April 01, 2011

**MEMORANDUM**

To: R. Gary Hartz, Chairperson
Learning Outcomes Committee

Fr: John Michael Jocson, Sub-Committee Chairperson on Post Secondary Labs
Learning Outcomes Committee (LOC)

Re: Response to November 5, 2010 Memorandum forwarded from Faculty Senate President

On November 5, 2010, the Learning Outcomes Committee (LOC) received a Memorandum from Academic Vice President, Dr. R. Ray Somera, forwarded by Faculty Senate President, Anthony San Nicolas. The Memorandum tasked the LOC to address concerns regarding post-secondary labs. This Memorandum serves as a response to the November 5, 2010 Memorandum and provides recommendations to address those concerns.

The Sub-Committee has met numerous times since its initial formation at the November 19, 2010 LOC meeting. Members of the Sub-Committee include Donna Cruz and Dr. Lisa Baza-Cruz with collaboration from Dr. Michelle Santos, Adjunct Associate Dean Michael Chan, and Dr. Marsha Postrozny. Minutes were taken at the Sub-Committee meetings and provided to the LOC Chairperson.

The Sub-Committee reviewed several documents to obtain background information addressing the issues. The relevant documents reviewed include:

1. The Accrediting Commission for Community and Junior Colleges (ACCJC) Draft Policy on Institutional Degrees and Credits and the Proposed Regulatory Language on Program Integrity;
2. United States Department of Education (USDOE) Definitions on contact hours;
3. Dr. Marsha Postrozny's *Course Contact Hours Audit and Analysis* from June 14, 2010;
4. GCC Standard Operating Procedures for Course Alpha and Numbering from June 2009;
5. 2010 - 2016 GCC BOT/Faculty Union Contract, Appendix C; and
6. GCC 2010 – 2011 Catalog.

In keeping with our charge of ensuring quality control of curriculum that is reflective of the mission of the College we provide the following responses to the six (6) steps that we have been tasked to undertake.

## STEP 1:

**Task:** Review all course alpha and number in the 2010-2016 GCC BOT/Faculty Union Contract, Appendix C and match them with existing courses in the current catalog and delete courses, as necessary.

**Response:** The current Appendix C has been reviewed and appended to only include existing courses in the current catalog. The following is the revised and updated Appendix C.

**Appendix C**
**Post-Secondary Labs**
***Courses still in 2010-2011 GCC Catalog**

| Course # |
|---|
| AC232 |
| ASL100 |
| ASL110 |
| CJ102 |
| CJ126L |
| CJ132 |
| CJ140 |
| CJ145 |
| CJ148 |
| CJ160 |
| CM215 |
| HL140 |
| HL162 |
| HS245 |
| ME161A |
| ME161B |
| ME171A |
| ME171B |
| MS121 |
| MS125 |
| MS141 |
| MS145 |
| MS220 |
| MS221 |
| MS225 |
| MS292 |
| NU101 |
| OA101 |
| OA220 |
| OA230 |
| OA240 |
| SI103 |
| SI110 |
| SI130 |
| WE220 |
| WT110 |

## Step 2:

**Task:** Include current course descriptions of each of the courses in the list.

**Response:** All courses in the revised Appendix C have course descriptions in the GCC 2010 - 2011 Catalog as follows:

**AC232 ACCOUNTING ON THE COMPUTER USING PEACHTREE (3)**
A computerized accounting course that teaches students how to use the basic features of Peachtree Accounting software (current version) for service merchandising, and nonprofit businesses. This is the capstone course for the Accounting Associate Degree and students should schedule this course during Spring of their last semester. Three simulation projects enable students to incorporate accounting knowledge and computer skills to create three different types of businesses.

**ASL100 AMERICAN SIGN LANGUAGE I (4)**
The purpose of this course is to provide students with basic conversational skills in American Sign Language, to develop visual acuity, and to build comfort with the use of body/facial expressions to convey information. This course is one in a series of four courses designed to allow an individual to develop ASL conversational skills and is a prerequisite for ASL110. Formerly IN110.

**ASL110 AMERICAN SIGN LANGUAGE II (4)**
This course is a continuation of American Sign Language I. The course objective is to continue to develop basic syntactic knowledge of American Sign Language, vocabulary, fingespelling and conversational skills. Aspects of the Deaf community and culture are also incorporated.

**CJ102 FIRST RESPONDER (3)**
The First Responder course shall be at least 48 hours of classroom training. The course was developed to provide training in emergency medical care for those who are apt to be the first person responding to an accident. Upon successful completion of the course, the student will possess the same knowledge of patient care as the EMT, but not the same equipment skills.

