

INSTITUTIONAL STRATEGIC MASTER PLAN 2009-2014

GOAL#2 ~ EDUCATIONAL EXCELLENCE

As of November 2013

<p style="text-align: center;">T A S K - A B e g i n n i n g A Y 2 0 1 2 - 2 0 1 3</p>	<p style="text-align: center;">TO SUSTAIN ACCREDITATION THROUGH IMPROVED TRAINING PROGRAMS AND AN ENHANCED PARTICIPATORY GOVERNANCE PROCESS</p>
<p>I. SPECIFIC ACTIVITIES TO ADDRESS TASK</p>	<p>Develop a process for systematically evaluating non-credit courses, workshops, and training sessions for content and effectiveness, in alignment with the assessment process that is in place for credit courses.</p>
<p>PERSON/COMMITTEE RESPONSIBLE</p>	<p>Chair and members, Standard 2 Committee Office of Continuing Education</p>
<p>TIMELINE</p>	<p>Fall 2014 (By spring 2013, CE&WD closed the loop once)</p>
<p>STATUS</p>	<p>Complete. Plan to address ACCJC recommendation approved by AVP</p>
<p>PERFORMANCE MEASURE</p>	<p>Evaluation tool for evaluating non-credit courses, workshops and training sessions for content and effectiveness showing participants' feedback and results is developed and implemented and is aligned with the institutional assessment system schedule and requirements.</p>
<p>PERCENT COMPLETED</p>	<p>100%</p>
<p>NEXT STEPS</p>	<p>The monitoring of assessment of CEU and non-credit courses, trainings, workshops and other events offered through CEWD is incorporated into the institutional assessment processes and procedures. The Office of Assessment, Institutional Effectiveness and Research in concert with the Committee on College Assessment systematically reviews, rates, and recommends improvements on all assessment submissions and summarizes findings in the Annual Institutional Assessment Reports.</p>
<p>COMMENTS</p>	<p>The CEWD office has addressed this accreditation recommendation and has incorporated processes and procedures into its regular operations and cycle of assessment. The 14th Annual Institutional Assessment Report will contain a summary of the assessment work completed for the 2013-2014 Academic Year.</p>
<p>II. SPECIFIC ACTIVITIES TO ADDRESS TASK</p>	<p>Evaluate existing governance policies and practices to ensure that all constituents have the opportunity for appropriate and ongoing participation in decision-making. Additionally, implement an enhanced evaluation process to examine the overall effectiveness of participatory governance policies and processes among faculty, staff, and students.</p>
<p>PERSON/COMMITTEE RESPONSIBLE</p>	<p>Chair and members, Standard 4 Committee Faculty and staff senates and CGC, COPSA</p>
<p>TIMELINE</p>	<p>Fall 2014</p>
<p>STATUS</p>	<p>Complete. The evaluation of the effectiveness of participatory governance will occur at each individual governance body and summarized and incorporated into the required annual year end reports and analysis due to the Academic Vice President by May of each year.</p>
<p>PERFORMANCE MEASURE</p>	<p>Develop evaluation survey tool to evaluate the overall effectiveness of the college's participatory governance policies and processes. Survey is conducted on an annual basis. Staff Participatory Governance is created and actively in operation.</p>
<p>PERCENT COMPLETED</p>	<p>100%</p>

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NEXT STEPS	The Office of Assessment, Institutional Effectiveness and Research will provide monitoring and assistance to governance bodies in the completion and submission of each annual year end narrative report with evidence.
COMMENTS	College-wide committee meetings, agendas, minutes, recommendations, discussions and other planning and decision making processes reflect the ongoing and healthy participatory governance structure in place at the College. The annual year end reports will contain the evidence, analysis, and improvement initiatives that result from the dialogue that occur in each committee and body in the College's governance framework.

T A S K - B	TO LINK PROGRAM REVIEW AND ASSESSMENT, INSTITUTIONAL PLANNING AND RESOURCE ALLOCATION TO STUDENT LEARNING OUTCOMES
I. SPECIFIC ACTIVITIES TO ADDRESS TASK	Foster dialogue among program faculty and the Learning Outcomes Committee (LOC) to provide standards for grading and awarding of credit by strengthening language in the course guide Curriculum Manual. The awarding of credit discussion should be guided by the federal definition of credit hour.
PERSON/COMMITTEE RESPONSIBLE	Chair and members, Standard 2 Committee Learning Outcomes Committee, AVP Office
TIMELINE	Fall 2014
STATUS	Complete.
PERFORMANCE MEASURE	Standards for grading and awarding of credits are written and forwarded through governance.
PERCENT COMPLETED	100%
NEXT STEPS	The 2013 Curriculum Manual incorporates changes to better address "orphaned" curriculum so that substantive and non-substantive changes to curriculum are all routed through the Learning Outcomes Committee for a complete review. The College's credit hour policy may be found in the online electronic catalog at http://catalog.guamcc.edu
COMMENTS	As a commitment to continuous quality improvement, the 2014-2020 Institutional Strategic Master Plan contains Goal 1: Retention and Completion: Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce. Curriculum review will continue to remain a regular and systematic process for improvement.
II. SPECIFIC ACTIVITIES TO	Review resource allocation of the college to ensure that there are sufficient funds to provide training, maintenance, equipment and software support and

