# Standard I

# Addressing Team Recommendations and Actionable Improvement Plans

# INTRODUCTION

The College’s commitment to continuously improve its programs and services to its students and the community, work has begun in addressing the Actionable Improvement Plans that were recommended from the recent Institutional Self Evaluation Report (ISER) submitted to the Accrediting Commission for Colleges and Junior Colleges (ACCJC) for reaffirmation of accreditation. Included in addressing the Actionable Improvement Strategies (AIS) are the four (4) recommendations made from the Accreditation Team on their visit to the College to validate the accreditation.

Addressing the recommendations come in three phases. Phase 1 involves a report on the data collection process. Phase 2, involves a report on data analysis gathered for addressing the recommendations. Phase 3, is writing the report describing how the College has addressed the recommendations. Phases 1 and 2, mainly serve as the evidence gathering process of addressing the recommendations.

The following data collection report is for the 2012-2013 Academic year, with the final report prepared in May 2013.

**STANDARD I –**

Standard I focuses on the institutional mission, communicating that mission, and institutional effectiveness.

**Actionable Items & Accreditation Visiting Team Recommendations and Status Updates**

The following are the status updates of the Actionable Improvement Plans that were identified in the ISER and recommendations from the Accreditation Team during their evaluation of the GCC in March 2012 relevant to Standard I.

**Standard 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.

* ISMP focus groups were held in September, October, and November 2012, to inform the campus community about the ISMP.[[1]](#footnote-1) [[2]](#footnote-2) [[3]](#footnote-3)
* On November 16, 2012, President Mary Okada held a town hall-style meeting with the campus community to provide information on the updates to the ISMP and to gather feedback from the campus on these updates.  The meeting was followed by the College’s annual Thanksgiving luncheon event. The President’s presentation on ISMP updates was entitled “Moving Forward to 2014.” The Public Information Officer took pictures at this event. [[4]](#footnote-4) [[5]](#footnote-5) [[6]](#footnote-6)
* Feedback comments about mission statement development included “for” Micronesia, instead of “in Micronesia.” The suggestion for “student-centered” was changed to “learning-centered.” Further, it was noted that, “There have been articles written on learner-centered versus learning-centered and ‘learning’ is more appropriate.” [[7]](#footnote-7)
* On February 25, 2013, Jose Munoz, Faculty Senate President, recommended the inclusion of three items in the Mission Statement: “1. A reference to Student Success, 2.  A reference to Environmentalism, and, 3.  A reference to the indigenous people and culture  of Guam and the Marianas, the Chamorros.” [[8]](#footnote-8)
* The President regularly meets with students to keep them involved in campus planning in “Meet the President” meetings.[[9]](#footnote-9) [[10]](#footnote-10)
* Comments about the Mission Statement review included, changing “the leader,” instead of “a leader,” “for Micronesia,” instead of “in Micronesia.” The recommendation included changing the word “in Micronesia” to “for Micronesia.”[[11]](#footnote-11) Final recommendations were that the mission statement include students, student centered. [[12]](#footnote-12)
* Minutes RPF Meeting, April 26, 2013, to be added when minutes are completed. Students are reserving their comments until the August 2013 meeting, which Dr. Somera will attend.[[13]](#footnote-13)
* On March 11, 2013, Dr. Somera addressed a memorandum to the entire campus community. The GCC Mission Statement feedback period was extended until September 11, 2013. This would allow the development of the Institutional Strategic Master Plan for 2014-2020 to coincide with the development of the Mission Statement. The AVP Office also announced meetings with campus governance bodies to generate new or revised goals for the development of the ISMP 2014–2016.[[14]](#footnote-14)
* Comments from students about the Mission Statement was requested on February 12, 2013.[[15]](#footnote-15)
* On Staff Administrator Development Day, mission statement feedback and ISMP updates were discussed.[[16]](#footnote-16)

**Standard 1B5.** Assess how well the College has communicated information about institutional quality to the public through a community wide survey.

* In September 29, 2010, Continuing Education completed a community survey about community interest in GCC courses. According to the results, there were 7 respondents to the survey.[[17]](#footnote-17) The Public Information Officer received a quote for a community branding survey with about 500 respondents. It would cost approximately $18,000.00. The survey needs to be conducted by a group outside GCC.[[18]](#footnote-18) The College recognizes the importance of employers and the community at large being informed about the GCC brand, the college’s vision and activities.[[19]](#footnote-19)

**Standard 1B6.** Strengthen training of faculty and staff on linking program review, institutional effectiveness and resource allocation.

