

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 2 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 5 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
- 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
- The President regularly meets with students to keep them involved in campus planning in “Meet the President” meetings.^{9 10}

¹ Doris Perez, e-mail December 12, 2012.

² Marlana Montequé, e-mail December 13, 2012

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

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

⁵ MyGCC announcement sent to campus community, it was posted to MyGCC, confirmation e-mail from Jayne Flores.

⁶ Photos of November 16, 2012 ISMP update meeting

⁷ Feedback on Mission Statement

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

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

¹⁰ COPSA Minutes September 21, 2012 meeting, announcement of “Meet the President” meeting in October 2013.

- 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 Final recommendations were that the mission statement include students, student centered.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
- 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
- Comments from students about the Mission Statement was requested on February 12, 2013.¹⁵
- On Staff Administrator Development Day, mission statement feedback and ISMP updates were discussed.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 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 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

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

¹¹ Comment on Mission Statement review, “for Micronesia” vs. “in Micronesia”

¹² Comment on Mission Statement review, “student-centered”

¹³ Faculty Senate Minutes, February 29, 2013

¹⁴ Dr. Somera, extended review of mission statement.

¹⁵ Dr. Somera, e-mail, April 11, 2013.

¹⁶ Staff Administrator Development Day: “Investing in You”

¹⁷ September 29, 2010 survey results.

¹⁸ December 10, 2012, e-mail from Jayne Flores, Public Information Officer

¹⁹ ISMP, Feb. 2012 Update, p. 8.

staff were invited to attend these sessions and a total of 44 participants attended the training sessions.²⁰

- At the August 1, 2012 Annual Department Chair Training, the Department Chairs received Finance and Administration training.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
- In Fall 2012, AIER presented TracDat training.²³ TracDat is a tool used to prepare and track assessment reports.
- On November 15, 2012, Edwin Limtutco 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
- 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
- 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
- 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
- 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
- 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
- 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 (Emphasis added.)

²⁰ Business Office Assessment Report covering periods 11/10/2011 to 4/11/2013, selected sections

²¹ Annual Department Chair Program Agenda, August 2012

²² Minutes PDRC Meeting, September 14, 2012

²³ Sign in sheet from TracDat Training

²⁴ Budget Preparation 2014 Powerpoint

²⁵ President's November 2012 ISMP PowerPoint Presentation

²⁶ President's November 2012 ISMP Presentation Minutes

²⁷ Ibid, FN 24, PowerPoint Presentation for Department Chair budget training

²⁸ Sign in Sheets for November 2012 DC & Program Manager Budget Training for 2014

²⁹ Administrator/staff: Travel Policies: Appendix 4a

³⁰ Professional Development Review Committee, Bylaws, 2012-2013

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 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

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 effectiveness and resource allocation, which results in linking assessment results to budget planning.³³

³¹ *ibid*, FN 25, Minutes of President's November 2012 presentation to campus community.

³² *Ibid*, FN 14, Dr. Somera, extended review of mission statement to September 2013.

³³ *ibid*, FN 24, PowerPoint Presentation for Department Chair budget training

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1. E-mail of Doris Perez 12/13/2012 e-mail that shows dates of focus groups. There is another e-mail that adds another month of focus groups_____

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

Dánkulo Na Si Yu'os Má'ãse

(Thank you very much)

DORIS C.U. PEREZ

Assistant Director & GED® Administrator
PLANNING & DEVELOPMENT

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.guamcc.edu/Runtime/aier.aspx>

From: Doris Perez [<mailto:doris.perez@guamcc.edu>]
Sent: Thursday, December 13, 2012 10:02 AM
To: marlena.montague@guamcc.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'ãse
(Thank you very much)
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From: Marlena O.P. Montague [<mailto:marlena.montague@guamcc.edu>]
Sent: Thursday, December 13, 2012 9:46 AM
To: 'R. Ray D. Somera'; 'Gina C. Tudela'
Cc: Doris Perez; Christine Matson; marlena.montague@guamcc.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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**Moving Forward to 2014: Guam Community College INSTITUTIONAL STRATEGIC MASTER PLAN-ISMP Educational Campaign/Thanksgiving Luncheon
Multi-Purpose Building**

Minutes of November 16, 2012

1. Dr. Mary Okada reported that she attended the Governors Mag Pro Award Ceremony and GCC captured several outstanding awards. The program booklet also highlighted GCC on the back cover and included the statement "GCC Employees Deliver" and also stated our Mission statement.
 - o Community & Volunteer Service Award: Jonita Kerr
 - o Employee of the Year, Statistic & Economic Award: Marlena Montague
 - o Employee of the Year, Counseling & Social Services: Dr. Karen Sablan
 - o Employee of the Year, General Education: Harold Cruz
 - o Excellence in Higher Education: Dr. Clare Camacho
 - o Behind the Scenes Award: Bobbie Leon Guerrero
 - o Customer Service Team: GCC Human Resources Office
2. The President mentioned that she recognized the funding situations and the challenges that GCC has. She said that GCC must work together to get through these challenges.
3. The President spoke about GCC's Vision and Mission Statements. The mission statement was approved by the board in March of 2009. Updates to the Mission statement will be based on campus feedback and will also be based on the recommendations from the accreditation report.
4. The main purpose of the ISMP is:
 - o To serve as a guide to action.
 - o An opportunity to identify action items that the college will take on.
 - o Long term goals and initiatives are included.
 - o To serve as GCC's official planning document that allows GCC to communicate long term vision plans.
 - o It is the umbrella for all mini plans by which GCC is guided, such as the Technology, Campus, Facility and Master Plans).
5. 1st Initiative is Pioneering – There are 4 initiatives: Pioneering, Educational Excellence, Community Interaction and Dedicated Planning.
Pioneering: Identify the career and technology as well as basic education and skills required of the workforce though periodic employer needs assessment in order to improve the skill levels and productivity of the island's workforce.
 - o Why is this important? GCC has to respond to what the community needs. If the community doesn't need what GCC is offering, then it should not be offered.
 - o Benefits of Pioneering – The process for GCC to identify regional workforce needs for Guam and Micronesia and to establish standards that are linked to local and national industry.

