

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: Jan. 9, 2015
Time: 9:00 a.m. @ 3117

- I. Call to Order
 - a. Attendance/Sign in
- II. New Business
 - A. Interview Matrix
 - B. Next due date.
- III. Open Discussion
- IV. Next Meeting
- V. Adjournment

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: Feb. 4, 2015
Time: 9:00 a.m. @ 3117

- I. Call to Order
 - a. Attendance/Sign in
- II. New Business
 - A. Approval of minute from 1-9-15 meeting
 - B. Next due dates.
 - i. Letters to President
 - ii. Spring workshop date
 - iii. AY report
- III. Open Discussion
- IV. Next Meeting
- V. Adjournment

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: Nov. 5, 2014
Time: 9:00 a.m.

- I. Call to Order
- I. Attendance/Sign in
- II. Approval of 10.15.14 Minutes
- III.
- IV. Old Business
 - A. Workshop (10.24.14) reflection
- II. New Business
 - A. Verify applicants Letter of Intent, resume, and Cert of Eligibility
 - B. Next due date.
- III. Open Discussion
- IV. Next Meeting
- V. Adjournment

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: Nov. 17, 2014
Time: 9:00 a.m. @ Faculty Senate Office

- I. Call to Order
 - a. Attendance/Sign in
- II. New Business
 - A. Verify applicants Portfolio meets minimum criteria and format
 - B. Next due date.
- III. Open Discussion
- IV. Next Meeting
- V. Adjournment

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: Dec. 3, 2014
Time: 9:00 a.m. @ Faculty Senate Office

- I. Call to Order
 - a. Attendance/Sign in
- II. New Business
 - A. Date for applicant interviews
 - B. Additional meeting dates to review binders
 - C. Next due date.
- III. Open Discussion
- IV. Next Meeting
- V. Adjournment

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: September 3, 2014
Time: 9:00 a.m.

- I. Call to Order
- I. Attendance/Sign in
- II. Approval of 08.22.14 Minutes
- III. Old Business
 - A. Mentor
 - B. Internal Operating Procedures/Code of Ethics
 - C. Workshop Dates/Times/Presenters/Mentors
 - D. Portfolio Template
 - E. Instructions for Applicants
- II. New Business
- III. Open Discussion
- IV. Agenda Items for Next Meeting
- V. Next Meeting
- VI. Adjournment

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: Aug 27, 2014
Time: 9:00 a.m.

- I. Call to Order
- I. Attendance/Sign in
- II. Approval of 08.22.14 Minutes
- III. Old Business
 - A. Mentor
 - B. Internal Operating Procedures/Code of Ethics
 - C. Workshop Dates/Times/Presenters/Mentors
 - D. Portfolio Template
 - E. Instructions for Applicants
- II. New Business
- III. Open Discussion
- IV. Agenda Items for Next Meeting
- V. Next Meeting
- VI. Adjournment

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: Oct. 15, 2014
Time: 9:00 a.m.

- I. Call to Order
- I. Attendance/Sign in
- II. Approval of 09.3.14 Minutes
- III.
- IV. Old Business
 - A. Workshop (9.12.14) reflection
- II. New Business
 - A. Next due date
 - B. Next workshop before Oct 31.
- III. Open Discussion
- IV. Next Meeting
- V. Adjournment