**CJ126L OFFICER SURVIVAL LABORATORY (1)**
This course provides students with the opportunity to practice and demonstrate "hands on" application of survival skills learned in CJ126 Officer Survival. The laboratory may be conducted by interested law enforcement agencies at the conclusion of the Basic Law Enforcement Academy. This course is conducted through the Office of Continuing Education & Workforce Development for career public safety officers and recruits.

**CJ132 EMERGENCY VEHICLE OPERATOR COURSE (EVOC) (3)**
This course prepares police and fire recruits to safely operate the emergency vehicles used by their agency. Enrollment is limited to students currently employed by the public law

enforcement and fire service agencies. This course is conducted through the Office of Continuing Education & Workforce Development for career public safety officers and recruits.

**CJ140 DEFENSIVE TACTICS (3)**

Stressing control through verbal persuasion is strongly preferred to physical force. This course is especially designed to control prisoners and maximize protection of the public, corrections officers, and inmates. Physical fitness is emphasized. This course is conducted through the Office of Continuing Education & Workforce Development for career public safety officers and recruits.

**CJ145 PHYSICAL DEVELOPMENT (3)**

This course is designed to develop a positive attitude toward physical fitness and to understand the relationship between physical fitness, productivity, health, and safety. This course is conducted through the Office of Continuing Education & Workforce development for career public safety officers and recruits.

**CJ148 TRAFFIC LAW ENFORCEMENT (3)**

This course provides students with the knowledge and skills necessary to effectively deal with common vehicle violations and other traffic law enforcement duties. Students will be acquainted with the terminology, facts and concepts of vehicle violations to include an understanding of Title 16 Guam Code Annotated, The Vehicle Code of Guam. Additionally, students will be able to recognize what immediate steps are required at a traffic related scene necessary to protect life and property, how to give traffic citations, how to conduct traffic direction and accident investigation.

**CJ160 MOTORCYCLE TRAINING (3)**

This course is designed to provide police officers and police recruits with the skills and confidence necessary to operate police motorcycles on public streets and highways. Enrollment is limited to persons currently employed by Guam law enforcement agencies. This course is conducted through the Office of Continuing Education & Workforce Development for career public safety officers and recruits.

**CM215 ADVANCED COSMETOLOGY LABORATORY (1-7)**

The course provides (l-7 credits/75-525 contact hours) actual performance of the art of Cosmetology under salon conditions in the GCC Cosmetology clinic. Special Instruction in advanced hair styling, hair shaping, permanent waving, hair coloring, makeup, facials, and air waving.

**HL140 INTRODUCTION TO CLINICAL LABORATORY (2)**
This course provides an introduction to the field of laboratory science, including the development of basic and moderate complexity laboratory skills and phlebotomy technique.

**HL162 ADMINISTRATION OF MEDICATIONS (1)**
This course is an application of basic concepts required for medication administration: choice of equipment, proper technique, hazards and complications, patient care, satisfactory performance of intramuscular, subcutaneous, and intradermal injections, preparation and administration of oral medication, immunizations.

**HS245 FOOD PRODUCTION PRINCIPLES (4)**
Students will master the basics of food production, learn many creative ideas, and understand not only how to use ingredients and processes, but why they are used. This course describes essential knowledge for understanding professional culinary preparation, including hot food preparation, cold food preparation (garde manger), and baking. Sanitation, proper storage and handling of food, and creative presentation of food are also discussed.

**ME161A INTRODUCTION TO AUTOBODY REPAIR (3)**
This is an introductory course covering the basic concepts and practices in repairing damage to automobile bodies. Hand tools, power tools, materials, welding and their applications are stressed. Emphasis is on small dent repair and rust patching.

**ME161B INTRODUCTION TO AUTOBODY PAINTING (3)**
This course is an introductory course covering the basic concepts and practices in partial and complete refinishing of auto body paint surfaces. Application and trouble shooting are stressed. Emphasis is placed on preparing the automobile for proper refinishing.

**ME171A AUTOBODY COLLISION REPAIR (3)**
This is an advanced auto body course that deals with repairing damages due to collision. Frame straightening and auto body repairs will be covered. Power equipment usage, glass replacement, shop operations, management and refinement of skills learned in prior courses will be stressed. Emphasis is on collision damage repair.

**ME171B AUTOBODY REFINISHING (3)**
This is an advanced auto body course that deals with overall auto body painting. Refinement of skills learned in the prior course such as surface preparations and spot work will be stressed. Emphasis will be placed on complete paint jobs.