- Leveraging Public and Private Resources – A blanket effect because there is no single pot of money that you can rely on forever.
 - Coordinated Approach to Improve Career and Technical Training Services – GCC is always improving because industry requires us to do so.
 - Standard Operating Procedures for Establishing Private Industry and Training Relationship with Individuals outside of GCC – Completed as of September 2013 under Continuing Education. This is the opportunity to join relevant business service organization memberships.
6. Educational Excellence - The biggest piece of education excellence is accreditation. This goal is defined by its ability to demonstrate that SLOs are being attained and gauged by an institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze and use assessment results for accountability.
- Sustain accreditation through improved training programs and enhance participatory government process – This is a resource allocation component to enhance the participatory process. Show data for whatever you need.
 - Linking Program Review Assessment to Resource Allocation is Challenging – Everything is linked to student learning.
 - Benefits of Educational Excellence - Courses and programs: If you want something for your department, you must put it in your assessment. That is how you will get your resources.
 - Full accreditation successfully obtained in July 2012. Participatory governance structure formalized. Develop process for evaluation of non-credit courses. This is directly out of the ACCJC report. GCC has to develop a process for evaluating non-credit courses, workshops and training sessions. GCC has to evaluate existing governance policies and practices and implement process to evaluate effectiveness.
 - Foster Dialogue on Program, Faculty, Learning Outcomes Committee – Review resource allocation to ensure sufficient funds to provide training, maintenance, equipment, software support and implement College Technology Plan. Allocate a percentage of the funds for supporting additional resources to the library when new programs are developed or when existing programs are modified so that students are aware and have access to them.
 - Increase compliance rates of curriculum revision process to ensure courses and programs are not over 5 years old and are current with the community and industry standards. Evaluate safety and security of fiscal resources to protect integrity of student records. These are activities for Educational Excellence.
 - The benchmark is 5 years for courses. If faculties feel that technology is rapidly changing, they need to go back to the data and link it to assessment program review.
 - GCC needs to review the Return Policy for inventory reduction for books. It is better to get credit for some of the books than for it to be no longer useful inventory.

7. Community Interaction – This goal aims to improve awareness of the college and increase public and fiscal support for its vision which in the long run is intended to reduce GCC's financial dependence on the Government of Guam. Indirectly GCC has been reduced.

- How does strategy associate with this initiative? Go green, give now, create employer development, alumni outreach program, embark on an enrollment campaign, develop a marketing plan which helps to enhance GCCs brand identity and increase enrollment and improve student retention.
- Where are we with these activities? GCC has increased grant funding which is evident.
- Scholarship donations have also increased significantly. Increase in workforce development and training projects have been available through grant funding.
- Pursue renewable energy project on campus. Plan more green activities or a green event, increase workplace giving program and involve tourism.
- President attended a meeting at UOG and there is an Energy Task Force that the government created.
- One of the ideas presented was to go green.
- Asked if GCC can embed "Going Green" in all the courses.
- One initiative submitted by the students was to request that we do not have any styro-foams on campus. Vendors should not be using Styrofoam's at BCS, the Café or any activities here.
- Benefits of Community Awareness –
 - Affirmation for GCC. Public and private support for GCC vision.
 - Private support increasing
 - Diverse financial resources and formal recruitment campaign
 - Significant increase in enrollment by 40% in the last 6 years.
 - Community Interaction –Hotel Nikko donated \$50,000 20 years ago that is why there is a Hotel Nikko room in the foundation building. Again, Hotel Nikko donated \$10,000.00 to GCC and the room in the Foundation building was rededicated to them. GCC needs to support our donors by giving them our business.

8. Dedicated Planning --

- The goal of dedicated planning is to provide means to measure progress towards obtaining the vision of the college each year though a systematic review and evaluation. The results of which are utilized to inform decision making at the college at all levels.
- Develop a measurement orientation program.
- Determine success in meeting bench marks.
- Improve data collection, institutional effectiveness and provide continuing support from the community internally and externally.
- Develop Qualitative Assessment: Develop quality assessment for each project plan.
- Modify plans based on funding availability needs assessment.
- Incorporate ACCJC rubric for evaluating institutional effectiveness.

- Dedicated planning includes publishing schedule time tables to disseminate status of plan.

OPEN FLOOR FOR QUESTIONS:

What about Distance Learning

Pres. – The requirement from ACCJC is to develop a strategic plan for Distance Education.

- 24/7 hours/days tech. support is needed regardless if there is 10 or 20,000 students
- Distant Learning will not only be for Guam.
- Who is asking GCC to do Distance Learning
- Insufficient MIS support

Partnership Interaction

- Employee mentioned that in the past, GCC will go out to villages and try to recruit students. He said it was a good endeavor and activity that was done at least once a semester. The community then informs GCC of what their aspirations are.
- If students did not have transportation to GCC, it will be worth having a conversation with the mayors in the villages to see what can be done to help these students.
- Many programs can support this partnership, Continuing Education, College Access, Adult Education and GED.
- President indicated that when Dr. John Rider was still the AVP, he suggested that GCC set up classes at the mall. The President mentioned that there are many vacant stalls at the Micronesia Mall and the Agana Shopping Center and maybe community partners may be able to donate the space for GCC to use.
- GCC should have an information booklet about what kinds of programs and services they offer and should be given out to people at the malls.

President asked the faculty, staff and administrators if there was something they would like to change at GCC, what will it be? Why?

1. President reported that when she met with students, their response was to have classes on Friday and Saturday.
2. Open additional sites down south for GED and postsecondary classes.
3. When will GCC update the assigned government vehicle?
 - President said in a few months.
4. Military outreach –
 - President indicated that there will be a Woman's Veteran Conference sometime in February and that might be an opportunity to bring it up. She said that GCC is limited in what they can offer on Base primarily because of the regional contracts the military has with other contractors. GCC will only be able to offer things that the contractors don't offer. The President also mentioned that it is a good idea to continue with the military outreach because of the GI bill and the military benefits they have.

5. Will there be an exercise room with equipment?
 - The President said that the exercise room will be somewhere upstairs which will be connected to building 200.
6. A suggestion for a fast track program for adults with more concentrated courses since GCC is not able to do distance learning. The fast track program will be able to provide people from off island to come to GCC and complete their courses and return home.
7. The President said there will be a survey on the GCC portal regarding housing for students. Student housing will not be through GCC but a partnership with an apartment complex.
8. How many of the GCC courses are transferable to UOG?
 - The President reported that CJ, Liberal Studies, Education and Accounting departments are working on the articulation.
9. A suggestion was made to have sculptures or local artwork to be placed around campus to promote cultures.
 - The President mentioned that in the previous library every month there was a display advertised to the campus community. With the new library, it would be nice to place some of the artwork there. The President mentioned that Caha has given a few art pieces to GCC which could be displayed as long as it is in a secured area like the student lounge, library or the student center.
10. Someone asked about transportation.
 - The President indicated that GCC does not have a mass transit and that Guam needs to have a mass transit. If GCC can identify that more students will come to get an education if they have transportation it might be an opportunity to provide information to the Governor and the legislature as they are educational partners. The President said that GCC can probably ask the tri-board to submit the data to the Governor and the legislature so that more students will have access to education.
11. USPS Drop Box on GCC campus
 - The President will check with the USPS. A staff mentioned that GCC's physical address, #1 Sesame Street is not a registered address with the United States Postal Service. The only reason mail gets delivered to GCC is that the person at the post office knows where GCC is located.
12. Sesame Street - The President reported that Sesame Street is part of GCC's property and the intention is to relocate the fence beyond that street. Sesame Street will be used for parking and will be a one way street. The small parking lot in front of Victoria's store will also be developed and will be discussed further. GCC will have a community discussion regarding this matter.
13. Building 200
 - The President reported that building 200 is scheduled to be demolished soon. The contractor will be breaking ground during the first quarter of next year.