* In the spring of 2012, the Business Office conducted two Banner self-service training sessions on how to perform budget queries online on MyGCC.  Faculty, administrators, and staff were invited to attend these sessions and a total of 44 participants attended the training sessions. [[20]](#footnote-20)
* At the August 1, 2012 Annual Department Chair Training, the Department Chairs received Finance and Administration training.[[21]](#footnote-21)
* In September 2012, at the Professional Review Development Committee Meeting, Dr. Somera suggested the PDRC consider amending policies based on the Institutional Priorities and Academic Priorities.[[22]](#footnote-22)
* In Fall 2012, AIER presented TracDat training.[[23]](#footnote-23) TracDat is a tool used to prepare and track assessment reports. .
* On November 15, 2012, Edwin Limtuatco informed Department Chairs that their budget training would be held on 11/21/2012, 11/26/2012 and 11/29/2012. The Department Chairs received budget training to tie resources to assessment at the DC meeting at those presentations.[[24]](#footnote-24)
* In the President’s November 2012 PowerPoint presentation, the presentation slide showed that program review, assessment, and student learning outcomes are linked to resource allocation.[[25]](#footnote-25)
* The minutes of the President’s November 2012 speech included, in Section 6, that GCC must “show data for whatever you need. . . “ and that program review, assessment, student learning and resource allocation are linked.[[26]](#footnote-26)
* The Fall 2012 budget training for Department Chairs explained that the budget is performance based. Budget goals, performance indicators, and proposed outcomes are linked. [[27]](#footnote-27)
* The GCC’s budget planning process stresses that the budget is linked to assessment outcomes, consisting of department goals, performance indicators, and proposed outcomes.[[28]](#footnote-28)
* Guam Community College allocates training resources to the Institution’s Organizational and Academic priorities. GCC’s President issued Administrative Directive 2013-03. It decreed that all professional development (tuition, fees, travel costs, lodging and per diem) regardless of funding must go through the Faculty or Staff/Administrator Professional Development Review (PDRC) procedures. In the turn, the respective PDRC each required that education or training must meet the Institutional Academic or Organizational priorities.[[29]](#footnote-29)
* The Faculty PDRC Bylaws require that the committee “recommend faculty for professional development activities and ensure that recommended eligible faculty have created plans for study, research, or work experience that promote professional development congruent with **institutional priorities** and faculty needs.”[[30]](#footnote-30) (Emphasis added.)

**Status of Actionable Improvement Plan**

**Standard 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.

GCC engages all stakeholders in its continuous planning. For example, the President met with the employees in November 2012 with an update on the Institutional Strategic Master Plan.[[31]](#footnote-31) The opportunity for comments on the mission statement was extended to September 13, 2013 to ensure a full opportunity for all members of the campus community to participate.[[32]](#footnote-32)

Because of the continued involvement of campus constituents in the planning process, this status is closed. However, there will be continued collection of the evidence that supports this participation.

**Standard 1B5.** Assess how well the College has communicated information about institutional quality to the public through a community wide survey.

GCC needs to fund a community wide public survey about institutional quality. Therefore, the status is ongoing, as GCC arranges for the administration of community wide survey.

**Standard 1B6.** Strengthen training of faculty and staff linking program review, institutional effectiveness and resource allocation.

GCC institutional budget training instructs faculty and staff to link program review, institutional effectives and resource allocation, which results in linking assessment results to budget planning.[[33]](#footnote-33)

 **Directory of Evidence**

 Page #

. Doris Perez, e-mail December 12, 2012. 8

2. Marlena Monteque, e-mail December 13, 2012 9

3. Transcript of President’s November 2012 presentation to campus community. 10

4. President’s November 16, 2012 PowerPoint presentation on ISMP updates. 16

5. MyGCC announcement sent to campus community, it was posted to MyGCC, 21

confirmation e-mail from Jayne Flores.

6. Photos of November 16, 2012 ISMP update meeting 22-23

7. Feedback on Mission Statement. 24

8. Faculty Senate President Jose Munoz, Mission Statement comments, to AVP. 25

9. February 18 & 19 “Meet the President” meetings – Monday and Tuesday 25A

10. COPSA Minutes September 21, 2012 meeting, announcement of 26

“Meet the President” meeting in October 2013.

