**Standard II: Student Learning Programs and Support Services**

The institution offers instructional programs, library and learning support services, and student support services aligned with its mission. The institution’s programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

***Comments: Good start in responding to the standards. The committee still needs to collect data and perform research work to expand the report. One effective tool to use for expanding the report is to respond to each of questions for the respective standard found in the guide to evaluating and improving institutions. These are lead questions to assist you in responding to the standards. The questions in the guide are placed in bullets sequentially for each of the standards so when you use the questions for responding to the standards, your narrative should flow in accordance with how the questions are placed in bullet form. Also, when using assessment reports to respond to a standard such as SLOs, make sure you include the department’s goals (which is found in the beginning or the assessment report) and the alignment of related goals e.g., ISMP goals, program review goals, and ACCJC goals etc.***

**A. Instructional Programs**

**1.** All instructional programs, regardless of location or means of delivery, including distance education and correspondence education, are offered in fields of study consistent with the institution’s mission, are appropriate to higher education, and culminate in student attainment of identified student learning outcomes, and achievement of degrees, certificates, employment, or transfer to other higher education programs. (ER 9 and ER 11) (Becky Toves)

Descriptive Summary

All programs are consistent with the College’s mission. Programs must submit a “Program Approval Form” as outlined in the 2014 Curriculum Manual. In this form, connection to the College’s mission statement must be made (2014 Curriculum Manual p. 39 - IV.A).Programs must provide program level student learning outcomes within the Program Approval Form which ensure appropriateness to higher education (2014 Curriculum Manual p. 39 – III). Signatories on the program approval form, including the author, who is typically a faculty member, in addition to the Registrar, Dean, Academic Vice-President and President, ensure that the content is appropriate to higher education and that the connection to the mission statement is clear.

Programs are assessed within a 2-year cycle to determine the student attainment of identified SLOs (Student Learning Outcomes). Results of the assessment are published yearly in the \_\_\_\_\_\_\_\_\_\_.

The GCC Fact Book provides data on the achievement of degrees and the awarding of certificates.

Self-Evaluation

The \_\_\_\_\_\_\_\_\_\_\_ is a newly adopted program. This program was created primarily as a response to \_\_\_\_\_\_\_\_\_\_. The \_\_\_\_\_\_\_\_\_\_\_\_\_ underwent a substantive review. The major focus of this review was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (Show connection to mission statement).

(Same as above and show program student learning outcomes).

According to the \_\_\_\_\_\_\_\_ compliance rate for program assessment is \_\_\_\_\_\_\_\_\_.

The Fact Book provides data on completion of associate degrees, certificates, and journey worker certificates as well as a 100% compliance rate of courses being assessed within programs (Fact Book, vol. 9, p. 17 and 18.

According to the \_\_\_\_\_\_\_\_\_\_, the rate of employment for graduates is \_\_\_\_\_\_\_\_\_\_ and the transfer rate to the University of Guam or another four-year institution is \_\_\_\_\_\_\_\_\_.

Actionable Improvement Plans
None

**2.** Faculty, including full time, part time, and adjunct faculty, ensure that the content and methods of instruction meet generally accepted academic and professional standards and expectations. Faculty and others responsible act to continuously improve instructional courses, programs and directly related services through systematic evaluation to assure currency, improve teaching and learning strategies, and promote student success. (Becky Toves)

Descriptive Summary

Faculty ensure that content and methods of instruction meet generally accepted academic and professional standards and expectations.

The College administers the IDEA Student Ratings of Instruction every fall semester within all courses. The results are provided to the faculty members during the following semester. The IDEA results guide improvement efforts for faculty.

All Full-time faculty members are observed by an administrator at least once each semester. Department chairpersons observe adjunct faculty at least once during the semester for those members teaching classes under their department.

Faculty participate in the assessment of courses, programs, and related services.

Self-Evaluation

The IDEA Student Ratings of Instruction Survey Report for fall 2013 highlights the positive regard for faculty, higher regard for faculty compared to the IDEA database, and positive perception of teaching effectiveness (p. 4). (Update this when new data becomes available and show trend).