14. Burning of old documents
 - The President said to make arrangements with Greg Manglona and John Diaz. On another note the President mentioned that she was disappointed to find several broken chairs stored in cabinets. She said there will be some classroom renovations in D wing and several things will be refurbished. The President mentioned that Tobacco money was identified for this renovation.
15. It was reported that Peggy Deny picks up shredded paper from GCC and gives to the local farmers for compost.
16. Will there be a parking garage in the triangle property?
 - The proposed parking structure will be located over by the ponding basin.

Moving Forward to 2014

Guam Community College
INSTITUTIONAL STRATEGIC MASTER PLAN -ISMP
Educational Campaign
Multi Purpose Building November 2012

Vision Statement

... It will be Guam's premier career and technical institution and finest secondary and postsecondary basic educational institution serving the island's adult community...

Mission Statement

The mission of 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.

~ BOT approved March 11, 2009

Purpose of the ISMP

- To serve as a guide to action
- To illustrate long term goals and initiatives
- To serve as GCC's official planning document
- To communicate long-term vision and plan

Initiative I : Pioneering

This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employers' needs assessment in order to improve the skill levels and productivity of the island's workforce.

Strategy and Action Steps

- Coordinate the development of an employer needs assessment focused on training and educational services
- Develop a program to partner with private workforce training providers

Benefits of Pioneering

- A process to identify regional workforce needs
- Establish educational standards that link to local and national industry standards
- Leveraging of public and private resources
- A coordinated approach to improve career and technical training services

Updates to Action Step 1

- 1st survey conducted in 2008 – 11% response rate
- 2nd survey conducted in June 2011 – 40% response rate
- 3rd survey will begin in December 2012
Distribution to GCC advisory committees, apprenticeship sponsors, Chamber of Commerce, and Guam Contractor's Association

Updates to Action Step 2

- Standard Operating Procedures for establishing private industry and training relationships with individuals outside of GCC completed as of September 2012
- Join relevant business service organizations on membership basis

Initiative II : Educational Excellence

This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

Strategy and Action Steps

- To sustain accreditation through improved training programs and an enhanced participatory governance process
- Link program review and assessment, institutional planning and resource allocation to student learning outcomes

Benefits of Education Excellence

- Reaffirmation of GCC's accreditation status
- SLO-driven courses and programs
- Maintain an assessment model to evaluate and make programmatic changes

Updates to Action Step 1

- Full accreditation successfully obtained in July 2012
- Participatory governance structures formalized
- Develop process for evaluating non-credit courses, workshops, and training sessions
- Evaluate existing governance policies and practices; implement process to evaluate effectiveness

Update to Action Step 2

- Foster dialogue among program faculty and the Learning Outcomes Committee
- Review resource allocation to ensure sufficient funds to provide training, maintenance, equipment, software support and implement the college's technology plan
- Allocate a % of funds for supporting additional resources (LRC) when new programs are developed or existing programs modified

Update to Action Step 2, cont.

- Increase compliance rate of curriculum revision process to ensure courses and programs are not over 5 years old and that they are current with community and industry standards
- Evaluate safety and security of physical records to protect integrity of student records

Initiative III: Community Interaction

This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.

Strategy and Action Steps

- Grow programs, Go Green, Give Now
- Create an employer, donor, and alumni outreach program
- Enrollment campaign
- Develop a marketing plan which helps to enhance GCC's brand identity
- Increase enrollment and improve student retention

Update to Action Steps

- Increase grant funding, scholarship donations or endowments
- Increase in workforce development and training projects
- Pursue renewable energy projects on campus; plan more "Green" events
- Increase workplace giving program; naming opportunities, and volunteerism

Update to Action Steps

- Use baseline consumer and business research to develop marketing strategies
 - Use survey results to develop business testimonials on quality of GCC graduates
- Design a branding campaign
 - Use enrollment statistics, surveys and attendance at GCC events, and Facebook to assess effectiveness
- Develop a marketing plan
 - Use GCC colors, music, and slogans into media ads and print materials

Benefits of Community Interaction

- Community awareness & affinity for GCC
- Public & private support for GCC's vision
- Diverse financial resources
- Formal recruitment campaign

Initiative IV: Dedicated Planning

This goal provides a means to measure progress towards attaining the vision of the College each year through a systematic review and evaluation, the results of which are utilized to inform decision making at the College at all levels.

Strategy and Action Steps

- Create a dedicated planning taskforce to develop a measurement orientation program
- Utilize the existing 2-year assessment planning cycle

Benefits of Dedicated Planning

- Determine benchmarks and determine success in meeting benchmarks
- Improve data collection
- Improve institutional effectiveness
- Continued support from community (internal and external)

Updates to Action Steps

- Taskforce convened; task completed February 2011
 - Taskforce members will convene again to incorporate recommendations made during October 2012 focus group
- Develop qualitative assessments for each project plan
 - Incorporate ACCJC's rubric for Evaluating Institutional Effectiveness

Updates to Action Steps, cont.

- Publish Scheduled timetable to disseminate status of plans
 - Include collection of evaluation data and submission of metrics for evaluation
- Present 2-year measure of institutional effectiveness
 - Develop a template to report institutional effectiveness

Hafa adai Christine and Doris,

Unfortunately, we had a problem with the portal and all announcements were wiped out. We can ask Richard if he can recall the one I posted for the ISMP update on Wednesday, Nov. 7th. In the meantime, here is a confirmation email that it was posted.

