ADDRESSING TEAM RECOMMENDATIONS AND ACTIONABLE IMPROVEMENT PLANS

STANDARD 4

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:

Team Recommendation

1. In order to improve the effectiveness of participatory governance, the team recommends that the College evaluate existing governance policies and practices for faculty and students to ensure their opportunity appropriate and ongoing participation in decision making. Additionally, the college should create and implement a corresponding formal structure for staff input and participation. The college should create and implement an evaluation process to examine the overall effectiveness of participatory governance policies and processes. (Standard IV.A.1, IV.A.2, IV.A.2.a, IV.A.3, IV.A.5)

Action Taken: The College has in place two institutional committees, which are the Committee on College Governing Council (CGC) and the Committee on Resource Planning and Facility (RPF). These two committees have a membership comprised of representatives from the faculty senate, staff senate, student senate, and administrators. Both CGC and RPF are involved in the decision making process that affects the college such as the budget, programs and services, logistics and facilities, etc. They meet

regularly and minutes are posted on their group page. The review and approve items that affect the College and their thoughts are coursed through to the President and the Board of Trustees.

The Office of Assessment, Institutional Effectiveness, and Research (AIER) is in the process of developing a mechanism to evaluate the overall effectiveness of participatory governance policies and processes. This evaluation mechanism might be a survey or annual reports produced by the different governance entity. Marlena Montague the College's Assistant Director of AIER is aware of the need to this and she has established timelines for these evaluations that she will manage subject to funding.[1]

Status: Ongoing. Data continues to be collected and garnered from the governing entities.

Next Step: Assist AIER in recommending a tool to evaluate effectiveness and by providing questions for this assessment.

Actionable Improvement Plans (AIP):

4A5: 22. Evaluate the effectiveness of the participatory governance structure as a whole through an integrated campus-wide survey that builds on previous assessment work.

Action Taken: The College's participatory governance prior to May 2012 had only the Faculty Senate and now will include the newly created Staff Senate. Each group has their own method of evaluating their effectiveness ie. annual reports, surveys, etc. The newest group, which is the Faculty Senate has 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] For the Faculty Senate there has 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]

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.

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[1] Email from Marlena Montague dated May 16, 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

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 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 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.

Status: 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. Meetings sharing the new rubric were completed on August 23, 2013. It now includes Institutional Assessment work and the Faculty Committee Accountability Form.[7]

Next Step: Ensure that participating entities use assessment tools that evaluate the effectiveness of the participatory governance structure as a whole.

4B1i: 23. Include more questions relating to the Accreditation Standards in the Board Self-Evaluation Questionnaire (BSEQ) so that Board members gain more knowledge about how the accreditation process works.

Action Taken: An analysis of the BSEQ indicates that no specific accreditation question is asked. While 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 new AIER director now is Marlena Montague.

Status: By May 2013, all BOT members have improved their knowledge of basic accreditation. The BOT, CCA (College Committee on Assessment) and AY 2012-2013 Standard members were requested to take the ACCJC's online "Accreditation Basics" quiz. The quiz encompasses basic accreditation information on the four accreditation standards. In addition, the AIER office has added a question to the BSEQ to verify if this online quiz has been (request to see Certificate).

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[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] Faculty Rubric dated January 31, 2013

Next Step: Verify that the BSEQ continues to have this question going forward. In addition, Dr. Rey Somera ALO and AVP, has requested that all faculty, staff and administrators of the College make it their goal to take the "Accreditation Basics" quiz prior to our next accreditation. (AVP Convocation address August 12, 2013)

4B1j: 24. 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.

Action Taken: At the start of the Fiscal Year 2012, the President had three program goals 1) to provide leadership and direction for the activities of the institution and to ensure that the college carries out its mission while maintain accreditation 2) to ensure that the college retain its essential characteristics of responsiveness, accessibility, accountability, flexibility, relevance, excellence, and technological advancement 3) to ensure the college acquires the necessary resources to support its mission. This progress is reported at Convocation where she addresses the faculty and staff with her challenges for the past year and plans for the next year. She 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.[8] In 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.

Status: Ongoing.

Next Step: Continue to monitor.

4B2b: 25. Provide periodic updates to the campus community regarding progress made on the goal initiatives identified in the ISMP.

Action Taken: The President has taken this recommendation to heart. At various opportunities such as convocation, "President Talks", and Chachalani she has been able to apprise the community with the progress of the (ISMP), which was updated last February 2012.[9] 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.[10]

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

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[8] GCC BOT Minutes and Chachalani
[9] 2013 ISMP
[10] Accreditation Standards Committee Meeting Minutes from August 31, 2012

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 last Board of Trustee meeting Dr. Somera had reported that the College mission statement review is ongoing and that we will extend the period so it will coincide with the development of the College's Institutional Strategic Master Plan (ISMP 2014-2020). He has been meeting with various constituents of the college.[11]

Status: Ongoing.

Next Step: Ensure that constituents are aware of the ISMP and have a voice in the new plan for 2014-2020.

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[11] 2013 mission and ISMP feedback

Standard IV Directory of Evidence

1. [Email from Marlena Montague dated May 16, 2013](#)
2. [Staff Senate Executive Council Minutes dated 01-31-2013](#)
3. [Council on Postsecondary Student Affairs General Membership Meeting Minutes dated 4-26-2013](#)
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. [Faculty Rubric dated January 31, 2013](#)
8. [GCC BOT Minutes and Chachalani](#)
9. [2013 ISMP](#)
10. [Accreditation Standards Committee Meeting Minutes from August 31, 2012.](#)
11. [2013 mission and ISMP feedback](#)