The Board-Union contract includes provisions for increased observation of new faculty members. During a new fulltime faculty’s first year, the primary emphasis for evaluation is on teaching only. The Department chairpersons are evaluated based on their observations of adjuncts (DC rubric).

(Need updated percentages for the number of courses/programs/services that completed assessment).

Actionable Improvement Plans
None

**3.** The institution identifies and regularly assesses learning outcomes for courses, programs, certificates and degrees using established institutional procedures. The institution has officially approved and current course outlines that include student learning outcomes. In every class section, students receive a course syllabus that includes learning outcomes from the institution’s officially approved course outline. (Becky Toves)

Descriptive Summary

The College regularly assesses learning outcomes for courses, programs, certificates, and degrees using a 2-year assessment cycle. Each entity in the college falls under one of the four groups: (list groups here).

Students receive a course syllabus that specifies course level student learning outcomes and are directly extracted from the course approval form. As part of full-time faculty’s evaluation, the availability of the course syllabus on the first day is included.

The Curriculum Manual (2014) outlines the approval process for student learning outcomes in courses and programs.

Self-Evaluation

(Need data on how many courses and programs met assessment deadlines).

All courses have established student learning outcomes, and these are published in the College catalog. Course syllabi are submitted to the department chairpersons for review to ensure, among other requirements, the inclusion of student learning outcomes. Department chairs then submit electronic copies with a Syllabi Checklist to the Dean.

Actionable Improvement Plans
None

**4.** If the institution offers pre-collegiate level curriculum, it distinguishes that curriculum from college level curriculum and directly supports students in learning the knowledge and skills necessary to advance to and succeed in college level curriculum. (Becky Toves)

Descriptive Summary

The College provides developmental reading, writing, basic, and mathematics courses. These are clearly labeled in the College catalog and are designated numerically as 100 or below.

Tutoring is provided in reading, writing, and mathematics through the Work-study program as well as through programs such as Project AIM and AmeriCorps. Project Aim provides tutoring services to those who meet eligibility requirements under their program. Tutoring services are provided on a regular basis to first generation, low income, and students with disabilities under the Project Aim program. Tutoring sponsored through the Work-study and AmeriCorps programs are free and have no other eligibility requirement other than enrollment in a developmental course.

Self-Evaluation

Students take the COMPASS placement test for reading, writing, and mathematics and are placed according to their scores.

Faculty in English and Math inform students of tutoring services. Tutors are hired under the Work Study Program and must have completed the college level English and Math courses with a minimum of a B grade. The tutoring schedule is provided to all teachers and flyers are posted. Students do not need to make an appointment to avail themselves of tutorial services.

In December 2014, the first ever Math Boot Camp was sponsored by the Math Department. The Math Boot Camp was held for those who placed into MA085 to assist them in improving their scores so they can enter into MA095. The Math Boot Camp ran 2 hours daily for 10 days. Two sections were provided. A total of 17 students signed up, and 16 out of the 17 improved their scores to place into MA095. (Do I need to cite this?)

A total of 175 students are served per program year under Project Aim. Tutoring is provided mainly in English and mathematics, but tutors are also available to assist in other subjects.

Actionable Improvement Plans
None

**5.** The institution’s degrees and programs follow practices common to American higher education, including appropriate length, breadth, depth, rigor, course sequencing, time to completion, and synthesis of learning. The institution ensures that minimum degree requirements are 60 semester credits or equivalent at the associate level, and 120 credits or equivalent at the baccalaureate level. (ER 12) (Florie Mendiola)

Descriptive Summary

College degrees and programs follow typical practices in American higher education degrees in which programs are at the appropriate length, breadth, and depth. The Curriculum Manual outlines the sequencing and time to completion for full-time students. All associate degree programs require a minimum of 60 semester credits, which are described in the College Catalog.

Self-Evaluation

The program approval form in the Curriculum Manual (2014) ensures the content if of appropriate length, breadth, depth, and rigor. All signatories must agree for approval. The Program approval form includes a section which shows that full-time student can complete associate degree programs within 2 years and certificate programs within one year. The program approval form also includes a section on course sequencing as part of completion.