Thanks,

Jayne Flores
Assistant Director
Communications & Promotions
Guam Community College
P.O. Box 23069 GMF
Barrigada, Guam 96921
Office (671) 735-5638
Cell (671) 483-6400
jayne.flores@guamcc.edu

Begin forwarded message:

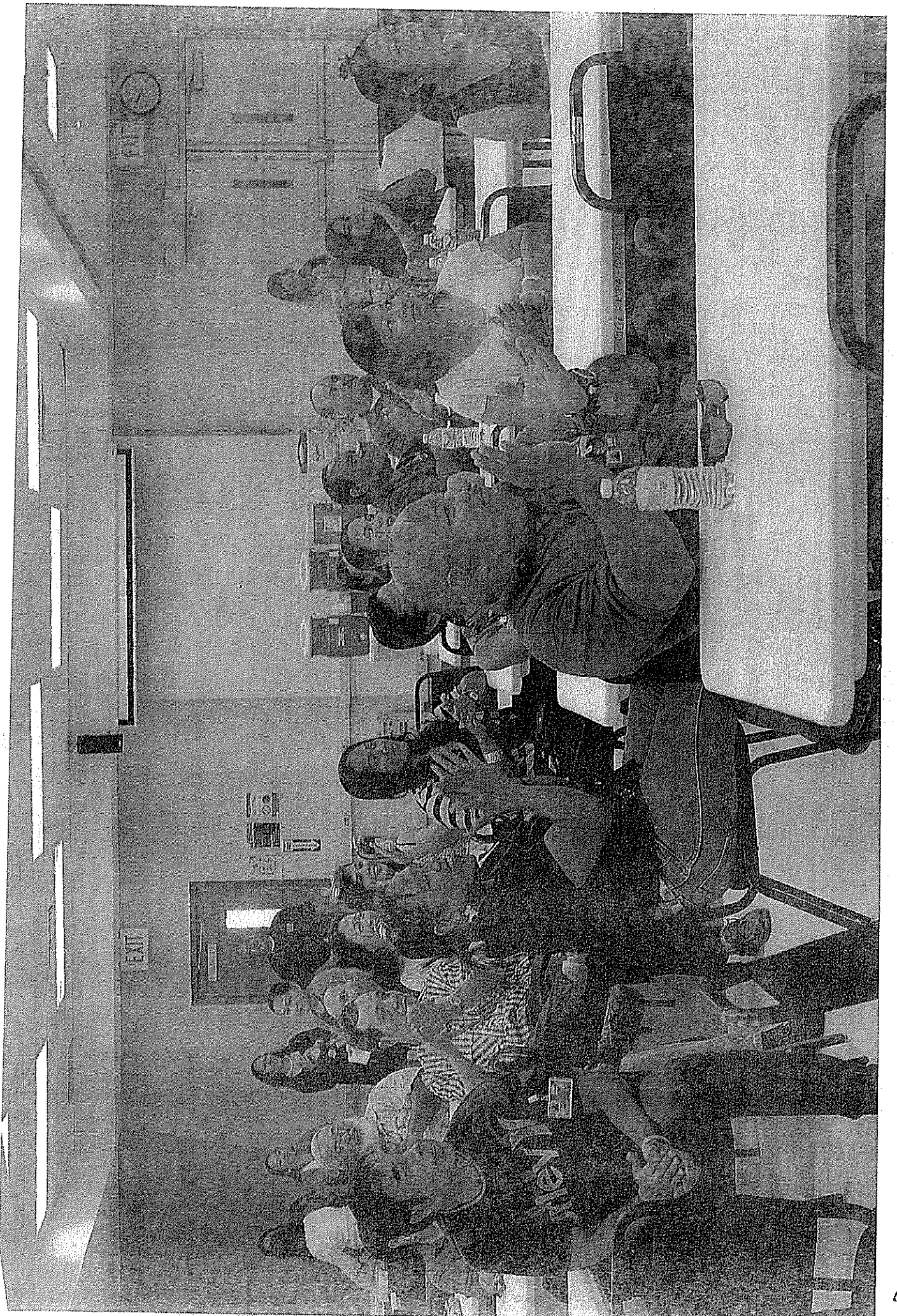
From: Esther Muna <esther.muna@guamcc.edu>
Date: November 8, 2012 2:36:11 PM GMT+10:00
To: 'Jayne Flores' <jayne.flores@guamcc.edu>
Subject: RE: Thanksgiving
Reply-To: esther.muna@guamcc.edu

Thanks Jayne. Also, just a reminder for the week of Nov 19th for Mary's Thanksgiving message to go out. (pls add something about the U.S. troops k)

From: Jayne Flores [<mailto:jayne.flores@guamcc.edu>]
Sent: Wednesday, November 07, 2012 4:49 PM
To: esther.muna@guamcc.edu
Subject: Re: Nov 16

Posted!

Jayne Flores
Assistant Director
Communications & Promotions
Guam Community College
P.O. Box 23069 GMF
Barrigada, Guam 96921
Office (671) 735-5638
Cell (671) 483-6400
jayne.flores@guamcc.edu





Guam Community College

2013 Mission statement campus feedback (February 2013 to September 11, 2013)

February 2013: MyGCC Group Studio account *Accreditation 2018: Mission and Effectiveness* created and a campus announcement posted as an open call to the campus for feedback with a deadline of February 27, 2013.

March-September 11, 2013: Extended period for Mission statement review to coincide with the development of the College's Institutional Strategic Master Plan (ISMP), 2014-2020.

Proposed changes:

- Guam Community College is a leader in career and technical workforce development by providing the highest quality student-centered education and job training for Micronesia. (endorsed by: Faculty Senate, 2/25/2013; Learning Outcomes Committee, 4/5/2013; Professional Development Review Committee, 4/12/2013)
- Guam Community College is a leader in career and technical workforce development by providing the highest quality learning-centered education and job training for Micronesia. (endorsed by: Standard 1 Committee, 4/25/2013; Standard 2 Committee, 4/25/2013; Standard 3 Committee, 4/25/2013; Standard 4 Committee, 4/25/2013; Committee on College Assessment, 4/26/2013)

From: 'Jose Munoz' <jose.munoz@guamcc.edu>
Date: Mon, 25 Feb 2013 15:04:40 +1000
To: "R. Ray D. Somera" <reneray.somera@guamcc.edu>
Cc: Marlana Montague <marlena.montague@guamcc.edu>, Ricky Tyquiengco <ricky.tyquiengco1@guamcc.edu>, Anthony Roberto <anthony.roberto@guamcc.edu>, Christine Matson <christine.matson@guamcc.edu>, 'Christopher Dennis' <christopher.dennis@guamcc.edu>, 'Gil Yanger' <gil.yanger@guamcc.edu>, Lisa Baza-Cruz <lisa.bazacruz@guamcc.edu>, Tourism LMP <norman.aguilar@guamcc.edu>, 'Sarah S Leon Guerrero' <sarah.leonguerrero@guamcc.edu>, Steve Lam <steve.lam@guamcc.edu>, Dorothy-Lou Manglona <dorothylou.manglona@guamcc.edu>, Marsha M Postrozny <marsha.postrozny@guamcc.edu>, Vera S De Oro <vera.deoro@guamcc.edu>
Subject: Re: FW: Update request re mission statement

Hafa Adai,

I think the mission statement should include several things:

1. A reference to Student Success,
2. A reference to Environmentalism,
3. A reference to the indigenous people and culture of Guam and the Marianas, the Chamorros.

