

**Guam Community College**  
Professional Development Review Committee

**Agenda**  
August 23, 2011  
830a, Faculty Senate Office

1. Call to Order
2. Financial Update
  - a. Treasurer's Report
  - b. Supplies and requisitions
3. Old Business
  - a. Discuss & Adopt
    - i. Bylaws
    - ii. Internal Operating Procedures/Ethics
    - iii. PDRC Forms and Applications
  - b. PDRC secretary position
4. New Business
  - a. Meeting with Vice President of Academic Affairs and Finance
    - i. August 30, 2011: 8:30a, FSO
  - b. Professional Development Activities
    - i. Brown bag sessions
    - ii. Institutional Priorities
5. Adjournment

**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.**



**Guam Community College**  
Professional Development Review Committee

**Agenda**  
August 29, 2011  
830a, Faculty Senate Office

1. Call to Order
2. Approval of Minutes
  - a. August 19, 2011
  - b. August 23, 2011
3. Financial Update: (\$2110.37)
  - a. Requisition for supplies
  - b. Roll over
4. Old Business
  - a. Elect secretary as stated in BOT contract
  - b. Adopt Internal Operating Procedures
  - c. Adopt PDRC Forms and Applications
5. New Business
  - a. Meeting with AVP: 8:30a, August 30, 2011 at Faculty Senate Office (FSO)
  - b. Schedule meeting with VP of Finance before September 15, 2011.
  - c. Develop a plan of action for the committee as requested by the Faculty Senate (due by September 30)
6. Adjournment

**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.**

**Guam Community College**  
Professional Development Review Committee

**Agenda**

August 30, 2011  
830a, Faculty Senate Office

1. Call to Order
2. Old Business
  - a. Adopt Internal Operating Procedures
  - b. Adopt PDRC Forms and Applications
  - c. Discuss options/specification of roles for Faculty Developer and Peer Mentoring Coordinator.
3. New Business
  - a. Meeting with AVP: 8:30a, August 30, 2011 at Faculty Senate Office (FSO)
  - b. Meeting with VP of Finance: 8:30a, August 31, 2011 at President's Conference Room
  - c. Develop a plan of action for the committee as requested by the Faculty Senate (due by September 30, 2011)
4. Adjournment

**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.**

**Guam Community College**  
Professional Development Review Committee

**Agenda**  
August 31, 2011  
830a, President's Conference Room

1. Call to Order
2. Old Business
  - a. Meeting with VP of Finance, 8:30a, August 31, at President's Conference Room
  - b. Discuss and adopt revised travel Application, Trip Report, and IOP
3. New Business
  - a. Discuss and review report for Dr. Ray due sept 1, 2011
  - b. Discuss suggestions and recommendations from AVP and VP of Finance
  - c. Develop a plan of action for the committee as requested by the Faculty Senate (due by September 30, 2011)
4. Adjournment
  - a. Next meeting: September 13, 2011

**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.**

**Guam Community College**  
Professional Development Review Committee

**Agenda**  
September 20, 2011  
830a, FSO

1. Call to Order
2. Approval of minutes
  - a. August 29, 2011
  - b. August 30, 2011
  - c. August 31, 2011
3. Financial Update
  - a. Changes in requisitions due to financial constraint:
    - i. Items deleted: Camera, Ipad, Open Purchase Order for Payless, pallet of Xerox paper, USB drives, Name Badges
4. Old Business
  - a. Develop a plan of action and a list of goals for the committee as requested by the Faculty Senate (due September 30, 2011).
  - b. Discuss unofficial role and responsibilities of Peer Mentoring Coordinator and the responsibilities of PDRC.
  - c. Discuss suggestions and recommendations from AVP and VP of Finance.
5. New Business
  - a. Review PDRC Application
  - b. Brown Bag sessions
6. Adjournment
  - a. Next meeting: October 18, 2011

**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.**

**Guam Community College**  
Professional Development Review Committee

**Agenda**  
September 27, 2011  
830a, FSO

1. Call to Order
2. Approval of minutes
  - a. September 20, 2011
3. Old Business
  - a. Develop a plan of action
    - i. Goals
      1. Brown bags
      2. Tuition Waiver for Faculty and Dependents
      3. Peer mentoring
    - b. FY 2011-2012 Budget
      - i. \$75,000
      - ii. Travel, TA, Supplies & Materials, and Miscellaneous.
4. New Business
  - a. Review BOT/Faculty contract.
5. Adjournment
  - a. Next meeting: October 18, 2011

**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.**

**Guam Community College**  
Professional Development Review Committee

**Agenda**  
October 18, 2011  
830a, FSO

1. Call to Order
2. Approval of minutes
  - a. September 20, 2011
3. Financial Update:
4. Old Business
  - a. Discuss Peer Mentoring activities
  - b. Discuss PDRC activities- Brown Bag Sessions
  - c. Discuss recommendations from FS
5. New Business
  - a. Review PDRC applications
  - b. Discuss suggestions and recommendations from AVP and VP of Finance
  - c. Discuss PDRF goals
6. Adjournment
  - a. Next meeting: November 22, 2011

**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.**



**Guam Community College**  
Professional Development Review Committee

**Agenda**  
November 22, 2011  
830a, FSO

1. Call to Order
2. Approval of minutes
  - a. October 18, 2011
  - b. Posting Minutes on Group Studio
3. Financial Update:
4. Old Business:
  - a. Discuss Peer Mentoring activities
  - b. Discuss future PDRC activities- Informational Sessions
  - c. Letter to Faculty Senate in support of a Tuition Waiver for Faculty and their Dependents
5. New Business
  - a. Review PDRC applications
  - b. Discuss PDRF goals
6. Adjournment
  - a. Next meeting: December 13, 2011