Actionable Improvement Plans
None

**6.** The institution schedules courses in a manner that allows students to complete certificate and degree programs within a period of time consistent with established expectations in higher education. (ER 9) (Florie Mendiola)

Descriptive Summary

The college schedules courses that ensure students can complete certificates and degrees within established expectations. The program approval forms outline the course sequence and timing for full-time students. Department chairs survey students on preferred courses including the time and day in developing the upcoming schedule of classes.

Self-Evaluation

The program approval form in the Curriculum Manual requires that the author provides details including course sequencing and time frame for a full-time student to complete the program. The section in this form must demonstrate that a full-time student can complete associate degree programs within 2 years and certificate programs within one year. The program approval form also includes a section on course sequencing as part of the completion process.

Actionable Improvement Plans
None

**7.** The institution effectively uses delivery modes, teaching methodologies and learning support services that reflect the diverse and changing needs of its students, in support of equity in success for all students. (Florie Mendiola)

Descriptive Summary

The Faculty uses different delivery modes, teaching methodologies, and learning support services that meet the needs of the students. Students with disabilities are provided services through the Office of Accommodative Services. Faculty must sign that they received the accommodation plan for the individual student requesting for accommodative services. Faculty must adhere to the content provided in the accommodation plan.

Self-Evaluation

The IDEA survey allows students to rate teaching methodologies. Results of these surveys assist faculty, department chairpersons, and supervisors to improve delivery of instruction. Full-time faculty members are observed by their supervisor every semester.

Actionable Improvement Plans
None

**8.** The institution validates the effectiveness of department-wide course and/or program examinations, where used, including direct assessment of prior learning. The institution ensures that processes are in place to reduce test bias and enhance reliability. (Florie Mendiola)

Descriptive Summary

The English department is the only department that provides department-wide course examinations. Instructors teaching EN100W administer the final essay for this course and rate the essays. Essays that instructors have rated as passing are forwarded to another instructor for review. Assessment of prior learning is provided for students upon request. The College Catalog provides details for students who intent to apply for an assessment of prior learning.

Self-Evaluation

All EN100W courses must adhere to the department policy on the rating of essays. The department chair provides topics for EN100W courses in which students are allowed to choose from to complete the written essay assignment.

Actionable Improvement Plans
None

**9.** The institution awards course credit, degrees and certificates based on student attainment of learning outcomes. Units of credit awarded are consistent with institutional policies that reflect generally accepted norms or equivalencies in higher education. If the institution offers courses based on clock hours, it follows Federal standards for clock-to-credit-hour conversions. (ER 10) (Florie Mendiola)

Descriptive Summary

The college awards course credit, degrees, and certificates based on student attainment of learning outcomes. Each program must complete an assessment of program and course level student learning outcomes to ensure that credits, degrees, and certificates are awarded in alignment with institutional policies. The units of credit awarded are consistent with generally accepted norms or equivalencies in higher education. For traditional lecture courses, one credit equals to 15 hours. Credit is awarded when students pass the course. The grading system is outlined in the college catalog.

Self-Evaluation

Assessment result percentages need to be updated. The college’s catalog and schedule of classes provides the number of credits and the time is specified in the schedule of classes. The latest schedule reflects this.

Actionable Improvement Plans
None

**10.** The institution makes available to its students clearly stated transfer-of-credit policies in order to facilitate the mobility of students without penalty. In accepting transfer credits to fulfill degree requirements, the institution certifies that the expected learning outcomes for transferred courses are comparable to the learning outcomes of its own courses. Where patterns of student enrollment between institutions are identified, the institution develops articulation agreements as appropriate to its mission. (ER 10) (Florie Mendiola)

Descriptive Summary

The college has several articulation agreements with the 4-year university on Guam in addition to several community colleges within the region. Articulation agreements have also been extended to other 4-year universities. These articulation agreements are found in the appendix of the college catalog and include program-to-program and course-to-course articulation. The registrar regularly evaluates transcripts from other institutions at the students’ requests.

Self-Evaluation

The college’s articulation agreements are clearly stated in the college catalog.

The registrar provides a form for students to complete to request for an evaluation of records. The registrar often consults with faculty in the respective department for guidance when transferring courses.