On Mon, Feb 25, 2013 at 1:36 PM, R. Ray D. Somera <reneray.somera@guamcc.edu> wrote:

Hafa adai Joey,

Please read the email exchange below. Will you still be willing to provide the input on the mission statement that you expressed verbally during my meeting with the DCs? Please touch base with Marlana, or reply to this email.

Thanks,

R. Ray D. Somera, Ph.D.

Vice President for Academic Affairs

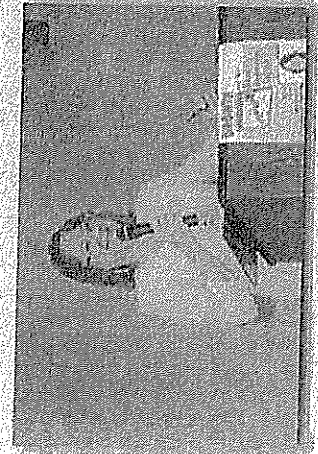
Guam Community College

PO Box 23069 GMF

Barrigada, Guam 96921

reneray.somera@guamcc.edu

From the president... Mary A.Y. Okada, Ed.D.



As we monitor the federal sequestration and how it may affect us, I know we are all cognizant of how we spend our federal dollars and the effect it would have on our programs if the amount we receive were reduced. While some factors are completely out of our control, we do have control over monitoring our spending, being as frugal as possible with the money we do receive, and being as "sustainable" as we can possibly be with our utilities and supplies. I appreciate all the effort you put forth in that regard. On the positive front, discussions are underway for the A&E design for Building 100; so we can look forward to a new two-story building in that spot probably in 2014. I thoroughly enjoyed meeting with our students during the two "Meet the President" sessions on Feb. 18 and 19. Hearing their concerns and ideas always inspires me to want to do more for them.

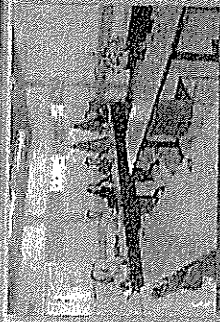
Congratulations to the Simon Sanchez and Okkodo high school teams for their respective "three-peaks" in the ProStart and LMP competitions, and good luck at nationals! Also, thanks to all who came out to strut their stuff and support our "Parade of Shoes" GCC Foundation fundraiser! Check out the GCC women and their high heels on page 7!

Students meet with Okada



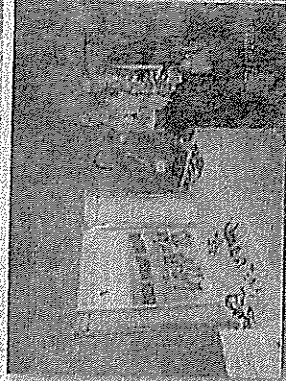
On Feb. 18 & 19, GCC students met with President Okada in the MPA to learn about GCC's enrollment, about the phase-out of late registration, future campus upgrades, sustainability (this fall, GCC will offer 3 courses developed by the Electronics Department: Intro to Renewable Energy, PV 1 and PV 2), and GCC's financial issues. Their concerns ranged from registration issues to parking to campus safety. A total of 272 students, faculty and staff attended the meetings.

Fees public hearing



One student showed up to ask questions about a fee being implemented for one of his classes during the public hearings held on Feb. 4 & 5 regarding fees being implemented for several science, English, and criminal justice courses, and an increase in existing fees for a firearms course and the WorkKeys assessment test. The fees are in response to the increased cost of materials for these courses and for WorkKeys. Thanks to the faculty and deans who manned the hearing for two hours each evening in the Student Center training room!

From the ALO's Desk



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

Last February 19-21, I attended the Community College Conference on Learning Assessment, where I prepared a poster presentation entitled, "Before, During, and After an Accreditation Visit: Five Lessons and Insights." Fresh from the experience of our March 2012 visit, I shared with my audience the triumphs and challenges of accreditation preparation, both from the logistical and the institutional perspectives. This conference, sponsored by Valencia College, allowed me to reflect on our visit experience. I found myself in the midst of the other 300 conference attendees who were all looking for contacts and valuable resources that could provide them with innovations and strategies in promoting student achievement and success, and came away with the following:

More thoughtful analysis of accreditation preparation issues with which other regional accrediting bodies such as HLC, SACS and North Central are being confronted.

More comprehensive knowledge of regional accrediting bodies (such as SACS) in terms of accreditation standards and other related issues.

An expanded circle of CAO colleagues in community colleges across the country who I can network and consult with when it comes to critical decision-making regarding academic innovations on campus; and

A goal to put GCC on the national assessment map in order to serve as a model for outstanding accreditation preparation in terms of three critical points: before, during, and after the visit!

Message from Faculty Senate President

Hafa Adai GCC Faculty,

Thank you for all the work you have done this year. Please vote in the faculty elections that will take place April 26, and please remember to inform the Faculty Senate as to which committee you will be serving on next year. Please email this information to myself (jose.munoz@guamcc.edu) or Robin Robertson (robin.robertson@guamcc.edu) by April 30.

Thank you,
Jose Munoz
GCC Faculty Senate President &
CJSS Department Chair

Guam Community College
Council On Postsecondary Student Affairs
General Membership Meeting Minutes Friday, September 21, 2012

- I. Call To Order: This meeting was called to order at 12:01pm
- II. Roll Call and Introductions
COPSA Officers & Advisors: Steven Alvarez, President; Shina Marmar, Vice President; Christine Walter, Secretary; Kassie Bolus, Treasurer; Jennifer Esteves, Parliamentarian; Elmarie Anderson, Public Relations Officer; Vicenta Lungred, Historian; Liz Duenas, Advisor; Sally Sablan, Advisor; Troy Lizama, Advisor
CSI: Bobbie Leon Guerrero, Donnie Lizama
Adult High School: Bertha Reyes, Justin Cruz
CHAIN: No student representative
Collegiate DECA: No student representative
CATO: No student representative
CJSA: Maria Agnes De Guzman, Camille Valencia
DAS: Peter Borja
Eco WARRIORS: Michael Fuzimi
ESO: John Capulong
HOSA: Carrollyn Malicdem, Patricia Cayatano, DanaMae Sablana, Jadine Leonen, April Bartolome, Barbiejane Cabral, April Delfino, Michell Silva, Briana Calvo
Japan CLUB: Jessica Wochner
Math Club: Jun Hao Ren
MSA: Sheila Rodriguez, Narsita Simion, Grielyn Peter
Phi Theta Kappa: Floregine Dela Cruz
PSTA: No student representative
PNSA: Michel Munez
Science Club: Swami
SMILE: Suanni Manibusan, Dahpne Babauta
Talent Club: Michael Cunningham, Lydia Faye Sombria