**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.**

**Guam Community College**  
Professional Development Review Committee

**Agenda**  
December 13, 2011  
830a, FSO

1. Call to Order
2. Approval of minutes
  - a. October
  - b. November 22, 2011
  - c. Need to post minutes on Group Studio
3. Financial Update
4. Old Business
  - a. Discuss dates to accept Tuition Assistance
  - b. Discuss dates for PDRC activities for Spring 2012
  - c. Applicants, and Accountability
5. New Business:
  - a. Review PDRC Applications
6. Adjournment
  - a. Next meeting: January 17, 2011

**Guam Community College**  
Professional Development Review Committee

**Agenda**  
January 17, 2012  
830a, FSO

1. Call to Order
2. Approval of minutes
  - a. December 13, 2011
3. Financial Update
4. Old Business
  - a. Discuss dates for PDRC activities for Spring 2012
  - b. Discuss goals of committee
5. New Business:
  - a. Review PDRC Applications
6. Adjournment
  - a. Next meeting: February 21, 2012

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.

**Guam Community College**  
Professional Development Review Committee

**Agenda**  
January 31, 2012  
830a, Faculty Senate Office

1. Call to Order
2. Financial Update:
3. Old Business
  - a. Discuss decision regarding Travel Application scheduled in November 2012
  - b. Meet and discuss decision with applicant DMC
  - c. Discuss Peer Mentoring Buzz Session & Logistics
    - February 17, 2012
4. New Business
  - a. Discuss future PDRC Workshops and Recipient Presentation
  - b. Discuss using PDRC funds to bring in a motivational/educational speaker to provide as faculty development.
5. Adjournment
  - a. Next meeting: February 21, 2012

**The mission of the 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.**

**Guam Community College**  
Professional Development Review Committee

**Agenda**  
February 14, 2012  
830a, Faculty Senate Office

1. Call to Order
2. Financial Update:
3. Old Business
  - a. Discuss Peer Mentoring Buzz Session & Logistics
    - February 24, 2012
4. New Business
  - a. Discuss future PDRC Workshops and Recipient Presentation
    - i. Postsecondary Topics for Workshops: FERPA/Academic Freedom/Assessment
  - b. Discuss using PDRC funds to bring in a motivational/educational speaker to provide as faculty development.
5. Adjournment
  - a. Next meeting: February 21, 2012

**The mission of the 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.**

**Guam Community College**  
Professional Development Review Committee

**Agenda**

February 21, 2012  
8:30a, Faculty Senate Office

1. Call to Order
2. Approval of minutes for 02/14
3. Financial Update
4. Old Business
  - a. Discuss logistics for Peer Mentoring Buzz Session (Fri, 02/24, 3:30-4:30p)
  - b. PDRC Workshops starting on March 2
5. New Business
  - a. Review Applications
  - b. Discuss Setzer Inquiry
6. Open Floor
7. Adjournment
  - a. Next Meeting is March 20, 2012

**The mission of the 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.**

**Guam Community College**  
Professional Development Review Committee

**Agenda**

March 27, 2012,  
8:30a, Faculty Senate Office

1. Call to Order
2. Approval of minutes for 02/21 & 03/06
3. Financial Update:

- a. On Record:

<b>Total Expenses for PRDC</b>	<b>\$40,998.07</b>
<b>Available Funding</b>	<b>\$34,001.93</b>

- b. Report from CAROL

4. Old Business
  - a. Discuss Buzz Sessions and Logistics-
    - i. Determine Schedule for April
    - ii. Peer Mentoring last session
  - b. Discuss Previous Tabled Applications:
    - i. Kindle Application (Received response)
5. New Business
  - a. PDRC Funds to purchase promotional items/ supplies
  - b. Discuss Funding for Motivational Speaker
6. Discuss Applications
7. Open Floor
8. Adjournment
  - a. Next Meeting is April 17, 2012

**The mission of the 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.**

**Guam Community College**  
Professional Development Review Committee

**Agenda**

April 17, 2012,  
8:30a, Faculty Senate Office

1. Call to Order
2. Approval of minutes for 03/27/12
3. Financial Update:

- a. On Record:

<b>Total Expenses for PRDC</b>	<b>\$52,851.99</b>
<b>Available Funding</b>	<b>\$22,148.01</b>

- b. Report from CAROL- TBA

4. Old Business
  - a. Peer Mentoring last session- April 27, 2012
5. New Business
  - a. Meeting with applicant RT on Wednesday, April 18, 2012
  - b. Motivational speaker
6. Discuss Applications
7. Open Floor
8. Adjournment
  - a. Next Meeting is May 15, 2012

**The mission of the 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.**



Guam Community College  
Professional Development Review Committee *Minutes*  
August 23, 2011

**I. Call to Order: @ 0836**

Attendance:

	Name	E-mail	Present
1	Theresa Datuin	<a href="mailto:theresaann.datuin@guamcc.edu">theresaann.datuin@guamcc.edu</a>	✓
2	Jo Nita Kerr	<a href="mailto:jonita.kerr@guamcc.edu">jonita.kerr@guamcc.edu</a>	✓
3	Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	✓
4	Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	✓
5	Sarah Leon Guerrero	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	✓
6	Hernalin Analista	<a href="mailto:hernalin.analista@guamcc.edu">hernalin.analista@guamcc.edu</a>	✓

**II. Approval of minutes:** tabled

**III. Financial Update:**

- a) A. Roberto discussed with C. Santos requisitions are due by September 02, 2011. A. Roberto will verify with C. Santos the rollover of funds. K. Sablan supporting liaison for evaluation purposes.
- b) A. Roberto will follow up with J. Evangelista about the Travel Policy.

**IV. Old Business**

- a) Bylaws. Committee discussed and revised bylaws. S. Leon Guerrero made a motion to remove from the bylaws the two positions for upcoming fiscal year. A. Roberto seconded. Motion carried. T. Lizama motions to approve revised bylaws. H. Analista seconded. Motion carried.
- b) Internal Operating Procedures/Ethics discussed and tabled for further discussion and revisions.
- c) P. Terlaje will be invited to the August 29<sup>th</sup> meeting to discuss PDRC forms and application process.
- d) B. Blas will be the person to take minutes for the PDRC meetings as needed.

