

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 11th Annual Institutional Assessment Report written by Dr. Virginia Tudela. The 11th 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 24th meeting has yet to be posted and it is not known if a meeting was held in December to approve these minutes.

Source: MyGCC Group Page Faculty Senate

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: Staff Senate Constitution & By-laws dated May 25, 2012 and interview with Bobbie Leon Guerrero CSI Program Specialist December 10, 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.**

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 scheduled sometime early in the Spring 2013 semester. **Source: Interview with Karen Sablan Faculty Union President Last Dec 10, 2012**

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 IV. 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. The minutes for this meeting have not yet been posted or approved by the Board. **Source: BOT Agenda and Attachments 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. 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 Marlena Montague and Doris Perez. **Source: Esther Muna, President’s Secretary December 20, 2012**

STANDARD 4 – EVIDENCE DIRECTORY

1. Staff Senate Constitution & Bylaws
2. Guam Community College Board of Trustees meeting minutes dated November 28, 2012
3. MyGCC Group Pages for Faculty Senate, Staff Senate, and COPSA
4. GCC Public Page Chachalani Editions
5. Misc Emails and phone interviews.