

**Guam Community College**  
Professional Development Review Committee

**Agenda**

April 8, 2011

2:00 p.m., Faculty Senate Office

GCC Mission Statement:

**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.**

I. Call to Order

II. Approval of Minutes

February 11, 2011 & March 11, 2011

III. Financial Update

A. FY11: Balances

7220 Travel	37.81
7230 Contractual	52.50
7240 Supplies	250.00
7290 Misc.	115.50

IV. Old Business

- A. Review the IOP's
- B. Bylaws, Forms
- C. End of the Year Report

V. MyGCC Group Site Update

VI. Election for DC-Elect

VII. Announcements

IV. Adjournment

Guam Community College  
Professional Development Review Committee *Minutes*  
April 8, 2011

**I. Call to Order: 210p**

Attendance:

	Name	E-mail	Present
1	Frank Blas	Frank.blas@guamcc.edu	✓
2	Theresa Datuin	Theresaann.datuin@guamcc.edu	✓
3	Jo Nita Kerr	Jonita.kerr@guamcc.edu	✓
4	Cathy Leon Guerrero	Catherine.leonguerrero@guamcc.edu	✓
5	Robin Roberson	Robin.roberson@guamcc.edu	✓
6	Patty Terlaje	Patricia.terlaje@guamcc.edu	✓

**II. Approval of minutes:**

- a. Feb 11, 2011. Roberson made a motion to approve minutes with corrections. Blas seconded. Motioned carried.
- b. March 11, 2011. Blas made a motion to approve minutes with corrections,. Leon Guerrero seconded. Motion carried

**III. Financial Update:**

- a) Terlaje discussed PDRC's remaining budget with the committee. Committee discussed that faculty who have to pay out of pocket for incurred expenses for approved 2010-2011 PDRC applications, may request for a refund from Business Office during 2011-2012 academic year.

**IV. Old Business**

- a) Review the IOP's. Committee discussed and revised existing IOPs. Terlaje will send draft to committee via email. Committee will send Terlaje their suggested revisions for final draft.

- b) Bylaws. Committee discussed and revised bylaws. Terlaje will send draft to committee via email. Committee will send Terlaje their suggested revisions for final draft.
- c) End of the Year Report. Copies of the End of Year Report were provided and reviewed. Chairperson will submit to Faculty Senate, Union Chairperson, and Academic Vice President.

**V. Election for Chair-Elect.**

Blas was elected chair-elect for academic year 2011-2012. Prior to this PDRC meeting, Blas informed Terlaje of his retirement, therefore another election was held. Nominees for the position were Kerr and Datuin. Election took place during the meeting. Lorraine Hussey, GCC school aide, disseminated, collected, and tabulated ballots. She was asked to email the results of the election to committee.

**VI. Adjournment: 4pm.**

**Minutes taken by Theresa Datuin**

**Approved by**

_____	_____
<b>Patty Terlaje, PDRC Chairperson</b>	<b>Date</b>

**Guam Community College**  
Professional Development Review Committee

**Agenda**

March 11, 2011

2:00 p.m., Faculty Senate Office

GCC Mission Statement:

**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.**

I. Call to Order

II. Approval of Minutes

February 11, 2011

III. Financial Update

A. FY11: Balances

7220 Travel	8,273.25
7230 Contractual	552.50
7240 Supplies	500.00
7290 Misc.	2,615.50

B. FY10: Follow up with Balance Issues/Access to Account (Frank)

C. Kindle Books(FY10 or FY11)

IV. Old Business

A. Travel Policy(Carmen)

B. Review the IOP's, Bylaws, Forms, etc. for End of the Year Report

V. Review PDRC Applications

VI. Announcements

VII. Next committee meeting

April 8, 2011, Friday, 2:00 p.m., Faculty Senate Office

IV. Adjournment

Guam Community College  
Professional Development Review Committee *Minutes*  
March 11, 2011

**I. Call to Order: 210p**

Attendance:

	Name	E-mail	Present
1	Frank Blas	Frank.blas@guamcc.edu	✓
2	Theresa Datuin	Theresaann.datuin@guamcc.edu	✓
3	Jo Nita Kerr	Jonita.kerr@guamcc.edu	✓
4	Cathy Leon Guerrero	Catherine.leonguerrero@guamcc.edu	✓
5	Robin Roberson	Robin.roberson@guamcc.edu	✓
6	Patty Terlaje	Patricia.terlaje@guamcc.edu	✓

**II. Approval of minutes: Feb 11, 2011.** (Tabled)

**III. Financial Update:** (Tabled due to Carmen Santos's visit with the committee)

A. Terlaje discussed PDRC's budget with the committee. Stated that the existing budget is only enough to cover miscellaneous funds for only approved applications. Terlaje will send announcement to faculty that PDRC will no longer accept applications.