**V. New Business**

- a) Meeting with Vice Presidents of Academic Affairs and Finance on August 30, 2011 at 8:30 a.m., Faculty Senate Office.

**VI. Next meeting: Monday, August 28, 2011 @ 8:30 a.m.**

**VII. Adjournment: 10:04 a.m.**

Minutes taken by Barbara Blas

Approved by

\_\_\_\_\_  
Theresa Datuin, PDRC Chairperson

\_\_\_\_\_  
Date

Guam Community College  
Professional Development Review Committee *Minutes*  
August 29, 2011

Faculty Senate Office

I. Call to Order: 0834 a.m.

Attendance:

	Name	E-mail	Present
1	Theresa Datuin, Chair	theresaann.datuin@guamcc.edu	✓
2	Jo Nita Kerr, Secretary	jonita.kerr@guamcc.edu	✓
3	Anthony Roberto	anthony.roberto@guamcc.edu	✓
4	Troy Lizama, Chair- Elect	troy.lizama@guamcc.edu	✓
5	Sarah Leon Guerrero	sarah.leonguerrero@guamcc.edu	✓
6	HernalinAnalista	hernalin.analista@guamcc.edu	✓

**Also present: Barbara J. Blas**

## II. Approval of Minutes

- A. Minutes of August 19: A motion was made by T. Lizama to approve the minutes as written, seconded by J. Kerr. Motion carried.
- B. Minutes of August 23 – Changes suggested by J. Kerr: Section 4.a. Old Business - Add the names of the positions: Peer Mentoring Coordinator and Faculty Developer. Also, add the following explanation for removing the two positions from the By Laws: The Committee agreed that the positions appear to be at odds with the faculty contract, and the procedure for creating new positions needs to be followed before the positions can be officially recognized by the College. Also, Add to Section 5. New Business: b). The Committee agreed to remove the Treasurer position from the By Laws and elect a secretary. A motion was made by S. Leon Guerrero to approve minutes with changes, seconded by A. Roberto. Motion carried.

## III. Old Business

- A. Secretary Position: T. Roberto made a motion to nominate J. Kerr to be secretary, motion was seconded by H. Analista; motion carried.

- B. Internal Operating Procedures: revisions to sections IV. B (add the work ‘any’), and IV. F (forms can be downloaded from Work Tab, Finance and Administration, Travel-Related Forms. Additions to IOPs: applicant to pick up per diem; obtain final, approved copy of application and notification from administration; applicant must submit trip report within 10 days of returning.

#### **IV. New Business**

- A. T. Lizama suggested placing a coversheet to document when departments received/forwarded travel applications. This can be used to determine how long it takes for applications to get processed.

**V. Next Meeting:** 0830, August 31, 2011 with C. Kwek-Santos, Vice President of Finance to discuss how early applicants can apply, trip report form, add per diem and trip report steps to the Travel Flow Chart, among other items.

IV. Adjournment: 1003 T. Lizama made a motion to adjourn, A. Roberto seconded. Motion carried.

**Minutes taken by Barbara Blas and edited by Joni Kerr**

**Approved by**

\_\_\_\_\_

**Theresa Datuin, PDRC Chairperson**

\_\_\_\_\_

**Date**

Guam Community College  
Professional Development Review Committee *Minutes*  
August 30, 2011

Faculty Senate Office

**I. Call to Order:** 0836 a.m.

Attendance:

	Name	E-mail	Present
1	Theresa Datuin, Chair	theresaann.datuin@guamcc.edu	✓
2	Jo Nita Kerr, Secretary	jonita.kerr@guamcc.edu	✓
3	Anthony Roberto	anthony.roberto@guamcc.edu	✓
4	Troy Lizama, Chair Elect	troy.lizama@guamcc.edu	✓
5	Sarah Leon Guerrero	sarah.leonguerrero@guamcc.edu	✓
6	HernalinAnalista	hernalin.analista@guamcc.edu	✓

**Also Present: Dr. R. Ray Somera, Barbara J. Blas**

**II. Old Business**

A. Adopt Internal Operating Procedures: T. Datuin revised the IOP's. The Committee reviewed and discussed changes. T. Lizama made a motion to adopt the Internal Operating Procedures pages 1 through 8 with changes, and to table pages 9 through 11 until the meeting with C. Kwek-Santos, Vice President of Finance. A. Roberto seconded. Motion carried.

B. Adopt PDRC Forms and Applications:

1. The Travel Request Authorization Checklist: Another step added to the TA Checklist was that the Trip Report must be submitted to the PDRC and Business Office no later than 10 days after returning. Adoption of the Checklist was tabled, as clarification was needed for other items.

2. New Trip Report Form: T. Lizama made a motion to adopt the form with changes, it will be Appendix 3 of the PDRC application and will replace the old form. H. Analista seconded and motion passed.

3. PDRC Professional Development Request and Tuition Request forms: S. Leon Guerrero made a motion to adopt the forms with changes made to Appendix 1 and T. Lizama seconded and motion passed.

4. Faculty Developer and Peer Mentoring Coordinator: The Committee agreed to inform P. Terlaje of its decision to remove both positions from the By Laws. If Terlaje is willing to continue as PMC, she will have to discuss her role as PMC with the Dean for evaluation purposes.

### **III. New Business**

A. PDRC Recommendations by Dr. Somera:

Faculty Senate assessment has not been completed. All that he has are the End of Year Reports that are not yet analyzed. All recommendations will be extracted and placed into a grid, which can be used planning committee goals. The Faculty Senate is working on this grid. Somera suggested that the Committee use the Academic Priorities as a guide for approving travel and tuition applications.