**MS121 CLINICAL MEDICAL ASSISTING II (2)**
This course provides students with the opportunity to practice the application of basic

ambulatory care concepts and principles in the performance of back office duties. Students will practice applying routine patient care/ diagnostic procedures in assessing patient health care, including vision and hearing testing and electrocardiograph. Students will practice preparation of back office, equipment and supplies in a physician's office.

**MS125 CLINICAL OFFICE EXPERIENCE (1)**
This course provides students with the opportunity to apply in a physician's office or medical clinic the knowledge and skills gained in co requisite courses, MS120 and MS121. Admission into the Medical Assisting Program or instructor's consent is required. Co requisites: MS120, MS121.

**MS141 ADMINISTRATIVE MEDICAL ASSISTING LABORATORY (2)**
This course provides students with the laboratory setting to practice performing administrative office procedures which includes administrative planning functions for an ambulatory care facility, demonstration of various routine office reception and oral communication techniques, role playing common administrative medical assistant/client situations, exercises in written communication, dictation and transcription, and completion of various forms related to patient records and office management of medical clinic or physician's office.

**MS145 ADMINISTRATIVE MEDICAL ASSISTING CLINICAL (1)**
This course is an application of the knowledge and skills gained in MS140 Administrative Medical Assisting I and MS141 Administrative Medical Assisting II. It requires the student to integrate knowledge and skills gained inMS140 and MS141 Administrative Medical Assisting and apply them in the medical office or clinic setting.

**MS220 MEDICAL ASSISTING SPECIALTIES (2)**
This course provides students with the principles of advanced medical assisting techniques and procedures in an ambulatory care facility. Students will learn the principles of assisting the physician in the appraisal of the health status of patients with prescribed medical office diagnostic tests and follow-up care.

**MS221 MEDICAL ASSISTING SPECIALTIES LABORATORY (1)**
This course provides students with a laboratory setting to practice advanced skills in clinical care procedures to assist the physician in an ambulatory care facility.

**MS225 MEDICAL ASSISTING SPECIALTIES CLINICAL (1)**
This course is an application in an ambulatory care setting of knowledge and specialty procedures gained in MS220 and MS221, which includes demonstrating professional characteristics expected of a beginning practicing medical assistant.

**MS292 MEDICAL ASSISTING PRACTICUM (5)**
This course provides settings for the application of knowledge and skills gained in the major

courses of the Medical Assisting program. Students will apply basic ambulatory patient care concepts and principles with entry-level proficiency in the performance of their duties in the administrative and clinical areas.

**NU101 NURSING ASSISTANT (8)**
This course prepares students to function professionally and competently as Nursing Assistants under the supervision of the LPN, RN, or MD in such clinical areas as home health, community health, hospitals, clinics, private medical offices and mental health.

**OA101 KEYBOARDING APPLICATIONS (3)**
This is an introductory course in keyboarding that focuses on the mastery of keyboarding and using correct typing techniques. Correct procedures in formatting simple centering, business letters and short reports will be emphasized.

**OA220 SPREADSHEET SYSTEMS (3)**
Spreadsheets, their roles, advantages, and limitations will be covered in this course. Microcomputer usage and standard spreadsheet software will be utilized to provide hands-on applications experience with creating, designing, and setting up, utilizing, and integrating spreadsheets.

**OA230 ADVANCED INFORMATION PROCESSING (3)**
This course provides the student with a review of basic word processing skills and introduces advanced word processing skills, such as macros, merging techniques, graphic capabilities, sorting, fonts, page numbering, headers and footers, tables, footnotes, newspaper and column formats.

**OA240 MACHINE TRANSCRIPTION (3)**
This course provides students with basic legal transcription techniques, the formatting of legal documents, written communications, listening, and decision making skills, which are necessary to work in a legal environment.

**SI103 INTRODUCTION TO MARINE BIOLOGY (4)**
This course provides students with an understanding of the general principles of marine ecology. Basic skills for the gathering of ecological data and identification of marine species will be acquired. Students are required to schedule additional field study with instructor.

**SI110 ENVIRONMENTAL BIOLOGY (4)**
This is a comprehensive survey course, which focuses on local environmental issues and

concepts. The main emphasis of the course deals with tropical ecosystems that are unique to the Pacific Island regions. In addition to lectures and laboratory work, students will be required to attend field trips on weekends that will reinforce the course topics and expose students to Guam's various ecosystems. This course is offered in a classroom or an online (Internet) format. Students are required to schedule additional field study with instructor.

