct Associate Dean

T A S K - B	LINK PROGRAM EFFECTIVENESS, INSTITUTIONAL EFFECTIVENESS AND RESOURCE ALLOCATION TO STUDENT LEARNING OUTCOMES
I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Utilize the ACCJC assessment template to incorporate program effectiveness, institutional effectiveness, and resource allocation to show linkage of SLO tin each category.
PERSON RESPONSIBLE	Standard Committee Chairs, AVP, Planner IV, AIER, Expanded membership of the Self-Study Committees, (Standard I through IV)
TIMELINE	Complete self-study first draft by December 2010
STATUS	Begin to solicit campus feedback on institutional self evaluated report (ISER) draft, Spring 2011
PERFORMANCE MEASURE	A wiki or any other electronic feedback system needs to be set up to gather comments and suggestions on draft self-study report from the entire campus community
PERCENT COMPLETED	65%; Group Studio in MyGCC set up for ISER feedback
NEXT STEPS	Plan, develop, and execute a dedicated Accreditation Website that can be folded into the currently-existing AIER website
COMMENTS	In consultation with the TSS Dean, work with a faculty member with expertise in electronic feedback systems to receive and manage campus ideas on self-study report.
II. SPECIFIC ACTIVITIES TO ADDRESS TASK	Require the linkage of SLOs to program effectiveness, institutional effectiveness, and resource allocation in TracDat, under the leadership of the CCA and Office of AIER.

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T A S K - B	LINK PROGRAM EFFECTIVENESS, INSTITUTIONAL EFFECTIVENESS AND RESOURCE ALLOCATION TO STUDENT LEARNING OUTCOMES
PERSON RESPONSIBLE	Assistant Director, AIER, CCA Chair, AVP, Deans (TSS and TPS)
TIMELINE	Annually, based on yearly budget preparation cycle (by November of each year)
STATUS	Assessment authors had a better understanding of linking budget related data as shown on the TracDat reports for assessment cycle year 2010-2011.
PERFORMANCE MEASURE	Submission of budget goals/objectives, performance indicators, anticipated outcomes to Business Office (by December 2010) as inputted in TracDat
PERCENT COMPLETED	100% of the 2012 budget goals, performance indicators and proposed outcomes have been inputted into TracDat for the AY2011-2012 assessment cycle data.
NEXT STEPS	Review TracDat entries for consistency in content and format
COMMENTS	Continue with TracDat training on linkages.
III. SPECIFIC ACTIVITIES TO ADDRESS TASK	Devise and maintain the consistent and accurate application of a measurement rubric linking SLOs to program performance, to institutional effectiveness, to resource allocation and attainment of GCC's vision.
PERSON RESPONSIBLE	Planner IV and Assistant Director, AIER, AVP
TIMELINE	Every other year implementation of ACCJC's Rubric for Institutional Effectiveness to track campus perceptions on these interrelationships
STATUS	2 nd round implementation of Rubric for Institutional Effectiveness (administered March to May 2010)
PERFORMANCE MEASURE	Ad Hoc reports from TracDat track progress. Linkages between ILOs and other outcomes are reflected in TracDat, upon verification by CCA.
PERCENT COMPLETED	Publication of Institutional Effectiveness Survey Report by AIER (August 2010)
NEXT STEPS	Study report recommendation for implementation in 2010 Institutional Effectiveness Survey
	<p>Implement the following recommendations as recorded in the August 2010 Institutional Effectiveness Survey Report:</p> <ol style="list-style-type: none"> 1. Ensure that all departments/units have a budget awareness session in preparing the department's/unit's budget for the fiscal year and solicit input and participation from the rank and file of faculty, administrators, and staff. 2. Ensure that all departments/units have an awareness session in the development of the department's/unit's institutional assessment process followed by a TracDat familiarization session to be conducted by the AIER Office. 3. Make certain that key representatives (faculty, administrators,

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T A S K - B	LINK PROGRAM EFFECTIVENESS, INSTITUTIONAL EFFECTIVENESS AND RESOURCE ALLOCATION TO STUDENT LEARNING OUTCOMES
	and staff) involved in the College's participatory governance and budgeting and decision-making processes are armed with adequate knowledge about these processes through regular consultations among themselves. Emphasize the need for representatives to give periodic presentations to their respective departments on the status and outcome of the planning and budgeting process as appropriate.
COMMENTS	The Fall 2011 assessment and TracDat training will focus on how assessment results are tied to departmental budgets and how to incorporate this information into TracDat.

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As of December 2009

T A S K - B	LINK PROGRAM EFFECTIVENESS, INSTITUTIONAL EFFECTIVENESS AND RESOURCE ALLOCATION TO STUDENT LEARNING OUTCOMES
I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Utilize the ACCJC assessment template to incorporate program effectiveness, institutional effectiveness, and resource allocation to show linkage of SLO in each category.
PERSON RESPONSIBLE	Standard Committee Chairs, AVP, Planner IV, AIER, Expanded membership of the Self-Study Committees, (Standard I through IV)
TIMELINE	Complete self-study first draft by December 2010
STATUS	November 23, 2009 memo from the President and Vice President for Business & Finance to the Campus Community indicated that the process of budget planning for FY2011 will be integrated into TracDat.
PERFORMANCE MEASURE	Include "Closing the Loop" component in the 10 th AIAR publication.
PERCENT COMPLETED	0% completed because Group D: Special Programs was the only group required to input Implementation Status at the end of Fall 2009 term (due date October 12, 2009).
NEXT STEPS	Spring 2010 term, begin TracDat training on the new requirement.
COMMENTS	This was the initial stage of introducing the budget component in TracDat and how data input linking budget to outcomes closes the assessment loop.
II. SPECIFIC ACTIVITIES TO ADDRESS TASK	Require the linkage of SLOs to program effectiveness, institutional effectiveness, and resource allocation in TracDat, under the leadership of the CCA and Office of AIER.
PERSON RESPONSIBLE	Assistant Director, AIER, CCA Chair, AVP, Deans (TSS and TPS)
TIMELINE	Annually, based on yearly budget preparation cycle (by November of each year)
STATUS	Discussion at the CCA level begun
PERFORMANCE MEASURE	Review of TracDat program/unit data input by CCA
PERCENT COMPLETED	0% completed as this was the discussion stage between AIER and the AVP Office about the dynamic labeling in TracDat and where users are to input budget related data.
NEXT STEPS	Begin inputting 2010 budget goals, proposed outcome and performance indicators into TracDat.
COMMENTS	Memo from President and VP, Business and Finance sent to all campus stakeholders to link program review with budget planning
III. SPECIFIC ACTIVITIES TO ADDRESS TASK	Devise and maintain the consistent and accurate application of a measurement rubric linking SLOs to program performance, to institutional effectiveness, to resource allocation and attainment of GCC's vision.
PERSON RESPONSIBLE	Planner IV and Assistant Director, AIER, AVP
TIMELINE	Every other year implementation of ACCJC's Rubric for Institutional Effectiveness to track campus perceptions on these interrelationships

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T A S K - B	LINK PROGRAM EFFECTIVENESS, INSTITUTIONAL EFFECTIVENESS AND RESOURCE ALLOCATION TO STUDENT LEARNING OUTCOMES
STATUS	Gen Ed Committee along with Council of Department Chairs developed six (6) Institutional Learning Outcomes (ILOs) and was endorsed by the Faculty Senate, approved by the President and adopted by the GCC Board of Trustees on December 2, 2009.
PERFORMANCE MEASURE	Creation of Ad Hoc reports from TracDat.
PERCENT COMPLETED	100% of the ILOs were inputted in TracDat.
NEXT STEPS	Introduce added feature of linking ILOs during TracDat training sessions.
COMMENTS	The 2008 General Education Impact Study, recommended that the Gen. Ed. Committee, in coordination with the Math and English department should establish a systematic assessment process for English and Math developmental courses.

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GOAL#3~ COMMUNITY INTERACTION

As of February 21,
2011

T A S K - A	GROW PROGRAMS, GO GREEN, GIVE NOW – (OFFICE OF DEVELOPMENT & ALUMNI RELATIONS BRANDING CAMPAIGN)
	give, present to Alumni as a class or individually on how they can give back to the College
COMMENTS	

T A S K - B	CREATE AN EMPLOYER, DONOR AND ALUMNI OUTREACH PROGRAM
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I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Employer Outreach
PERSON RESPONSIBLE	Assistant Director, Program Specialists, and Data Control Clerk
TIMELINE	2009-2014
STATUS	Continuous /on-going / annually
PERFORMANCE MEASURE	Number of apprenticeship program employers who provide in-kind contributions, scholarship funding, sponsorships of special events by employers,
PERCENT COMPLETED	45%
NEXT STEPS	Increase number of employers who become constituents to the College, provide opportunities for employers to see what GCC has to offer in the way of training, provide information to employers, seek grant funding which allows employers to partner with GCC.
COMMENTS	

II. SPECIFIC ACTIVITIES TO ADDRESS TASK	Donor Outreach
PERSON RESPONSIBLE	Assistant Director, Program Specialists, and Data Control Clerk
TIMELINE	2009-2014
STATUS	Continuous /on-going / annually
PERFORMANCE MEASURE	Increase in number of new donors, increase in donor contributions – endowment, scholarships, naming opportunity and in-kind contributions.
PERCENT COMPLETED	45%
NEXT STEPS	Plan meetings with prospective donors, invite donors to campus events, provide prospective donors with consolidated Case statement and Chachalani to see what GCC has to offer.
COMMENTS	

III. SPECIFIC ACTIVITIES TO ADDRESS TASK	Alumni Outreach
PERSON RESPONSIBLE	Assistant Director, Program Specialists, and Data Control Clerk
TIMELINE	2009-2014
STATUS	Alumni page on myGCC website created, Facebook page for Alumni created ,creation Alumni Association approved by Foundation Board, Alumni Association elections pending ,Distinguished

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GOAL#3~ COMMUNITY INTERACTION

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2011

T A S K - B	CREATE AN EMPLOYER, DONOR AND ALUMNI OUTREACH PROGRAM
	Alumni program
PERFORMANCE MEASURE	Number of alumni database in Banner, increase in the number of pledges from Alumni (individual), increase in GCC Alumni Class donations (group), increase in attendance of Alumni at special events,
PERCENT COMPLETED	45%
NEXT STEPS	Continue to engage alumni through GCC Class Reunion presentations, , Alumni Pledge program, inclusion of alumni in events, prepare for Alumni Association elections,