Actionable Improvement Plans
None

**11.** The institution includes in all of its programs, student learning outcomes, appropriate to the program level, in communication competency, information competency, quantitative competency, analytic inquiry skills, ethical reasoning, the ability to engage diverse perspectives, and other program-specific learning outcomes. (Sharon Oliveros)

Descriptive Summary

The College has institutional learning outcomes that provide for communication, information, and quantitative competency, analytic inquiry skills, ethical reasoning, the ability to engage diverse perspectives, and other program-specific learning outcomes. The institution learning outcomes are found and accessible in the College catalog. Each program approval forms must have a student learning outcome map. This map shows how each course relates to the institutional learning outcomes. The institutional learning outcomes maps are attached to program documents found in the College catalog.

Self-Evaluation

Actionable Improvement Plans
None

**12.** The institution requires of all of its degree programs a component of general education based on a carefully considered philosophy for both associate and baccalaureate degrees that is clearly stated in its catalog. The institution, relying on faculty expertise, determines the appropriateness of each course for inclusion in the general education curriculum, based upon student learning outcomes and competencies appropriate to the degree level. The learning outcomes include a student’s preparation for and acceptance of responsible participation in civil society, skills for lifelong learning and application of learning, and a broad comprehension of the development of knowledge, practice, and interpretive approaches in the arts and humanities, the sciences, mathematics, and social sciences. (ER 12) (Sharon Oliveros)

Descriptive Summary

The College associate degree programs have a set of general education requirements that includes the categories of: English, Mathematics, Natural and Physical Sciences, Social and Behavioral Sciences, Computer Literacy, and Humanities and Fine Arts. The Learning Outcomes Committee reviews requests for inclusion of additional courses under the different categories.

Self-Evaluation

Actionable Improvement Plans
None

**13.** All degree programs include focused study in at least one area of inquiry or in an established interdisciplinary core. The identification of specialized courses in an area of inquiry or interdisciplinary core is based upon student learning outcomes and competencies, and includes mastery, at the appropriate degree level, of key theories and practices within the field of study. (Sharon Oliveros)

Descriptive Summary

The College offers **22** degree programs. All degree programs must complete at least 19-20 credits of general education. Degree programs have at least 60 credits. Programs provide technical requirements that provide theory and practices in that particular field of student. Programs determine the technical requirements with input from faculty and advisory committee members. The program requirements are included in the program approval form as outlined in the Curriculum Manual. Technical courses that support the program contain student learning outcomes which are clearly defined at the course and detailed level in the course approval form in the Curriculum Manual.

Self-Evaluation

Actionable Improvement Plans
None

**14.** Graduates completing career-technical certificates and degrees demonstrate technical and professional competencies that meet employment standards and other applicable standards and preparation for external licensure and certification. (Sharon Oliveros)

Descriptive Summary

Programs, certificate and courses participate in the two-year assessment cycle. As part of this assessment, capstone courses and artifacts are included to ensure that graduates demonstrate technical and professional competencies. The College assessment results are found in …….

Self-Evaluation

Actionable Improvement Plans
None

**15.** When programs are eliminated or program requirements are significantly changed, the institution makes appropriate arrangements so that enrolled students may complete their education in a timely manner with a minimum of disruption. (Christine Matson)

Descriptive Summary

When programs are archived, a program archival memo is initiated by the department and faculty members. The archival memo requires a clear plan of action for enrolled students to complete their education in a timely manner.

Self-Evaluation

Since the last visit, XX programs have been archived.

Actionable Improvement Plans
None

**16.** The institution regularly evaluates and improves the quality and currency of all instructional programs offered in the name of the institution, including collegiate, pre-collegiate, career-technical, and continuing and community education courses and programs, regardless of delivery mode or location. The institution systematically strives to improve programs and courses to enhance learning outcomes and achievement for students. (Christine Matson)

Descriptive Summary

The College regularly evaluates programs and courses through the institutional assessment process.

Self-Evaluation

Assessment results are used to provide GCC with evidence of student learning outcomes. The evidence is used to refine and improve learning outcomes.