**SI130 ANATOMY & PHYSIOLOGY (4)**
This course provides students with the knowledge and understanding of the structure and function of the human body and common pathophysiology.

**WE220 EQUIPMENT MAINTENANCE (2)**
Training is given in equipment component nomenclature, cleaning and refurbishing of electrical and mechanical parts and safety procedures in maintaining equipment functions.

**WT110 INTRODUCTION TO WATERWORKS SCIENCE (3)**
This course is designed to prepare individuals working in the waterworks sector to foresee, plan, and implement strategies for maintaining environmental and water quality as outlined in the United States Environmental Protection Agency (USEPA's) Safe Water Drinking Act, Water Pollution Control Act, and National Environmental Policy Act.

## Step 3:

**Task:** 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.

**Response:** All thirty-six (36) courses listed in the revised Appendix C have course descriptions. Thirty-five (35) courses have SLOs and only one (1) course, namely, CM 215 Advanced Cosmetology Laboratory, does not have SLOs listed. The Subcommittee has met with the Department Chairperson overseeing Cosmetology and determined that this course was inadvertently included in the GCC 2010 - 2011 Catalog. The course should have been archived since 2006. See attached Exhibit 1, Course Archival Memorandum dated February 25, 2011. All remaining thirty-five (35) courses with course descriptions and SLOs and a Summary Chart of such course and SLOs follows:

**AC232 ACCOUNTING ON THE COMPUTER USING PEACHTREE (3)**
A computerized accounting course that teaches students how to use the basic features of Peachtree Accounting software (current version) for service merchandising, and nonprofit businesses. This is the capstone course for the Accounting Associate Degree and students should schedule this course during Spring of their last semester. Three simulation projects enable students to incorporate accounting knowledge and computer skills to create three different types of businesses. Course offering: Spring only. Prerequisites: AC110, AC150, AC212

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Demonstrate computer-based skills using a current software version of Peachtree to perform necessary procedures at each step of the accounting cycle for service, nonprofit, and manufacturing businesses.
2. Apply appropriate procedures to analyze problems and make corrections to errors discovered in a company's books using Peachtree.
3. Review basic accounting principles and theory during the process of recording business transactions using the accounting software Peachtree.
4. Use appropriate accounting terminology and language to evaluate financial statements and other accounting documents generated by Peachtree.

**ASL100 AMERICAN SIGN LANGUAGE I (4)**
The purpose of this course is to provide students with basic conversational skills in American Sign Language, to develop visual acuity, and to build comfort with the use of body/facial expressions to convey information. This course is one in a series of four courses designed to allow an individual to develop ASL conversational skills and is a prerequisite for ASL110. Formerly IN110. Course offering: As needed

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Demonstrate basic expressive and receptive conversational skills in American Sign Language (ASL) that includes a core vocabulary, finger spelling the alphabet and numbers.
2. Demonstrate proficiency in visual acuity using body/facial expressions, gestures and other nonverbal skills to convey and respond to information received.
3. Demonstrate acceptable behavior with the Deaf Community.

**ASL110 AMERICAN SIGN LANGUAGE II (4)**
This course is a continuation of American Sign Language I. The course objective is to continue to develop basic syntactic knowledge of American Sign Language, vocabulary, fingespelling and conversational skills. Aspects of the Deaf community and culture are also incorporated. Course offering: As needed. Prerequisite: ASL100

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Demonstrate basic understanding of American Sign Language (ASL) that includes manually coded English and finger spelling.
2. Demonstrate expanded vocabulary and conversational range such as talking about other people and activities, giving directions, describing people, and making requests.

**CJ102 FIRST RESPONDER (3)**

The First Responder course shall be at least 48 hours of classroom training. The course was developed to provide training in emergency medical care for those who are apt to be the first person responding to an accident. Upon successful completion of the course, the student will possess the same knowledge of patient care as the EMT, but not the same equipment skills. Can be repeated for credit. Course offering: As needed

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Diagnose emergency situations and provide appropriate emergency treatment.
2. Explain and discuss the role of a First Responder.
3. Demonstrate the First Responder skill set at an acceptable level as required by local regulations.
4. Demonstrate proficiency in BLS and CPR by passing the final skills practical exams and written exam required by the DOT to become a certified First Responder.

