

2. Marlena Montague e-mail, 12/13/2012 about focus group transcript being prepared.

Christine,

There were no sign-in sheets for the focus group sessions. The President compiled the focus group feedback into the power point she presented at the November ISMP update session. I am working on transcribing the notes from the November session and will forward that when completed.

*Marlena O.P. Montague*  
*Assistant Director, AIER*  
*Guam Community College*  
*671.735.5612*  
<http://www.quamcc.edu/Runtime/aier.aspx>

**From:** Doris Perez [<mailto:doris.perez@quamcc.edu>]  
**Sent:** Thursday, December 13, 2012 10:02 AM  
**To:** [marlena.montague@quamcc.edu](mailto:marlena.montague@quamcc.edu); 'R. Ray D. Somera'; 'Gina C. Tudela'  
**Cc:** 'Christine Matson'  
**Subject:** RE: More on Standard I, IB2, Continuous Planning Process

Just for clarification, the information I am requesting relates to the focus group session held separately for each strategic goal initiative – educational excellence – and not the President's ISMP November presentation. Thanks.

Dánkulo Na Si Yu'os Má'åse  
(Thank you very much)  
DORIS C.U. PEREZ  
Assistant Director & GED® Administrator  
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**From:** Marlena O.P. Montague [<mailto:marlena.montague@quamcc.edu>]  
**Sent:** Thursday, December 13, 2012 9:46 AM  
**To:** 'R. Ray D. Somera'; 'Gina C. Tudela'  
**Cc:** Doris Perez; Christine Matson; [marlena.montague@quamcc.edu](mailto:marlena.montague@quamcc.edu)  
**Subject:** RE: More on Standard I, IB2, Continuous Planning Process

Dr. Ray,

There were no sign-in sheets prepared by HR for that event.

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**From:** R. Ray D. Somera [<mailto:reneray.somera@guamcc.edu>]  
**Sent:** Wednesday, December 12, 2012 1:17 PM  
**To:** [marlena.montague@guamcc.edu](mailto:marlena.montague@guamcc.edu); 'Gina C. Tudela'  
**Subject:** FW: More on Standard I, IB2, Continuous Planning Process

Marlena/Dr. Gina, would you happen to know if there was such a list? I was off-island at the time.

*R. Ray D. Somera, Ph.D.*  
Vice President for Academic Affairs  
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**From:** Doris Perez [<mailto:doris.perez@guamcc.edu>]  
**Sent:** Wednesday, December 12, 2012 12:43 PM  
**To:** 'Carmen Santos'; 'Ray Somera'; 'Mary Okada'  
**Subject:** FW: More on Standard I, IB2, Continuous Planning Process

Can you please provide a copy of sign-in sheet and notes taken from the September/October focus group session so that I can compile and forward out to C. Matson? Thanks.

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(Thank you very much)  
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**From:** Christine Matson [<mailto:christine.matson@guamcc.edu>]  
**Sent:** Wednesday, December 12, 2012 10:20 AM  
**To:** 'Doris Perez'  
**Subject:** RE: More on Standard I, IB2, Continuous Planning Process

Hi Doris,

Could I please get copies of the sign in sheets for the focus groups held in September and October 2012, for the Standard I report? If you have any documentation of what was discussed, could I please get a copy of that as well.

Thank you,

Christine

GCC Library  
Department Chair

735-0231, 0228

**From:** Doris Perez [<mailto:doris.perez@guamcc.edu>]  
**Sent:** Wednesday, December 05, 2012 9:34 AM  
**To:** 'Christine Matson'  
**Subject:** FW: More on Standard I, IB2, Continuous Planning Process  
**Importance:** High

Christine, here are highlights of ISMP related activities.

ISMP initiatives:

1. Pioneering – Carmen Santos
  2. Educational Excellence – Dr. R. Somera
  3. Community Interaction – President Mary Okada
  4. Dedicated Planning – myself
- ISMP minutes and attendance record of working sessions.
  - ISMP Slide presentations
  - ISMP strategic initiative work plan
  - Informational Engagements ...
    - Educational Campaign, December 2008 (presentation)
    - Employees Are Our Assets Too, February 2009 (presentation)
    - Leadership Dinner, March 2009 (presentation)
    - From the ALO's Desk, August 2009 (Chachalani)
    - Updates, June and August 2011
    - Focus group sessions, September & October 2012
    - Moving Forward to 2014, November 2012

Dáńkulo Na Si Yu'os Má'åse

(Thank you very much)

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**From:** Christine Matson [<mailto:christine.matson@guamcc.edu>]  
**Sent:** Monday, December 03, 2012 1:15 PM  
**To:** [doris.perez@guamcc.edu](mailto:doris.perez@guamcc.edu)  
**Cc:** [helen.gamble@guamcc.edu](mailto:helen.gamble@guamcc.edu)  
**Subject:** More on Standard I, IB2, Continuous Planning Process  
**Importance:** High

Hi Doris,

I'm the chair for Standard I. I'd like to get some information about the ISMP. I am looking at 1B2, where GCC has an actionable improvement plan.

1B2

Engage all stakeholders in the College's continuous planning processes so that there is a clear understanding of roles and expectations among all constituents.

What kind of evidence do you have about our continuous planning processes to show there is a clear understanding of roles and expectations among all constituents? Do you have posts to MyGCC about these issues? Please e-mail me anything you believe will be helpful.

I can also interview staff and others. Last year, the Standard I committee found that some of the staff we interviewed indicated they were not in touch with what was happening with the ISMP and the mission statement.

I know there is a lot of communication about the ISMP within the college. Last year, it looked like some constituents were not checking MyGCC.

If you'd like to meet with me, just let me know.

Thank you for your help.

Christine

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