B. Blas will follow up with balance issues and will gain access to PDRC accounts.

C. Kindle Books (FY10-FY11)

**IV. Old Business** (Tabled due to Carmen Santos's visit with the committee)

**A.** Travel Policy (Carmen)

**B.** Review the IOP's, Bylaws, Forms, etc. for End of the Year Report

**V. Review PDRC Applications:** Applications were reviewed.

**VI. Announcements.**

April 8, 2011, Friday, 2p, FSO.

**VII.** Adjournment: 3pm.

**Minutes taken by Theresa Datuin**

**Approved by**

\_\_\_\_\_  
**Patty Terlaje, PDRC Chairperson**

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

**Guam Community College**  
Professional Development Review Committee

**Agenda**

February 11, 2011  
2:00 p.m., Faculty Senate Office

GCC Mission Statement:

**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.**

I. Call to Order

II. Approval of Minutes

January 14, 2011

III. Financial Update

- A. FY11: Expenses Breakdown (emailed to committee members)
- B. FY11: Balances

		<u>2/11/10 (applicants)</u>
7220 Travel	9,582.94	5,292.67
7230 Contractual	3,552.50	3,552.50
7240 Supplies	500.00	500.00
7290 Misc.	5,000.00	4,940.00

- C. FY10: Follow up with Balance Issues/Access to Account (Frank)

IV. Old Business

- A. Travel Report revision(Joni)
- B. Brown Bag Sessions (Robin: table at event with applications)
- C. Mentoring Program (Cathy LG)
- D. February 21, 2011 PD activities (Theresa/Patty/Cathy)
- E. February Report Deadline to Dr. Somera
- F. Certified Faculty Developer Duties (Patty)

V. New Business

- A. Review the IOP's, Bylaws, Forms, etc. for End of the Year Report
- B. Election of Officers

VI. Review PDRC Applications

VII. Announcements

VIII. Next committee meeting

March 11, 2011, Friday, 2:00 p.m., Faculty Senate Office

IV. Adjournment

Guam Community College  
Professional Development Review Committee *Minutes*  
February 11, 2011

**I. Call to Order: 2p**

Attendance:

	Name	E-mail	Present
1	Frank Blas	Frank.blas@guamcc.edu	✓
2	Theresa Datuin	Theresaann.datuin@guamcc.edu	✓
3	Jo Nita Kerr	Jonita.kerr@guamcc.edu	✓
4	Cathy Leon Guerrero	Catherine.leonguerrero@guamcc.edu	✓
5	Robin Roberson	Robin.roberson@guamcc.edu	✓
6	Patty Terlaje	Patricia.terlaje@guamcc.edu	✓



## **II. Approval of minutes: January 14, 2011.**

## **III. Financial Update:**

- A. Terlaje discussed PDRC's budget with the committee
- B. Blas will follow up with balance issues and will gain access to PDRC accounts.

## **IV. Old Business**

- A. Travel Report revision. Ray Somera approved of the revisions.
- B. Brown bag sessions. Roberson and Datuin decided to have PDRC folders and documents available at the Feb 21, Professional Development Day for those interested in using PDRC funds.
- C. Mentoring program. Mentoring program is currently overseen by Clare Camacho. Terlaje and Leon Guerrero will be working with Camacho to streamline the program.
- D. Professional development day activity on Feb. 21, 2011. Committee will meet on Feb ??, 2011 to ensure that details of this activity are carried out. Committee will set up on Saturday, prior to the activity, to set up the MPA.
- E. February Report Deadline to Dr. Somera. Terlaje submitted in report to Dr. Ray.
- F. Certified Faculty Developer Duties. Committee discussed the various aspects and duties that a faculty member may incur while in this position. Discussion still ongoing.

## **V. New Business**

- A. Review the IOPs, Bylaws, Forms, etc for End of the Year Report. Tabled until after the Professional Development Day on Feb 21.
- B. Election of Officers: Tabled

## **VI. Review PDRC Applications.** Applications were reviewed by the committee.

## **VII. Announcements.**

## **VIII. Next semester's (Sp 2011) committee meetings.**

March 11, 2011, Friday, 2p, FSO

April 8, 2011, Friday, 2p, FSO.