COPSA Member: Angena Emar
- III. Recital of the Guam Community College Mission Statement
The mission was recited by all present
- IV. Approval of September 7, 2012, General Membership Meeting Minutes
M. Cunningham made a motion to approve the meeting minutes for the April 27, 2012, General Membership Meeting, motion was seconded by Swami. No discussion, unanimous vote, motion carried.
- V. "Icebreaker" Activity – Chop Stack
The object of this game was to stack 4 tubes of lip balm vertically on top of each other using only chopsticks. MSA won this ice breaker and \$50 will be transferred into their fundraising account.
- VI. Old Business
1. COPSA By-Laws amendments - M. Cunningham made a motion to approve the COPSA By-Laws amendments; motion was seconded by M. Fuzimi. No further discussion, unanimous vote, motion carried.
 2. COPSA Constitution amendments - M. Cunningham made a motion to approve the COPSA Constitution amendments; motion was seconded by Sheila Rodriguez. No further discussion, unanimous vote, motion carried.
 3. Board of Trustees Student Member Election Procedures and Requirements - B. Reyes made a motion to approve the BOT procedures and Requirement's; motion was seconded by N. Simion. No further discussion, unanimous vote, motion carried.
 4. Fall Festival / "Tour of the Pacific" / BOT Student Member Elections - For the Fall Festival Banner Contest, ESO won first place-\$250, Japan Club 2nd place-\$150 and 3rd place went to PTK-\$100. 720 students voted in the election and student organizations made over \$3,300 in COPSA dollars alone.
- VII. New Business
No new business was brought up.
-
- VIII. Reports
1. Student Member on the Board of Trustees - No BOT Member at this time, no report was made.
Adopts policies and regulations necessary for the operation of the College.

2. Committee on College Assessment - No BOT Member at this time, no report was made.
Guides and assists campus constituents to fulfill their assessment requirements through the careful review and feedback of assessment plans, reports, and program review.
3. Resources, Planning, and Facilities Committee -- Student Members: Steven Alvarez and Kassie Bolus: working on updating the By-Laws for RPF and the next meeting will be on October 11th.
Reviews the Facilities Master Plan and recommends the priority of capital improvement projects for the College and those projects that have great impact on student learning outcomes.
4. College Governing Council -- Student Members: Steven Alvarez and Shina Marmar: working on updating the By-Laws for CGC and the next meeting will be on October 11th.
Provides broad participation by faculty, staff, administrators, and students in the decision-making processes regarding institutional issues.
5. Student Organizations
Provides students an excellent opportunity to develop personally and become actively involved in their campus community, expand their circle of influence, gain an understanding of diversity, be instilled with a sense of ownership over their educational experience, and create a greater commitment to making GCC and their community a better place.
 - a. Adult High-No report at this time
 - b. CJSA-sold out on a lot of their food by 6:30pm at the Fall Festival; service learning with DYA to provide goodie bags (will take any donations such as toothpaste, toothbrush, etc.)
 - c. DAS-can assist student orgs with creating shirt designs, flyers and videos
 - d. Eco Warrior-Micronesia Festival from Oct. 5-7; encouraged student orgs to recycle
 - e. BSO-Halloween Moral (Dress up/outreach to schools, Daycare), date not set yet
 - f. HOSA-planning to change their student org name to be more in line with Medical Assisting; can do in-house screenings
 - g. Japan CLUB-will be having an activity on how to make origami in October
 - h. Math Club-working on designing their shirts
 - i. MSA-did well at the Fall Festival; working on other plans
 - j. PTK-problem starting on time with Fall Festival because there was no power at their canopy; encourage students to join Phi Theta Kappa and take advantage of their scholarships
 - k. PNSA-Jamaican Grill Lunch plate/Twilight movie night, any questions please call Daryl Camacho at 971-0409
 - l. Science-No report at this time
 - m. SMILE-organizing Founders Run on Nov. 17th with the supervision and management classes
 - n. Talent Club- September 28th Fritz stop (\$5 entrance fee) location of event will be at the MPA

IX. Student Concerns

1. Feedback from concerns brought up at the last General Membership Meeting
 - a. Computer Lab Printing -- The XEROX engineering technician will be meeting with GCC's MIS technician to inspect what is going on with the printer. We expect the problem to be resolved or the printer repaired or replaced. We are also looking at the possibility of installing another printer for the lab to have at least two printers. This way the student will have the option to print to the other printer and not have to go to the library. The Computer Lab in the library is an open lab on campus. However, it is not an MIS lab and only MIS labs have free printing for officially registered students who pay the technology fee.
 - b. Mold in Allied Health Building - GCC has procured mold mitigation services to address the mold situation in the Allied Health Building. The math and science department will be removing the items in the two storage areas where the mold is concentrated. Once these items are completely removed, the vendor will be contacted to schedule a date and time to come in and remove the mold.
 - c. Drinks and food in Allied Health and Tech Center buildings - The reason students are not allowed to eat in the study hall and lobby areas of the Allied Health Building and Tech Center is because of the discarded food and drink items that get left behind.
2. New Concerns
 - a. The Allied Health/LRC has no lights outside the buildings at night and is not safe for students who have late classes.
 - b. The dumpster that was donated for plastic bottle recycling is being used by some people to dump regular trash—a sign needs to be made to tell people that it is for plastic ONLY. Also, holes need to be drilled at the bottom to allow the water to drain out and a door needs to be made so bottles can be easily unloaded and taken to the recycling center.
 - c. There has been a recurring water problem at the Allied Health building to the point where we cannot use the restrooms but more importantly, we cannot do our classroom work and assignments because we need water in the classroom.
 - d. Soda machines in D building are not dispensing what is being displayed. Student said he put in \$3 and kept getting different drinks than what is showing.
 - e. Elevator at the Student Center has an expired inspection certificate and has a bad odor inside.
 - f. The water gutter at the end of building 500 releases water right onto the walkway during heavy rains. Can it be extended to spill out on the ground instead?

X: Announcements

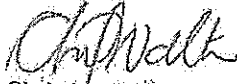
1. "Meet the President" meetings -- 6pm, Mon. and Tues. Oct. 1st and 2nd, MPA - Bldg. 400
2. "Building A Stronger Workforce" conference -- 8:30am-4:30pm, Fri., Oct. 12th, Guam Marriott Resort
3. By-Laws and Constitution update deadline -- 4pm, Mon., Oct. 1st, to the CSI Office
4. Join the COPSA Groups page & other student organization groups on MyGCC

5. Check the GCC Calendar and MyGCC for updates and announcements
6. Forms – *adhere to timeframe deadlines, fully complete the forms, attach all pertinent documents*
7. Receipts – *MUST be turned in within ONE week of event use or purchase*
8. Please log onto the Pacific Daily News to get emergency text alerts from GCC

XI. COPSA Meetings for Fall 2012 – Fridays, 12noon, Location: Student Center Training Room #5108
October 5 & 26 / November 16 & 30

XII. Adjournment - M. Cunningham made a motion to adjourn the meeting; motion was seconded by S. Rodriguez. No discussion, unanimous vote, motion carried. Meeting adjourned at 1:02pm.