Actionable Improvement Plans

None

B**. Library and Learning Support Services**

**1**. The institution supports student learning and achievement by providing library, and other learning support services to students and to personnel responsible for student learning and support. These services are sufficient in quantity, currency, depth, and variety to support educational programs, regardless of location or means of delivery, including distance education and correspondence education. Learning support services include, but are not limited to, library collections, tutoring, learning centers, computer laboratories, learning technology, and ongoing instruction for users of library and other learning support services. (Christine Matson)

Descriptive Summary

The College supports student learning and achievement by providing a Learning Resource Center (LRC). The LRC includes a library, student computer lab, and library classroom. There are 34 computer stations and 17 laptops for in library student use. (Juanita Sgambelluri, LRC staff supervisor, 10/01/2015) Three study rooms are available for student reservations.

The LRC has about 20,000 books and video recordings, including 205 e-books. Since the LRC subscribes to an electronic periodical database and e-book database, students have desktop access around the clock, to more than 5,000 full text titles and 135,000 full text e-books. Students pay a $15.00 library fee, as part of registration fees. (GCC 2015 2016 online Catalog, Tuition and Fees)

Computer laboratories are located in several places on the campus. Computer labs are maintained by Management Information System. Students pay a $73.00 technology fee for these services as part of the registration fees. (GCC 2015 2016 online Catalog, Tuition and Fees)

Self-Evaluation

There are concerns that the Mac lab supporting the Visual Communication program is inadequate. Requests have been made to improve the computers available in the Mac Lab, but they were not approved.

Actionable Improvement Plans
None

**2.**  Relying on appropriate expertise of faculty, including librarians, and other learning support services professionals, the institution selects and maintains educational equipment and materials to support student learning and enhance the achievement of the mission. (Christine Matson)

Descriptive Summary

The Learning Resource Center seeks input from faculty and students on the selection of equipment and materials as part of the assessment process. Periodic updates are also provided to faculty on acquisitions and services.

Self-Evaluation

Budgetary constraints have restricted the purchase of equipment and materials. In 2013, the LRC purchased 5 books. In 2014, no books were purchased. (Bob Neff, Librarian, e-mail dated \_\_\_\_\_). In AY 2015, the library spent $2,630.11 to purchase print books. (E-mail, Oct. 2, 2015, Juanita Sgambelluri, LRC staff supervisor.)

Subject specific references are outdated. The limited budget prevented the LRC from purchasing materials requested by faculty and students. (Library assessment)

The EBSCO Academic e-book Collection adds a wide variety of e-books in many academic areas. However, it does not include many subject specific reference books that the LRC needs to acquire.

The Library arranges for free trials of academic databases so faculty, administrators and students can recommend whether GCC should subscribe to it.

 Actionable Improvement Plans
 None

**3.** The institution evaluates library and other learning support services to assure their adequacy in meeting identified student needs. Evaluation of these services includes evidence that they contribute to the attainment of student learning outcomes. The institution uses the results of these evaluations as the basis for improvement. (Christine Matson)

Descriptive Summary

GCC requested an adequate budget to purchase new learning resource materials for new and existing programs. The budget allotted has been insufficient.

The Human Service program started in fall 2015. The department chair and librarian collaborated to identify library resources to support the new program. Funds were requested to purchase materials for the new program.

Self-Evaluation

Although the library received advance notice of the new Human Services program, the library did not receive specific funds to purchase library resources. The LRC requested that funds be provided to the library or the department to purchase library materials. There are Human Service resources in the subscription e-book and periodical databases, but many important references are not included.

In FY 2015, the LRC purchased an encyclopedia of social work out of the LRC budget for the entire college. There are programs, such as criminal justice, that the LRC has not purchased materials for in years.

Some library resources are out of date due to an insufficient budget. The newest print or e-book medical dictionary in the LRC is from 2005. (Dynix Library Catalog; EBSCO Health Source: Nursing/ Academic Edition)

Actionable Improvement Plans
None

**4.** When the institution relies on or collaborates with other institutions or other sources for library and other learning support services for its instructional programs, it documents that formal agreements exist and that such resources and services are adequate for the institution’s intended purposes, are easily accessible and utilized. The institution takes responsibility for and assures the security, maintenance, and reliability of services provided either directly or through contractual arrangement. The institution regularly evaluates these services to ensure their effectiveness. (Christine Matson)

Descriptive Summary

GCC subscribes to EBSCO Academic e-book Collection with over 135,000 e-books. Additionally, there is a subscription to 36 EBSCO periodical databases.