**CJ126L OFFICER SURVIVAL LABORATORY (1)**
This course provides students with the opportunity to practice and demonstrate "hands on" application of survival skills learned in CJ126 Officer Survival. The laboratory may be conducted by interested law enforcement agencies at the conclusion of the Basic Law Enforcement Academy. This course is conducted through the Office of Continuing Education & Workforce Development for career public safety officers and recruits. Instructor permission is required. Course offering: As needed. Prerequisite: CJ126

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Practice the various officer safety and street survival skills in mock situations.
2. Demonstrate proficiency in the use of the various officer safety and street survival skills at acceptable levels.

**CJ132 EMERGENCY VEHICLE OPERATOR COURSE (EVOC) (3)**
This course prepares police and fire recruits to safely operate the emergency vehicles used by their agency. Enrollment is limited to students currently employed by the public law enforcement and fire service agencies. This course is conducted through the Office of Continuing Education & Workforce Development for career public safety officers and recruits. Instructor permission is required. Course offering: As needed

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Identify safety skills during an emergency response.
2. Explain the proper operation of emergency vehicles.
3. Identify and properly deal with hazards involved with operating emergency vehicles.
4. Review the basics of defensive driving.
5. Demonstrate understanding of the laws governing emergency vehicle operation.

**CJ140 DEFENSIVE TACTICS (3)**

Stressing control through verbal persuasion is strongly preferred to physical force. This course is especially designed to control prisoners and maximize protection of the public, corrections officers, and inmates. Physical fitness is emphasized. This course is conducted through the Office of Continuing Education & Workforce Development for career public safety officers and recruits. Instructor permission is required. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Perform control and self-defense tactics.
2. Demonstrate understanding of prevention, intervention and resolution techniques.
3. Demonstrate how to apply the use of force and continuum of force.
4. Explain the legal issues involved in handling persons in custody, detainees, prisoners and inmates.

**CJ145 PHYSICAL DEVELOPMENT (3)**

This course is designed to develop a positive attitude toward physical fitness and to understand the relationship between physical fitness, productivity, health, and safety. This course is conducted through the Office of Continuing Education & Workforce Development for career public safety officers and recruits. Instructor permission is required. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Develop a positive attitude toward physical fitness.
2. Demonstrate understanding of the relationship between physical fitness, productivity, health, and safety.
3. Participate in physical development exercises.
4. Demonstrate the use of the various physical development exercises.

**CJ148 TRAFFIC LAW ENFORCEMENT (3)**

This course provides students with the knowledge and skills necessary to effectively deal with common vehicle violations and other traffic law enforcement duties. Students will be acquainted with the terminology, facts and concepts of vehicle violations to include an understanding of Title 16 Guam Code Annotated, The Vehicle Code of Guam. Additionally, students will be able to recognize what immediate steps are required at a traffic related scene necessary to protect life and property, how to give traffic citations, how to conduct traffic direction and accident investigation. Course offering: As needed. Prerequisites: CJ100, CJ150

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Explain the various traffic statutes and offenses.

2. Demonstrate knowledge and application of Title 16, Guam Code Annotated (Vehicle Code) to hypothetical situations.
3. Author a traffic accident report using the local traffic enforcement forms.

**CJ160 MOTORCYCLE TRAINING (3)**
This course is designed to provide police officers and police recruits with the skills and confidence necessary to operate police motorcycles on public streets and highways. Enrollment is limited to persons currently employed by Guam law enforcement agencies. This course is conducted through the Office of Continuing Education & Workforce Development for career public safety officers and recruits. Instructor permission is required. Course offering: As needed

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Understand the basic motorcycle operation skills.
2. Demonstrate and differentiate between fundamental riding skills and street riding skills.
3. Determine the proper operation of a motorcycle under normal, special, adverse, hazardous and emergency riding conditions.

**CM215 ADVANCED COSMETOLOGY LABORATORY (1-7)**
The course provides (l-7 credits/75-525 contact hours) actual performance of the art of Cosmetology under salon conditions in the GCC Cosmetology clinic. Special instruction in advanced hair styling, hair shaping, permanent waving, hair coloring, makeup, facials, and air waving. Permission from instructor and/or advisor is required. Course offering: As needed. Prerequisite: CM210

***This course should be archived and the Subcommittee has met with the Department Chairperson to have the appropriate documents submitted and processed through the appropriate channels for archival purposes.***

**HL140 INTRODUCTION TO CLINICAL LABORATORY (2)**
This course provides an introduction to the field of laboratory science, including the development of basic and moderate complexity laboratory skills and phlebotomy technique. Course offering: Spring only. Prerequisites: HL120, HL130, MS101, SI130

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Demonstrate use of basic to moderate lab equipment.
2. Demonstrate competence in obtaining specimens of blood and other body fluids.
3. Demonstrate ability to interact with patients, hospital, and physicians and lab personnel.
4. Describe quality control in the clinical lab.