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T A S K - B	TO LINK PROGRAM REVIEW AND ASSESSMENT, INSTITUTIONAL PLANNING AND RESOURCE ALLOCATION TO STUDENT LEARNING OUTCOMES
ADDRESS TASK	implement the college's technology plan (i.e., ITSP) to better promote student learning activities.
PERSON/COMMITTEE RESPONSIBLE	Chair and members, Standard 3 Committee College Technology Committee
TIMELINE	Fall 2014
STATUS	Ongoing
PERFORMANCE MEASURE	Technology plan is implemented, which incorporates and addresses resource allocation for technology that will ensure program and course-level SLOs are achieved.
PERCENT COMPLETED	55%
NEXT STEPS	Follow the process and progress on the DE Strategic Plan. Assessment plans and reports should all be tied to Budget Related Goals, Performance Indicators, and Proposed Outcomes.
COMMENTS	The Distance Education (DE) Strategic Plan Development Bid has been awarded. As a commitment to continuous quality improvement, the 2014-2020 Institutional Strategic Master Plan contains Goal 3: Improvement and Accountability : Enhance the existing integrated planning, review, and evaluation process that provide for the allocation of resources based on assessment results and college-wide priorities that provide improvement and accountability. The College will continue to improve the mechanisms in place which link all resource allocation decision to assessment and program review.
III. SPECIFIC ACTIVITIES TO ADDRESS TASK	Allocate a percentage of funds for supporting additional resources (such as demand for additional resources i.e. e-book readers and computer tablets) in the Learning Resource Center (LRC) when new programs are developed or when existing programs are significantly modified.
PERSON RESPONSIBLE	Chair and members, Standard 2 Committee Department Chair, Library College Technology Committee
TIMELINE	Fall 2014
STATUS	Ongoing.
PERFORMANCE MEASURE	Process for the allocation of funds to the LRC for supporting for new programs is developed and implemented.
PERCENT COMPLETED	50%
NEXT STEPS	CTC should tie this activity into the EA/ITSP Strategic Goals.
COMMENTS	LOC should include this part as part of the review process and link to ITSP should be spelled out. As a commitment to continuous quality improvement, the 2014-2020 Institutional Strategic Master Plan contains Goal 2: Conducive Learning Environment : Transform the campus into a conducive facility for learning and teaching with a genuine sense of family spirit and dialogue among employees

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T A S K - B	TO LINK PROGRAM REVIEW AND ASSESSMENT, INSTITUTIONAL PLANNING AND RESOURCE ALLOCATION TO STUDENT LEARNING OUTCOMES
	who are committed to student access and student success. The established Program Review Framework in place at the College provides the mechanism for demonstrating program strengths, needs, and areas for improvement.

IV. SPECIFIC ACTIVITIES TO ADDRESS TASK	Increase compliance rate of curriculum revision process to ensure courses and programs are not over five years old and that they are current with community and industry standards.
PERSON/COMMITTEE RESPONSIBLE	Chair and members, Standard 2 Committee LOC; Job Specs Committee
TIMELINE	Fall 2014
STATUS	Ongoing
PERFORMANCE MEASURE	By 2014, 100% of courses and programs will be up-to-date and current with community and industry standards.
PERCENT COMPLETED	70%
NEXT STEPS	The Academic Vice President has issued a campus-wide goal of Fall 2014 to have curriculum current with the five year rule. An administrative memo was issued to archive courses that had been orphaned in the prior curriculum review process.
COMMENTS	The Office of Assessment, Institutional Effectiveness and Research publishes an Annual Institutional Assessment Report which contains an analysis and summary of the College's assessment and curriculum review. As a commitment to continuous quality improvement, the 2014-2020 Institutional Strategic Master Plan contains Goal 1: Retention and Completion: Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce. Curriculum review will continue to remain a regular and systematic process for improvement.

V. SPECIFIC ACTIVITIES TO ADDRESS TASK	Evaluate the safety and security of physical records, and consider various alternative ways (including electronic means) to protect the integrity of student records at all times.
PERSON/COMMITTEE RESPONSIBLE	Chair and members, Standard 2 Committee Registrar, Program Coordinator 2, Admissions and Registration Office
TIMELINE	Fall 2014
STATUS	Ongoing
PERFORMANCE MEASURE	An evaluation tool to audit and evaluate the safety, security, and integrity of students' records is developed and implemented. An alternative security measure to protect records is identified and fully operational by fall 2014.
PERCENT COMPLETED	50%

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NEXT STEPS	An inventory of such records needs to occur. Initial findings indicate the storage of redundant records and outdated records which should be destroyed or archived electronically. Based on available resources, the best method for security of records should be assessed. The Human Resources Office, the Admissions and Registration Office, and the Student Financial Aid Office currently utilizes the Banner Document Management System which is fully integrated with the Banner system and provides the means for the College to institutionalize the use of this resource in archiving and securing all records of students, employees, vendors, donors, and alumni. Standard Operating Procedures are currently being drafted.
COMMENTS	As a commitment to continuous quality improvement, the 2014-2020 Institutional Strategic Master Plan contains Goal 3: Improvement and Accountability : Enhance the existing integrated planning, review, and evaluation process that provide for the allocation of resources based on assessment results and college-wide priorities that provide improvement and accountability. The College will continue to improve the mechanisms in place which link all resource allocation decision to assessment and program review.