## **IX. Adjournment: 4pm.**

**Minutes taken by Theresa Datuin**

**Approved by**

\_\_\_\_\_  
**Patty Terlaje, PDRC Chairperson**

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

**Guam Community College**  
Professional Development Review Committee

**Agenda**

January 14, 2011  
10:00 a.m., Faculty Senate Office

GCC Mission Statement:

**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.**

- I. Call to Order
- II. Approval of Minutes  
December 10, 2010
- III. Financial Update
  - A. FY11: Expenses Breakdown
  - B. FY10: Follow up with Balance Issues (Frank)
- IV. Old Business
  - A. Travel Report revision(Joni)
  - B. Brown Bag Sessions (Theresa & Robin)
  - C. Mentoring Program (Cathy & Robin)
  - D. February 21, 2011 PD activities (Theresa)
- V. New Business
  - A. February Report Deadline to Dr. Somera
- VI. Review PDRC Applications
- VII. Announcements
- VIII. Next committee meeting  
February 11, 2011, Friday, 2:00 p.m., Faculty Senate Office
- IV. Adjournment

Guam Community College  
Professional Development Review Committee *Minutes*  
January 14, 2011

**I. Call to Order: 10a**

Attendance:

	Name	E-mail	Present
1	Frank Blas	Frank.blas@guamcc.edu	✓
2	Theresa Datuin	Theresaann.datuin@guamcc.edu	✓
3	Jo Nita Kerr	Jonita.kerr@guamcc.edu	✓
4	Cathy Leon Guerrero	Catherine.leonguerrero@guamcc.edu	✓
5	Robin Roberson	Robin.roberson@guamcc.edu	
6	Patty Terlaje	Patricia.terlaje@guamcc.edu	✓

**II. Approval of minutes: Dec. 10, 2010.** Joni Kerr made a motion to approve minutes with revisions; Frank Blas seconded. Motion carried.

**III. Financial Update:**

**A.** Patty Terlaje discussed how the Fy '10 budget does not match records. Committee discussed methods to determine whether or not Faculty to Degree applicants exceeded the set tuition assistance amount- \$2500. Cathy Leon Guerrero will verify if applicants did exceed the tuition assistance amount

**B.** Frank Blas was requested to gain access to PDRC finances on GCC portal. Blas was asked to follow up with balance issues. After committee discussed items A and B, Theresa Datuin motioned to table this item on the agenda; Cathy Leon Guerrero seconded. Motion carried.

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

- A. Travel Report revision. Carmen approved the revised form.
- B. Brown bag sessions. Tabled.
- C. Mentoring program. Committee members Patty Terlaje and Cathy Leon Guerrero along with Marsha Postrozny, and Clare Camacho set up a peer mentoring session on Tuesday January 19, 2011 at 330p in room 202. Currently there are 12 mentees and mentors. This program will hold 3 different workshops during the spring semester. Agenda and food will be provided. This mentoring program will focus on new faculty members.
- D. Professional development day activity on Feb. 21, 2011. Committee updates: Professor Fee, UOG, will not be able to present due to time constraint; Theresa Datuin will send letter for "call of presenters" to PDRC recipients after January 21, 2011. Committee discussed that they plan on having 4 presenters per session. Committee also discussed possible equipment to meet presenter needs.

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

- A. February report deadline to Dr. Somera. Patty Terlaje discussed that a summary of TA, travel and non PDRC sponsored trips will be on the updated report. Report will be sent ???
- B. Certified Faculty Developer (suggestion from Dr. Somera). Committee brainstormed ideas on how to incorporate this suggestion into the committee. Committee chairperson, Patty Terlaje, will send a follow up email to Dr. Somera at a later date.
- C. Review job specifications as it relates to PDRC and Committee work. Patty Terlaje requested that committee make and send recommendations to Terlaje as soon as possible.

**VI. Review PDRC Applications.** Theresa Datuin made a motion to table this item on the agenda. Cathy Leon Guerrero seconded. Motion carried.

**VII. Announcements.** Committee decided to add an additional PDRC application deadline to accommodate those who were unable to meet December's deadline due to the Christmas Holiday.

**VIII.** Next semester's (Sp 2011) committee meetings.

February 11, 2011, Friday, 2p, FSO

March 11, 2011, Friday, 2p, FSO

April 8, 2011, Friday, 2p, FSO.

**IX.** Adjournment: 1145a. Cathy Leon Guerrero made a motion to adjourn the meeting; Jonita Kerr seconded. Motioned carried.

**Minutes taken by Theresa Datuin**

**Approved by**

\_\_\_\_\_  
**Patty Terlaje, PDRC Chairperson**

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

**Guam Community College**  
Professional Development Review Committee

**Agenda**

December 10, 2010, Thursday  
9:00 a.m., Faculty Senate Office

GCC Mission Statement:

**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.**

I. Call to Order

II. Approval of Minutes

November 19, 2010

III. Financial Update (Patty)

A. \*FY11: Expenses Breakdown

1.	Travel	=	\$7,625.87
2.	Contractual	=	\$7,000.00
3.	Supplies & Materials	=	\$7,500.00
4.	Miscellaneous	=	\$26,100.00

**Total Balance = \$48,225.87**

**\*As per Cheryl San Nicolas 12/6/10**

B. FY11/FY10 Tuition Assistance Faculty2Degree

IV. Old Business

- A. Mentoring Program (Frank & Robin)
- B. PDRC Application Form revised (Patty)
- C. Travel Report Form revision and Travel Reports File (Joni)
- D. Brown Bag Sessions (Theresa & Robin)
- E. Consolidation of Institutional Priorities and Faculty Needs Assessment (Patty)
- F. Professional Development Activities for February 21, 2010

