Standard IV: Addressing Team Recommendations and Actionable Improvement Plans

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 final progress report is for Spring 2013, the second report of academic year 2012-2013.

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:

ACCJC Rec. 4. The college needs to evaluate existing governance policies and practices for faculty and students to ensure their opportunity for appropriate and ongoing participation in decision making. Additionally, the college should create and implement an evaluation process to examine the overall effectiveness of participatory governance policies and processes.

> Marlena Montague the College's Assistant Director of AIER is aware of the need to evaluate and examine the overall effectiveness of participatory governance policies and processes. She has established timelines for these various

evaluations that she will keep subject to funding.[1] The newly created Staff Senate has also placed staff members on various institutional committees and are reporting their involvement to the Staff Senate Executive Council. [2] The Council on Post Secondary Student Affairs (COPSA) has a student member on the Board of Trustees, Mr. James Pangelinan, as well as, other institutional committees. [3] There has also been a newly created Faculty Accountability form that needs to be completed by institutional committee chairs each semester and this will be forwarded to the Faculty Senate President. [4]

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, Dean of the School of Technology and Student Services. 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 last minutes were posted for their April 26, 2013.

COPSA has also been meeting regularly. Attendance at general membership meetings has been excellent and agenda and minutes are regularly posted. Their last meeting was held on April 26, 2013 and these have already been posted on MyGCC.

Staff senate was established last May 2012. [5] 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 Executive Council last minutes was dated January 31, 2013. Their next executive council

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[1] Email from Marlena Montague dated May 15, 2013

[2] Staff Senate Executive Council Minutes dated 01-31-2013

[3] Council on Postsecondary Student Affairs General Membership Meeting Minutes dated 04-26-2013

[4] Faculty Accountability Report for Committee Work

[5] Staff Senate Constitution & By-laws dated May 25, 2012

meeting was held on February 28, 2013 (minutes have yet to be posted on MyGCC). These meetings have been very productive. The latest minutes show their committee reports from staff members on various institutional committees.

The Faculty Evaluation and Jobs Specs committee has met this Fall 2012 and Spring 2013 semester and have worked out revisions to the evaluation process. [6] The revised rubric which was scheduled to be implemented in Spring 2013, has been delayed to Fall 2013. [7]

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 at this time there are not any 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. The Accreditation Liaison Officer 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. [8]

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. [9] In

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[6] GCC Board of Trustee Minutes pg 3 of 6 dated 3-8-2013

[7] Faculty Rubric dated January 31, 2013

[8] GCC Board of Trustee Agenda November 18, 2012 see pages 22-24

[9] GCC BOT Minutes and Chachalani

addition, she continues to meet with the students each semester. Each semester she holds two talks with the students. The students are 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 conducted a survey and 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 Survey Monkey was October 31, 2012. [10] This survey was used to create the 2012 President' Performance Appraisal Report by AIER [11]

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

The Institutional Strategic Master Plan (ISMP) was updated last February 2012. [12] 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.[13]

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.

At the most recent Board of Trustee meeting Dr. Somera, Academic Vice President, had reported that the College mission statement review is ongoing to be extended to coincide with the development of the College's Institutional Strategic

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[10] AIER Announcement on October 29, 2012

[11] 2012 President's Performance Appraisal Report
http://ifs.guamcc.edu/adminftp/academics/services/aad/aier/presidentsperformanceappraisalsurveyreport2012.pdf

[12] 2013 ISMP   http://ifs.guamcc.edu/adminftp/academics/services/aad/aier/ISMP.pdf

[13] Accreditation Standards Committee Meeting Minutes from August 31, 2012.

Master Plan (ISMP 2014-2020). He has been meeting with various constituents of the college.[14]

Status of Team Recommendation or AIP

All our action items can be considered closed, progress has been made the Board of Trustee and the President and her Management team are fully aware of the ACCJC recommendations and with TracDat in place monitoring of departments is done using this software program. For the remainder of the time until our next accreditation review Standard IV will continue to monitor and assess all the actionable improvements recommended from the last visit. We want to continue to read Board of Trustee, Faculty Senate, Staff Senate, and COPSA minutes, as well as, Chachalani and other GCC public reports to ensure that items pertaining to our Standard are met and that the various GCC constituents voices are sought for items that affect the college such as the Institutional Strategic Master Plan.

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[14] 2013 mission and ISMP feedback
http://ifs.guamcc.edu/adminftp/academics/services/aad/aier/2013missionandismpfeedback.pdf

Standard IV Directory of Evidence

1. Email from Marlena Montague dated May 15, 2013
2. Staff Senate Executive Council Minutes dated 01-31-2013
3. Council on Postsecondary Student Affairs General Membership Meeting Minutes dated 04-26-2013
4. Faculty Accountability Report for Committee Work
5. Staff Senate Constitution & By-laws dated May 25, 2012
6. GCC Board of Trustee Minutes pg 3 of 6 dated 3-8-2013
7. Department Chair and Instructional Faculty Rubric dated January 31, 2013
8. GCC Board of Trustee Agenda November 28, 2012 see pages 22-24
9. GCC BOT Minutes and Chachalani
10. AIER Announcement on October 29, 2012
11. 2012 President's Performance Appraisal Report
    http://ifs.guamcc.edu/adminftp/academics/services/aad/aier/presidentsperformanceappraisalsurveyreport2012.pdf
12. 2013 ISMP
    http://ifs.guamcc.edu/adminftp/academics/services/aad/aier/ISMP.pdf
13. Accreditation Standards Committee Meeting Minutes from August 31, 2012
14. 2013 mission and ISMP feedback
    http://ifs.guamcc.edu/adminftp/academics/services/aad/aier/2013missionandismpfeedback.pdf