Minutes taken by:



Christine Walter
COPSA Secretary

Guam Community College

2013 Mission statement campus feedback (February 2013 to September 11, 2013)

February 2013: MyGCC Group Studio account *Accreditation 2018: Mission and Effectiveness* created and a campus announcement posted as an open call to the campus for feedback with a deadline of February 27, 2013.

March-September 11, 2013: Extended period for Mission statement review to coincide with the development of the College's Institutional Strategic Master Plan (ISMP), 2014-2020.

Proposed changes:

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GUAM COMMUNITY COLLEGE

Faculty Senate

GCC's Mission Statement:

The mission of 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.

Minutes

Tuesday, February 19, 2013

Room C2

@ 10:00 a.m.

- I. Meeting called to order @ 10:11 a.m.

II. Attendance:

Name	E-mail	Present
Jose Munoz, President	jose.munoz@guamcc.edu	absent
Dr. Marsha Postrozny, Past President	marsha.postrozny@guamcc.edu	x
Robin Roberson, President-Elect	robin.roberson@guamcc.edu	x
Vera De Oro	vera.deoro@guamcc.edu	absent
Norman Aguilar	norman.aguilar@guamcc.edu	x
Barbara Blas	barbara.blas4@guamcc.edu	x

III. Review of Minutes:

Motion made by N. Aguilar and seconded by M. Postrozny to approve minutes of February 12, 2013.

IV. Old Business:

- Review of GCC Mission Statement- Based on R. Roberson's suggestion to make GCC Mission Statement more student centered, FS members revised the mission statement. (See Attachment) FS will present the revision to the Council of Department Chair for feedback from faculty members.
- LOC Chair- B. Blas reported that she prepared the requisitions for P. Terlaje requested items, but needs signature from J. Munoz and Dr. Somera. N. Aguilar sent an email to P. Terlaje regarding the external hard drive she responded by sending the list of items she requested for. B. Blas will work with N. Aguilar on purchasing a 16g flash drive for P. Terlaje and purchasing 8g flash drives for other faculty members.
- Request to create a committee- R. Roberson reported on the history of this form. Although the process for requesting to create a committee is mentioned in the contract, at the time the contract was finalized a form was referenced in the contract as Appendix J, but was never created. Discussion was held, but no action was taken.
- Standard 3 Chair- R. Roberson reported that he sent out the request to his department and received 3 replies out of the 10 fulltime faculty members. All 3 replied, "Not at this time." No response from other FS members departments. FS members will continue to solicit and encourage fulltime faculty members to consider this position.
- Faculty Elections- R. Roberson reported that J. Munoz suggested to holding faculty election on the first Friday of April 2013 (April 5, 2013). M. Postrozny suggested that R. Roberson ask the Election Committee for assistance in planning for the upcoming election.

Motion was made by N. Aguilar to schedule faculty elections on April 5, 2013, seconded by M. Postrozny.

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Kulahon Kumunidat Gudhan
Accredited by the
Western Association of
Schools and Colleges

Academic Affairs Division

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

Memorandum

TO: College Community

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

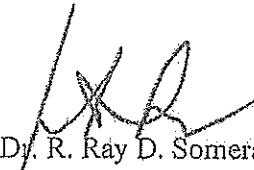
SUBJECT: Extension of feedback period for mission statement review

DATE: March 11, 2013

The feedback period for the mission statement review is extended until September 11, 2013 in order to coincide with the development of the College's Institutional Strategic Master Plan (ISMP), 2014-2020. AIER continues to receive valuable input from GCC constituents which are posted in Group Studio on MyGCC for documentation purposes (see attached AIER memo). I will be providing periodic updates to the various governance bodies on campus on this initiative throughout the academic year.

Consequently, the current GCC mission statement will remain as is for the rest of the year.

The AVP office will soon be scheduling meetings with campus governance bodies to generate new or revised goals for the upcoming development of the ISMP, 2014-2016.


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

Dr. Somera's April 11 e-mail to the Faculty Senate, Marlana Montequé and Christine Matson

To Faculty Senate leaders:

Please review the current Institutional and Organizational Priorities document and provide your input to me via a written memo on or before **May 8**, the last day of classes this semester. This will be for the next academic year, AY 2013-2014.

As the Standard 1 chair, Christine Matson is also cc'd this email so she is in the loop in this conversation.

Thanks,

R. Ray D. Somera, Ph.D.

Vice President for Academic Affairs

Guam Community College

PO Box 23069 GMF

Barrigada, Guam 96921

reneray.somera@guamcc.edu

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Guam Community College
Staff/Administrator Development Day: "Investing in You"
March 26, 2013

Administrators' Meeting (4:00pm, Student Center Training Room 5108)

Topics: Work Planning and Performance Evaluation 2013; Accreditation 2018 Flowchart; Mission Statement Feedback; and, ISMP Strategic Goals Update Samples

Participants: Dr. Mary A.Y. Okada, Dr. Michael Chan, Dr. Karen Sablan, Dean Reilly Ridgell, Barry Mead, Carmen K. Santos, Wesley Gima, Fermina Sablan, Jayne Flores, Frank Camacho, Victor Rogers, Doris Perez, Rowena Perez, John Payne, Joann Muna, Patrick Clymer, Joleen Evangelista, Priscilla Johns, Joanne Ige, Danilo Bilong, Edwin Limtuatco, Greg Manglona, Lawrence Perez, Barbara Leon Guerrero, DorothyLou Manglona, Terry Barnhart, Bonnie Mae Datuin, Marlana Montague (recorder), Dr. R. Ray D. Somera (facilitator)

BIG PICTURE GOALS generated from the discussion, with underlined key words:

- Focus on student success and completion
- Promote Cultural Awareness (Micronesia) & Identity
- Integrate awareness of culture into curriculum
- Expand and strengthen Service Learning/Civic Engagement
- Promote Native Chamorro completion (similar to Native Hawaiians at the UH system)
- Strengthen technology; stronger means to upgrade all together
- Focus on Resources and Professional Development
- Align finances with technology & other resources (ITSP)
- Bring education/resources out to community (resolve transportation issue)
- Engage community partners as well as with existing schools
- Bring the classroom to the community
- Strive to reach the level of environmental sustainability
- Expand ability to partner with community and do more
- Bring back school motto (The Island is our Campus)
- Take GCC into the home/community
- Personalize GCC
- Remove fear of college (no placement tests)
- Diversify our brand to promote community (many kinds, cultures, age groups)
- Institutionalize Earmark-training; no placement exam
- Bring community to campus

Deadline for Mission review and ISMP feedback: September 11, 2013
Anticipated BOT adoption: January 2014

You have a BASIC account | To remove the limits of a BASIC account and get unlimited questions, upgrade now!