V. New Business

VI. Review PDRC Application

VII. Announcements

VIII. Next Semester's (SP2011) committee meetings

January 14, 2011, Friday, 10:00 a.m., Faculty Senate Office

February 11, 2011, Friday, 2:00 p.m., Faculty Senate Office

March 11, 2011, Friday, 2:00 p.m., Faculty Senate Office

April 8, 2011, Friday, 2:00 p.m., Faculty Senate Office

IV. Adjournment

Guam Community College  
Professional Development Review Committee *Minutes*  
Thursday, December 10, 2010

**I. Call to Order: 9a**

Attendance:

	Name	E-mail	Present
1	Frank Blas	Frank.blas@guamcc.edu	✓
2	Theresa Datuin	Theresaann.datuin@guamcc.edu	✓
3	Jo Nita Kerr	Jonita.kerr@guamcc.edu	✓
4	Cathy Leon Guerrero	Catherine.leonguerrero@guamcc.edu	✓
5	Robin Roberson	Robin.roberson@guamcc.edu	✓
6	Patty Terlaje	Patricia.terlaje@guamcc.edu	✓

**II. Approval of minutes: November 19, 2010.** Frank Blas made a motion to approve minutes; Cathy seconded. Motion carried.

**III. Financial Update:**

**A.** Patty Terlaje provided the financial update as per Cheryl San Nicolas, 12/6/10.

<i><b>FY11: Expense Breakdown</b></i>	
Travel	\$625.87
Contractual	\$7000
Supplies & Materials	\$7500
Miscellaneous	\$26100



<b>Total Balance</b>	<b>\$41225.87</b>
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B. Frank Blas was requested to gain access to PDRC finances on GCC portal.

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

**A. Mentoring Program:** Committee discussed the mentoring program. Highlights of the mentoring program should include the following points:

- ☐ It should be faculty driven
- ☐ It should promote positivity
- ☐ It should be open to all faculty members, new and returning.
- ☐ Mentors may have more than one mentee
- ☐ Mentoring program should be reported by the Feb 1<sup>st</sup> and Sept 1<sup>st</sup>.

Clare Camacho, Cathy L.G., and Robin Roberson will take lead to develop mentoring standard operating procedures, which will be reviewed by the PDRC committee.

Joni Kerr made the motion to Clare Camacho to coordinate mentoring program. Cathy L.G. seconded. Motion carried.

#### **B. Revision of PDRC Application Form and Trip Report Form**

Committee agreed that the revision of both forms includes: changing the "Revision Date" on the bottom of the forms and changing in both applications the word "Date" to "Date of Event." Committee agreed that Carmen Kwek will review forms

#### **C. Travel reports File.**

Dr. Somera provided a CD-ROM of all past travel reports. Somera requests that the committee inform that applicants must submit a travel report with more substance.

**D. Brown Bag Sessions & Professional Development Activities for February 21, 2011.**

Robin Roberson and Theresa Datuin will conduct brown bag session on February 21, 2011.

Theresa Datuin will take lead on Professional Development Activities for February 21, 2011. Activities will include light refreshments and at least 4 presentations by applicants, who have received PDRC funding for conferences. The presentations should focus on faculty identified areas: critical thinking, learning styles, student motivation, linking secondary to post-secondary programs, technology in the classroom.

Logistics for February 21, 2011 includes getting catering quotes and providing participants and presenters with certificates, folders, pens, and other supplies.

**E. Consolidation of Institutional Priorities and Faculty Needs Assessment.**

Dr. Somera revised the academic priorities list and made some recommendations. Frank Blas motioned to approve PDRC recommendations to the institutional priorities; Robin Roberson seconded. Motion carried.

**V. New Business**

**VI. Review of PDRC Applications**

A. Committee reviewed and approved of 2 applications.

**VII. Announcements**

**VIII. Next semester's (Sp 2011) committee meetings.**

January 14, 2011, Friday, 10:00a, FSO

February 11, 2011, Friday, 2p, FSO

March 11, 2011, Friday, 2p, FSO

April 8, 2011, Friday, 2p, FSO.