**GUAM COMMUNITY COLLEGE
PROMOTIONS COMMITTEE**

**MINUTES
September 3, 2014**

- I. Call to Order – Meeting was called to order at 9 am by Chair Jocson
- II. Attendance: Hernalin Analista, Tonirose Realica, Sandy Balbin, Doreen Blas, Clare Camacho, John Jocson
- III. Approval of 8.22.14 minutes: M/S/A to approve minutes with format corrections
- IV. Old Business
 - A. Mentor
Eric Chong has agreed to mentor committee. Jocson has asked those recently promoted to mentor new applicants. This will be finalized once we know who will be going up for promotions.
 - B. Internal Operating Procedures/Code of Ethics
Committee went over procedures and verified all dates and times with the contract. Jocson will finalize and contact committee to come and sign.
 - C. Workshop
The first Promotions workshop will be September 12, 2014 at 3:30 p.m. in the science lab room. Jocson will announce it on MyGCC. Blas will conduct the workshop. Jocson will email the portfolio template for review to all committee members. He will prepare the packets workshop participants. Another workshop will be held in October – date to be decided later.
- V. New Business
Goals – ideas for committee goals were discussed. This includes: conducting workshops, making recommendations to Faculty Senate on possible contract changes. Jocson will finalize goals for next meeting.
- VI. Open Discussion
Jocson will send out last year's annual report for committee to review.
- IV. Agenda Items for Next Meeting
Finalize goals
- V. Next Meeting – will be discussed after the workshop on September 12.
- VI. Adjournment – meeting was adjourned at 9:35 a.m.

GUAM COMMUNITY COLLEGE
Promotions Committee

Minutes

October 15, 2014

I. Call to Order

Meeting was called to order at 9:04 a.m. by Chair John Jocson.

II. Attendance/Sign-In

Present: Hernalin Analista, Sandy Balbin, Doreen Blas, John Jocson, Tonirose Realica

III. Approval of Minutes—Motion to approve September 3, 2014 Minutes by H. Analista; Seconded by D. Blas. Motion carried.

IV. Old Business

A. Workshop (9.12.14) Reflection

The workshop that was held went well. Another workshop should be scheduled before October 31. As of today's date, Chair J. Jocson, received an initial list from HR certifying that there are seven (7) faculty members who are eligible for Advancement-In-Rank.

V. New Business

A. Next Due Date

Faculty who are applying for Advancement-In-Rank will need to submit a *Letter of Intent*, *Certificate of Eligibility*, and *Resume* by Friday, October 31, 2014.

B. Next Workshop Before October 31

The next Promotion Workshop will be held on Friday, October 24, 2014 at 3:30 p.m. Chair J. Jocson and D. Blas will facilitate a short workshop on Helpful Hints and to remind applicants of upcoming deadlines:

October 31	<i>Letter Of Intent, Certificate of Eligibility, and Resume</i>
November 14	Promotion Binder
December 1	Letters of Recommendation

J. Jocson will send out an announcement to inform applicants of the workshop.

The Applicant Mentors are Theresa Datuin, Norma Guerrero, and Joni Kerr.

VI. Open Discussion

Chair J. Jocson will inform prospective applicants to join the Promotions Group in MyGCC.

VII. Next Meeting

Next meeting is scheduled for Wednesday, November 5, 2014 in the Faculty Senate Office (Room C-3).

VIII. Adjournment

Motion to adjourn meeting at 9:26 a.m. by T. Realica; Second by H. Analista. Motion carried.

GUAM COMMUNITY COLLEGE

Promotions Committee

Minutes

November 5, 2014

- I. **Call to Order**
Meeting was called to order at 9:00 a.m. by Chair John Jocson.
- II. **Attendance/Sign-In**
Present: Hernalin Analista, Sandy Balbin, Doreen Blas, Clare Camacho, John Jocson, Tonirose Realica
- III. **Approval of Minutes**—Motion to approve September 3, 2014 Minutes by T. Realica; Seconded by S. Balbin. Motion carried.
- IV. **Old Business**
 - A. **Workshop (10/24/14) Reflection**
The workshop that was held went well with three (3) attendees.
- V. **New Business**
 - A. **Verification of Applicants' Submissions (Letter of Intent, Resume, Certificate of Eligibility)**
Six (6) Faculty who are applying for Advancement-In-Rank each submitted a *Letter of Intent, Certificate of Eligibility*, and *Resume* by the Friday, October 31, 2014 deadline.
 - B. **Next Due Date**
Promotion binders are due by 5:00 p.m., November 14, 2014. Committee members were asked to email Chair J. Jocson their available hours and location to accept binders on that day. He will let eligible applicants know this information by email.
- VI. **Open Discussion**
 - A. **Clarification of Job Specifications**
J. Jocson clarified the eligibility requirements for faculty applying for Associate Professor and Professor ranks regarding the 3-year minimum serving as chair. (This is since a faculty began employment at GCC, not since their last promotion.)
 - B. **Due Date for Recommendation Letters**
Recommendation letters for applicants are due by 5:00 p.m., December 1, 2014.
 - C. **Review of Binders**
Committee members agreed to meet at 8:00 a.m., December 3, 2014 in the Faculty Senate Office to review binders.
- VII. **Next Meeting**
Next meeting is scheduled for 9:00 a.m., November 19, 2014 in the Faculty Senate Office (Room C-3) to check the binders for completeness.
- VIII. **Adjournment**
Motion to adjourn meeting at 9:26 a.m. by C. Camacho; Seconded by S. Balbin. Motion carried.