11. Comment on Mission Statement, “for Micronesia” vs. “in Micronesia” e-mail 29

2. Comment on Mission Statement, “student-centered.” 29

3. Faculty Senate Minutes, February 19, 2013 30

4. Dr. Somera, extended review of mission statement. 32

5. Dr. Somera, e-mail, April 11, 2013. 33

6. Staff Administrator Development Day: “Investing in You” 35

17. September 29, 2010 survey results. 36

8. December 10, 2012, e-mail from Jayne Flores, Public Information Officer 37

9. ISMP, Feb. 2012 Update, specifically, p. 42. 38

20. Business Office Assessment Report covering periods 11/10/2011 to 4/11/2013 43

21. Annual Department Chair Training Agenda, August 2012 44

22. PDRC Meeting Minutes, September 14, 2012 45

23. Sign in sheets from TracDat Training and Assessment 46

24. Budget Preparation PowerPoint 50

25. President’s November 2012 PowerPoint Presentation on the ISMP 63

26. President’s November 2012 Transcript of the Presentation on the ISMP 68

27. FN 24, p.50, Budget Preparation PowerPoint, ibid,

28. Sign in Sheets for November 2012 DC &

Program Manager Budget Training for 2014 74

29. Administrator/staff: Travel Policies: Appendix 4a 77

30. Professional Development Review Committee, Bylaws, 2012-2013 78

31. ibid, FN 25, p. 63, Minutes of President’s November 2012 presentation

to campus community.

32. ibid, FN 14, p.32, Dr. Somera, extended review of mission statement

to September 2013

33. ibid, FN Ibid, FN 24, p. 50, PowerPoint Presentation for Department Chair budget training

1. Doris Perez, e-mail December 12, 2012. [↑](#footnote-ref-1)
2. Marlena Monteque, e-mail December 13, 2012 [↑](#footnote-ref-2)
3. Transcript of President’s November 2012 presentation to campus community. [↑](#footnote-ref-3)
4. President’s November 16, 2012 PowerPoint presentation on ISMP updates. [↑](#footnote-ref-4)
5. MyGCC announcement sent to campus community, it was posted to MyGCC, confirmation e-mail from Jayne Flores. [↑](#footnote-ref-5)
6. Photos of November 16, 2012 ISMP update meeting [↑](#footnote-ref-6)
7. Feedback on Mission Statement [↑](#footnote-ref-7)
8. Faculty Senate President Jose Munoz, Mission Statement comments, to AVP, Dr. Somera [↑](#footnote-ref-8)
9. February 18 & 19 “Meet the President” meetings – Monday and Tuesday [↑](#footnote-ref-9)
10. COPSA Minutes September 21, 2012 meeting, announcement of “Meet the President” meeting in October 2013. [↑](#footnote-ref-10)
11. Comment on Mission Statement review, “for Micronesia” vs. “in Micronesia” [↑](#footnote-ref-11)
12. Comment on Mission Statement review, “student-centered” [↑](#footnote-ref-12)
13. Faculty Senate Minutes, February 29, 2013 [↑](#footnote-ref-13)
14. Dr. Somera, extended review of mission statement. [↑](#footnote-ref-14)
15. Dr. Somera, e-mail, April 11, 2013. [↑](#footnote-ref-15)
16. Staff Administrator Development Day: “Investing in You” [↑](#footnote-ref-16)
17. September 29, 2010 survey results. [↑](#footnote-ref-17)
18. December 10, 2012, e-mail from Jayne Flores, Public Information Officer [↑](#footnote-ref-18)
19. ISMP, Feb. 2012 Update, p. 8. [↑](#footnote-ref-19)
20. Business Office Assessment Report covering periods 11/10/2011 to 4/11/2013, selected sections [↑](#footnote-ref-20)
21. Annual Department Chair Program Agenda, August 2012 [↑](#footnote-ref-21)
22. Minutes PDRC Meeting, September 14, 2012 [↑](#footnote-ref-22)
23. Sign in sheet from TracDat Training [↑](#footnote-ref-23)
24. Budget Preparation 2014 Powerpoint [↑](#footnote-ref-24)
25. President’s November 2012 ISMP PowerPoint Presentation [↑](#footnote-ref-25)
26. President’s November 2012 ISMP Presentation Minutes [↑](#footnote-ref-26)
27. Ibid, FN 24, PowerPoint Presentation for Department Chair budget training [↑](#footnote-ref-27)
28. Sign in Sheets for November 2012 DC & Program Manager Budget Training for 2014 [↑](#footnote-ref-28)
29. Administrator/staff: Travel Policies: Appendix 4a [↑](#footnote-ref-29)
30. Professional Development Review Committee, Bylaws, 2012-2013 [↑](#footnote-ref-30)
31. ibid, FN 25, Minutes of President’s November 2012 presentation to campus community. [↑](#footnote-ref-31)
32. Ibid, FN 14, Dr. Somera, extended review of mission statement to September 2013. [↑](#footnote-ref-32)
33. ibid, FN Ibid, FN 24, PowerPoint Presentation for Department Chair budget training [↑](#footnote-ref-33)