

R. Ray D. Somera, Ph.D.
Vice President

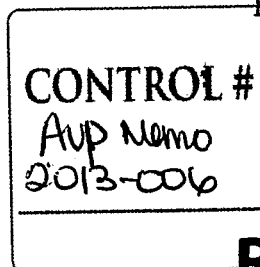
MEMORANDUM

TO: J. Peter Roberto, M.S.W., A.C.S.W.
Social Science and Criminal Justice Dept.

FROM: Dr. R. Ray D. Somera
Vice President for Academic Affairs

SUBJECT: Approval of AVP SAGA funding application

DATE: July 12, 2013

**RECEIVED**

JUL 19 2013

Guam Community College
Human Resources

The review panel, in consultation with me, has reviewed your application for AVP SAGA funding, entitled "Substantive Change Proposal: Associate of Science in Human Services," falling under the curriculum development component of AVP SAGA. It has been approved for the duration, June – December 2013. The total amount approved is \$3,000.

The mode of payment will be in 3 installments, as detailed below:

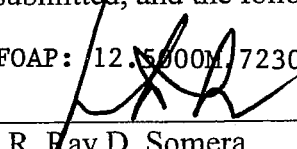
First payment, end of July, 30%: Deliverable is a narrative report, with meeting minutes, documents reviewed from other colleges, draft program document as a result of research into other college's programs, among others. *[Note: Current business license must be submitted prior to first payment.]*

Second payment, end of September, 30%: Deliverables include progress report, meeting minutes, letters of support and commitment, draft course guides, draft program document, with program description, and core curriculum, etc.

Third payment, end of December, 40%: Completed substantive change proposal, with all the necessary document attachments (i.e., approved LOC-documents), and other relevant documents, ready for submission to ACCJC.

The requisition will be prepared by the AVP's Administrative Officer, Ana Mari Atoigue, who will monitor the submission of deliverables, AVP's review of deliverables submitted, and the follow up of payment with Materials Management.

FOAP: 12.5000M.7230.33.5M7


R. Ray D. Somera
Vice President, Academic Affairs


Date

Cc: Marlena Montague
Asst. Director, AIER

P.O. Box 23069, Barrigada, Guam 96921 • Phone: (671) 735-5527 • Fax: 734-1003
Website: www.guamcc.edu



School of Trades & Professional Services
21 June 2013



TO: Dr. Ray Somera
Academic Vice President

FROM: Prof. J. Peter Roberto, M.S.W., A.C.S.W.

SUBJECT: AVP Small Assessment Grant Award (SAGA) Proposal:
AS Human Services

Within the past year, representatives from the Guam Department of Education – Head Start Program and the Guam Behavioral Health & Wellness Center (*formerly Department of Mental Health & Substance Abuse*) approached the College to offer formal courses relative to family services and mental health. Their purpose in seeking out the College was essentially aimed at strengthening workforce capacity for their paraprofessional/professional staff. As a result, this has led to the following positive outcomes: (1) reinstatement of the Family Services Certificate Program, of which two courses recently were approved for articulations with the University of Guam's Social Work Program and (2) course development in mental health and substance abuse to obtain industry certification.

The apparent movement by the industry to explore and offer their staff opportunities to earn formal credentials at the paraprofessional level is a strong indicator of future change. Public-private employers are likely to seek from entry level applicants credentials beyond a high school diploma for employment considerations in the human service's field. Just recently, for example, the Social Work Act was recently signed into law which requires the licensing for entry level social workers and efforts are already underway with the GovGuam Department of Administration to examine existing job titles, duties & responsibilities, qualifications and pay scale for entry level para-professional positions, like family service workers or human service workers, for example.

Given these indicators in the workforce, it is proposed through the AVP-SAGA to write a program proposal to create a new College program: Associates of Science in Human Services (ASHS) within the Criminal Justice & Social Sciences Department to meet future requirements by the human services industry. This undertaking would include curriculum development from existing courses and creation of new one's, round table discussions with industry leaders and assessing the job market outlook for graduates. Additionally, it will include results from exploring opportunities to articulate the ASHS with the UOG. This would address future opportunities should graduates opt to further their career with a higher degree in Social Work.

Please find attached ASHS Plan of Work matrix of actionable tasks, deliverables and timelines. Should you have any questions, please contact me at 735-5660. Thank you.