T A S K - C	ENROLLMENT CAMPAIGN
I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Scholarships- to attract potential students and for student retention
PERSON RESPONSIBLE	Assistant Director, Program Specialists, and Data Control Clerk
TIMELINE	2009-2014
STATUS	Continuous /on-going / annually
PERFORMANCE MEASURE	Increase of the number of scholarships offered to GCC students, increase in the amount of scholarship funding from annual donors, increase in number of scholarship recipients,
PERCENT COMPLETED	45%
NEXT STEPS	Continue to work with non-profit groups and local professional organizations to increase scholarship funding, to start an endowed scholarship, or to establish a scholarship program.
COMMENTS	
II. SPECIFIC ACTIVITIES TO ADDRESS TASK	Alumni- assist in promotion of GCC programs
PERSON RESPONSIBLE	Assistant Director, Program Specialists, and Data Control Clerk
TIMELINE	2009-2014
STATUS	Continuous /on-going / annually
PERFORMANCE MEASURE	Increased participation of alumni at all College events, number of communication tools used to engage alumni,
PERCENT COMPLETED	45%
NEXT STEPS	Alumni Association election of officers, have Alumni speak or participate at College events/during recruitment events.
COMMENTS	
III. SPECIFIC ACTIVITIES	Special Events- engages the public through contact at GCC events

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GOAL#3~ COMMUNITY INTERACTION

As of February 21,
2011

T A S K - A	TO DEVELOP A MARKETING PLAN WHICH HELPS TO ENHANCE GCC'S BRAND IDENTITY
I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Conduct Baseline consumer and business research
PERSON RESPONSIBLE	Assistant Director, Communications & Promotions
TIMELINE	July 2011
STATUS	Not stated
PERFORMANCE MEASURE	Electronic survey assessing quality of training and performance apprentices and GCC graduates
PERCENT COMPLETED	
NEXT STEPS	Use survey results to develop business testimonials about quality of GCC graduates performance in the workforce.
COMMENTS	Also plan to use testimonials in 2010-2011 annual report.
II. SPECIFIC ACTIVITIES TO ADDRESS TASK	Design a branding campaign
PERSON RESPONSIBLE	Assistant Director, Communications & Promotions
TIMELINE	March 2011
STATUS	Started
PERFORMANCE MEASURE	Develop unique branding campaign to include all print and electronic media ads and all print materials emanating from GCC.
PERCENT COMPLETED	
NEXT STEPS	Use enrollment statistics, attendance at GCC events, and Facebook inquiries to assess effectiveness of branding campaign.
COMMENTS	Branding campaign to differentiate GCC from the University of Guam. If the campaign proves to be "catchy" and effective, will implement for two to three years.
III. SPECIFIC ACTIVITIES TO ADDRESS TASK	Incorporate all existing communication devices into the new brand
PERSON RESPONSIBLE	Assistant Director, Communications & Promotions
TIMELINE	Ongoing
STATUS	Started
PERFORMANCE MEASURE	Incorporating branding campaign using GCC colors, music and workforce development theme into media ads and print materials.
PERCENT COMPLETED	
NEXT STEPS	Use enrollment statistics, attendance at GCC events, and Facebook inquiries to assess effectiveness of branding campaign
COMMENTS	If the campaign proves to be "catchy" and effective, will implement for two to three years.

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GOAL#3~ COMMUNITY INTERACTION

As of February 21,
2011

T A S K - B	TO INCREASE ENROLLMENT AND IMPROVE STUDENT RETENTION AT GCC
I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Federal College Access Challenge Grant Program & Project AIM/TRIO program
PERSON RESPONSIBLE	Assistant Director, Communications & Promotions, Program Specialists, CACGP & Trio Programs
TIMELINE	June 2011
STATUS	Not Started
PERFORMANCE MEASURE	Work with programs to advertise events and develop poster campaign to put in middle and high schools highlighting programs and degrees at GCC.
PERCENT COMPLETED	
NEXT STEPS	Hire photographer to take pictures of GCC students to use in poster, develop layout design of posters and secure printing. Events advertised in media, within budget constraints.
COMMENTS	Collaboration with federal programs is designed to boost college attendance and allows advertising dollars to be more effective.
II. SPECIFIC ACTIVITIES TO ADDRESS TASK	Campus special events
PERSON RESPONSIBLE	Assistant Director, Communications & Promotions
TIMELINE	Ongoing
STATUS	Some events completed, some ongoing
PERFORMANCE MEASURE	Measure attendance at events from one year to the next to
PERCENT COMPLETED	
NEXT STEPS	Use attendance and event evaluation feedback to improve the next year's event.
COMMENTS	Open Campus Day 2012 will be delayed until after ACCJC visit to allow for maximum focus on accreditation visit.
III. SPECIFIC ACTIVITIES TO ADDRESS TASK	Advertising campaigns and free media publicity
PERSON RESPONSIBLE	Assistant Director, Communications & Promotions
TIMELINE	Ongoing
STATUS	Partial ongoing

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GOAL#3 ~ COMMUNITY INTERACTION

As of December 2009

T A S K - A	CONNECTING WITH THE COMMUNITY - (OFFICE OF DEVELOPMENT & ALUMNI RELATIONS BRANDING CAMPAIGN)
I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Capital Improvement
PERSON RESPONSIBLE	Assistant Director, Program Specialist, Data Control Clerk
TIMELINE	2009-2014
STATUS	Continuous /on-going / annually
PERFORMANCE MEASURE	Increase in grant funding, scholarship donations or endowments, increase in in-kind contributions, increase in number of buildings upgraded, built/constructed, increase in the number of enrolled students (as a result of additional classrooms/labs built.)
PERCENT COMPLETED	20%
NEXT STEPS	Invite donors and potential donors to Leadership Dinner and other events that will promote giving, pursue grants that will build new facilities and fund the upgrade of older buildings that will house large programs, Continue to solicit companies or meet with businesses who are willing to make in-kind donations of supplies, materials, equipment or other program needs. Continue to foster relationships with professional associations and non-profit groups to provide scholarship opportunities for future and current students that attend GCC.
COMMENTS	
II. SPECIFIC ACTIVITIES TO ADDRESS TASK	Upgrade to new and updated lab equipment
PERSON RESPONSIBLE	Assistant Director, Program Specialist, Data Control Clerk
TIMELINE	2009-2014
STATUS	Continuous /on-going / annually
PERFORMANCE MEASURE	Number of new or used equipment bought or donated to GCC, increase of the number of labs, increase of wireless internet connections,
PERCENT COMPLETED	20%
NEXT STEPS	Pursue more grant funding for equipment and supplies for GCC programs , solicit and encourage more endowment "gifts" that specifically address a program need, Solicit more in-kind contributions of equipment, materials and supplies (used and new) from businesses and vendors, talk with various department heads to establish a "wish" list of items that are critical to their curriculum and program.
COMMENTS	
III. SPECIFIC ACTIVITIES TO ADDRESS TASK	Outreach Commitment
PERSON RESPONSIBLE	Assistant Director, Program Specialist, Data Control Clerk
TIMELINE	2009-2014
STATUS	Continuous /on-going / annually
PERFORMANCE MEASURE	Increase in the number of donors who contribute to the endowment fund , increase in the number of staff and administrators who participate in Workplace Giving payroll deduction program, increase in the number and revenue from donors in the Naming Opportunity Program,
PERCENT COMPLETED	20%
NEXT STEPS	Reach goal of 50-80% participation of GCC faculty, staff, and administrators in Workplace Giving program, Encourage current donors to participate in Naming Opportunity Program, educate

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GOAL#3~ COMMUNITY INTERACTION

As of December 2009

T A S K - A	CONNECTING WITH THE COMMUNITY - (OFFICE OF DEVELOPMENT & ALUMNI RELATIONS BRANDING CAMPAIGN)
	donors through Case Statement, set up meetings with potential donors to provide opportunities to give, present to Alumni as a class or individually on how they can give back to the College
COMMENTS	

T A S K - B	CREATE AN EMPLOYER, DONOR AND ALUMNI OUTREACH PROGRAM
I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Employer Outreach
PERSON RESPONSIBLE	Assistant Director, Program Specialist , and Data Control Clerk
TIMELINE	2009-2014
STATUS	Continuous /on-going / annually
PERFORMANCE MEASURE	Number of apprenticeship program employers who provide in-kind contributions, scholarship funding, sponsorships of special events by employers,
PERCENT COMPLETED	20%
NEXT STEPS	Increase number of employers who become constituents to the College, provide opportunities for employers to see what GCC has to offer in the way of training, provide information to employers, seek grant funding which allows employers to partner with GCC.
COMMENTS	

II. SPECIFIC ACTIVITIES TO ADDRESS TASK	Donor Outreach
PERSON RESPONSIBLE	Assistant Director, Program Specialists, and Data Control Clerk
TIMELINE	2009-2014
STATUS	Continuous /on-going / annually
PERFORMANCE MEASURE	Increase in number of new donors, increase in donor contributions – endowment, scholarships, naming opportunity and in-kind contributions.
PERCENT COMPLETED	20%
NEXT STEPS	Plan meetings with prospective donors, invite donors to campus events, provide prospective donors with Case statements and Chachalani to see what GCC has to offer.
COMMENTS	

III. SPECIFIC ACTIVITIES TO ADDRESS TASK	Alumni Outreach
PERSON RESPONSIBLE	Assistant Director, Program Specialists, and Data Control Clerk
TIMELINE	2009-2014

INSTITUTIONAL STRATEGIC MASTER PLAN 2009-2014
GOAL#3~ COMMUNITY INTERACTION

As of February 21,
2011

T A S K - A	GROW PROGRAMS, GO GREEN, GIVE NOW – (OFFICE OF DEVELOPMENT & ALUMNI RELATIONS BRANDING CAMPAIGN)
I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Grow Programs
PERSON RESPONSIBLE	Assistant Director, Program Specialists, Data Control Clerk
TIMELINE	2009-2014
STATUS	Continuous /on-going / annually
PERFORMANCE MEASURE	Increase in grant funding, scholarship donations or endowments, increase in in-kind contributions, increase in workforce development and training projects through grant funding and partnerships
PERCENT COMPLETED	45%
NEXT STEPS	Pursue grants that support academic programs – faculty training/education, construction of new buildings that will house large programs. Continue to solicit companies or meet with businesses that are willing to make in-kind donations of supplies, materials, equipment or other program needs. Continue to foster relationships with professional associations and non-profit groups to provide scholarship opportunities for future and current students that attend GCC.
COMMENTS	
II. SPECIFIC ACTIVITIES TO ADDRESS TASK	Go Green
PERSON RESPONSIBLE	Assistant Director, Program Specialists, Data Control Clerk
TIMELINE	2009-2014
STATUS	Continuous /on-going / annually
PERFORMANCE MEASURE	Number of special events that help support “Green” initiatives such as clean-ups and recycling drives, record of “Green” initiatives that were implemented at each event (i.e. recycling efforts, use of environmentally friendly tableware at events that serve food, the use of thumb-drives instead of paper documents, etc.).
PERCENT COMPLETED	45%
NEXT STEPS	Pursue more grant funding for renewable energy projects on Campus, plan more “Green” events using faculty, staff, students, alumni, donors and Eco-Warriors as volunteers. Implement Green initiatives at every event. Use of DAR’s consolidated Case Statement instead of multiple printed brochures as previously used in the past.
COMMENTS	
III. SPECIFIC ACTIVITIES TO ADDRESS TASK	Give Now
PERSON RESPONSIBLE	Assistant Director, Program Specialists, Data Control Clerk
TIMELINE	2009-2014
STATUS	Continuous /on-going / annually
PERFORMANCE MEASURE	Increase in revenue from Workplace Giving program, increase in the number of staff and administrators who participate in this payroll deduction program, increase in the number and revenue from donors in the Naming Opportunity Program,
PERCENT COMPLETED	45%
NEXT STEPS	Reach goal of 95-100% participation of GCC faculty, staff, and administrators in Workplace Giving program, Encourage current donors to participate in Naming Opportunity Program, educate donors through Case Statement, set up meetings with potential donors to provide opportunities to

INSTITUTIONAL STRATEGIC MASTER PLAN 2009-2014
GOAL#3~ COMMUNITY INTERACTION

As of February 21,
2011

T A S K - B	TO INCREASE ENROLLMENT AND IMPROVE STUDENT RETENTION AT GCC
PERFORMANCE MEASURE	Increase in enrollment from one year to the next.
PERCENT COMPLETED	
NEXT STEPS	Assess effectiveness of ad campaigns on enrollment and positive student perception of GCC through feedback on Face book and student survey used during enrollment.
COMMENTS	Need to develop student survey for Fall 2011 enrollment measuring effectiveness of advertisements in getting students to enroll for classes.