**IX. Adjournment: 1012.** T. Datuin made a motion to adjourn the meeting; Patty Terlaje seconded. Motioned carried.

**Minutes taken by Theresa Datuin**

**Approved by**

\_\_\_\_\_  
**Patty Terlaje, PDRC Chairperson**

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

**Guam Community College**  
Professional Development Review Committee

**Agenda**

November 19, 2010, Thursday  
2:00 p.m., Faculty Senate Office

GCC Mission Statement:

**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.**

I. Call to Order

II. Guest Speaker: Carmen Santos, VP, Business & Finance

- A. Flow Chart for TA
- B. Trip Report

III. Approval of Minutes

October 28, 2010

IV. Financial Update (Patty)

A. FY11: Expenses Breakdown

1. Travel	=	\$26,964.92
2. Contractual	=	\$0
3. Supplies & Materials	=	\$0
4. Miscellaneous	=	\$11,450.00
Total	=	\$38,414.92

Balance = \$36,585.08

B. FY11: Balance Sheet (Patty & Frank to reconcile account with Carol)

V. Old Business

- A. Mentoring (Frank & Robin, DC Council Meeting)
- B. Monitoring of Professional Development Activities conducted in departments (Patty)
- C. Travel Report revision(Joni)
- D. Brown Bag Sessions (Theresa & Robin)
- E. Faculty Senate Recommendations/Concerns

VI. New Business

- A. Faculty Senate Meeting (Mentoring Program Coordinator)
- B. Continuing Education training/tuition funding
- C. Attendance at PDRC activities

VII. Review PDRC Applications

VIII. Announcements

IX. Next committee meeting

December 10, 2010, Friday, 10:00 a.m., Faculty Senate Office

IV. Adjournment

Guam Community College  
Professional Development Review Committee *Minutes*  
Friday, November 19, 2010

**I. Call to Order:**

Attendance:

	Name	E-mail	Present
1	Frank Blas	Frank.blas@guamcc.edu	✓
2	Theresa Datuin	Theresaann.datuin@guamcc.edu	
3	Jo Nita Kerr	Jonita.kerr@guamcc.edu	✓
4	Cathy Leon Guerrero	Catherine.leonguerrero@guamcc.edu	✓
5	Robin Roberson	Robin.roberson@guamcc.edu	✓
6	Patty Terlaje	Patricia.terlaje@guamcc.edu	✓

**II. Guest Speaker: Carmen Santos, VP, Business & Finance**

**A. Flow Chart for Travel Authorization:** Flow chart was provided by C. Santos. She said on average it takes about 2-3 weeks to go the process. She did say that part of hold for one application was due to new fiscal year. F. Blas brought up the need for a more detailed checklist for faculty to follow. R. Roberson agreed. F. Blas said he would work on the flow chart.

**B. Trip Report Form** – Revisions of the draft of the Trip Report Form included that the report must be submitted no more than 10 days after travel ends and Travel Dates (as well as Date(s) of Event). Carmen Santos will check on the viability of combining the PDRC report form with the current trip report form and provide feedback after shared by administration. Trips not funded by GCC do not require submission of a travel report.

**C. Use of GCC Corporate Card and Travel Policy** – Carmen stated that using the corporate card eliminates problems with people using their own cards such as incurring finance charges which GCC would have to pay in addition to the trip charges, as well as charge limits. She said that there will be a refresher course in the Spring for administrative assistants with regard to the Travel Policy.

**D. Clare's 'Kindle'** – Carmen to follow up on this issue.

**E. PDRC Account** - Access to FOAP online request for Patty & Frank

**F. Tuition for all applicants** – The PDRC limit on tuition funding is \$2500 per year.

**III. Approval of Minutes:** Frank Blas made a motion to approve the minutes of October 28, 2010 with a correction to Section IV C. Brown *Back* Session, changed to Brown *Bag* Session; seconded by Joni Kerr. The motion carried.

#### **IV. Financial Update**

**A. Patty Terlaje** provided the following information:

FY11: Expenses Breakdown

1. Travel = \$26,964.92

2. Contractual = 0

3. Supplies & Materials = 0

4. Miscellaneous = \$11,450.00

Total = \$38,414.92

Balance = \$36,585.08

**B. FY11: Balance Sheet** (Patty & Frank to reconcile account with Carol)

#### **V. Old Business –**

**A. Mentoring** – PDRC will call out for a Mentoring Coordinator to work with the Deans, Department Chairs, and PDRC to handle mentoring issues. Possible ways that the coordinator might be compensated include a stipend from PDRC funds or release time. The Coordinator would organize activities and work with faculty to allow mentors/mentees an opportunity to grow professionally as well as report to PDRC. The priority is the program be faculty driven and allow the flexibility of mentees and mentors to choose their partner who they feel comfortable with.

**B. Monitoring of Professional Development Activities conducted in departments** – Discussion revolved around what qualifies as professional development. This has potential effects on faculty evaluations. PDRC could recommend a section in the evaluation that the faculty member can ask for clarification on certain points in the evaluation.

**C. Brown Bag Session** – Robin and Theresa will determine a date for the Spring semester.

**D. Faculty Senate Recommendations/Concerns** - mentoring activities addressed in A.

## **VI. New Business –**

**A. Mentoring** – addressed in Old Business

**B. Continuing Education Training/tuition funding** – this follows a question from a faculty member inquiring about PDRC funding. The Committee agreed that faculty could seek reimbursement/funding for CE Training, by submitting an application.