B. Dr. Somera suggested that the Committee try to increase the pool of applicants to include faculty who have never taken advantage of Professional Development funds. PDRC should try to tweak the application process to make it more attractive for applicants.

C. Trip reports should be copied for PDRC files. Detailed information should be recorded for auditing purposes. Faculty members would require training on how to fill out the new trip report form. Trip reports are essential because they can be used for accreditation data and planning purposes.

D. Faculty Developer and Peer Mentoring Coordinator positions: Somera agreed that the proposal for these positions should go through the faculty governance process.

E. Develop a plan of action for the committee as requested by the Faculty Senate (due by September 30).

### **IV. Next Meeting:** 0830, August 31, 2011 with C. Kwek-Santos, Vice President of Finance

### **V. Adjournment:** 10:03 a.m. A. Roberto motion to adjourn. T. Lizama seconded. Motion carried.

### **Minutes taken by Barbara Blas and edited by Joni Kerr**

#### **Approved by**

\_\_\_\_\_  
**Theresa Datuin, PDRC Chairperson**

\_\_\_\_\_  
**Date**

Guam Community College  
Professional Development Review Committee *Minutes*  
August 31, 2011

President's Conference Room

**I. Call to Order:** 0838 a.m.

Attendance:

	Name	E-mail	Present
1	Theresa Datuin, Chair	theresaann.datuin@guamcc.edu	✓
2	Jo Nita Kerr, Secretary	jonita.kerr@guamcc.edu	✓
3	Anthony Roberto	anthony.roberto@guamcc.edu	✓
4	Troy Lizama, Chair-Elect	troy.lizama@guamcc.edu	✓
5	Sarah Leon Guerrero	sarah.leonguerrero@guamcc.edu	✓
6	HernalinAnalista	hernalin.analista@guamcc.edu	✓

**Also Present: Carmen Santos, Barbara J. Blas**

**II. Treasurer's Report:** PDRC funds (\$5,700.00). Requisitions are due September 02, 2011. Order supplies and materials for upcoming workshops, all items may be stored at the Faculty Senate Office.

**III. Old Business**

- A. Trip Reports: Trip reports are due no later than 10 calendar days after the trip is completed. The reports are attached to the trip reimbursement forms and kept in the Business Office. The Committee can request copies for data and records. Revisions were made to the draft of the PDRC Trip Report form. The new Trip Report form must go through the Faculty Senate for approval.
- B. Travel Applications: C. Santos is working on tracking the Travel Applications by requiring each department to sign and date the applications when received. Hence, there is no need for T. Lizama to prepare a signature page. Discussion also included how to shorten the amount of time it takes for an application to be approved. Currently it takes about 2 weeks, unless the applicant walks it through.
- C. Accessing PDRC Forms: C. Santos will verify where PDRC forms will be posted on MyGCC. Point of contact is B. Blas.

- D. T. Datuin will revise and edit all recommendations and changes made to the Travel Application, Trip Report, and IOPs.

#### **IV. New Business**

- A. Discuss and review report for Dr. Ray due September 01, 2011. Tabled.
- B. Discuss suggestions and recommendations from AVP and VP of Finance. Tabled.
- C. Develop a plan of action for the committee as requested by the Faculty Senate (due September 30, 2011). Tabled.

**V. Next meeting:** September 20, 2011

**VI. Adjournment: 10:00 a.m.**

**Minutes taken by Barbara Blas and edited by Joni Kerr**

**Approved by**

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**Theresa Datuin, PDRC Chairperson**

**Date**

Guam Community College  
Professional Development Review Committee *Minutes*  
September 20, 2011

Faculty Senate Office

**I. Call to Order:** 8:43 a.m.

Attendance:

	Name	E-mail	Present
1	Theresa Datuin, Chair	theresaann.datuin@guamcc.edu	
2	Jo Nita Kerr, Secretary	jonita.kerr@guamcc.edu	✓
3	Anthony Roberto	anthony.roberto@guamcc.edu	
4	Troy Lizama, Chair-Elect	troy.lizama@guamcc.edu	✓
5	Sarah Leon Guerrero	sarah.leonguerrero@guamcc.edu	✓
6	Hernalin Analista	hernalin.analista@guamcc.edu	✓

**Also Present: Barbara J. Blas**

**II. Minutes of 29, 30 and 31 August:** S. Leon Guerrero made a motion to approve the minutes as written. H. Analista seconded. Motion carried.

**III. Financial Update**

- A. Committee purchases: Supplies were purchased with remaining funds from AY 2010-11. An open P.O. of \$412.87 is available for refreshments and expires May 2012.
- B. Proposed Budget for FY 2012 – Amount available is \$75,000. As more information was needed about last year's budget, this topic was tabled until the next meeting.

**IV. Old Business**

- A. PDRC AY 2011-2012 forms: After the August 31<sup>st</sup> meeting with C. Kwek-Santos, T. Datuin incorporated changes to PDRC forms (Training & Travel, Tuition Assistance, and IOPs), as discussed. A motion was made 31 August, by T. Lizama, via phone call, to approve the following forms: Non-PDRC Funds, PDRC Tuition Assistance Application, PDRC Training-Travel Application, PDRC Bylaws, and PDRC Internal Operating Procedures. The motion carried with votes via email from J. Kerr and H. Analista.



- B. Action Plan: So far, the Committee has discussed Brown Bags, Professional Development Day, Tuition Assistance, and the Peer Mentoring Coordinator and Faculty Developer positions. Finalizing the Action Plan was tabled until the next meeting for discussion with all members.
- C. Peer Mentoring Coordinator/Faculty Developer – members discussed supporting activities of the PMC. A suggestion was made that P. Terlaje post mentoring activities/reports on Group Studio. Funds for peer mentoring activities can also be added to the budget, perhaps under the open PO. The Chair should consult with P. Terlaje about proposed activities. Also, discussion followed on the exact procedure to follow to create the two positions.
- D. AVP and VP recommendations: The Committee can encourage new faculty to apply for PDRC funds via Brown Bags and as well as a Banner announcement with specific language that addresses new faculty out of probation.

