

## **INTRODUCTION**

In 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 fall 2012, the first report of academic year 2012-2013. The second report for the academic year will follow in May 2013.

### **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 recommendation from the Accreditation Team during their evaluation of the College in March 2012 relevant to Standard IV:

## **STANDARD IV**

### **4A5: Evaluate the effectiveness of the participatory governance structure as a whole through an integrated campus-wide survey that builds on previous assessment work.**

The College's continuous assessment tool processes are clearly reported in the 11<sup>th</sup> Annual Institutional Assessment Report written by Dr. Virginia Tudela. The 11<sup>th</sup> Annual Institutional Assessment Report (<http://www2.guam.edu>) depicts a clear integration of assessment tools supported by previous assessments from the Board of Trustees, President, Faculty Senate, Student Senate, and Staff Senate surveys.

The Faculty Senate has compiled and reviewed close out reports for four sub-committees and reported their accomplishments in an End – of – Year Summary Report for Academic Year 2011-2012. They have also been diligent in posting the agenda and minutes in a timely and consistent manner. The minutes for November 28<sup>th</sup> meeting has yet to be posted. Source: MyGCC Group Page Faculty Senate, Faculty Senate Agenda 11/28/2012

Staff senate was established in May 2012. Source: Staff Senate Constitution & By-laws dated May 25, 2012

The Staff Senate has been having regular Executive Council agenda and minutes posted since their bylaws have been approved and accepted last May 25, 2012. The Staff Senate last agenda was dated July 26, 2012, minutes have not yet been approved as the next general membership meeting will be in February 2013. Staff Senate Executive Council minutes have been posted up to September 27, 2012 on MyGCC using group pages. These meetings have been very productive. The latest minutes show their progress into having staff become active in various institutional committees. They are currently working on staff representatives for Standard committees. Source: Interview with Elizabeth Duenas Staff Senate President, dated Dec 20, 2012 and MyGCC Group Page for Staff Senate files.

COPSA has also been meeting regularly and this Fall has been an especially good semester. Attendance at general membership meetings has been excellent and agenda and minutes are regularly posted. Their last meeting held in November minutes will most likely be approved at the first meeting of the Spring 2013 semester. Source: November 30, 2012 COPSA Agenda and Minutes and interview with Bobbie Leon Guerrero CSI Program Specialist December 10, 2012

The Jobs Specs committee has met this Fall 2012 semester and have worked out a modification to the existing rubric for evaluating faculty. This rubric will be explained in meetings to be held on February 1, 2013 Source: MyGCC Announcement

**4B1i: Include more questions related to accreditation standards in the Board Self-Evaluation Questionnaire (BSEQ) so that Board members gain more knowledge about how the accreditation process works.**

An analysis of the BSE indicates that no specific accreditation question is asked. However, the BSE presents accreditation-type questions related to Standards III and IV are included. In addition, the Board actively participates in TracDat Leadership and Assessment criteria related to the accreditation standard process. Dr. Virginia Tudela was the key personnel ensuring that every Board member was knowledgeable of the accreditation standard process with a clear understanding of their roles and expectations.

The Board of Trustees has included in their Agenda of November 28, 2012 under VII. New Business # 2 Board's Assessment Goals (AY 2012-2014), three goals were proposed 1. Policy Review time line for completion is in January 2013. 2. Board Assessment time line for completion Spring 2013 for the Governing Board Assessment Questionnaire (GBAQ) 3. Governance Evaluation timeline for completion Spring 2013. Source: BOT Agenda December 20, 2012 and Attachments Minutes dated November 28, 2012

**4B1j : Report progress of the President's goals to the campus community at the end of her yearly evaluation to provide opportunity for all GCC constituents to share in her accomplishments and challenges.**

The President of the College reports monthly to the Board of Trustees at the BOT Meeting and she has a page each month in Chachalani that she uses to communicate with the various constituents of the college and the public. In addition, she continues to meet with the students each semester. In the Fall, she held two talks on October 1 & 2 "Investing in Guam's Future with your President." The students were updated on college happenings and were able to participate in a Question and Answer session. Meeting notes were prepared and provided by the Center for Student Involvement. AIER also conducted a survey that month regarding the various talks that the President has called with students, these results have not yet been posted. Source: GCC Public Website BOT Minutes and Chachalani.

AIER sent out a final reminder on Monday October 29, 2012 for the 2012 President's Performance Appraisal Survey (PPAS) to all GCC employees, students, the Board of Trustees, and the Foundation Board of Governors. The deadline to complete the survey on SurveyMonkey was October 31, 2012. Source: AIER Announcement on October 29, 2012.

**4B2b: Provide periodic updates to the campus community regarding progress made on the goal initiatives identified in the ISMP.**

Informative and brainstorming meetings have been held throughout the Fall semester on the Institutional Strategic Master Plan (ISMP). The Accreditation Standards Committee has been given Tasks in relation to the ISMP and their respective standard to include into their year-end reports on August 31, 2012. Source: Accreditation Standards Committee Meeting Minutes from August 31, 2012.

ISMP discussions were held on September 21, 2012 on Goals 1 and 3, on October 5, 2012 on Goal 4 and on November 16, the President held a meeting "Moving Forward to 2014". She had a presentation that highlighted (see link)

<http://ifs.guamcc.edu/adminftp/academics/services/aad/aier/ISMPpresentation2012.pdf>

The vision statement of the college is to become the premier career and technical institution for secondary and post-secondary. We will continue to evaluate existing governance policies and practices; implement process to evaluate effectiveness. Actions steps for the four initiatives are ongoing and continue to be monitored by Marlana Montague and Doris Perez. Source: MyGCC Announcement August 21, 2012 and Esther Muna, President's Secretary December 20, 2012

#### **STANDARD 4 – EVIDENCE DIRECTORY**

1. End -of -Year Report Summary Faculty Senate AY2011-2012 updated 8/27/2012
2. Faculty Senate Agenda 11/28/2012, Faculty Senate Minutes & Agenda November 14, 2012
3. Staff Senate Executive Council Members & Constitution & Bylaws
4. Council On Postsecondary Student Affairs Agenda and Minutes November 30, 2012
5. MyGCC Announcement Faculty Evaluation Training Schedule January 18, 2013
6. Guam Community College Board of Trustees meeting minutes dated November 28, 2012
7. Email dated December 9, 2012 Meet the President Notes from Fall 2012 & COPSA
8. GCC Public Page Print Screen of BOT Minutes & Chachalani Issues
9. Email dated December 19 President's Performance Appraisal Survey from Esther Muna
10. Accreditation Standards Committee Meeting Minutes August 31, 2012
11. MyGCC Announcement Institutional Strategic Master Plan Update & Joint Leadership Meeting from Bobbie Leon Guerrero
12. Email dated December 9, 2012 President's ISMP Presentation from Marlena Montague
13. MyGCC Group Pages for Faculty Senate, Staff Senate, and COPSA
14. GCC Public Page Chachalani Editions
15. Misc Emails and phone interviews.