**C. Attendance at PDRC activities** – recognizing that attendance was sparse at a recent PD activity, the Committee decided to recommend that Faculty use February 24th as a possible date to hold their PD activity as satellite schools use that date as their regular PD day. Another possibility is February 18th, Open Campus Day – Marsha Postrozny will be consulted.

**D. Members agreed that the Internal Operating Procedures should be revised to obtain a promissory note from faculty for certifications or exams. This will ensure that the College has recourse to obtain a reimbursement should the faculty member fail the certification or exam.**

## **VII. Review PDRC Applications –**

**A. The Committee voted unanimously to approve an application. It was noted that the travel cost needs to be updated as the deadline had passed for purchasing the ticket.**

**1. After reviewing this application, the Committee noted that the Clearance Report Form needs to be corrected to revise the section: *This is to certify that I have completed and fulfilled my obligations to the College as outlined in my Professional Development Activity Application Form, Section D.* Change to *as outlined in my previous Professional Development Activity Application Form, Section E.***

**2. This above change also affects the text above the Dean's signature line. The text will be revised to read: *'I have reviewed the Applicant's Professional Development Activity Application Form and certify that the applicant has completed and fulfilled all his or her obligations to the College as outlined in the Applicant's previous Professional Development Activity Application Form, Section E.'***

**VIII. Next Meeting:** December 10, 2010, 10 am; Faculty Senate Office. However, the meeting time may be moved from 10 am to 9 am so that members can attend the

opening of the new Learning Resources Center. Patty will follow up with a confirmation email.

**IX. Adjournment: 3:48 pm.** Frank Blas made a motion to adjourn the meeting; J. Kerr seconded. Motioned carried.

**Minutes taken by Jonita Kerr**

**Approved by**

\_\_\_\_\_  
**Patty Terlaje, PDRC Chairperson**

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



**Guam Community College**  
Professional Development Review Committee

**Agenda**

October 28, 2010, Thursday  
9:00 a.m., Faculty Senate Office

GCC Mission Statement:      **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.**

I.      Call to Order

II.     Approval of Minutes

October 8, 2010

III.    Financial Update

A.      FY11: Breakdown

1.      Travel	=	\$59,530.00
2.      Contractual	=	\$5,834.10
3.      Supplies & Materials	=	\$222.85
4.      Miscellaneous	=	\$17,253.00

B.      FY11: Balance Sheet (handout) as of 9/28/10 (Carol)

IV.    Old Business

- A.      Letter to Faculty AY09-10 Payback (Patty)
- B.      Mentoring (need volunteer to follow up with DC's)
- C.      Monitoring of Professional Development Activities conducted in departments (need volunteer to follow up with DC's)
- D.      Travel Report revision(Joni)
- E.      Brown Bag Sessions (Joni, & Robin)

V.      Faculty Senate Recommendations/Concerns

- A.      Online ticket purchase
- B.      GCC mission statement on agendas to recite at meetings
- C.      Applications be approved or disapproved, remove pending status
- D.      Status of mentoring activity

VI.    Announcements

VII.   Next committee meeting

November 19, 2010, Friday, 2:00 pm, Faculty Senate Office

IV.    Adjournment

Guam Community College  
Professional Development Review Committee *Minutes*  
Thursday, October 28, 2010

**I. Call to Order:** 915a

Attendance:

	Name	E-mail	Present
1	Frank Blas	Frank.blas@guamcc.edu	
2	Theresa Datuin	Theresaann.datuin@guamcc.edu	✓
3	Jo Nita Kerr	Jonita.kerr@guamcc.edu	✓
4	Cathy Leon Guerrero	Catherine.leonguerrero@guamcc.edu	✓
5	Robin Roberson	Robin.roberson@guamcc.edu	✓
6	Patty Terlaje	Patricia.terlaje@guamcc.edu	✓

**II. Approval of Minutes:** Committee discussed posting “generalized” minutes on the MyGCC website. R. Roberson motioned to approve the October 8, 2010 minutes with corrections; J. Kerr seconded. Motion carried.

**III. Financial Update:** Committee discussed breakdown of finances. V.P Carmen Kwek will be asked to attend the next PDRC committee meeting to discuss TA approval procedures.

**IV. Old Business.**

- A. Committee discussed the revision of SY 2009-2010 PDRC forms. T. Datuin motioned to approve the Letter to Faculty form, AY09-10, payback policy; J. Kerr seconded. Motion carried.
- B. Committee discussed solutions for monitoring PDRC departmental activities. P. Terlaje will prepare a packet of information on mentoring. P. Terlaje will present this information to the department chairs at the DC meeting. R. Roberson motioned to approve the discussion with the DC’s at the DC meeting; T. Datuin seconded. Motion carried

- C. Travel Report: Tabled
- D. Brown Bag Session (Theresa & Robin): Tabled

**V. Faculty Senate Recommendations/ Concerns were tabled.**

- A. Online Ticket Purchase
- B. GCC mission statement on agendas to recite at meetings
- C. Applications and PDRC status
- D. Status of mentoring activity.