**V. New Business:**

- A. PDRC Application – After some discussion, S. Leon Guerrero made a motion to approve the application submitted by D. Blas, H. Analista seconded. The motion carried.
- B. Brown Bag sessions – to be included in discussion of the Action Plan next meeting.
- C. Faculty/Dependent Tuition Waiver: submitted by Clare Camacho – to be included in the discussion of Action Plan at the next meeting.
- D. Question submitted by faculty member: Can the Committee lay aside funds for the member if conference details are not available yet? Tabled.

**VI. Next Meeting:** September 27, 8:30 a.m., Faculty Senate Office

**VII. Adjournment:** 10:11 a.m. H. Analista made a motion; seconded by J. Kerr

**Minutes taken by J. Kerr and B. Blas**

**Approved by**

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**Theresa Datuin, PDRC Chairperson**

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**Date**

Guam Community College  
Professional Development Review Committee *Minutes*  
September 27, 2011

Faculty Senate Office

**I. Call to Order:** 8:44 a.m.

Attendance:

	Name	E-mail	Present
1	Theresa Datuin, Chair	theresaann.datuin@guamcc.edu	
2	Jo Nita Kerr, Secretary	jonita.kerr@guamcc.edu	✓
3	Anthony Roberto	anthony.roberto@guamcc.edu	✓
4	Troy Lizama, Chair-Elect	troy.lizama@guamcc.edu	✓
5	Sarah Leon Guerrero	sarah.leonguerrero@guamcc.edu	✓
6	HernalinAnalista	hernalin.analista@guamcc.edu	✓

**Also Present: Barbara J. Blas**

**II. Minutes of 20 September.** Discussion of Peer Mentoring Coordinator activities – suggest that they be posted on Group Studio. Tuition Waiver for Faculty/Dependents – college will pay for tuition costs; T. Lizama is trying to obtain information from UOG about their tuition waiver program. Open P.O. may actually need to be spent by 9/30/11. Bobbie to confirm this. S. Leon Guerrero made a motion to approve the minutes as written. H. Analista seconded. Motion carried.

**III. Old Business:**

A. Budget - Amount available is \$75,000

Travel - \$55,000

Tuition Assistance – \$15,000

Miscellaneous - \$5,000

B. Plan of Action:

1. Brown Bags – dates will be announced; invite other committees, e.g., Promotions, and PDRC recipients to present.

2. Announcements on Banner to include specific invitations, even by email, to new faculty out of probation. T. Roberto will check the new faculty list.
  3. Faculty/Dependent Tuition Waiver: limited to dependents, waiver covers tuition (faculty and dependents pay for fees and books) or discounted tuition, limited to number of credits to get a degree, and/or time to complete degree.
  4. Review the BOT contract for PDRC duties and research Peer Mentoring Coordinator/Faculty Developer positions with respect to the contract, potential duties, obtain more information about these positions.
- C. A faculty member submitted a question about the possibility of reserving travel funds if information on a conference is not immediately available – that is, could they submit an incomplete application and reserve travel funds? The Committee decided that this would be too problematic - faculty could change their mind, airline prices fluctuate, and it could potentially be unfair to other applicants.
- IV. Next Meeting:** October 18<sup>th</sup>, applications due Oct 11<sup>th</sup>.
- V. Adjourned:** 9:37; S. Leon Guerrero made a motion. H. Analista seconded. Motion carried.

**Minutes taken by J. Kerr and B. Blas**

**Approved by**

_____	_____
<b>Theresa Datuin, PDRC Chairperson</b>	<b>Date</b>

Guam Community College  
Professional Development Review Committee *Minutes*  
October 18, 2011

Faculty Senate Office

**I. Call to Order:** 8:46 a.m.

Attendance:

	Name	E-mail	Present
1	Theresa Datuin, Chair	theresaann.datuin@guamcc.edu	
2	Jo Nita Kerr, Secretary	jonita.kerr@guamcc.edu	✓
3	Anthony Roberto	anthony.roberto@guamcc.edu	
4	Troy Lizama, Chair-Elect	troy.lizama@guamcc.edu	✓
5	Sarah Leon Guerrero	sarah.leonguerrero@guamcc.edu	
6	Hernalin Analista	hernalin.analista@guamcc.edu	✓

**Also Present: Barbara J. Blas**

**II. Approval of Minutes of 27 September.** T. Lizama motioned to approve the minutes as written, H. Analista seconded. Motion carried.

**III. Financial Update:** Tabled

**IV. Old Business**

**A. Peer Mentoring Activities** – T. Datuin shared a communication from P. Terlaje that stated that she would no longer coordinate peer-mentoring activities because of questions raised by the position. Discussion included department chair responsibilities for mentoring and PDRC's role in assisting with peer mentoring. T. Roberto will explore peer mentoring responsibilities and research the discussion history with the Council of Department Chairs.

**B. Brown Bags** – name changed to PDRC Workshops. H. Analista volunteered to coordinate the first one. The first session will be held Oct 28<sup>th</sup> at 3 pm.

**C. New Trip Report form** still needs to be approved by the President, until that is done, the old Trip Report form is still effective.

**D. Faculty/Dependent Tuition Waiver:** After extensive discussion, the Committee agreed to support the Waiver and submit its recommendations to the Faculty Senate.