INSTITUTIONAL STRATEGIC MASTER PLAN 2009-2014
GOAL#3~ COMMUNITY INTERACTION

As of December 2009

T A S K - B	CREATE AN EMPLOYER, DONOR AND ALUMNI OUTREACH PROGRAM
STATUS	
PERFORMANCE MEASURE	Number of alumni database in Banner, increase in the number of pledges from Alumni (individual), increase in GCC Alumni Class donations (group), increase in attendance of Alumni at special events,
PERCENT COMPLETED	20%
NEXT STEPS	Continue to engage alumni through GCC Class Reunion presentations, , Alumni Pledge program, inclusion of alumni in events, prepare for Alumni Association elections, Distinguished Alumni Program
COMMENTS	

T A S K - C	ENROLLMENT CAMPAIGN
I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Scholarships- to attract potential students and for student retention
PERSON RESPONSIBLE	Assistant Director, Program Specialists, and Data Control Clerk
TIMELINE	2009-2014
STATUS	Continuous /on-going / annually
PERFORMANCE MEASURE	Increase of the number of scholarships offered to GCC students, increase in the amount of scholarship funding from annual donors, increase in number of scholarship recipients,
PERCENT COMPLETED	20%
NEXT STEPS	Continue to work with non-profit groups and local professional organizations to increase scholarship funding, to start an endowed scholarship, or to establish a scholarship program.
COMMENTS	
II. SPECIFIC ACTIVITIES TO ADDRESS TASK	Alumni- assist in promotion of GCC programs
PERSON RESPONSIBLE	Assistant Director, Program Specialists, and Data Control Clerk
TIMELINE	2009-2014
STATUS	Continuous /on-going / annually
PERFORMANCE MEASURE	Increased participation of alumni at all College events, number of communication tools used to engage alumni,
PERCENT COMPLETED	20%
NEXT STEPS	Alumni Association election of officers, have Alumni speak or participate at College events/during recruitment events.
COMMENTS	

INSTITUTIONAL STRATEGIC MASTER PLAN 2009-2014
GOAL#3~ COMMUNITY INTERACTION

As of December 2009

T A S K - C	ENROLLMENT CAMPAIGN
III. SPECIFIC ACTIVITIES TO ADDRESS TASK	Special Events- engages the public through contact at GCC events
PERSON RESPONSIBLE	Assistant Director, Program Specialists, and Data Control Clerk
TIMELINE	2009-2014
STATUS	Continuous /on-going / annually
PERFORMANCE MEASURE	number of inquiries about programs at GCC, sign-in sheet or log of visitors,
PERCENT COMPLETED	20%
NEXT STEPS	Provide CASE statements, brochures of information to potential students or family members.
COMMENTS	

INSTITUTIONAL STRATEGIC MASTER PLAN 2009-2014
GOAL#3~ COMMUNITY INTERACTION

As of February 21,
2011

T A S K - C	ENROLLMENT CAMPAIGN
TO ADDRESS TASK	
PERSON RESPONSIBLE	Assistant Director, Program Specialists, and Data Control Clerk
TIMELINE	2009-2014
STATUS	Continuous /on-going / annually
PERFORMANCE MEASURE	number of inquiries about programs at GCC, sign-in sheet or log of visitors,
PERCENT COMPLETED	45%
NEXT STEPS	Provide CASE statement, brochures of information to potential students or family members.
COMMENTS	

T A S K - A	GROW PROGRAMS, GO GREEN, GIVE NOW – (OFFICE OF DEVELOPMENT & ALUMNI RELATIONS BRANDING CAMPAIGN)
I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Grow Programs
PERSON RESPONSIBLE	Assistant Director, Program Specialists, Data Control Clerk
TIMELINE	2009-2014
STATUS	Continuous /on-going / annually
PERFORMANCE MEASURE	Increase in grant funding, scholarship donations or endowments, increase in in-kind contributions, increase in workforce development and training projects through grant funding and partnerships
PERCENT COMPLETED	
NEXT STEPS	Pursue grants that support academic programs – faculty training/education, construction of new buildings that will house large programs. Continue to solicit companies or meet with businesses that are willing to make in-kind donations of supplies, materials, equipment or other program needs. Continue to foster relationships with professional associations and non-profit groups to provide scholarship opportunities for future and current students that attend GCC.
COMMENTS	
II. SPECIFIC ACTIVITIES TO ADDRESS TASK	Go Green
PERSON RESPONSIBLE	Assistant Director, Program Specialists, Data Control Clerk
TIMELINE	2009-2014
STATUS	Continuous /on-going / annually
PERFORMANCE MEASURE	Number of special events that help support “Green” initiatives such as clean-ups and recycling drives, record of “Green” initiatives that were implemented at each event (i.e. recycling efforts, use of environmentally friendly tableware at events that serve food, the use of thumb-drives instead of paper documents, etc.).
PERCENT COMPLETED	
NEXT STEPS	Pursue more grant funding for renewable energy projects on Campus, plan more “Green” events using faculty, staff, students, alumni, donors and Eco-Warriors as volunteers. Implement Green initiatives at every event. Use of DAR’s consolidated Case Statement instead of multiple printed brochures as previously used in the past.
COMMENTS	
III. SPECIFIC ACTIVITIES TO ADDRESS TASK	Give Now
PERSON RESPONSIBLE	Assistant Director, Program Specialists, Data Control Clerk
TIMELINE	2009-2014
STATUS	Continuous /on-going / annually
PERFORMANCE MEASURE	Increase in revenue from Workplace Giving program, increase in the number of staff and administrators who participate in this payroll deduction program, increase in the number and revenue from donors in the Naming Opportunity Program,
PERCENT COMPLETED	

INSTITUTIONAL STRATEGIC MASTER PLAN 2009-2014
GOAL#3~ COMMUNITY INTERACTION

As of December 2010

T A S K - A	GROW PROGRAMS, GO GREEN, GIVE NOW – (OFFICE OF DEVELOPMENT & ALUMNI RELATIONS BRANDING CAMPAIGN)
NEXT STEPS	Reach goal of 95-100% participation of GCC faculty, staff, and administrators in Workplace Giving program, Encourage current donors to participate in Naming Opportunity Program, educate donors through Case Statement, set up meetings with potential donors to provide opportunities to give, present to Alumni as a class or individually on how they can give back to the College
COMMENTS	

T A S K - B	CREATE AN EMPLOYER, DONOR AND ALUMNI OUTREACH PROGRAM
I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Employer Outreach
PERSON RESPONSIBLE	Assistant Director, Program Specialists, and Data Control Clerk
TIMELINE	2009-2014
STATUS	
PERFORMANCE MEASURE	Number of apprenticeship program employers who provide in-kind contributions, scholarship funding, sponsorships of special events by employers,
PERCENT COMPLETED	
NEXT STEPS	Increase number of employers who become constituents to the College, provide opportunities for employers to see what GCC has to offer in the way of training, provide information to employers, seek grant funding which allows employers to partner with GCC.
COMMENTS	

II. SPECIFIC ACTIVITIES TO ADDRESS TASK	Donor Outreach
PERSON RESPONSIBLE	Assistant Director, Program Specialists, and Data Control Clerk
TIMELINE	2009-2014
STATUS	
PERFORMANCE MEASURE	Increase in number of new donors, increase in donor contributions – endowment, scholarships, naming opportunity and in-kind contributions.
PERCENT COMPLETED	
NEXT STEPS	Plan meetings with prospective donors, invite donors to campus events, provide prospective donors with consolidated Case statement and Chachalani to see what GCC has to offer.
COMMENTS	

III. SPECIFIC ACTIVITIES TO ADDRESS TASK	Alumni Outreach
PERSON RESPONSIBLE	Assistant Director, Program Specialists, and Data Control Clerk

INSTITUTIONAL STRATEGIC MASTER PLAN 2009-2014

GOAL#3~ COMMUNITY INTERACTION

As of December 2010

T A S K - B	CREATE AN EMPLOYER, DONOR AND ALUMNI OUTREACH PROGRAM
TIMELINE	2009-2014
STATUS	Alumni page on myGCC website created, Facebook page for Alumni created ,creation Alumni Association approved by Foundation Board, Alumni Association elections pending ,Distinguished Alumni program
PERFORMANCE MEASURE	Number of alumni database in Banner, increase in the number of pledges from Alumni (individual), increase in GCC Alumni Class donations (group), increase in attendance of Alumni at special events,
PERCENT COMPLETED	
NEXT STEPS	Continue to engage alumni through GCC Class Reunion presentations, , Alumni Pledge program, inclusion of alumni in events, prepare for Alumni Association elections,

T A S K - C	ENROLLMENT CAMPAIGN
I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Scholarships- to attract potential students and for student retention
PERSON RESPONSIBLE	Assistant Director, Program Specialists, and Data Control Clerk
TIMELINE	2009-2014
STATUS	
PERFORMANCE MEASURE	Increase of the number of scholarships offered to GCC students, increase in the amount of scholarship funding from annual donors, increase in number of scholarship recipients,
PERCENT COMPLETED	
NEXT STEPS	Continue to work with non-profit groups and local professional organizations to increase scholarship funding, to start an endowed scholarship, or to establish a scholarship program.
COMMENTS	
II. SPECIFIC ACTIVITIES TO ADDRESS TASK	Alumni- assist in promotion of GCC programs
PERSON RESPONSIBLE	Assistant Director, Program Specialists, and Data Control Clerk
TIMELINE	2009-2014
STATUS	
PERFORMANCE MEASURE	Increased participation of alumni at all College events, number of communication tools used to engage alumni,
PERCENT COMPLETED	
NEXT STEPS	Alumni Association election of officers, have Alumni speak or participate at College events/during recruitment events.
COMMENTS	