ATTACHMENTS

xc: Dean, Trades & Professional Services
Chair, CJSS Department

AVP SAGA APPLICATION FORM
Innovative Approaches in Course Assessment, Research and Curriculum Development

Applicant Information

Name: Joaquin P. Roberto

Department/Unit: CSSS

Telephone Contact: 735-5662

Email Address: joaquin.roberto@guamcc.edu

Project Information

Title of Project: AS Human Services Proposal

Target Class/Research Area: _____

Project Start Date: June 2013

Project End Date: Dec 2013

Total Funding Requested: \$ 3,000.00

Applicant's Signature: Joaquin P. Roberto

- Provide a brief abstract of the proposed project (at least 100 words)
- Purpose of project/Timeline
- Intended outcomes of the project
- Assessment method(s) that will be used in the project. (For course assessment, methods only include direct measures of learning such as student reflection essays, videotaped presentations, paper or electronic portfolios etc. TracDat training is also necessary.)
- Data analysis to be employed
- Evaluation and dissemination of the results.

For Official Use Only

Project Recommended for Funding: Yes ☒

No ☐

Signature: _____

Martina M. Madero
Project Review Panel Chairperson

Date: 6/21/13

Total Amount of Funding Approved: \$ 3,000.00

Approved: _____
AVP

Guam Community College
Substantive Change Proposal: Associate of Science: Human Services
Criminal Justice & Social Sciences Department

Goal: Prepare and submit program proposal for substantive change to the Accrediting Commission for Community and Junior Colleges (ACCJC) in order to establish the Associate of Science in Human Services within the Criminal Justice & Social Sciences Department.

*Objective 1:		Actionable Tasks	Time Frame	Deliverable
Research and Asses/ Prog. Dev. Mtgs		A. Research other college programs and college course requirements relative to human services assoc degree.	June - July 2013	Progress Report
		B. Review approved program sample for ACJC.		Progress report.
		C. Participate in on-going collaborative meetings with CJSS, Guam Behavioral Health Center on Mental Health Industry Certification & Family Service Cert Program.		Progress report.
		D. Conduct Family Services Cert. Program orientation planning activities & conduct 1 Day Conference.		Progress report
Objective 2:		Actionable Tasks	Time Frame	Deliverables
Program Development		A. Begin writing substance change program proposal in accordance to ACCJC format.	July - Aug 2013	Progress Report, copy of minutes, letters of support.
		B. Write program description and core curriculum.		
		C. Begin writing course guides for new courses.		
		D. Conduct stakeholder meetings.		
		E. Obtain letters of support from industry partners.		
Objective 3:		Actionable Tasks	Time Frame	Deliverables
Program Proposal Submission Process		A. Finalize program and course description.	August 2013	Copy of program proposal.
		B. Complete and submit new course guides to LOC for approval. Make any revisions, as recommended.	September - October 2013	Copy of memorandum and approval documents from LOC.
		C. Final Revisions. Prepare cover letter and submit Substantive Change Proposal to AVP.	Oct - Dec 2013	Copy of formal substantive change proposal to AVP

* It is understood that along the process, the Office of the AVP and CJSS may add or modify objectives or actionable tasks. Further, although it is generally understood that deliverables may be submitted during the projected time frame, it is also prudent to anticipate unforeseen activities or requirements. In these circumstances, the Office of the AVP will be provided at least 2 weeks advanced notice and justification should the deliverable(s) need to be submitted beyond the time frame identified.



DEPARTMENT OF REVENUE AND TAXATION
GOVERNMENT OF GUAM
P.O. Box 23607
Barrigada, Guam 96921
www.guamtax.com

BUSINESS LICENSE

JML ID: 1404101

SERVICE

ACCOUNT NO. 13-201100097-001

EXPIRES: JAN 31 2014

2

ISSUED TO:

DOING BUSINESS AS:

TYPE OF LICENSE:

BUSINESS LOCATION:

MAILING ADDRESS:

TELEPHONE: HOME

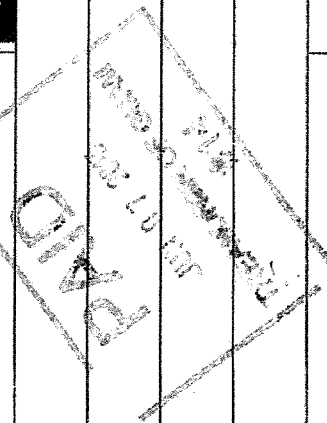
BUSINESS

ZIP: 96915

757-1995

5/23/13

FEE	50.00
PENALTY	
TOTAL FEE	50.00



KEEP POSTED IN A CONSPICUOUS PLACE.
LICENSE MUST BE PRODUCED UPON
DEMAND TO ANY AUTHORIZED GOV'T
OFFICIAL.

John T. Camacho
JOHN T. CAMACHO

DIRECTOR OF REVENUE AND TAXATION