**V. New Business:**

1. Review of PDRC Applications – voting for 3 applications took place on 14 October via email, one was approved unanimously; a second was approved, but hotel costs and per diem needed clarification; the third application was approved at this meeting after applicant provided more information.
2. AVP and VP recommendations – C. Kwok-Santos suggested that applicants obtain price quotes from one airline with 3 different routes.
3. PDRC Goals - not discussed

**IV.** Next Meeting: November 22, 2011, at 0830.

**V.** Adjourned: 10:20; T. Lizama made a motion. H. Analista seconded. Motion carried.

**Minutes taken by J. Kerr and B. Blas**

**Approved by**

_____	_____
<b>Theresa Datuin, PDRC Chairperson</b>	<b>Date</b>

Guam Community College  
Professional Development Review Committee *Minutes*

November 22, 2011

Faculty Senate Office

**I. Call to Order:** 8:34 a.m.

Attendance:

	Name	E-mail	Present
1	Theresa Datuin, Chair	theresaann.datuin@guamcc.edu	✓
2	Jo Nita Kerr, Secretary	jonita.kerr@guamcc.edu	✓
3	Anthony Roberto	anthony.roberto@guamcc.edu	✓
4	Troy Lizama, Chair-Elect	troy.lizama@guamcc.edu	✓
5	Sarah Leon Guerrero	sarah.leonguerrero@guamcc.edu	✓
6	HernalinAnalista	hernalin.analista@guamcc.edu	✓

**Also Present: Barbara J. Blas**

**II. A. Approval of Minutes of 18 October.** T. Lizama motioned to approve the minutes with corrections to section V.2, S. Leon Guerrero seconded. Motion carried.

**B. Posting Minutes on Group Studio.** J. Kerr to forward approved minutes to T. Lizama to post on Group Studio.

**III. Financial Update:**

Travel:	48,790.54
Contractual:	0.00
Supplies and Materials:	0.00
Miscellaneous:	20,000.00

T. Datuin to check with accountant about Contractual and Supplies & Materials categories as to why the amounts are 0.00.

T. Datuin mentioned that she sent an email to VP about foreign travel, but has not received a response.

#### **IV. Old Business**

**A. Peer Mentoring Activities** – T. Roberto discussed Peer Mentoring with Department Chairs. He mentioned that P. Terlaje showed him a checklist/template that mentors can use with mentees.

J. Kerr to forward email from P. Terlaje listing new faculty and their mentors.

An informal meeting is tentatively scheduled with new faculty and their mentors to discuss mentoring, how to improve it, what to do next semester.

**B. Future PDRC Activities** - conduct monthly presentations to give PDRC-funded faculty opportunities to fulfill their obligation. Dates are January 13<sup>th</sup> 2012, February 10<sup>th</sup> 2012, and March 9<sup>th</sup> 2012.

**C. Letter to Faculty Senate supporting Tuition Waiver for Faculty and Dependents** – T. Datuin to re-send the drafted memo and J. Kerr to re-send edited version.

#### **V. New Business**

**A. Review By-Laws** with regard to tuition assistance and timeline, and Tuition Assistance Application which implies that future classes can be funded.

##### **B. Review and Discuss PDRC Applications:**

1. Application for Tuition Assistance 1 – applicant requested full tuition assistance amount of \$2500 for courses leading to PhD. T. Lizama made a motion to approve the application, T. Roberto seconded, the motion carried.

2. Application for Tuition Assistance 2 - applicant requested full tuition assistance amount of \$2500 for courses leading to PhD. T. Roberto made a motion to approve the application, H. Analista seconded, the motion carried.

**VI. Next Meeting:** December 13, 2011, at 0830, at location to be determined later.

**VII. Adjourned:** 9:49; T. Roberto made a motion. S. Leon Guerrero seconded. Motion carried.

**Minutes taken by J. Kerr and B. Blas**

**Approved by**

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**Theresa Datuin, PDRC Chairperson**

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**Date**

• Guam Community College  
Professional Development Review Committee *Minutes*  
December 13, 2011  
Faculty Senate Office

**I. Call to Order: 8:41 a.m.**

Attendance:

	Name	E-mail	Present
1	Theresa Datuin, Chair	theresaann.datuin@guamcc.edu	•
2	Jo Nita Kerr, Secretary	jonita.kerr@guamcc.edu	•
3	Anthony Roberto	anthony.roberto@guamcc.edu	•
4	Troy Lizama, Chair-Elect	troy.lizama@guamcc.edu	•
5	Sarah Leon Guerrero	sarah.leonguerrero@guamcc.edu	•
6	Hernalin Analista	hernalin.analista@guamcc.edu	•

**Also Present: Barbara J. Blas**

**II. A. Approval of Minutes of 22 November.** S. Leon Guerrero motioned to approve the minutes, T. Lizama seconded. Motion carried.

**B. Posting Minutes on Group Studio.** B. Blas to forward approved minutes to T. Lizama to post on Group Studio.

**III. Financial Update:**

**A.** T. Datuin to confirm amounts in report sent by accountant.

**B.** T. Datuin to check with accountant about Contractual and Supplies & Materials categories about why the amounts are 0.00.

**IV. Old Business**

**A. Discuss dates to accept Tuition Assistance - S. Leon Guerrero** – made a **motion** to add a time line for academic tuition assistance, that tuition assistance can only be paid for courses taken one academic year prior to submitting their application. This is to be added to the IOPs. T. Lizama seconded. Motion carried

**B.** T. Lizama made a **motion** to add to the application form that faculty who receive tuition assistance must present/participate in a PDRC-sponsored event to fulfill their obligation to PDRC. Seconded by H. Analista. Motion carried.

**C. Dates for PDRC Activities Sp 2012** - January 13<sup>th</sup>, the Committee will conduct Peer-Mentoring mixer from 3-5 pm. T. Datuin to send out announcement. (Other dates to consider for activities February 10th, and March 9<sup>th</sup> 2012.) T. Datuin will send email to



committee about suggestions for goals for the rest of Spring 2012. S. Leon Guerrero suggested that faculty who received PDRC funding should be notified well-ahead of time about PDRC presentation days. T. Datuin will check for faculty who still need to fulfill PDRC requirements.