INSTITUTIONAL STRATEGIC MASTER PLAN 2009-2014
GOAL#3~ COMMUNITY INTERACTION

As of December 2010

T A S K - C	ENROLLMENT CAMPAIGN
III. SPECIFIC ACTIVITIES TO ADDRESS TASK	Special Events- engages the public through contact at GCC events
PERSON RESPONSIBLE	Assistant Director, Program Specialists, and Data Control Clerk
TIMELINE	2009-2014
STATUS	
PERFORMANCE MEASURE	number of inquiries about programs at GCC, sign-in sheet or log of visitors,
PERCENT COMPLETED	
NEXT STEPS	Provide CASE statement, brochures of information to potential students or family members.
COMMENTS	

INSTITUTIONAL STRATEGIC MASTER PLAN 2009-2014
GOAL#4~ DEDICATED PLANNING

As of December 2010

T A S K - A	TO DEVELOP A MARKETING PLAN WHICH HELPS TO ENHANCE GCC'S BRAND IDENTITY
I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Convene Taskforce to compile, review, and develop a measurement orientation program
PERSON RESPONSIBLE	Assistant Director, Planning and Development
TIMELINE	December 2010
STATUS	Solicited for interested taskforce participants
PERFORMANCE MEASURE	Establish Dedicated Planning Taskforce
PERCENT COMPLETED	5%
NEXT STEPS	Finalize taskforce membership
COMMENTS	Since the retirement of the VP for Administrative Services Division (September 30, 2010), this task had been reassigned by President to the Assistant Director, Planning and Development (October 1, 2010).
II. SPECIFIC ACTIVITIES TO ADDRESS TASK	Develop qualitative assessments for each project (plan) identify by task force (e.g., ISMP, Technology, Assessment, and Facility)
PERSON RESPONSIBLE	Assistant Director, Planning and Development
TIMELINE	March 2011
STATUS	Gathered key documents to develop matrix
PERFORMANCE MEASURE	Develop assessment template/metrics, based on qualitative assessments for Goal #1, #2, #3, and #4
PERCENT COMPLETED	10%
NEXT STEPS	Finalize assessment template.
COMMENTS	Since the retirement of the VP for Administrative Services Division (September 30, 2010), this task had been reassigned by President to the Assistant Director, Planning and Development (October 1, 2010).

T A S K - B	UTILIZE THE EXISTING TWO-YER ASSESSMENT PLANNING CYCLE
I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Publish scheduled timetable which follows the 2-year assessment cycle to disseminate status of plans
PERSON RESPONSIBLE	Assistant Director, Planning and Development

T A S K - B	UTILIZE THE EXISTING TWO-YER ASSESSMENT PLANNING CYCLE
TIMELINE	March 2011
STATUS	Initiated discussion
PERFORMANCE MEASURE	Development of a scheduled timetable
PERCENT COMPLETED	10%
NEXT STEPS	Finalize timetable.
COMMENTS	Since the retirement of the VP for Administrative Services Division (September 30, 2010), this task had been reassigned by President to the Assistant Director, Planning and Development (October 1, 2010).
II. SPECIFIC ACTIVITIES TO ADDRESS TASK	Present 2-year measure of institutional effectiveness to DCs, MTM, and Board
PERSON RESPONSIBLE	Assistant Director, Planning and Development
TIMELINE	January 2012
STATUS	Developed a template to report institutional effectiveness
PERFORMANCE MEASURE	Submission of 2-Year measure
PERCENT COMPLETED	10%
NEXT STEPS	Finalize 2-Year Measure of Institutional Effectiveness
COMMENTS	Since the retirement of the VP for Administrative Services Division (September 30, 2010), this task had been reassigned by President to the Assistant Director, Planning and Development (October 1, 2010).

INSTITUTIONAL STRATEGIC MASTER PLAN 2009-2014
GOAL#4~ DEDICATED PLANNING

As of December 2009

T A S K - A	TO DEVELOP A MARKETING PLAN WHICH HELPS TO ENHANCE GCC'S BRAND IDENTITY
I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Convene Taskforce to compile, review, and develop a measurement orientation program
PERSON RESPONSIBLE	VP, Administrative Services Division
TIMELINE	
STATUS	
PERFORMANCE MEASURE	
PERCENT COMPLETED	
NEXT STEPS	Activity will be reassigned.
COMMENTS	VP formally notified GCC of his intent to retire September 30, 2010. Accordingly, this task will be assessed and reassigned by President.
II. SPECIFIC ACTIVITIES TO ADDRESS TASK	Develop qualitative assessments for each project (plan) identify by task force (e.g., ISMP, Technology, Assessment, and Facility)
PERSON RESPONSIBLE	VP, Administrative Services Division
TIMELINE	
STATUS	
PERFORMANCE MEASURE	
PERCENT COMPLETED	
NEXT STEPS	Activity will be reassigned.
COMMENTS	VP formally notified GCC of his intent to retire September 30, 2010. Accordingly, this task will be assessed and reassigned by President.

T A S K - B	UTILIZE THE EXISTING TWO-YER ASSESSMENT PLANNING CYCLE
I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Publish scheduled timetable which follows the 2-year assessment cycle to disseminate status of plans
PERSON RESPONSIBLE	VP, Administrative Services Division
TIMELINE	
STATUS	

T A S K - B	UTILIZE THE EXISTING TWO-YER ASSESSMENT PLANNING CYCLE
PERFORMANCE MEASURE	
PERCENT COMPLETED	
NEXT STEPS	Activity will be reassigned.
COMMENTS	VP formally notified GCC of his intent to retire September 30, 2010. Accordingly, this task will be assessed and reassigned by President.
II. SPECIFIC ACTIVITIES TO ADDRESS TASK	Present 2-year measure of institutional effectiveness to DCs, MTM, and Board
PERSON RESPONSIBLE	VP, Administrative Services Division
TIMELINE	
STATUS	
PERFORMANCE MEASURE	
PERCENT COMPLETED	
NEXT STEPS	Activity will be reassigned.
COMMENTS	VP formally notified GCC of his intent to retire September 30, 2010. Accordingly, this task will be assessed and reassigned by President.

INSTITUTIONAL STRATEGIC MASTER PLAN 2009-2014
GOAL#4~ DEDICATED PLANNING

As of February 21,
2011

T A S K - A	TO DEVELOP A MARKETING PLAN WHICH HELPS TO ENHANCE GCC'S BRAND IDENTITY
I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Convene Taskforce to compile, review, and develop a measurement orientation program
PERSON RESPONSIBLE	Assistant Director, Planning and Development
TIMELINE	February 2011
STATUS	Activity completed. A 7-member Taskforce was formed. Appointment letters were sent January 31, 2011. Taskforce members include, Planner IV, Associate Dean, Program Coordinator III, Controller, faculty (2), and Assistant Director, P&D. The Taskforce met on January 31, 2011 to discuss their responsibility.
PERFORMANCE MEASURE	Establish Dedicated Planning Taskforce.
PERCENT COMPLETED	100%
NEXT STEPS	Continue to conduct meetings.
COMMENTS	Committee members met twice to review documents and will continue to meet.
II. SPECIFIC ACTIVITIES TO ADDRESS TASK	Develop qualitative assessments for each project (plan) identify by task force (e.g., ISMP, Technology, Assessment, and Facility)
PERSON RESPONSIBLE	Assistant Director, Planning and Development
TIMELINE	March 2011
STATUS	Gathered documents needed to develop matrices.
PERFORMANCE MEASURE	Development of metrics, based on qualitative assessments for Goal #1, #2, #3, and #4
PERCENT COMPLETED	80%
NEXT STEPS	Develop data collection schedule
COMMENTS	Members identified key plans to include the ISMP, Facility Master Plan, Assessment, and Technology.

INSTITUTIONAL STRATEGIC MASTER PLAN 2009-2014
GOAL#4~ DEDICATED PLANNING

As of February 21,
2011

T A S K - B	UTILIZE THE EXISTING TWO-YER ASSESSMENT PLANNING CYCLE
I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Publish scheduled timetable which follows the 2-year assessment cycle to disseminate status of plans
PERSON RESPONSIBLE	Assistant Director, Planning and Development
TIMELINE	March 2011
STATUS	Assistant Director continues to work on this.
PERFORMANCE MEASURE	Publish a scheduled timetable for the collection of evaluation data and submission of metrics for evaluation.
PERCENT COMPLETED	15%
NEXT STEPS	Finalize timetable.
COMMENTS	Research as to how timeline fits in with the 2-year assessment cycle will continue.
II. SPECIFIC ACTIVITIES TO ADDRESS TASK	Present 2-year measure of institutional effectiveness to DCs, MTM, and Board
PERSON RESPONSIBLE	Assistant Director, Planning and Development
TIMELINE	January 2012
STATUS	Developed a template to report institutional effectiveness
PERFORMANCE MEASURE	Submission of 2-Year measure
PERCENT COMPLETED	100%
NEXT STEPS	Finalize 2-Year Measure of Institutional Effectiveness
COMMENTS	A template was finalized and is used by the president, vice presidents, and assistant directors to report the status of tasks and specific activities for each of the four ISMP goals. The template will be used as a basis for reporting outcomes to DCs, MTM, and Board.

YEAR-END COMMITTEE REPORT

AY 2010-2011

	College Governing Council	College Technology	College Assessment	Job Specifications Faculty Evaluation	Resource Planning & Facilities	Standard I	Standard II	Standard III	Standard IV
st Committee Achievements	Was able to process all actions to their respective parties within a week	Reviewed and recommended minimum computer standards	Rated 60 (combinations of plans & reports) approved; 52 (combined plans & reports) were rated resubmit and 41 combined plans & reports were tabled (see attached CCA meeting matrix)	Revised and implemented the Faculty Evaluation rubrics	Successfully reviewed and passed the FY11 CIP projects, FY 12 GovGuam Budget and FY12 NAF Budgets	Developed and submitted Draft #1 on 12/10/10 deadline	Wrote 3 drafts of the Standard II Self-Study Report	Completed three drafts of the ISER Standard II portion.	Complete draft 3, 2 and 1 of the Self-Study Report
	Collect 6 of the 8 year end reports from the applicable committees	Reviewed and recommended minimum PC computer bid specifications	Creation of "Simple Steps to Input Data into TracDat" in lieu of training/workshop during Spring 2011 term	Revised Job Specifications for non-instructional faculty		Developed and submitted Draft #2 on 02/25/11 deadline	Assembled new group of faculty members and provided training as a group and one-on-one	Chair received training on accreditation and assessment.	Chair attended the PPEC/ACCJC training in Hawaii from Feb 28-March 3
	Successfully approved and sent to the President a total of 5 recommendations	Reviewed and recommended VoIP Specifications	Development of "Rating Guidelines" for consistency in the way the committee rates assessment plans and reports	Updated Article X of BOT/GCC Faculty Union		Developed and submitted Draft #3 on 04/18/11 deadline	Chair received training in Honolulu related to accreditation and assessment	Members received training on Group Studio	
		Reviewed and recommended Redundant Network Specifications	Completed administration of the IDEA Student Survey	Successful use of IBB process		Presented overview of STD I at 02/25/11 Accreditation Prep meeting			
		Reviewed and recommended scope of work for website support	Research and developed tool for assessing assessment	Separation time of meeting allowed for reflections		Chair attended and participated in Regional Workshop "Capacity Building for Educational Excellence through Program Review and Integrated Institutional Planning: sponsored by PPEC in Honolulu from 02/28 to 03/02/11			
		Reviewed and recommended scope of work for a college technology audit	Completed the administration of the "Assessing Assessment Survey"			All members of STD I attended Group Studio Training on 02/11/11			
		Tech Fees Expenditures were reviewed and recommendations were made	Prior years (2007-2009) to current CCA minutes and agendas were uploaded to AIER website http://www.guamcc.edu/aie Committee Work tab			Agenda/Minutes posted on Group Studio			