The LRC is an affiliate member of the National Library of Medicine, Pacific Southwest Region. The Librarian responsible for library instruction received information about the resources that are available and how to access those resources.

Self-Evaluation

GCC receives funds to pay for annual subscriptions to the EBSCO e-books and databases. Additionally, information available through the National Library of Medicine add to GCC’s ability to provide resources for Allied Health.

Actionable Improvement Plans
None

**C. STUDENT SUPPORT SERVICES**
**1.** The institution regularly evaluates the quality of student support services and demonstrates that these services, regardless of location or means of delivery, including distance education and correspondence education, support student learning, and enhance accomplishment of the mission of the institution. (ER 15) (Tonirose Concepcion)

Descriptive Summary

The College offers student support services and activities listed in the Catalog and the Student Handbook. Services include orientation; pre-enrollment; personal, social, and career counseling; student rights advocacy; academic advisement; tutorial services; health services; English and math placement tests, and services for students with disabilities.

The Center for Student Involvement provides activities in leadership development, new student orientation, student governance, and supports student organizations.

Additional academic support services for the College include a federal TRIO program (Project AIM) for qualified college students and College Access Grant for qualified middle to high school students. Both federal programs provide tutoring services, study skills workshops, and financial aid advisement. Support is given to low-income and disadvantaged students, and students with disabilities.

In fall 2015, the college launched its distance education pilot program. Support services for students in distance education are comparable to that of a face to face student at Guam Community College. Distance education support services include accommodations, advising, bookstore, cashier, counseling, financial aid, library, Project AIM, computer lab, tutoring, and registration.

Self-Evaluation

Student support services at the College are regularly assessed as part of the College’s two-year assessment cycle. Assessment assures quality and appropriateness of student support services and demonstrates that these support services enhance student learning.

The Assessment and Counseling Department participates in institutional assessment. The department meets formally at least once a month and informally at least once a week to discuss counseling services and issues to ensure a high quality of counseling services for students. In 2013, ten counselors (postsecondary and secondary) completed a Distance Credentialed Counseling Certification to ensure the implementation of best practices when assisting students via email and phone.

For the past \_\_years, persistence rates have been steadily increasing. Persistence rates show students who were enrolled one year and continued the following year. The College encourages students to achieve their academic goals efficiently and effectively. Students are guided to focus on courses as prescribed in their catalog through academic advising and admissions policy. For declared students who stop out (do not enroll for two consecutive semesters), the College has a reentry policy that mandates them to meet with their advisor or counselor and obtain a signature before reenrolling into the College.

Project Aim provides tutoring services to students who meet the federal guidelines that include low-income, first generation students, and/or students with disabilities. The goal of the program is to increase college retention and graduation rates for eligible students, increase transfer rates from a two-year to a four-year institution and foster an institutional climate supportive of the success for students in the program.

At the launch of the Distance Education Pilot Program, \_\_\_% of students have accessed the following support service features.

Actionable Improvement Plans
None

**2.** The institution identifies and assesses learning support outcomes for its student population and provides appropriate student support services and programs to achieve those outcomes. The institution uses assessment data to continuously improve student support programs and services. (Sharon Oliveros)

Descriptive Summary

The College has several student support services under the Assessment and Counseling Department. These include Academic advisement, English and Math placement, career counseling, counseling, etc. These services are assessed following a two-year cycle. Assessment results are used to improve student support programs and services.

Self-Evaluation

Actionable Improvement Plans
None

**3.** The institution assures equitable access to all of its students by providing appropriate, comprehensive, and reliable services to students regardless of service location or delivery method. (ER 15) (Tonirose Concepcion)

Descriptive Summary

The College provides appropriate, comprehensive and reliable services to its diverse student population. Extended hours are offered during peak times to accommodate student needs, usually the week prior to the start of the term. Moreover, application forms, registration, and payment can be accessed online.

Academic advisors are available on a regular basis and an on-call counselor is available during the academic school year. Faculty advisors are located in their respective offices. Key services such as Administration and Supervision, the Business Office, Financial Aid, Counseling, and Accommodative Services are in one building to better serve students.