- D. Applicants and Accountability– Ideas:** videotape applicants and upload to YouTube; have applicants upload conference/training materials so that they are available for all. Perhaps require applicants to do both a presentation and/or video, and upload materials.
- E.** T. Lizama will develop a return checklist to track the application process and S. Leon Guerrero will assist.

## **V. New Business**

### **A. Review and Discuss PDRC Applications:**

1. Application for PH –S. Leon Guerrero, made a motion to approve application with the recommendation that applicant assist the Department Chair with curriculum updates. Seconded by T. Lizama. Motion carried.

2. Application for JM – S. Leon Guerrero, made a motion to approve application provided applicant pay for difference between preferred and cheapest fares. Seconded by T. Roberto. Motion carried.

3. Application for DMC – S. Leon Guerrero, made a motion to approve application with changes: application must be changed to current form (applicant used 2006 form). Also, cover page of application has to be corrected to reflect applicant's name and signature. Seconded by T. Lizama. Motion carried.

4. Application for SLG – T. Roberto made a motion to approve the application pending submission of concurrent session information. Applicant to provide material as soon as possible to Chair. Seconded by T. Lizama. Motion carried.

**VI.** Next Meeting: January 17, 2012, at 0830, at Faculty Senate Office.

**VII.** Adjourned: 11:01; T. Roberto made a motion, seconded by T. Lizama. Motion carried.

**Minutes taken by J. Kerr and B. Blas**

**Approved by**

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**Theresa Datuin, PDRC Chairperson**

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**Date**

Guam Community College  
Professional Development Review Committee *Minutes*

January 31, 2012

Faculty Senate Office

**I. Call to Order: 8:45 a.m.**

Attendance:

	Name	E-mail	Present
1	Theresa Datuin, Chair	theresaann.datuin@guamcc.edu	✓
2	Jo Nita Kerr, Secretary	jonita.kerr@guamcc.edu	
3	Anthony Roberto	anthony.roberto@guamcc.edu	✓
4	Troy Lizama, Chair-Elect	troy.lizama@guamcc.edu	
5	Sarah Leon Guerrero	sarah.leonguerrero@guamcc.edu	✓
6	HernalinAnalista	hernalin.analista@guamcc.edu	✓

**Also Present: Barbara J. Blas**

**II. Approval of Minutes of 17 January 2012. tabled**

**III. Financial Update:**

- A. T. Datuin reported that the account balance is \$35,000 and \$39,000 is set aside for applicants who have submitted.

**IV. Old Business**

- A. Committee agrees to table D. Cruz application until the end of fiscal year 2011-2012. If funds are available the process will continue if not, application will be carried on for the next fiscal year 2012-2013. T. Datuin will speak to C. Santos about applications being submitted for next fiscal year.
- B. Application for DMC – applicant had resubmitted application with corrections, but conference was rescheduled to November 2012. T. Datuin will consult with C. Kwek-Santos, VP of Financial Affairs, to find out if faculty can be approved for conferences that occur in the following fiscal year. D. Cruz discussed her frustrations on submission of her application; redoing the application process. Why she had to do the whole process again?

- C. Discussed peer mentoring session and logistics scheduled on February 17, 2012 from 3:00-4:00 p.m. Discussion will be about grading, faculty acronyms, committees, evaluation process, and promotions.

## **V. New Business**

- A. Discussed future PDRC workshops and recipient presentations.

All applicants are required to do a 15-20 minute presentation on conference attended. H. Analista suggested to include a poster session for conferences attended. Applicants must prepare handouts before scheduled workshop presentation. PDRC prepared a schedule for PDRC workshops:

1. February 17, 2012 from 3:00-4:00 p.m. room C25
2. March 16, 2012 from 3:30-4:30 p.m. room C25
3. April 20, 2012 from 3:30-4:30 p.m. room C25

T. Datuin will send a memo to J. Flores for posting of schedule on MyGCC.

- B. Discussion on using funds to bring in a motivational/educational speaker to provide as faculty development. S. Leon Guerrero suggested to share the cost with the President Office. All members will research a speaker to include fees and availability. Preferred schedule for guest speaker is April 27, 2012.

**VI.** Next Meeting: February 07, 2012 @ 8:30 a.m.

**VII.** Adjourned: 10:00 a.m.; H. Analista made a motion, seconded by S. Leon Guerrero. Motion carried.

**Minutes taken by B. Blas**

**Approved by**

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**Theresa Datuin, PDRC Chairperson**

**Date**

Guam Community College  
Professional Development Review Committee *Minutes*

January 31, 2012  
Faculty Senate Office  
@8:30 a.m.

**I. Call to Order: 8:45 a.m.**

Attendance:

	Name	E-mail	Present
1	Theresa Datuin, Chair	theresaann.datuin@guamcc.edu	✓
2	Jo Nita Kerr, Secretary	jonita.kerr@guamcc.edu	
3	Anthony Roberto	anthony.roberto@guamcc.edu	✓
4	Troy Lizama, Chair-Elect	troy.lizama@guamcc.edu	
5	Sarah Leon Guerrero	sarah.leonguerrero@guamcc.edu	✓
6	Hernalin Analista	hernalin.analista@guamcc.edu	✓
	<b>Guest:</b> Donna Cruz	donna.cruz@guamcc.edu	✓

**Also Present: Barbara J. Blas**

**II. Approval of Minutes of 17 January 2012. tabled**

**III. Financial Update:**

T. Datuin reported that PDRC account balance is \$74,000. The amount of \$39,000 is set aside for applicants who submitted applications.