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YEAR-END COMMITTEE REPORT
AY 2010-2011

YEAR-END COMMITTEE REPORT

AY 2010-2011

	College Governing Council	College Technology	College Assessment	Job Specifications Faculty Evaluation	Resource Planning & Facilities	Standard I	Standard II	Standard III	Standard IV
st goals & recommendations ir ie next academic year	Minutes and agendas should be posted in a timely manner	Complete Phase III of the Network Stabilization Project	Hold separate TracDat training for new and current users (mandatory for new and refresher for current)	Complete Job Specification for faculty	Have minutes and agendas posted in a timely manner	Complete final draft for submission	Complete an almost-perfect draft for Standard 2 by October 2011	Complete comprehensive final draft of Standard 3 after receiving input from stakeholders.	Have a complete, thorough and comprehensive final draft by the required date
	Provide training at the beginning of the semester to Group Studio and track that committees have uploaded minutes and agendas	Complete the revision of the Enterprise Architecture	Training to be focused on writing an assessment plan, what to gather in data collection, compiling the assessment export and implementing changes for improvement	Prepare presentation for beginning of Academic Year	Improve communications regarding needed resources and facility issues or GCC campus concerns	Prepare for 2012 Accreditation visit	Submit final clean copy to ACCJC via ALO by December 2011	Prepare for 2012 WASC site visit.	Have clear timelines that the committee can use to guide our work
	Update procedures for committees to report to CGC	Review and recommend an updated wireless network plan	Migrate to the upgraded version of TracDat	Schedule Faculty Training on Evaluation with all committee members			Prepare for WASC site visit Spring 2012		
		Review and recommend updates to minimum computer standards		Review of Faculty Evaluation Rubrics					
		Review and recommend updates to PC computer bid specifications							

GUAM COMMUNITY COLLEGE
Faculty Senate

GCC's Mission Statement:

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Minutes
Tuesday, November 22, 2011
Room C2
@ 10:30 a.m.

I. Call to Order @ 10:35 a.m.

II. Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	✓
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	
Imelda Arce	imelda.arce@guamcc.edu	✓
Vera De Oro	vera.deoro@guamcc.edu	✓
Barbara Blas	barbara.blas4@guamcc.edu	✓

III. Recital of Mission Statement

IV. Review of Minutes:

- October 25, 2011 M/S/A
- November 08, 2011 M/S/A with changes
- November 15, 2011 M/S/A with changes

V. Old Business

1. Committee Updates:
 - A. LOC: Lengthy discussion on the status of class size issue.
 - B. PDRC: none
 - C. CDC: none
 - D. Promotions: committee is reviewing portfolios.
2. Review of FS goals-tabled

VI. New Business:

- Standard IV recommendations-tabled
- Ethics concern- a motion was made to clarify the FS violation of ethics under **filing complaints**:
 - “within 10 working days” means **after the beginning of the next semester**,
 - “beginning of next semester” means **when faculty reports back** and
 - “the Committee on Faculty Ethics (CFE) has 20 working days” means **20 days after complainant has received form from FS**.

It is recommended in the FS Group Studio page to make sure the FS concern form is attached to the FS violation of ethics. Also recommended is to have the FS concern form posted in the MyGCC webpage work life or governance tab. B. Blas will speak to J. Flores regarding this issue.

VII. Announcements

Program/Course Assessment and Service Learning Showcase – March 14-28, 2012

VIII. Agenda Items for Next Meeting

Discussed the Joint Management/FS strategic meeting on November 17, 2011.

IX. Next Meeting Date
November 29, 2011 @ 10:30 a.m.

X. M/S/A to adjourn @ 11:31 a.m.

GUAM COMMUNITY COLLEGE

Faculty Senate

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Minutes

Tuesday, November 29, 2011

Room C2

@ 10:30 a.m.

I. Call to Order @ 10:30 a.m.

Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	X
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	X
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	X
Imelda Arce	imelda.arce@guamcc.edu	X
Vera De Oro	vera.deoro@guamcc.edu	X
Barbara Blas	barbara.blas4@guamcc.edu	X

II. Recital of Mission Statement

III. Review of Minutes:

1. November 22, 2011 M/S/A with changes.

IV. Old Business

1. Committee Updates:
 - a. LOC: letter has been sent by FS. A. San Nicolas will follow up with E. Chong to get the lab analysis documents. J. Armstrong started online discussion on the class size.
 - b. PDRC: no updates. V. De Oro will send a reminder for mid-year report.
 - c. CDC: no updates
 - d. Promotions: still reviewing portfolios. M. Postrozny will follow up with C. Santos about the FS budget.
 - e. Banner: meetings are scheduled for every Wednesday.
2. Review of FS goals-updated information, see attachment.

V. New Business:

1. Standard IV recommendations-C. Camacho met with R. Toves and addressed all concerns.

VI. Announcements

1. Program/Course Assessment and Service Learning Showcase – March 14-28, 2012
2. C. Camacho and A. San Nicolas met with C. Santos to work on the 5-year strategic plan.
3. 12/05/2011 RPF meeting @ 2:00 p.m. and CGC meeting @ 3:00 p.m.
4. 12/07/2011 GCC Christmas Party @ the Westin Hotel
5. 12/09/2011 Student Center Ribbon Cutting
6. 12/23/2011 GCC Children Christmas Party
7. 12/30/2011 New Year's luncheon @ 11:00 a.m.

VII. Agenda Items for Next Meeting

None

VIII. Next Meeting Date: TBA

IX. M/S/A to adjourn @ 10:52 a.m.

GUAM COMMUNITY COLLEGE

Faculty Senate

GCC's Mission Statement:

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Minutes

Tuesday, January 17, 2012

Room C2

@ 10:30 a.m.

I. Call to Order @ 10:30 a.m.

Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	X
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	X
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	X
Imelda Arce	imelda.arce@guamcc.edu	X
Vera De Oro	vera.deoro@guamcc.edu	X
Barbara Blas	barbara.blas4@guamcc.edu	X

II. Recital of Mission Statement

III. Review of Minutes:

1. M/S/A to approve minutes of November 29, 2011

IV. Old Business

1. Committee Updates:
 - a. LOC: A. San Nicolas reported that there is an upcoming meeting. J. Armstrong sent an email regarding class size. FS will wait for official word from LOC.
 - b. PDRC: V. De Oro met with T. Datuin regarding January deadline. T. Datuin will submit the mid-term report. FS recommended that PDRC send out an announcement to encourage faculty to attend brown bag sessions.
 - c. CDC: C. Camacho reported that 2 memos were sent to CDC. CDC sent memo to FS President regarding: 1. tuition waiver and 2. recommendation for evaluation (see attachment).
 - d. Promotions: Interviews in process.
 - e. Banner: A. San Nicolas reported that upgrades are being done on Luminus.

V. New Business:

1. Ethics Complaint. FS has identified members of the CFE and chairpersons. FS President will ask Ethics Committee for list of tasks.
2. Recommendations from CDC for goals 1 and 2. FS discussed that CDC goals and recommends be forwarded to Job Specification/Evaluation Committee for review and analysis. C. Camacho made a motion to provide tuition for faculty, their spouse and dependents, A. San Nicolas seconded, motion carried. M. Postrozny will prepare a memo for CGC to put on agenda.
3. Reviewed final edits on LOC's Lab/Credit Document. C. Camacho motioned to approve the Lab/Credit analysis, A. San Nicolas seconded, motion carried. M. Postrozny will prepare memo to CGC.

VI. Announcements

1. Program/Course Assessment and Service Learning Showcase – March 14-28, 2012
2. GCC 35th Anniversary - May 05, 2012
3. Graduation Ceremony-C. Camacho will be the speaker for FS. M. Postrozny will be off-island.

VII. Agenda Items for Next Meeting

1. GCC Sustainability Draft - FS received and acknowledge and copies were provided. M. Postrozny provided feedback on draft and requested for the final when ready for 2nd review.

VIII. Next Meeting Date: January 31, 2012 @ 10:00 a.m.

IX. M/S/A to adjourn @ 11:10 a.m.

Guam Community College
Council of Department Chairs

Date: December 9, 2011

To: Faculty Senate

Fr: Christopher Dennis, Chairperson Council of Department Chairs

Subject: Recommendations for CDC Goal #s 1 & 2

Hafa Adai,

The Council of Department Chairs discussed and created recommendations regarding the faculty evaluation process and criteria. These discussions took place at the September 20th, October 20th, and November 17th meetings of this year. The following is the list of recommendations that was approved by the council:

1. Define the appropriate activities in Department Chair Rubric Section I
2. Expand Department Chair Rubric Section I-Satisfactory-Criterion #5 (Assists with training and mentoring of new department members) to include the training of GCC faculty for the purpose of improving the college.
3. The mentoring of adjunct faculty and staff should be included in Department Chair Rubric Section I-Strong-Criterion #3 (Develops an ongoing mentorship program for the department). The program should not be limited by PDRC.
4. The Faculty Union Contract should be amended so that PDRC is not the only entity responsible for the training of GCC faculty. The DC's responsibility for training should not be under the purview of PDRC.
5. Clarify the meaning of "Exceptional Volunteer Efforts"
6. Create objectives for a departmental convocation
7. Conduct a study to ensure fair value for activities. Activities that have significant positive impact on a department or the college should be credited to multiple sections and/or elements.
8. Create a process so faculty can verify what activities will be counted towards their evaluation.
9. Create process to resolve disputes between faculty and evaluator such as a review panel.

At the November 17th meeting a motion was passed to recommend that the college provide tuition waiver for faculty and their dependants. The council also discussed how "Dependants" should be defined. Council member Sarah Leon Guerrero suggested that we use the University of Guam's definition of dependant stated in their faculty and dependant waiver policy. The council could not come to a consensus before the end of the meeting so it was decided that dependant be defined by the Faculty Senate or authorized entity.

Sincerely,

Christopher Dennis
Chair, CDC

GUAM COMMUNITY COLLEGE

Faculty Senate

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Minutes

Tuesday, January 31, 2012

Room C2

@ 10:00 a.m.

I. Call to Order @ 10:10 a.m.

II. Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	x
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	x
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	x
Imelda Arce	imelda.arce@guamcc.edu	x
Vera De Oro	vera.deoro@guamcc.edu	x
Barbara Blas	barbara.blas4@guamcc.edu	x

III. Recital of Mission Statement

IV. Review of Minutes:

M/S/A to approve minutes of January 17, 2012 with corrections.

