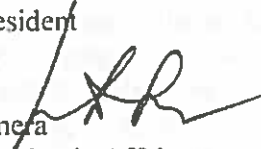



MEMORANDUM

TO: Anthony San Nicolas
Faculty Senate President

FROM: Dr. R. Ray D. Somera 
Vice President, Academic Affairs

Barry L. Mead 
President, Guam Community College Faculty Union

SUBJECT: Review of Post Secondary Labs by Learning Outcomes Committee

DATE: November 5, 2010

The existing Appendix C, entitled Post Secondary Labs in the current 2010-2016 BOT-GCC Faculty Union Agreement, has not been updated since 2001. It is an outdated list that needs careful review and analysis.

We request that this assignment be undertaken by the Learning Outcomes Committee (LOC), in collaboration with the Deans and the DCs, in keeping with its charge to "ensure and regulate, through quality control, a curriculum that reflects the mission of the College and that is academically sound, comprehensive, and responsible to the evolving needs of the community."

Specifically, we request that the following steps be undertaken:

- (1) Review all course alpha and number in the list and match them with existing courses in the current catalog; delete courses, as necessary;
- (2) Include current course descriptions of each of the courses in the list;
- (3) Ensure that all courses included in the list have existing SLOs; work with department chairs or individual faculty members teaching these courses to develop SLOs if they do not currently exist;

- (4) Discuss the distinction between Lab category 1 and Lab category 2, in the context of the existing definition of “Lab” in the Agreement which says, “Lab – a formal situation which is normally associated with an extension of classroom activities to include, a set of conditions, or the like, conducive to experimentation, investigation, observation, and/or the application of the materials presented in the classroom.” Given this definition, a delineation between direct instruction versus facilitated instruction in a lab environment is critically important.
- (5) Review and analyze total hours and credit hours for each of these courses in the list, in the context of the newly-released ACCJC policy entitled, “Policy on Institutional Degrees and Credits” (Approved first reading, June 2010). This new policy defines “credit hour” and reflects USDOE’s definition that complies with the higher education opportunity act of 2008. Please find attached the ACCJC policy and some readings on the new federal definition of a credit hour.

This excerpt from the Summer 2010 issue of ACCJC News is very clear in its message: *The new federal regulations provide a federal definition of a credit hour. Regulations require accreditors to review institutional credit hour policies and practices by sampling programs during an accreditation review, and to immediately report any cases where an institution’s programs are not in compliance with the federal definition to the Department of Education. The regulations also require institutions to review the credit hour assignment of all their courses to determine whether the credit hours meet the federal definition of a credit hour.*

- (6) Provide specific recommendations, at the end of the committee’s thorough review and analysis, which would be coursed through the college’s participatory governance structure.

Thank you in advance for your valuable assistance in this very important review process.