**IV. Old Business**

- A. Discussed decision regarding Travel Application scheduled in November 2012. Committee agreed to table D. Cruz application until the end of fiscal year 2011-2012. Although, if funds are available the process of her application will continue if not, her application will be carried on for the next fiscal year 2012-2013. T. Datuin will consult with C. Santos, VP of Financial Affairs, to find out if faculty can be approved for conferences that occur in the following fiscal year.
- B. Discussed decision with applicant DMC – applicant had resubmitted application with corrections, but conference was rescheduled to November 2012. D. Cruz stressed her frustrations on resubmission of her application. D. Cruz suggested instead of having an

applicant resubmit the entire application do a checklist of what the applicant needs to change. D. Cruz suggestion has been taken into consideration.

C. Discussed peer mentoring buzz session and logistics scheduled on February 17, 2012 from 3:00-4:00 p.m. Discussions will include: grading, faculty acronyms, different committees, evaluation process, and promotions.

**V. New Business**

A. Discussed future PDRC workshops and recipient presentations. All applicants will be required to do a 15-20 minute presentation based on the conference attended. H. Analista suggested to also including a poster session for conference attended. Applicants will be required to create handouts for his/her scheduled workshop presentation. The following is a schedule listing of PDRC workshops:

1. February 17, 2012 from 3:00-4:00 p.m. room C25
2. March 16, 2012 from 3:30-4:30 p.m. room C25
3. April 20, 2012 from 3:30-4:30 p.m. room C25

T. Datuin will send a memo to J. Flores for posting of the above schedule on MyGCC.

B. Discussion on using PDRC funds to bring in a motivational/educational speaker to provide as faculty development. S. Leon Guerrero suggested to request from the President if the cost can be shared. All members will research for a guest speaker that will include fees and availability. Guest speaker preferably scheduled for April 27, 2012.

**VI.** Next Meeting: February 07, 2012 @ 8:30 a.m.

**VII.** Adjourned: 10:00 a.m.; H. Analista made a motion, seconded by S. Leon Guerrero. Motion carried.

**Minutes taken by B. Blas**

**Approved by**

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<b>Theresa Datuin, PDRC Chairperson</b>	<b>Date</b>
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Guam Community College  
Professional Development Review Committee

*Minutes*

February 21, 2012

Faculty Senate Office

**I. Call to Order: 8:50 a.m.**

Attendance:

	Name	E-mail	Present
1	Theresa Datuin, Chair	theresaann.datuin@guamcc.edu	✓ <input type="checkbox"/>
2	Jo Nita Kerr, Secretary	jonita.kerr@guamcc.edu	✓ <input type="checkbox"/>
3	Anthony Roberto	anthony.roberto@guamcc.edu	✓ <input type="checkbox"/>
4	Troy Lizama, Chair-Elect	troy.lizama@guamcc.edu	✓ <input type="checkbox"/>
5	Sarah Leon Guerrero	sarah.leonguerrero@guamcc.edu	✓ <input type="checkbox"/>
6	HernalinAnalista	hernalin.analista@guamcc.edu	✓ <input type="checkbox"/>

**II. Approval of Minutes of 14 Feb 2012.** Revisions to section V. A. date changes for future PDRC presentations.

**A. Roberto motioned to approve the minutes, as revised, H. Analista seconded. Motion carried.**

**III. Financial Update:** T. Datuin reported -

Total Expenses for PRDC: \$39,212.66

Available Funding: \$35,787.34

**IV. Old Business**

**A. Future PDRC Presentations (revised fr. 14 Feb)** – Schedule of upcoming presenters:

March 2<sup>nd</sup> – S. Leon Guerrero, Zhaopei Teng, Christine Matson; March 9<sup>th</sup> - Christine Matson; March 16 - Elaine Fejerang, Robin Roberson (not confirmed), Doreen Blas; April 13<sup>th</sup> - Clare Camacho, John Jocson; April 20 - Pilar Pangelinan, Lisa Baza-Cruz (unconfirmed).

**B. Peer Mentoring Buzz Session** scheduled for 24 Feb, 3:30-4:30, in C25 – T. Datuin requested assistance to set up at 3:00. Committee discussed purchasing more office

supplies to give away at Buzz Sessions. J. Kerr to check M. Postrozny for updated list of GCC committees and their members. K. Sablan will be invited to talk about Union details

for a PDRC Buzz Session. A. Roberto to bring PDRC Mentor/Mentee form to the next Buzz Session.

S. Leon Guerrero to check if there's a meeting scheduled for faculty before the end of the year.

**C. Peer Mentoring** – The Committee revisited the question of its role in peer mentoring, particularly since Department Chairs are also responsible – it is not clear where the DCs' roles end and PDRC's begins. Discussed options such as DCs running buzz sessions or peer coordinator; J.Kerr suggested inviting P. Terlaje to provide information on peer mentoring coordinator. Discussion was tabled till next meeting.

## **V. New Business**

**A.** Application from C.C. to purchase Kindle books – Committee requires more information such as where the Kindles are stored, accessibility to faculty, amount of usage, how titles were selected, that is, were other faculty consulted, and if books from other fields can be requested.

**S. Leon Guerrero made a motion to return application to the author for response by March 20, seconded by A. Roberto. Motion carried.**

**B.** Application for C.C. – In the interest of time, it was decided to continue discussion of this application via email.

**C.** Application for P.T. – After a brief discussion, S. Leon Guerrero made a motion to approve pending revisions of applicant's planned activities; T. Lizama seconded. Motion carried.

**D.** Faculty member's inquiry – Committee reconsidered its decision of 2/14/12 as IOPs state a limit of one off-island trip per year, not one conference per year. Also, Travel Policy states that it may be appropriate for travelers to attend more than one conference.

**T. Lizama made a motion to notify faculty member that per diem will only be covered for conference days, not days between the conferences; S. Leon Guerrero seconded. Motion carried.**

**VI. Announcement:** S. Leon Guerrero urged committee members to read the Institutional Self Evaluation Report (ISER).

**VII.** Next Meeting: March 20, 2012

**VII.** Adjourned: 9:55

**Minutes taken by J. Kerr**

**Approved by**

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**Theresa Datuin, PDRC Chairperson**

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**Date**