V. Old Business

1. Committee Updates:

- a. LOC: M. Postrozny reported that the memo regarding lab credit was sent to CGC for review. P. Clymer and J. Jocson will work together regarding the lab credit issue.
- b. PDRC: V. De Oro reported that PDRC will encourage faculty to attend brown bag sessions and submit applications.
- c. CDC:
 - i. The memo on CDC's recommendations for changes to the evaluation was sent to the Faculty Union.
 - ii. Tuition assistance was put on CGC agenda and discussed on Thursday, January 26, 2012. M. Postrozny shared some research of other colleges that provides tuition assistance for family members of faculty.
- d. Promotions: I. Arce reported that S. Sablan sent out the letters via email and will be delivering them in person by January 31, 2012. The letters will be sent to the President by mid February 2012.
- e. Banner:
 - i. A. San Nicolas reported that the Title III report was done; Luminus 5 is approaching its completion, and Acalog completion by fall 2012.
 - ii. A. San Nicolas will send an email to P. Clymer to clarify Banner access of the grading system (FERPA).

2. Ethics Updates-

- a. M. Postrozny reported that a thank you note to CFE was sent (see attachment) and will communicate via email.
- b. M. Postrozny gave warning to CFE not to mention any names in their emails.
- c. R. Roberson was recommended for chair for CFE.

VI. New Business: None

VII. Announcements

1. Parade of Shoes-February 20, 2012 at the Hagatna Riverside from 6:00-10:00 p.m.
2. COPSA Spring Festival/Election-March 20, 2012 from 4:00-8:00 p.m.
3. Program/Course Assessment and Service Learning Showcase – March 14-28, 2012
4. Accreditation Visit from March 19-22, 2012.
5. GCC 35th Anniversary –May 05, 2012.

VIII. Agenda Items for Next Meeting: None

IX. Next Meeting Date: TBA

X. **M/S/A to adjourn at 10:35 a.m.**



TO: Barbara Mafnas
Tonirose Realica
Robin Roberson
Benjamin Sison
Desiree Ventura

FROM: Marsha Postrozny, Ed.D. 
Faculty Senate President

SUBJECT: Committee on Faculty Ethics

DATE: January 27, 2012

Thank you for accepting to sit as a member on the Committee on Faculty Ethics (CFE). This committee is formed when a formal complaint form is filed and Faculty Senate determines there may have been an ethics violation according to GCC's Code of Ethics. On 1/17/2012 Faculty Senate had to convene the CFE due to a recent violation submitted by another faculty member.

Since this is the first time the CFE has had to convene it will take a considerable amount of time to review the new Violations Procedures, conduct interviews of the accused, accuser and other appropriate individuals. In addition to providing Faculty Senate with suggested actions for the accused this committee may also provide recommendations to improve and strengthen the process.

Please contact me if you have any questions at 735-5656 or email:
marsha.postrozny@guamcc.edu.



GUAM COMMUNITY COLLEGE

Faculty Senate

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Minutes

Tuesday, February 28, 2012

Room C2

@ 10:00 a.m.

I. Call to Order @ 10:10 a.m.

II. Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	x
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	x
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	x
Imelda Arce	imelda.arce@guamcc.edu	x
Vera De Oro	vera.deoro@guamcc.edu	x
Barbara Blas	barbara.blas4@guamcc.edu	x
Guest:		
Marlena Montague	marlena.montague@guamcc.edu	x

III. Recital of Mission Statement

IV. Review of Minutes

M/S/A to approve minutes of February 14, 2012 with corrections.

V. Old Business

1. Committee Updates:

- LOC: A. San Nicolas reported that B. Mead called for a practicum credit hour meeting. The meeting was scheduled for Wednesday, February 29, 2012 at 3:30 p.m. in room 1201. E. Chong was asked to attend the practicum credit meeting. A. San Nicolas stated that the class size issue was not discussed.
- PDRC: V. De Oro reported that the buzz sessions have begun and are requesting for individuals to present at these sessions.
- CDC: C. Camacho stated that C. Dennis has not given any updates.
- Promotions: I. Arce reported that the deadline for President to sign was February 28, 2012.
- Banner: A. San Nicolas reported that the Banner meeting was cancelled.

2. Review of Minutes/Files under Group Studio: FS members have agreed to send corrections made to previous meeting minutes to B. Blas via email.

3. Travel Policy:

- C. Camacho reported that there was a discrepancy on the travel policy. A paragraph (mileage reimbursement waiver) was added to the policy without seeking approval through the governance process. Applicants are required to sign this acknowledgement to complete the application process. C. Camacho requested for this issue to be included on the agenda for the next CGC meeting.
- C. Camacho reported that the Trip Report references Appendix IV which is not a part of the Travel Policy.

4. CFE issue: Discussion was held by FS, B. Blas stepped out before discussions took place.

VI. New Business:

1. Marlana Montague-AIER, Assessment Issue- FS and M. Montague discussed issues concerning adjunct instructor.
 - a. M. Montague discussed her recommendations regarding adjunct faculty artifacts which are needed for assessment. M. Montague also stated that adjunct faculties are not currently required to submit these artifacts. M. Montague suggested that this requirement be included on the adjunct clearance form. C. Camacho stated that the requirement of artifacts to be included on the clearance form is the decision of the Department Chairs. C. Camacho stated that there are two things adjunct faculty has to have already: submit their grades and the grade breakdown.
 - b. M. Montague spoke to B. Mead about including the artifacts in the adjunct clearance form. B. Mead did mention that this “can be done.” M. Montague would like to see if this process will work. C. Camacho stated that she does not want the adjunct faculty to be penalized because their Department Chair is not in compliance with the process.
 - c. FS agreed that anything on the adjunct clearance form does not fall under the FS discretion.
2. Student Fees: Library fee is \$15 per semester which the library has not had any access. C. Camacho reported that she assisted C. Matson on developing a budget to receive the library fees, but C. Matson was told that it was not the libraries money to collect. C. Matson requested library fees of at least one year. C. Camacho stressed that this issue can be a problem for the Accreditation Team Visit. C. Camacho stated that she will discuss this issue at the next RPF meeting.
3. Recommendation at a CGC meeting was made for faculty to suspend their annual salary increments. C. Camacho reported that the college received 100% allotment for the last fiscal year. C. Camacho stated that GCC faculty members are underpaid compared to the mainland counter parts. FS discussed the recommendation.
C. Camacho made a motion to oppose the support of the recommendation to suspend annual salary increments for faculty. All in favor, no one opposed. Motion passed.

VII. Announcements

1. COPSA Spring Festival/Election-March 20, 2012 from 4:00-8:00 p.m.
2. Program/Course Assessment and Service Learning Showcase – March 14-28, 2012.
3. Special Olympics-March 17, 2012. GCC in charge of registration and the National Anthem (sign language class).
4. Accreditation Visit from March 19-22, 2012.
5. GCC 35th Anniversary –May 05, 2012.

VIII. Agenda Items for Next Meeting-

**New Business:
Committee listing**

IX. Next Meeting Date

Tuesday, March 13, 2012 @ 10:00 a.m.

X. **M/S/A to adjourn at 10:45 a.m.**

GUAM COMMUNITY COLLEGE
Faculty Senate

GCC's Mission Statement:

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Minutes
Tuesday, March 13, 2012
Room C2
@ 11:00 a.m.

I. Call to Order @ 11:04 a.m.

II. Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	x
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	x
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	x
Imelda Arce	imelda.arce@guamcc.edu	x
Vera De Oro	vera.deoro@guamcc.edu	x
Barbara Blas	barbara.blas4@guamcc.edu	x

III. Recital of Mission Statement

IV. Review of Minutes

M/S/A to approve minutes of February 28, 2012 with corrections.

V. Old Business

1. Committee Updates:

- a. LOC: A. San Nicolas reported that LOC are starting discussion regarding assessment and the artifacts into the curriculum documents.
 - b. PDRC: V. De Oro reported that PDRC is encouraging faculty to apply because there is still funding available. V. De Oro will verify as to how much is in the PDRC budget. She also stated that buzz sessions are ongoing.
 - c. CDC: C. Camacho stated that there are no updates. V. De Oro reported that when she reviewed previous meeting minutes for October 2011, there was no attachment of the CDC goals on MyGCC Group Studio.
 - d. Promotions: I. Arce reported that there is a scheduled workshop on April 27, 2012 in room A30 at 3:30 p.m.
 - e. Banner: A. San Nicolas reported that the meeting was cancelled.
2. LOC Credit Hour Policy- C. Camacho reported that CGC is still reviewing the Credit Hour Policy that P. Clymer presented at the CGC meeting on March 07, 2012. The Credit Hour Policy P. Clymer presented was discussed and tabled for the next CGC meeting scheduled for March 20, 2012 for further discussion.

New Business:

1. End of Year Reports-All committees- M. Postrozny reported that the templates will be formulated and sent out to committees. M. Postrozny will bring template

form by next FS meeting scheduled on March 20, 2012 at 9:00 a.m. FS point of contact (POC) will send the template to their respective committee.

2. Budget 5k- M. Postrozny reported that C. Santos informed her that the FS budget is at \$5,000. B. Blas will verify the FS funds on Banner. If funds are available B. Blas will order filing cabinets, paper, and flash drives for FS office. FS point of contact (POC) will ask their respective committees if they need any supplies and equipment.
3. Campus Clean-up- C. Camacho reported that all employees will clean-up their offices to prepare for Accreditation Team Visit.
4. FS went over schedule for Accreditation Team Visit March 19-22, 2012.

VI. Announcements

1. COPSA Spring Festival/Election-March 20, 2012 from 4:00-8:00 p.m.
2. Program/Course Assessment and Service Learning Showcase – March 14-28, 2012.
3. Special Olympics-March 17, 2012. GCC in charge of registration and the National Anthem (sign language class).
4. Accreditation Visit from March 19-22, 2012.
5. GCC 35th Anniversary –May 05, 2012.
6. FERPA training with P. Clymer (registrar)-Friday, March 16, 2012 from 9:00-10:00 a.m.
7. Launch for the New Website & Acalog -Thursday, March 15, 2012 at 3:30 p.m. in the MPA.
8. Career Technical Education Pathway meeting with Dr. Somera-Thursday, March 15, 2012 at 3:30 p.m. open to all faculty members.

VII. Agenda Items for Next Meeting-

Old Business:

2. **LOC Credit Hour**
3. **End of the Year Template**

VIII. Next Meeting Date

Tuesday, March 20, 2012 @ 9:00 a.m.

IX. **M/S/A to adjourn at 11:45 a.m.**

GUAM COMMUNITY COLLEGE

Faculty

GCC's Mission Statement:

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Minutes – Special Meeting Wednesday, March 14, 2012 Room 201

I. Call to Order@ 11:50 a.m.

Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	x
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	x
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	x
Imelda Arce	imelda.arce@guamcc.edu	x
Vera De Oro	vera.deoro@guamcc.edu	x

II. Committee on Faculty Ethics – Final Report

Special meeting was called by M. Postrozny to discuss the CFE final report on the ethics complaint that was filed. According to M. Postrozny, the report was submitted at 5 p.m. on 3/13/2012, the due date for the final report. The final report from CFE was reviewed on the computer screen (no printed copies were made and the report was not downloaded). A motion was made to send the report to the Dean and both parties involved in the concern. Motion passed unanimously.