**HL162 ADMINISTRATION OF MEDICATIONS (1)**
This course is an application of basic concepts required for medication administration: choice of

equipment, proper technique, hazards and complications, patient care, satisfactory performance of Intramuscular, subcutaneous, and intradermal injections, preparation and administration of oral medication, Immunizations. Course offering: Summer only. Prerequisites: HL150, SI130

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Demonstrate ability to solve conversion problems within the household, apothecary and metric system.
2. Demonstrate ability to interpret abbreviations and symbols accurately as they relate to drug administration.
3. Apply the "Rights of Medication Administration".
4. Demonstrate correct administration enteral, parenteral and cutaneous drugs in simulated lab situations.

**HS245 FOOD PRODUCTION PRINCIPLES (4)**
Students will master the basics of food production, learn many creative ideas, and understand not only how to use ingredients and processes, but why they are used. This course describes essential knowledge for understanding professional culinary preparation, including hot food preparation, cold food preparation (garde manger), and baking. Sanitation, proper storage and handling of food, and creative presentation of food are also discussed. Formerly HS117 & HS118. Course offering: Spring only. Prerequisite: HS203

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Discuss the different types of jobs related to the culinary industry.
2. Demonstrate the proper use o various kitchen equipment, chemicals and cooking techniques in a professional and safe manor.
3. Understand the importance of keeping the kitchen clean, proper chemical use and proper cooking techniques.

**ME161A INTRODUCTION TO AUTOBODY REPAIR (3)**
This is an introductory course covering the basic concepts and practices in repairing damage to automobile bodies. Hand tools, power tools, materials, welding and their applications are stressed. Emphasis is on small dent repair and rust patching. Course offering: Fall only

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Follow shop safety procedures.
2. Prepare auto body components for repair.
3. Inspect, remove, replace and repair outer body panels.
4. Weld and cut various metals using GMAW (mig) and Gas welding equipment.

**ME161B INTRODUCTION TO AUTOBODY PAINTING (3)**
This course is an introductory course covering the basic concepts and practices in partial and complete refinishing of auto body paint surfaces. Application and trouble shooting are stressed. Emphasis is placed on preparing the automobile for proper refinishing. Course offering: As Needed

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Perform corrosion protection restoration, sound deadening restoration and panel bonding.
2. Perform metal finishing and body filling procedures.
3. Inspect, remove, reinstall or replace, and align movable glass and hardware.
4. Perform repairs involving plastics and adhesives.

**ME171A AUTOBODY COLLISION REPAIR (3)**
This is an advanced auto body course that deals with repairing damages due to collision. Frame straightening and auto body repairs will be covered. Power equipment usage, glass replacement, shop operations, management and refinement of skills learned in prior courses will be stressed. Emphasis is on collision damage repair. Course offering: As needed

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Follow painting and refinishing safety precautions.
2. Prepare surfaces for painting and refinishing.
3. Use a paint spray gun and related equipment.

**ME171B AUTOBODY REFINISHING (3)**
This is an advanced auto body course that deals with overall auto body painting. Refinement of skills learned in the prior course such as surface preparations and spot work will be stressed. Emphasis will be placed on complete paint jobs. Course offering: Fall only

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Mix, match, and apply paint.
2. Identify and correct paint defects.
3. Perform final detail procedures.

**MS121 CLINICAL MEDICAL ASSISTING II (2)**
This course provides students with the opportunity to practice the application of basic ambulatory care concepts and principles in the performance of back office duties. Students will practice applying routine patient care/ diagnostic procedures in assessing patient health care, including vision and hearing testing and electrocardiograph. Students will practice preparation of back office, equipment and supplies in a physician's office. Admission into the Medical Assisting program is required. Course offering: Fall only. Prerequisites: Admission into Medical Assisting Program, MS101 or concurrently, HL120 or concurrently. Corequisites: MS121, MS125

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Demonstrate the abillty to function effectively as allied health team members in the delivery of quallty patient care at entry level proficiency.
2. Demonstrate the ability to apply routine patient care/diagnostic procedures in assessing health care.
3. Demonstrate the ability to practice applying routine patient care/diagnostlc procedures.