GUAM COMMUNITY COLLEGE

Promotions Committee

Minutes

November 17, 2014

- I. **Call to Order**
Meeting was called to order at 9:04 a.m. by Chair John Jocson.
- II. **Attendance/Sign-In**
Present: Sandy Balbin, Doreen Blas, Clare Camacho, John Jocson, Tonirose Realica
- III. **Approval of Minutes**—Motion to approve November 5, 2014 minutes by C. Camacho;
Seconded by S. Balbin. Motion carried.
- IV. **New Business**
 - A. **Verification of Applicants' Portfolio Submissions (Table of Contents, Pagination, 3 Parts, 3 Sections)**
Six (6) faculty who are applying for Advancement-In-Rank each submitted a Portfolio by the 5:00 p.m., Friday, November 14, 2014 deadline.

Upon committee review, two (2) binders were declined and four (4) were accepted.
Binder 1 had no pagination. Motion to decline binder by C. Camacho, Seconded by D. Blas. Motion carried.

Binder 2 had no pagination and was incomplete. Motion to decline binder by C. Camacho; Seconded by S. Balbin. Motion carried.

J. Jocson will verify with mentor E. Chong regarding declined binders.
 - B. **Next Due Date**
Recommendation letters for applicants are due by 5:00 p.m., December 1, 2014.
J. Jocson will send out an announcement on mygcc regarding testimonies for four (4) applicants.
- V. **Open Discussion**
Binders may be reviewed by committee members in the Faculty Senate Office prior to the December 3, 2014 meeting.

J. Jocson will be emailing binder guidelines to committee members.
- VI. **Next Meeting**
Committee members agreed to meet at 8:00 a.m., December 3, 2014 in the Faculty Senate Office to review binders.
- VII. **Adjournment**
Motion to adjourn meeting at 9:17 a.m. by C. Camacho; Seconded by D. Blas. Motion carried.

GUAM COMMUNITY COLLEGE
Promotions Committee

Minutes

January 9, 2015

- I. **Call to Order**
Meeting was called to order at 9:13 a.m. by Chair John Jocson.
- II. **Attendance/Sign-In**
Present: Hernalin Analista, Sandy Balbin, Clare Camacho, John Jocson, Tonirose Realica
- III. **New Business**
 - A. **Interview Matrix was provided to the members. No changes were made to the matrix.**
Interviews will take place on Monday, January 12, 2015.
Four (4) faculty who are applying for Advancement-In-Rank are scheduled for an interview. The interview schedule is as follows:
 - 1:00 – 1:20: Applicant 1
 - 1:30 – 1:50: Applicant 2
 - 2:00 – 2:20: Applicant 3
 - 2:30 – 2:50: Applicant 4
 - B. **Next Due Date**
The deadline for the Committee to submit the names of the applicants that are recommended for Advancement-In-Rank to the President is February 14, 2015.
J. Jocson will verify if this date is correct.
- IV. **Open Discussion**
For next year's Committee goals, C. Camacho suggests that the Committee re-examine the role of the interview in the evaluation of a candidate's promotions portfolio.
- V. **Next Meeting**
The next Committee meeting will take place on January 12, 2015, immediately following the applicant interviews.
- VI. **Adjournment**
Motion made to adjourn meeting at 9:23 a.m. by C. Camacho; Seconded by T. Realica.
Motion carried.