**VI. Next Meeting:** November 19, 2010, 2p; Faculty Senate Office

**VII. Adjournment: 1005a.** T. Datuin made a motion to adjourn the meeting; J. Kerr seconded. Motioned carried.

**Minutes taken by Theresa Datuin**

**Approved by**

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**Patty Terlaje, PDRC Chairperson**

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**Date**

Guam Community College  
Professional Development Review Committee *Minutes*  
Friday, October 8, 2010

**I. Call to Order: 233p**

Attendance:

	Name	E-mail	Present
1	Theresa Datuin	theresaann.datuin@guamcc.edu	✓
2	Jo Nita Kerr	jonita.kerr@guamcc.edu	✓
3	Cathy Leon Guerrero	catherine.leonguerrero@guamcc.edu	✓
4	Robin Roberson	robin.roberson@guamcc.edu	✓
5	Patty Terlaje	patricia.terlaje@guamcc.edu	

**II. Faculty Presentations**

- A. Three applicants presented the committee with her evidence, plans, and reasoning to support their application.

**III. Approval of Minutes: Tabled until next meeting**

**IV. Financial Updates: Tabled until next meeting**

**V. Reviewed Applications:**

- A. Two applications were approved of by the committee

**VI. Next Meeting: November 19, 2010, 230p; Faculty Senate Office**

**VII. Adjournment: 445p**

**Minutes taken by Theresa Datuin**

**Approved by**

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**Frank Blas, acting PDRC Chairperson**

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**Date**

**Guam Community College**  
Professional Development Review Committee

**Agenda**

September 13, 2010, Monday  
9:00 a.m., Faculty Senate Office

- I. Call to Order
- II. Financial Update
- III. Old Business
  - A. AAVP & BFVP Meeting, September 24, 2010, Thursday, 2:00 pm, ASD conference room
  - B. Professional Development Activities AY10-11
    - 1. Letter to Faculty AY09-10 Payback
    - 2. Mentoring
  - C. PDRC Attendance and Task Forms
- IV. Review Applications
- V. Announcements
- VI. Next committee meeting

October 8, 2010, Friday, 2:30 pm, Faculty Senate Office

- IV. Adjournment

Guam Community College  
Professional Development Review Committee *Minutes*  
Monday, September 13, 2010

**I. Call to Order:** 910a

Attendance:

	Name	E-mail	Present
1	Theresa Datuin	theresaann.datuin@guamcc.edu	✓
2	Jo Nita Kerr	jonita.kerr@guamcc.edu	✓
3	Cathy Leon Guerrero	catherine.leonguerrero@guamcc.edu	✓
4	Robin Roberson	robin.roberson@guamcc.edu	✓
5	Patty Terlaje	patricia.terlaje@guamcc.edu	✓

**II. Financial Update:**

A. Discussed PDRC Fund.

- FY 2010 Balances:

Travel	1,046.75
Contractual	3052.00
Supplies & Materials	0.00
Miscellaneous	0.00

- FY 2011 expected funding= \$75000

### **III. Old Business**

- A. AAVP & BFVP meeting, Friday, Sept 24, 2010, 2pm at the ASD conference room. The meeting will discuss institutional priorities, travel procedures, and overall standard operating procedures.
- B. Professional Development Activities. Committee discussed that FY'09-10 recipients of PDRC funding should conduct professional development activities within their own department. The committee also discussed that "mentoring" is the department chairperson's responsibility. The committee pondered on whether or not to include in the semi-annual report those who are participating as mentees or mentors. Brown bag sessions will be held once per semester. Joni and Cathy will hold a brown bag session on Sept. 23, 4p, Faculty Senate office. Robin and Theresa will hold a brown bag session in the spring semester.
- C. PDRC Attendance and Task Forms. It was decided by the committee that each person will be in charge of their own tasks.

### **IV. Review Applications:**

- A. The committee approved majority of the tuition assistance applications. The committee tabled majority of the travel applications. Discussions on approval are ongoing.

