

## SUMMARY OF ACTIONABLE IMPROVEMENTS PLAN

### Standard 2

#### 2A1

1. Increase compliance rate of curriculum revision process to ensure courses and programs are not over five years old, hence remaining current with community and industry standards.

***Suggestion provided to job specs committee, to add it to the discussion for evaluations. So far, they are still discussing other issues.***

#### 2A2

2. Develop a process for the systematic of non-credit courses, workshops and training sessions, in alignment with the formalized assessment process that is already in place at the college.

***CE has developed a plan that has yet to be disseminated.***

#### 2A2c

3. Use the online version of the IDEA rating survey for online courses, in alignment with this teaching modality's goals of providing an alternative for students to evaluate their own learning.

***Marlena Montague stated that they are developing the same type using survey monkey and then will transfer the answers to the IDEA bubble sheet. No word yet if this has been done.***

#### 2A2h

4. Foster dialogue among program faculty and the Learning Outcomes Committee (LOC) to provide standards for grading and awarding of credit by strengthening language in this course guide. The awarding of credit discussion should be guided by the federal definition of credit hour.

***LOC has been contacted on this.***

#### 2A3c

5. Provide a systematic process for standardizing identification, use and reporting of service learning to align with the broad goals of general education.

***LOC has been contacted on this, may need clarification as G. Hartz's response follows: "As you may know, civic engagement (service-learning with the aim of empowering students to become civically-engaged) is an outcome area that the gened committee (and then the gened members of LOC) have identified, in operationalization of the broader GCC ILO: Civic responsibility that fosters respect and understanding of ethical, social, cultural, and environmental issues locally and globally. Specifically: the gened team reviews gened courses to determine whether the following are introduced, emphasized, and/or reinforced: 1) Engage in experiences resulting in an understanding of the need for and value of civic engagement. 2) Demonstrate an understanding of ethical, civic, scientific and social issues relevant to Guam, Micronesia and the world. As a result of this data gathering process, we can determine to what extent our gened program challenges students to become civically engaged."***

#### 2B3c

6. Bolster academic advisement process and procedures for all faculty so that student support through advisement remains strong and effective.

***Nothing done on this but Counseling has been contacted. They indicated that there isn't anything really being done as of now on strengthening academic advisement and the last time something truly was done was when there existed a committee. There is supposed to be (or in the works) the development of a task force to address academic advisement and maybe some training.***

#### 2B3f

7. Evaluate the safety and security of physical records, and consider various alternative ways (including electronic means) to protect the integrity of student records at all times.

***As for the security of the students records Pat Clymer said that the request for more digital memory (in Banner) has been submitted and awaiting approval. Although the campus has two vaults which are fire proof, they are at capacity. The college is using a container/office to hold some other physical records that do not fit within the vaults.***

**2B4**

8. Revisit recommendations to examine how the survey findings have been used to implement a more efficient delivery of student programs and services.  
***Most of the concerns have been addressed or looked at and there are no plans to do the survey again. We will look into the surveys given at the "meet the president" meetings to see if the concerns were brought up again.***

**2C1a**

9. Allocate a percentage of funds for supporting additional resources in the LRC when new programs are developed or when existing programs are significantly modified.  
***Connecting with LOC on the process of new program development to find out where LRC fits into the budget. The suggestion was given since last year to have it as part of the program guide but it wasn't incorporated.***

**2C2**

10. Research the need and demand for additional electronic resources including e-book readers and computer tablets to facilitate the use of enhanced electronic services.  
***LRC will continue their survey of faculty and students.***