III. M/S/A to adjourn@12:00p.m.

GUAM COMMUNITY COLLEGE

Faculty Senate

GCC's Mission Statement:

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Minutes

Tuesday, March 20, 2012

Room C2

@ 10:00 a.m.

I. Call to Order @ 10:07 a.m.

Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	x
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	x
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	x
Imelda Arce	imelda.arce@guamcc.edu	x
Vera De Oro	vera.deoro@guamcc.edu	x
Barbara Blas	barbara.blas4@guamcc.edu	x
Guests: Accreditation Team Visit		
Dr. Ian Walton		x
Dr. Adam Karp		x
Ms. Rhea Riegel		x

II. Introduction of FS Officers:

1. C. Camacho-FS President-Elect
2. M. Postrozny- FS President
3. A. San Nicolas-FS Past President
4. V. De Oro- Senator
5. I. Arce- Senator

Before the start of the meeting, Dr. Ian Walton asked for the educational background of FS members.

III. Recital of Mission Statement

IV. Review of Minutes:

M/S/A to approve minutes of March 13, 2012 with corrections.

M/S/A to approve minutes of March 14, 2012 Special Meeting.

V. Old Business

1. Committee Updates:

a. LOC: A. San Nicolas reported on the following:

- i. The committee reviewed and approved 66 course guides and 7 program guides for AY 2011-2012. Curriculum documents were reviewed and voted on based on ratings by committee members.
- ii. A special meeting was scheduled on March 21, 2012 in room 3108 at 3:30 p.m.. The agenda will be to review and update the curriculum manual.
- iii. Dr. Ian Walton asked, "In the structure, how does LOC relate to FS? Does it report to FS or is it independent?" C. Camacho replied, LOC reports to FS on concerns, issues, and recommendations they may have. The concern, issue, or

recommendation will be reviewed and discussed by FS then forwarded to CGC. However, for course guide review, LOC will send it to the next signatory.

- b. PDRC: V. De Oro reported on the following:
 - i. PDRC's budget is \$75,000; the available budget is \$34,000. PDRC is encouraging faculty to apply.
 - ii. The committee approved 10 off-island trips and two tuition assistance (doctorial programs).
 - iii. An online seminar regarding student loans defaults was scheduled for March 21, 2012 from 2:00 pm. to 4:00 p.m..
 - iv. Buzz sessions are ongoing. D. Blas presented Japanese Apps., March 23, 2012 and E. Fejerang on iPhones and iPads, March 30, 2012. The schedule for the buzz sessions have been posted on MyGCC.
 - v. V. De Oro informed PDRC that FS has available funding for supplies and equipment.
 - vi. C. Camacho suggested to FS Senators a Leadership Workshop or training that FS can sponsor and mentioned that June 2012 would be a great time for the training. V. De Oro agreed to C. Camacho's suggestion.
- c. CDC:
 - i. C. Camacho reported discussion with C. Dennis: C. Dennis mentioned that he did not receive any feedback from the FS regarding his recommendations. C. Camacho met with C. Dennis to confirm that FS President sent replies via email.
 - ii. C. Camacho reported the two recommendations that CDC would like to present to CGC:
 - a. 35th Anniversary- College fundraiser that GCC is celebrating on May 5th is not the college's foundation day. CGC would like to inform the administration that GCC should establish November (signed into Public Law) as the month of celebration for GCC.
 - b. Student fees- This is the first year that all departments have access to these fees. CDC had a discussion that encumbered fees are inconsistent. CDC is requesting that CGC develop a process that automatically deposits these fees into each department's budget.
FS will present the CDC recommendations to CGC.
 - i. Dr. Ian Walton questioned the process of where the fees go. FS explained the process and how are they released.
 - ii. Dr. Ian Walton questioned the Department Chairs role. FS explained the role and position of Department Chairs.
 - iii. Dr. Adam Karp asked, "Is there something analogous for staff and administrators relative to ethics?" C. Camacho responded that there is a board policy however; the board policy is not clear on how to handle ethics violations. M. Postrozny responded that this is a good check and balance. This semester is the first time FS had to convene the Committee on Faculty Ethics (CFE). The process is working well.
- d. Promotions: I. Arce reported on the following:
 - i. AY 2011-2012, 4 out of 5 faculty members were promoted; 3 to associate professor and 1 to an assistant professor.
 - ii. For the remaining of the year, the committee is reviewing the BOT Faculty Agreement, the Portfolio Template and the Internal Operating Procedures.
 - iii. The Promotions Workshops have been moved from April 27, 2012 to April 20, 2012 at 4:30 p.m. in room A30.
- e. Banner: A. San Nicolas reported that there was no meeting held due to FERPA Training.

2. CFE Update- M. Postrozny stated that the documents of the CFE (confidential files) will be given to B. Blas for filing purposes.
3. End of the Year Template- (see attachment) M. Postrozny presented a copy to FS members. M. Postrozny will send a copy to all point of contacts (POC) via email. The form will be sent by point of contacts (POC) to their respective committees with the reminder of the forms due date, April 30, 2012.

VI. New Business:

1. Lack of Policy on Prisoners & Sex Offenders-
 - i. C. Camacho reported an encounter with a prisoner who was a student. C. Camacho's concern is the lack of notification to faculty, staff, and administrators regarding prisoners attending GCC. According to P. Clymer because of FERPA this confidentiality can not be released.
 - ii. C. Camacho reported that an HR representative stated at a Management Meeting that the school should be informed whenever there is a prisoner attending the classes.
 - iii. C. Camacho requested recommendations from FS members on notification regarding prisoners and sex offenders on campus. FS members agreed that this issue should be brought to CGC for creation of a policy regarding prisoners and sex offenders on campus.
2. FERPA Updates-
 - i. C. Camacho reported on training highlights of FERPA from P. Clymer:
 1. No public discussions of grades even if initiated by the student.
 2. Do not provide grades via email to a college institution.
 3. Do not discuss student progress over the phone, only if you are sure that it is the student.
 4. Do not have student grades on a letter of recommendation.
 5. Do not leave graded work for students to pick up, secure graded work in office.
 - ii. M. Postrozny suggested that grades be placed in the back of the document not where the name appears.
 - iii. FS recommended to CGC that FERPA training be provided to campus community.

For more information go to your groups account in MyGCC. P. Clymer also put up the FERPA link on MyGCC.

VII. Announcements

1. COPSA Spring Festival/Election-March 20, 2012 from 4:00-8:00 p.m.
2. Program/Course Assessment and Service Learning Showcase – March 14-28, 2012
3. Adult Education Conference – April 11, 2012 from 4:00-7:00 p.m. at the MPA.
4. CTE Electronics Skills Challenge –April 20, 2012 at 8:30 p.m. at the MPA.
5. Faculty Union Elections- April 20, 2012 at 3:30 p.m.
6. Adult Education training for Faculty– May 3-4, 2012.
7. CTE Summit-
8. GCC 35th Anniversary –May 05, 2012.
9. C. Camacho reported from the CGC meeting that there was a 43% drawdown from DOE and the Administrators received their raises.
10. M. Postrozny stated that her submission of the FS Newsletter was edited without her knowledge. C. Camacho suggested that M. Postrozny make a statement regarding the changes that were made to the FS Newsletter.

VIII. Agenda Items for Next Meeting: None

IX. Next Meeting Date: April 10, 2012 at 10:30 a.m.

X. **M/S/A to adjourn at 10:45 a.m.**

GUAM COMMUNITY COLLEGE

Faculty Senate

GCC's Mission Statement:

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Minutes

Tuesday, April 17, 2012

Room C2

@ 10:30 a.m.

I. Call to Order @ 10:25 a.m.

Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	x
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	
Imelda Arce	imelda.arce@guamcc.edu	x
Vera De Oro	vera.deoro@guamcc.edu	x
Barbara Blas	barbara.blas4@guamcc.edu	x

II. Review of Minutes:

M/S/A to approve minutes of March 20, 2012 with corrections.

III. Old Business

1. Committee Updates:

- a. LOC: no updates
- b. PDRC: no updates
- c. CDC: no updates
- d. Promotions: I. Arce reported on the following:
 - i. Committee did not use the template provided by FS for the End of the Year Report. S. Sablan requested to submit the report in a template the committee created. M. Postrozny stated it is okay to submit the report. The End of the Year Report will be submitted to FS after committee approval.
 - ii. Will offer a workshop on April 20, 2012 after the Union meeting.
- e. Banner: no updates

2. End of the Year Template- The form was sent to committee chairs by point of contacts (POC) with a reminder of the forms due date, April 30, 2012.

IV. New Business:

1. Tuition Assistance Draft #4- M. Postrozny discussed the Tuition Assistance for Faculty members and dependants draft #4 (see attachment). Staff members and PDRC will have to present a proposal for tuition assistance. Tabled for further discussion:
 - i. V. De Oro asked to specify what is passing for developmental English and Math.
2. ACCJC Recommendations- tabled
3. MIS Issue-M. Setzer- tabled
4. Joint Leadership Training- M. Postrozny passed out a copy of the meeting notes that was taken by FS (see attachment).

V. Announcements

1. GCC 35th Anniversary –May 05, 2012 Fundraising Event.
2. GCC Graduation Ceremony-May 18, 2012

- VI. Agenda Items for Next Meeting: None
- VII. Next Meeting Date: April 24, 2012 at 10:00 a.m.
- VIII. **M/S/A to adjourn at 10:45 a.m.**

GUAM COMMUNITY COLLEGE

Faculty Senate – Goals AY 2011-2012

The mission of the Faculty Senate of Guam Community College is to serve as an inclusive forum for all College stakeholders to participate in the process of developing and recommending effective policies to benefit our students and the community we serve.

Goal: Address concerns within 2 week time frame

Activity	Timeline	Person(s) Responsible
Make issues and complaint form available via email.	October 2011	Marsha Postrozny

Goal: Strengthen the collaboration between Faculty Senate and other committees

Activity	Timeline	Person(s) Responsible
Monitor all FS committee posting on MyGCC webpage: agendas, minutes, and related documents in a timely manner.		Marsha Postrozny
Use FS point of contact to communicate with respective committees.		FS Officers

Joint Leadership Mtg 4/10/12– FS Notes

Agenda

I. Call to order

II. Reports

a. FY 2012 appropriation status:

C. Santos reported that 25% of total allotment was received.

b. FY 2013 budget submission:

FY2013 budget submitted to legislature in February 2012. (M. Okada)

III. Follow up reports

a. Free tuition program for faculty spouse and dependents –

M. Postrozny explained proposed tuition assistance program and criteria. M. Okada suggested that it be specific to spouse and dependent children as an employee benefit and have the employees covered under faculty/staff development. PDRC will develop the faculty component and staff their own. J. Muna recommended that 7 years is a long time for employees to wait before qualifying and suggested 5 years instead.

b. Graduation Mace - Lolita Reyes

L. Reyes shared GCC's Mace design which will be a gift from the first graduating class of GCC – the class of 1977.

IV. Open Discussion

a. Cost saving measures

C. Camacho informed team that FS voted not to freeze faculty increments. M. Okada explained that the faculty adjustment was to put us on the scale. Another study needs to be done and admin needs to catch up. She said there is another proposed study for FY2013. M. Okada suggested options on faculty increments: 1. Hold off payment of increments until legislature gives us the 15% set aside, 2. If funds are not released, freeze temporarily until money becomes available, 3. Freeze adjustment for entire year.