**MS125 CLINICAL OFFICE EXPERIENCE (1)**
This course provides students with the opportunity to apply in a physician's office or medical clinic the knowledge and skills gained in co requisite courses, MS120 and MS121. Admission into the Medical Assisting Program or instructor's consent is required. Co requisites: MS120, MS121. Course offering: As needed. Prerequisites: Admission into the Medical Assisting Program, MS101 or concurrently, HL120 or concurrently

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Demonstrate in an office or clinlcal setting knowledge of basic medical assistant procedures.
2. Demonstrate use of interpersonal and communication skills in the clinical setting.

**MS141 ADMINISTRATIVE MEDICAL ASSISTING LABORATORY (2)**
Thls course provides students with the laboratory setting to practice performing administrative office procedures which Includes administrative planning functions for an ambulatory care facility, demonstration of various routine office reception and oral communication techniques, role playing common administrative medical assistant/client situations, exercises in written communication, dictation and transcription, and completion of various forms related to patient records and office management of medical clinic or physician's office. Course offering: Spring only. Prerequisites: Admission to the Medical Assisting Program or instructor's consent is required. MS101 or concurrently Corequlsites: MS140, MS145

**Student Learning Outcomes (SLOs):**
Upon successful completion of thls course, students will be able to:
1. Demonstrate administrative office procedures in a lab setting.
2. Demonstrate use of professional oral communication techniques.
3. Demonstrate use of professional written communication techniques.

**MS145 ADMINISTRATIVE MEDICAL ASSISTING CLINICAL (1)**
This course is an application of the knowledge and skills gained In MS140 Administrative Medical Assisting i and MS141 Administrative Medical Assisting ii. It requires the student to integrate knowledge and skills gained inMS140 and MS141 Administrative Medical Assisting and apply them in the medical office or clinic setting. Course offering: Spring only. Prerequisites: Admission to the Medical Assisting Program or instructor's consent is required. MS101 or concurrently. Corequisites: MS140, MS141

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Demonstrate administrative office procedures in a clinical setting.
2. Discuss with supervisor/instructor procedures used in clinical settings.

**MS220 MEDICAL ASSISTING SPECIALTIES (2)**
This course provides students with the principles of advanced medical assisting techniques and procedures in an ambulatory care facility. Students will learn the principles of assisting the physician in the appraisal of the health status of patients with prescribed medical office diagnostic tests and follow-up care. Course offering: Fall only. Prerequisites: MS120, MS121, MS125, SI130

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Assist the physician in the appraisal of the patient's health status.
2. Demonstrate the ability to use advanced Medical Assisting techniques and procedures.

**MS221 MEDICAL ASSISTING SPECIALTIES LABORATORY (1)**
This course provides students with a laboratory setting to practice advanced skills in clinical care procedures to assist the physician in an ambulatory care facility. Course Offering: Fall only. Prerequisite: MS120, MS121, MS125, S1130. Corequisites: MS220, MS225

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Demonstrate the ability to practice advanced medical techniques in a lab setting.
2. Demonstrate the ability to act as liaison between the patient and physician.

**MS225 MEDICAL ASSISTING SPECIALTIES CLINICAL (1)**
This course is an application in an ambulatory care setting of knowledge and specialty procedures gained in MS220 and MS221, which includes demonstrating professional characteristics expected of a beginning practicing medical assistant. Course offering: Fall only. Prerequisites: MS120, MS121, MS125, SI130. Corequisites: MS220, MS221

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Demonstrate the ability to use advanced Medical Assistant knowledge and techniques in an ambulatory setting.
2. Demonstrate professional characteristics expected of a beginning practicing Medical Assistant.

**MS292 MEDICAL ASSISTING PRACTICUM (5)**
This course provides settings for the application of knowledge and skills gained in the major courses of the Medical Assisting program. Students will apply basic ambulatory patient care concepts and principles with entry-level proficiency in the performance of their duties in the

administrative and clinical areas. Course offering: Spring only. Prerequisite: Completion of all technical and related technical requirements in the Medical Assisting Program with a grade of "C" or better and advisor consent. Corequisites: MS210

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Demonstrate professional characteristic expectant of a beginning practicing Medical Assistant.
2. Demonstrate ambulatory patient care concepts and principles with entry level proficiency in the administrative area.
3. Demonstrate ambulatory patient care concepts and principles with entry level proficiency in the clinical area.