V. **Next Meeting:** October 8, 2010, 230p.

VI. **Adjournment:**

**Minutes taken by Theresa Datuin**

**Approved by**

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**Patricia Terlaje, PDRC Chairperson**

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**Date**



**Guam Community College**  
Professional Development Review Committee

**Agenda**

August 27, 2010

2:00 p.m., Faculty Senate Office

- I. Call to Order
- II. Financial Update
  - A. 2009-2010 PDRC Fund Activity Report
  - B. Accountant's Report
- III. New Business
  - A. 2010-2016 GFT-BOT Agreement PDRC Specifications
  - B. 2009-2010 PDRC End of the Year Report
  - C. 2010-2011 PDRC Bylaws
  - D. 2010-2011 PDRC Internal Operating Procedures/Ethics
  - E. GCC Travel Policy
  - F. PDRC Trip Application
  - G. PDRC Tuition Assistance Application
  - H. PDRC Faculty Response Form
  - I. PDRC Professional Development Activities/Faculty Needs Assessment (Spring 2010)
  - J. SY2010-2011 Committee Meeting Dates
    - 1. Reviewing Applications
    - 2. AVP/Business
    - 3. Brown Bag Sessions
    - 4. Professional Development Activities
  - K. Priority Professional Development Funded Activities
  - L. PDRC Attendance and Task Forms
- IV. Adjournment

Guam Community College  
Professional Development Review Committee *Minutes*  
Friday, August 27, 2010

**I. Call to Order: 2:05p**

Attendance:

	Name	E-mail	Present
1	Frank Blas	frank.blas@guamcc.edu	✓
2	Theresa Datuin	theresaann.datuin@guamcc.edu	✓
3	Jo Nita Kerr	jonita.kerr@guamcc.edu	✓
4	Cathy Leon Guerrero	catherine.leonguerrero@guamcc.edu	✓
5	Robin Roberson	robin.roberson@guamcc.edu	✓
6	Patty Terlaje	patricia.terlaje@guamcc.edu	✓

**II. Financial Update:**

A. Discussed Fund Activity and Accountant's reports for FY 2010. Carol Guerrero is the accountant for PDRC.

B. FY 2010 Balances

Travel	1,046.75
Contractual	3052.00
Supplies & Materials	0.00
Miscellaneous	0.00

**III. New Business**

A. 2010-2016 GFT –BOT Agreement PDRC Specifications

Discussed changes for PDRC in the GFT-BOT agreement, which include: PDRC is no longer required to coordinate Professional Development Day; PDRC will coordinate other professional development activities. Midterm reports are due on Feb 1 and Sept 1

B. 2009-2010 PDRC End of the Year Report

Chair discussed End of the Year Report and that committee will have to meet with Dr. Somera. Meeting with Dr. Somera will be on September 24, 2010, 2:00 pm

C. 2010-2011 PDRC Bylaws

Committee discussed grammatical and mechanical changes of the Bylaws. Cathy Leon Guerrero motioned to approve the Bylaws, seconded by Frank Blas. Motioned carried- Bylaws approved with changes.

D. 2010-2011 PDRC Internal Operating Procedures/Ethics (IOP/E)

Committee discussed grammatical changes and new dates for submission of applications. Robin Roberson motioned to accept Internal Operating Procedures with changes, seconded by Frank Blas. Motioned carried- IOP/E approved with changes.

E. GCC Travel Policy/ Trip Application/ Tuition Assistance Application

Chair stated there were no changes in the Travel Policy as per her conversation with Joleen Evangelista. Chair suggested converting the current application (PDF) forms to Microsoft Word documents to make it easier for the applicants. All forms will be attached to PDRC application. Robin Roberson motioned to approve the forms, seconded by Cathy Leon Guerrero. Motion carried- forms approved with technical changes.

H. PDRC Faculty Response Form

Chair will bring in the Faculty Response Form next meeting.

I. PDRC Professional Development Activities/Faculty Needs Assessment (Spring 2010).

Discussed the top areas that Faculty has identified as a need (i.e., developing lesson plans, increasing student motivation, using technology in the course).

J. SY2010-2011 Committee Meeting Dates

Committee meetings will be held in Faculty Senate Office:

Date	Time
09/13/10	9a
10/08/10	2:30p
11/19/10	2p
12/10/10	10a
01/14/11	10a
02/11/11	2p
03/11/11	2p
04/08/11	2p

Chairperson asked committee to ponder on various professional development activities (i.e., Brown Bag sessions), which will also be further discussed next meeting.

**K. Priority Professional Development Funded Activities.**

Discussed that committee needs to consider activities and applicants that parallels the priorities and needs of the College and Faculty. Also, to consider that applicants may have other funding sources that should be used, such as grants, instead of PDRC funds.

**L. PDRC Attendance and Task Forms**

Frank Blas was nominated to be the Chair-Elect by the majority. Theresa Datuin was nominated to be the secretary also by the majority. Motion carried- Frank Blas is the Chair-elect and Theresa Datuin is the secretary

**IV. Open Discussion: None**

**V. Next Meeting: September 13, 2010, 9a.**

**VI. Adjournment: Motioned made by Frank Blas and seconded by Jonita Kerr; adjourned at 3: 27.**

**Minutes taken by Theresa Datuin**

**Approved by**

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**Patricia Terlaje, PDRC Chairperson**

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**Date**