

Assessment Plan

Guam Community College

Human Resources Office

Human Resources Office

Mission Statement: To support the College's mission and goals, Human Resources delivers comprehensive human resource services that support the efficient and effective recruitment, selection, development, and retention of qualified employees, the negotiation of the terms and conditions of employment for union contracts, and the development and administration of the personnel rules and regulations.

Vision Statement: To become a full service Human Resources Office which provides service employee assistance programs.

Administrative Unit Outcome (AUO): Human Resources - Personnel Files

AUO#1 FA2013-SP2015

To provide added security of full-time employees personnel files by backing up records electronically and storing them off campus.

Start Date: 11/01/2013

End Date: 05/31/2015

AUO Status: Currently being assessed

Program SLO/AUO/SSUO Self Study Report

Plan reflects/incorporates:

Notes from the pull/drop ACCJC Standard 3A3b. Consider backing up all employees records electronically and stored off-campus for
down list above: additional security.

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
Banner Document Management System (BDMS). HR will scan active employee's personnel files and save records on Banner. Type of Artifact/Instrument/Rubric/Method/Tool: Other (indicate the specific tool in the Method field/box) Related Documents: 2011 Banner Document Management Suite[1].pdf	80% of all full-time active employees personnel files will be scanned and saved in Banner.	Delay in this plan has been due to the procurement challenges of purchasing a dedicate scanner to work with Banner. HR hopes to have the dedicated scanner by Spring 2014.	Yes

Related Items

Academic Affairs Division (AAD)

- * Program Review Goal (Budget Related Goals & Objectives) - FY2014 #3
Review recommendations in the ISER and the ACCJC Evaluation Report to ensure that all actionable improvement plans and recommendations are addressed in a timely manner.

ACCJC/WASC

- * STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Board of Trustees (BOT)

- * Program Review Goal (Budget Related Goals & Objectives) - FY2014 #1
Policy review. Evaluation and amend periodically Board policies and the code of ethics policy for all GCC constituents (including the Board) to align procedures, as necessary and appropriate.

Finance and Administration (F&A)

- * Program Review Goal (Budget Related Goals & Objectives) - FY2014 #3
To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

Human Resources Office

- * Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#1:
To provide effective support for the primary human resources functions at the college: hiring, periodic performance evaluation, and promotion. These activities are performed for faculty, staff and administrators.
- * Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#2:
To provide to management responses to questions about human resources issues as well as support for the development and negotiations of terms and conditions of employment.
- * Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#3:
To ensure the college hires and promotes based on merit, provides equal employment opportunity to all: complies with the provisions

of title 4 and 17 of the Guam code: follows employment agreements; and follows other applicable laws and regulations.

- * STANDARD III: Resources - To provide effective support for the primary human resources functions at the college: hiring, periodic performance evaluation, and promotion. These activities are performed for faculty, staff and administrators.

Administrative Unit Outcome (AUO): Human Resources - Staff Performance Evaluation Tool

AUO#2 FA2013-SP2015

To update the Staff Performance Evaluation Tool to ensure that the Staff are performing at expected level. Note: Staff performance evaluation tool is linked with the new Government of Guam Wide Compensation Plan (i.e. New Hay Study).

Start Date: 11/01/2013

End Date: 05/31/2015

AUO Status: Currently being assessed

Program SLO/AUO/SSUO Self Study Report

Plan reflects/incorporates:

Notes from the pull/drop AIP from Standard 3A3b. Review and revise performance evaluation tool for staff to improve and enhance the down list above: performance evaluation process.

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
Staff Performance Evaluation Tool. Type of Artifact/Instrument/Rubric/Method/Tool: Other (indicate the specific tool in the Method field/box) Related Documents: MASTER - Academic Administrators Form.docx	100% of Staff and Administrators will be trained on the proper use of the staff performance evaluation tool. Training will be opened to faculty who indirectly supervise staff (i.e. DC's who have staff in their departments).	One (1) training scheduled for late Fall 2013. One (1) training scheduled mid Spring 2014. One (1) training scheduled for Summer 2014.	Yes

Related Items

Guam Community College

- * Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

Academic Affairs Division (AAD)

- * Program Review Goal (Budget Related Goals & Objectives) - FY2014 #3
Review recommendations in the ISER and the ACCJC Evaluation Report to ensure that all actionable improvement plans and recommendations are addressed in a timely manner.