The College began Distance Education Pilot program on fall 2015. Support services for students in distance education were comparable to that of a face to face student at Guam Community College. Distance education support services include accommodations, advising, bookstore, cashier, counseling, financial aid, library, Project AIM, computer lab, tutoring, and registration.

The Office of Accommodative Services through its work and advocacy, provides access for students with disabilities. Students with disabilities provide faculty with their accommodative services papers and faculty provide student midterm progress reports to the Office of Accommodative Services.

Self-Evaluation

Programs that provide educational support services for students are located in the Student Support Services and Administration Building (Bldg. 2000).

College students access registration, assessment, courses, and services through a variety of means. Class schedules may be accessed online or in hard-copy format. Alternative formats for students with disabilities may be requested through the Accommodative Services Office. Students are registering both in person and online. The College has tracked an increase in web-based services. \_\_\_% registered online for their courses in \_\_\_\_\_\_\_\_\_.

In 2015, \_\_\_\_\_\_\_\_ students accessed counseling services. Services included\_\_\_\_\_\_\_.

The distance education program provided access to student services through the phone and by email. \_\_\_\_\_% of distance education students accessed services from the Office of Accommodative Services. \_\_\_\_\_% of distance education students accessed Counseling services.

Actionable Improvement Plans

None

**4.** Co-curricular programs and athletics programs are suited to the institution’s mission and contribute to the social and cultural dimensions of the educational experience of its students. If the institution offers co-curricular or athletic programs, they are conducted with sound educational policy and standards of integrity. The institution has responsibility for the control of these programs, including their finances. (Tonirose Concepcion)

Descriptive Summary

Co-curricular activities on campus provide a platform for students to interact with others who have comparable interests. The Center for Student Involvement oversees the college activities that provide an environment that is relaxing, socially responsible, and/or academically challenging. CSI offers many activities in the college including fall and spring festivals and semester student conferences (Building a Stronger Workforce and Students Leading Students).

The Council of Postsecondary Student Affairs (COPSA) is the major student governing body within the Center for Student Involvement. The CSI maintains responsibility for all student organizations, their processes and all their finances. Student organizations must submit requests for funding, receipts, and so forth through the CSI. Student organizations are associated with academic programs such as the Education Student Organization (ESO) and Society of Management Industry Leaders for Excellence (SMILE) or organizations target a certain special interests such as the Sports and Recreation Club (SPARC) for physical fitness and the cultural group Pacific Islands Student Organization (PISO).

Self-Evaluation

Currently, there are 20 chartered student organizations. Monthly meetings are held with the student representative from the Board of Trustees. Monthly meetings with all student organizations provide a vehicle for organizations to share information, concerns, etc. to bring to the Board of Trustees.

Student organization forms play a large part of the organization process.

In Spring\_\_\_\_, and fall \_\_\_\_ \_\_% of students attended the CSI festivals. \_\_\_% participated in the student conference.

Actionable Improvement Plans
None

5. The institution provides counseling and/or academic advising programs to support student development and success and prepares faculty and other personnel responsible for the advising function. Counseling and advising programs orient students to ensure they understand the requirements related to their programs of study and receive timely, useful, and accurate information about relevant academic requirements, including graduation and transfer policies. (Sharon Oliveros)

Descriptive Summary

The College has four? Full-time postsecondary counselors that provide counseling and academic advisement. All full-time faculty also provide academic advisement to declared and undeclared students. Counselors and academic advisors provide orientation to students on the requirements of the program, in which programs and courses transfer, and course sequencing and timing for graduation. Students are assigned advisors upon enrollment or declaration of major.

The College website contains degree planners for students, counselors and academic advisors to use. These planners provide the requirements for different programs. The Assessment and Counseling Department provides workshops to prepare faculty response for academic advising. Advisors have access to advisee’s transcripts, schedules, degree evaluations, and contact information through Banner System

Self-Evaluation

Actionable Improvement Plans
None

**6.** The institution has adopted and adheres to admission policies consistent with its mission that specify the qualifications of students appropriate for its programs. The institution defines and advises students on clear pathways to complete degrees, certificate and transfer goals. (ER 16) (Tonirose Concepcion)

Descriptive Summary

The College is an open, public institution and the basic college admission requirements are age and health clearance. To be admitted to a program, in addition to age and immunization, the College requires a minimum of high school graduation or 45 credits of college level coursework.