Community Feedback to make the change

Design Survey

Collect Responses

Analyze Results

View Summary

Browse Responses

Filter Responses

Crosstab Responses

Download Responses

Share Responses

Default Report

+ Add Report

Response Summary

Total Started Survey: 7

Total Finished Survey: 7 (100%)

PAGE: DEFAULT SECTION

1. Gender:

Create Chart

Download

	Response Percent	Response Count
male	14.3%	1
female	85.7%	6
answered question		7
skipped question		0

2. Age:

Create Chart

Download

	Response Percent	Response Count
Below 19	0.0%	0
20-29	0.0%	0
30-39	42.9%	3
40-49	28.6%	2
50-59	14.3%	1
60-above	14.3%	1
answered question		7
skipped question		0

12/10/2012 e-mail from Jayne Flores about \$18,000 quote for GCC branding survey

Hi Chris,

Do you want me to provide you with some sort of statement from my office based on what Jay has sent me? I can do that no problem.

Thanks,

Jayne Flores

jayne.flores@guamcc.edu

From: "Jay R. Merrill" <jmerrill@guam.net>

Date: December 10, 2012 1:21:26 PM GMT+10:00

To: 'Jayne Flores' <jayne.flores@guamcc.edu>

Subject: RE: branding survey for GCC

Jayne:

Thanks for considering us. I don't believe we ever did a branding survey but we certainly would like to. If we are doing a general consumer branding effort, that will generally require about 500 respondents and you will want to have the questionnaire completed within fifteen minutes. That allows about 45 total questions. Ball park for an island wide survey of this would be around \$18K. Reductions in the length of the questionnaire or the number of interviews will affect the price. 500 will deliver about a 5% accuracy rate at the 95% confidence level. Let me know if you wish to talk further.

Regards,

Jay

,
-----Original Message-----

From: Jayne Flores [<mailto:jayne.flores@guamcc.edu>]

Sent: Monday, December 10, 2012 11:10 AM

To: Jay Merrill

Subject: branding survey for GCC

Hafa adai Jay,

Moving Forward to 2014

Guam Community College
INSTITUTIONAL STRATEGIC MASTER PLAN -ISMP
Educational Campaign
Multi Purpose Building November 2012

Vision Statement

... It will be Guam's premier career and technical institution and finest secondary and postsecondary basic educational institution serving the island's adult community...

Mission Statement

The mission of 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.

~ BOT approved March 11, 2009

Purpose of the ISMP

- To serve as a guide to action
- To illustrate long term goals and initiatives
- To serve as GCC's official planning document
- To communicate long-term vision and plan

Initiative I : Pioneering

This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employers' needs assessment in order to improve the skill levels and productivity of the island's workforce.

Strategy and Action Steps

- Coordinate the development of an employer needs assessment focused on training and educational services
- Develop a program to partner with private workforce training providers

Benefits of Pioneering

- A process to identify regional workforce needs
- Establish educational standards that link to local and national industry standards
- Leveraging of public and private resources
- A coordinated approach to improve career and technical training services

Updates to Action Step 1

- 1st survey conducted in 2008 – 11% response rate
- 2nd survey conducted in June 2011 – 40% response rate
- 3rd survey will begin in December 2012
Distribution to GCC advisory committees, apprenticeship sponsors, Chamber of Commerce, and Guam Contractor's Association

Updates to Action Step 2

- Standard Operating Procedures for establishing private industry and training relationships with individuals outside of GCC completed as of September 2012
- Join relevant business service organizations on membership basis

Initiative II : Educational Excellence

This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.

Strategy and Action Steps

- To sustain accreditation through improved training programs and an enhanced participatory governance process
- Link program review and assessment, institutional planning and resource allocation to student learning outcomes

Benefits of Education Excellence

- Reaffirmation of GCC's accreditation status
- SLO-driven courses and programs
- Maintain an assessment model to evaluate and make programmatic changes

Updates to Action Step 1

- Full accreditation successfully obtained in July 2012
- Participatory governance structures formalized
- Develop process for evaluating non-credit courses, workshops, and training sessions
- Evaluate existing governance policies and practices; implement process to evaluate effectiveness

Update to Action Step 2

- Foster dialogue among program faculty and the Learning Outcomes Committee
- Review resource allocation to ensure sufficient funds to provide training, maintenance, equipment, software support and implement the college's technology plan
- Allocate a % of funds for supporting additional resources (LRC) when new programs are developed or existing programs modified

Update to Action Step 2, cont.

- Increase compliance rate of curriculum revision process to ensure courses and programs are not over 5 years old and that they are current with community and industry standards
- Evaluate safety and security of physical records to protect integrity of student records

Initiative III: Community Interaction

This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.

Strategy and Action Steps

- Grow programs, Go Green, Give Now
- Create an employer, donor, and alumni outreach program
- Enrollment campaign
- Develop a marketing plan which helps to enhance GCC's brand identity
- Increase enrollment and improve student retention

Update to Action Steps

- Increase grant funding, scholarship donations or endowments
- Increase in workforce development and training projects
- Pursue renewable energy projects on campus; plan more "Green" events
- Increase workplace giving program; naming opportunities, and volunteerism

Update to Action Steps

- Use baseline consumer and business research to develop marketing strategies
 - Use survey results to develop business testimonials on quality of GCC graduates
- Design a branding campaign
 - Use enrollment statistics, surveys and attendance at GCC events, and Facebook to assess effectiveness
- Develop a marketing plan
 - Use GCC colors, music, and slogans into media ads and print materials

Benefits of Community Interaction

- Community awareness & affinity for GCC
- Public & private support for GCC's vision
- Diverse financial resources
- Formal recruitment campaign

Initiative IV: Dedicated Planning

This goal provides a means to measure progress towards attaining the vision of the College each year through a systematic review and evaluation, the results of which are utilized to inform decision making at the College at all levels.

Strategy and Action Steps

- Create a dedicated planning taskforce to develop a measurement orientation program
- Utilize the existing 2-year assessment planning cycle

Benefits of Dedicated Planning

- Determine benchmarks and determine success in meeting benchmarks
- Improve data collection
- Improve institutional effectiveness
- Continued support from community (internal and external)

Updates to Action Steps

- Taskforce convened; task completed February 2011
 - Taskforce members will convene again to incorporate recommendations made during October 2012 focus group
- Develop qualitative assessments for each project plan
 - Incorporate ACCJC's rubric for Evaluating Institutional Effectiveness