M. Okada listed the positions that will soon be advertised and stated that the minimum requirement for permanent secondary teachers will be at least an associate's degree.

b. Faculty – Staff Mentorship on Governance

R. Somera briefed members on the discussion he had with FS President on mentoring staff on their goals to have their own governance structure. M. Postrozny asked which staff are leading this effort that would be good to work with and was told that Carol Guerrero, Liz Duenas, and Ken Bautista. D. Somera stated the four steps that should be completed after researching other colleges' organizational structures are a document, timeline, and plans.

c. Distant Ed

d. Upcoming events

April 11th and 12th Adult Ed Conference

May 5th GCC anniversary celebration Cinco de Mayo

May 10-12 Career Readiness Summit

May 18th Graduation

May 25-26 Relay for Life

July 19th Ribbon Cutting for Foundation Bldg

August 13th Convocation

Sept 2nd Labor Day Picnic

Sept 22nd Golf at Leo Palace

Faculty reported on:

1. Communication lacking specific to VP of Business and Finance. Brought up by accreditation team as well. Several examples were provided.
2. Bachelor's in Secondary Education with a CTE emphasis
3. Students with disabilities – no training has been offered. Many needs out there. Don't need another OCR report written up on us.
- 4.

GUAM COMMUNITY COLLEGE
Tuition Program Benefit
for Employees' Spouse and Dependents

APPLICATION FORM

Employee Name: _____

Job Title: _____

Division/Department: _____

Contact Info: _____

Work

Email

Semester/Year Applying for:

☐ Fall _____

☐ Spring _____

☐ Summer _____

Student Name: _____
(First) (M.I.) Last

Student ID: _____

☐ Spouse (submit marriage certificate)

☐ Child (submit birth certificate)

Employee's Signature

Date

Certification by Human Resources Office

The above employee has met all requirements for the Tuition Benefit Program and has submitted all necessary documents.

Human Resources (Print Name and Sign)

Date

☐ Schedule submitted to HR within two weeks of the start of the semester.

☐ HR submitted documents to Business Office for processing.

Human Resources (Print Name and Sign)

Date

GUAM COMMUNITY COLLEGE
Faculty Senate

GCC's Mission Statement:

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Minutes

Tuesday, April 24, 2012

Room C2

@ 10:30 a.m.

I. Meeting called to order @ 10:30 a.m.

II. Attendance:

Name	E-mail	Present
Marsha Postrozny, President	marsha.postrozny@guamcc.edu	x
Anthony San Nicolas, Past President	anthony.sannicolas@guamcc.edu	x
Clare Camacho, President-Elect	clare.camacho@guamcc.edu	x
Imelda Arce	imelda.arce@guamcc.edu	x
Vera De Oro	vera.deoro@guamcc.edu	x
Barbara Blas	barbara.blas4@guamcc.edu	x

III. Review of Minutes:

M/S/A to approve minutes of April 17, 2012 with corrections.

IV. Old Business

1. Committee Updates:

- a. LOC: no updates
- b. PDRC: V. De Oro reported the following:
 - i. PDRC funds have been exhausted.
 - ii. FS recommended as a goal for next year, PDRC prepare a draft for a free tuition program for faculty.
 - iii. PDRC must post the End of the Year Report on MyGCC Group Studio after it has been approved by FS.
- c. CDC: C. Camacho reported that CDC sent FS a memo requesting for an increase of adjunct faculty hours from 120 to 200 hours. FS passed the memo with the following justifications:
 - i. FS recommended to change adjunct faculty hours from 120 to 135 (allowing only 15 credits more).
 - ii. Hiring outside adjunct faculty provides better diversity and partnerships with the industry.
 - iii. Provide reasonable hours to Administration and it will be Administrations discretion for special circumstances to increase as necessary which lessens the opportunity of abuse.

C. Camacho made a motion to support CDCs recommendation to increase the hours of adjunct faculty, but to only increase it to 135 hours, A. San Nicolas seconded. Motion passed.

- d. Promotions: I. Arce reported that she received the End of the Year Report and Attendance Log which she sent to FS via email.
- e. Banner: no updates

2. End of the Year Reports- A reminder of the reports due date (Monday, April 30, 2012 at 4:30 p.m.) will be sent to all committees via email. Promotions committee submitted their End of the Year Report and Attendance Log to FS.

V. New Business:

1. Tuition Assistance Draft #4- FS discussed the proposed draft of the Tuition Assistance created by C. Camacho and the following changes were made:
 - a. Transcripts must be turned in to HR not more than two weeks after final grades are posted.
 - b. Employees' spouse and dependents must be enrolled in a declared program. All courses must be applicable to the declared program.
 - c. Application form must be submitted at least 30 days prior to the start of the next semester.
 - d. Employee must turn in a schedule two weeks after add/drop period.
- FS made a motion to pass the Tuition Program Benefit for Employees' Spouse and Dependents with changes. Motion passed unanimously.**
2. ACCJC Recommendations- C. Camacho reported the recommendations made by ACCJC:
 - a. FS needs to review the Governance Procedures.
 - b. FS must strengthen the Academic Freedom Policy.
3. Joint Leadership Meeting- M. Postrozny passed out a copy of the meeting notes taken by FS at the Joint Leadership meeting (see attachment). C. Camacho discussed the lack of communication by the Vice President of Business & Finance at the Joint Leadership meeting as reported by ACCJC to FS.
4. Faculty Senate Goals- M. Postrozny will prepare the report and send it to FS members via email. FS will review and vote on the report at the next FS meeting.
5. Attendance Log- B. Blas will prepare an attendance log for FS and send it to FS members via email.

VI. Announcements:

1. GCC 35th Anniversary –May 05, 2012 Fundraising Event.
2. Career Readiness Summit- May 10-12, 2012.
3. GCC Graduation Ceremony-May 18, 2012.
4. Relay for Life- May 25-26, 2012.
5. Ribbon Cutting for Foundation Building- July 19, 2012.
6. Convocation- August 13, 2012.
7. Labor Day Picnic- September 02, 2012.
8. Golf at Leo Palace- September 22, 2012.
9. Newly elected members for the following committees:
 - a. **Faculty Senate President-**
 1. President-Elect- Jose Munoz
 2. Faculty At-Large Senator- Robin Roberson
 - b. **Professional Development Review Committee (PDRC)-**
 1. Doreen Blas
 2. Anthony San Nicolas
 - c. **Promotions Committee-**
 1. Eric Chong
 2. Wilson Tam
 3. Juanita Tenorio
 4. Rebecca Toves

VII. Agenda Items for Next Meeting: None

VIII. Next Meeting Date: TBA via email

IX. M/S/A to adjourn at 11:15 a.m.

GUAM COMMUNITY COLLEGE

Faculty Senate – Goals AY 2011-2012

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Goal: Address concerns within 2 week time frame

Activity	Timeline	Person(s) Responsible
Make issues and complaint form available via email.	October 2011	Marsha Postrozny

Goal: Strengthen the collaboration between Faculty Senate and other committees

Activity	Timeline	Person(s) Responsible
Monitor all FS committee posting on MyGCC webpage: agendas, minutes, and related documents in a timely manner.		Marsha Postrozny
Use FS point of contact to communicate with respective committees.		FS Officers

Joint Leadership Mtg 4/10/12– FS Notes

Agenda

I. Call to order

II. Reports

- a. FY 2012 appropriation status:

C. Santos reported that 25% of total allotment was received.

- b. FY 2013 budget submission:

FY2013 budget submitted to legislature in February 2012. (M. Okada)

III. Follow up reports

- a. Free tuition program for faculty spouse and dependents –

M. Postrozny explained proposed tuition assistance program and criteria. M. Okada suggested that it be specific to spouse and dependent children as an employee benefit and have the employees covered under faculty/staff development. PDRC will develop the faculty component and staff their own. J. Muna recommended that 7 years is a long time for employees to wait before qualifying and suggested 5 years instead.

- b. Graduation Mace - Lolita Reyes

L. Reyes shared GCC's Mace design which will be a gift from the first graduating class of GCC – the class of 1977.

IV. Open Discussion

- a. Cost saving measures

C. Camacho informed team that FS voted not to freeze faculty increments. M. Okada explained that the faculty adjustment was to put us on the scale. Another study needs to be done and admin needs to catch up. She said there is another proposed study for FY2013. M. Okada suggested options on faculty increments: 1. Hold off payment of increments until legislature gives us the 15% set aside, 2. If funds are not released, freeze temporarily until money becomes available, 3. Freeze adjustment for entire year.

M. Okada listed the positions that will soon be advertised and stated that the minimum requirement for permanent secondary teachers will be at least an associate's degree.

b. Faculty – Staff Mentorship on Governance

R. Somera briefed members on the discussion he had with FS President on mentoring staff on their goals to have their own governance structure. M. Postrozny asked which staff are leading this effort that would be good to work with and was told that Carol Guerrero, Liz Duenas, and Ken Bautista. D. Somera stated the four steps that should be completed after researching other colleges' organizational structures are a document, timeline, and plans.

c. Distant Ed

d. Upcoming events

April 11th and 12th Adult Ed Conference

May 5th GCC anniversary celebration Cinco de Mayo

May 10-12 Career Readiness Summit

May 18th Graduation

May 25-26 Relay for Life

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August 13th Convocation

Sept 2nd Labor Day Picnic

Sept 22nd Golf at Leo Palace

Faculty reported on:

1. Communication lacking specific to VP of Business and Finance. Brought up by accreditation team as well. Several examples were provided.
2. Bachelor's in Secondary Education with a CTE emphasis
3. Students with disabilities – no training has been offered. Many needs out there. Don't need another OCR report written up on us.
- 4.

GUAM COMMUNITY COLLEGE
Tuition Program Benefit
for Employees' Spouse and Dependents

APPLICATION FORM

Employee Name: _____

Job Title: _____

Division/Department: _____

Contact Info: _____

Work

Email

Semester/Year Applying for:

☐ Fall _____

☐ Spring _____

☐ Summer _____

Student Name: _____
(First) (M.I.) Last

Student ID: _____

☐ Spouse (submit marriage certificate)

☐ Child (submit birth certificate)

Employee's Signature

Date

Certification by Human Resources Office

The above employee has met all requirements for the Tuition Benefit Program and has submitted all necessary documents.

Human Resources (Print Name and Sign)

Date

☐ Schedule submitted to HR within two weeks of the start of the semester.

☐ HR submitted documents to Business Office for processing.

Human Resources (Print Name and Sign)

Date