The Catalog contains a wealth of information on pathways to complete degrees, certificate, and transfer goals and is published annually. The Catalog is made available to all students on the College website for easy access by students. Moreover, faculty members and counselors are available to assist with advisement.

The College uses the COMPASS placement tests developed by American College Testing Inc. (ACT) for English, reading, and math. COMPASS provides information on individual skills and preparation for college-level courses. It is untimed, adaptive computer-based test that measures reading, writing, and mathematical skills. Students wanting to enroll in English and math classes must take the COMPASS exam.

The Practical Nursing program is the only program with an entrance exam. Parameters of this admit exam is handled by the Allied Health Department. This exam includes basic information that the students would have learned in their general education courses as a declared PN major. The topics include: basic algebra, reading comprehension, English, science/anatomy & physiology, and medical terminology.

Self-Evaluation

The requirements for admissions are printed on the schedule of classes each semester. The College catalog, and website also contains information on admissions.

For the past \_\_\_ semester, \_\_\_ students have enrolled in Guam Community College. \_\_\_ students have completed certificates and degrees.

Actionable Improvement Plans
None

**7.** The institution regularly evaluates admissions and placement instruments and practices to validate their effectiveness while minimizing biases. (Tonirose Concepcion)

 Descriptive Summary

The College uses the COMPASS instrument for placement into English and mathematics courses. COMPASS provides information on individual skills and preparation for college-level courses. It is untimed, adaptive computer-based test that measures reading, writing, and mathematical skills. Students wanting to enroll in English and math classes must take the COMPASS exam. The COMPASS is administered by the Assessment and Counseling Department.

The practical nursing program has a selection process for every cycle. Each student admitted into the program must have completed all general education courses with “C” grades or better, must meet program Grade Point Average, pass the entrance exam, and submit an essay “Why I Want to Be a Nurse.”

Self-Evaluation

The Assessment and Counseling Department reviews the COMPASS annually as justification for purchase must be completed. COMPASS allows the College to identify the necessary steps to ensure that the appropriate course of study is tailored for the individual student to ensure academic success.

The results of the AY \_\_\_\_\_ exams show that among the students who took the entrance exam \_\_\_% students for English, and \_\_\_% students for Math were placed in a college level course. The results are published in the \_\_\_\_\_ annual GCC Fact Book.

Actionable Improvement Plans
None

**8.** The institution maintains student records permanently, securely, and confidentially, with provision for secure backup of all files, regardless of the form in which those files are maintained. The institution publishes and follows established policies for release of student records. (Tonirose Concepcion)

Descriptive Summary

The Office of Admissions and Registrations at the College is responsible for maintaining student records permanently, securely, and confidentially. Electronic records are backed up on a daily basis and paper records are kept to a minimum.

The College has established policies for student records. Access to the physical records is limited to Administration and Registration Personnel and online access is password protected. Only the Office of Admissions and Registration is authorized to make changes to student records. All other online access is limited to pdf read-only formats for counselors, advisors, and students.

Copies of student records follow a strict policy. Requests for official transcripts, certification of enrollment, and certification of graduation are all made in-person and with a valid photo ID. Additionally, Admissions Registration staff verifies the ID prior to releasing documents. Should another person be authorized to pick up the document, the requestor must write the authorized person’s name and the authorized person must show a photo ID prior to picking up the document. Request forms are available on the College website and Admissions and Registration Office.

Self-Evaluation

Student records are maintained in a safe and secure manner. The records are in two fire resistant vaults and exposure to fire is limited. The Office of Admissions and Registration routinely performs an inspection of the vault where the records are stored to minimize any potential hazard to the physical custody of the records. Furthermore, the Banner system regularly performs a digital back-up.

The College adheres to the Family Educational Rights and Privacy Acct which affords students certain rights with respect to their educational records. FERPA information can be found in the College catalog and FERPA statements are required on all syllabi. The registrar conducts FERPA orientations for new employees as needed and upon request. The policy for releasing student records can be found in the College catalog.

Actionable Improvement Plans
None