ACCJC/WASC

- * STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Board of Trustees (BOT)

- * Program Review Goal (Budget Related Goals & Objectives) - FY2014 #1
Policy review. Evaluation and amend periodically Board policies and the code of ethics policy for all GCC constituents (including the Board) to align procedures, as necessary and appropriate.

Finance and Administration (F&A)

- * Program Review Goal (Budget Related Goals & Objectives) - FY2014 #3
To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

Human Resources Office

- * Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
To provide effective support for the primary human resource functions at the college: hiring, periodic performance evaluation, and promotion. These activities are performed for faculty, staff and administrators.
- * STANDARD III: Resources - To provide effective support for the primary human resources functions at the college: hiring, periodic performance evaluation, and promotion. These activities are performed for faculty, staff and administrators.

Administrative Unit Outcome (AUO): Human Resources - negotiation & implementation of updated Faculty Job Specifications

AUO#3 - to successfully lead the management team on the negotiation & implementation of an updated Faculty Job Specification towards alignment with the new ACCJC Standards. Implementation goal of AY2014-2015.

Start Date: 09/01/2013

End Date: 08/01/2014

AUO Status: Currently being assessed

Program SLO/AUO/SSUO ACCJC Standards

reflects/incorporates:

Notes from the pull/drop ACCJC Standards requires GCC to hire and promote qualified faculty in line with Higher Education and Industry down list above: Standards.

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
<p>Agenda, minutes, research documents and final documents from negotiations for new Faculty Job Specifications.</p> <p>Type of Artifact/Instrument/Rubric/Method/Tool: Other (indicate the specific tool in the Method field/box)</p> <p>Related Documents: Rubric_ALL SECTIONS_Instructional Faculty_revised 10282010.pdf</p>	<p>100% of all Faculty ranks (instructional & non-instructional) will be reviewed and/or updated during AY2013-14. 100% of all Faculty ranks shall be implemented effective Fall 2014.</p>	<p>Research and negotiations scheduled for Fall 2013. Presentation to the Board of Trustees and Faculty scheduled for Spring 2014. Implementation of new Faculty Job Specification scheduled for Fall 2014.</p>	Yes

Related Items

Guam Community College

- * Institutional Learning Outcome (ILO) - ILO#5 (Institutional Learning Outcome)
Students will demonstrate civic responsibility that fosters respect and understanding of ethical, social, cultural, and environmental issues locally and globally.

Academic Affairs Division (AAD)

- * Program Review Goal (Budget Related Goals & Objectives) - FY2014 #3
Review recommendations in the ISER and the ACCJC Evaluation Report to ensure that all actionable improvement plans and recommendations are addressed in a timely manner.

ACCJC/WASC

- * STANDARD I: Institutional Mission and Effectiveness - The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.
- * STANDARD IV. Leadership and Governance - The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.

Board of Trustees (BOT)

- * Program Review Goal (Budget Related Goals & Objectives) - FY2014 #3
Governance evaluation. Assess the effectiveness of the participatory governance structure as a whole through an integrated campuses survey that builds on previous assessment work.

Finance and Administration (F&A)

- * Program Review Goal (Budget Related Goals & Objectives) - FY2014 #1
To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.

Human Resources Office

- * Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
To provide effective support for the primary human resource functions at the college: hiring, periodic performance evaluation, and promotion. These activities are performed for faculty, staff and administrators.
- * Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#1:
To provide effective support for the primary human resources functions at the college: hiring, periodic performance evaluation, and promotion. These activities are performed for faculty, staff and administrators.
- * STANDARD III: Resources - To provide effective support for the primary human resources functions at the college: hiring, periodic performance evaluation, and promotion. These activities are performed for faculty, staff and administrators.