**NU101 NURSING ASSISTANT (8)**
This course prepares students to function professionally and competently as Nursing Assistants under the supervision of the LPN, RN, or MD in such clinical areas as home health, community health, hospitals, clinics, private medical offices and mental health. Course offering: As needed. Prerequisites: Admission to the Nursing Assistant program, current American Heart Association CPR card or health care providers

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Identify the principles of prevention, therapy, and rehabilitation for patients of all ages.
2. Distinguish the roles of a Nursing Assistant in a healthcare team
3. Apply the Nursing Assistant principles learned in class to the clinical setting.
4. Demonstrate proficiency and knowledge of nursing assistant skills in preparation for the NNAAP (National Nurse Aide Assessment Program) written and practical exam.

**OA101 KEYBOARDING APPLICATIONS (3)**
This is an introductory course in keyboarding that focuses on the mastery of keyboarding and using correct typing techniques. Correct procedures in formatting simple centering, business letters and short reports will be emphasized. Course offering: As needed

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Demonstrate an increase in speed and accuracy using the touch system.
2. Demonstrate the ability to key memorandums, letters, reports, tables, and other related items in an acceptable manner.
3. Use word processing software to create, save, print, open, edit and close documents.
4. Demonstrate good work habits, acceptable, typing techniques and skill in using the microcomputer and printer.
5. Demonstrate keyboard knowledge by completing a 3-minute timed-writing keying at least 30 words per minute with no more than 5 errors.

**OA220 SPREADSHEET SYSTEMS (3)**
Spreadsheets, their roles, advantages, and limitations will be covered in this course. Microcomputer usage and standard spreadsheet software will be utilized to provide hands-on applications experience with creating, designing, and setting up, utilizing, and integrating spreadsheets. Course offering: Spring only

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Create, save, retrieve, edit, format, and print an electronic work sheet using formulas, built-in functions, and charts.
2. Create and manipulate electronic spreadsheets databases, templates, and macros.
3. Integrate with other office applications and collaborate and secure data.

**OA230 ADVANCED INFORMATION PROCESSING (3)**
This course provides the student with a review of basic word processing skills and introduces advanced word processing skills, such as macros, merging techniques, graphic capabilities, sorting, fonts, page numbering, headers and footers, tables, footnotes, newspaper and column formats. Course offering: Spring only. Prerequisite: OA130

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Select the appropriate technology tool to create word processing, spreadsheet, database, and/or presentation documents.
2. Create compound documents by integrating word processing, spreadsheet, database, and/or presentation applications.
3. Apply proper document formats when keying business correspondence-- memorandums, letters, reports, tables, and forms.
4. Create and manage documents using teamwork.
5. Demonstrate keyboarding knowledge by completing a 5-minute timed-writing keying at least 50 words a minute with no more than 5 errors.

**OA240 MACHINE TRANSCRIPTION (3)**
This course provides students with basic legal transcription techniques, the formatting of legal documents, written communications, listening, and decision making skills, which are necessary to work in a legal environment. Course offering: As needed. Prerequisites: EN110, OA130

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Develop the ability to think and use sound judgment while keying correspondence.
2. Demonstrate proper techniques of transcription to produce mailable legal/business documents.
3. Apply correct spelling, grammar usage, and style to documents.
4. Examine and use appropriate reference materials.

**SI103 INTRODUCTION TO MARINE BIOLOGY (4)**
This course provides students with an understanding of the general principles of marine ecology. Basic skills for the gathering of ecological data and identification of marine species will be acquired. Students are required to schedule additional field study with instructor. Course offering: Fall & Spring only. Prerequisites: EN100R, EN100W

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Describe key chemical, biological, geological, and ecological processes.
2. Identify and classify common marine organisms.
3. Explain anthropogenic factors that affect the marine environment and organisms therein.

**SI110 ENVIRONMENTAL BIOLOGY (4)**
This is a comprehensive survey course, which focuses on local environmental issues and concepts. The main emphasis of the course deals with tropical ecosystems that are unique to the Pacific island regions. In addition to lectures and laboratory work, students will be required to attend field trips on weekends that will reinforce the course topics and expose students to Guam's various ecosystems. This course is offered in a classroom or an online (internet) format. Students are required to schedule additional field study with instructor. Course offering: As needed. Prerequisites: EN100R, EN100W

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Describe key chemical, biological, ecological, and atmospheric processes that affect organisms, with an emphasis on tropical island environments.
2. Explain the ecological, social and/or economical implications of climate change, conservation and sustainable use of resources, overpopulation, waste management and recycling, as well as reflect on their personal roles in these issues.
3. Demonstrate and integrate knowledge and observations obtained from lectures, labs and field trips in written reports, quizzes and exams.
4. Demonstrate the ability to gather and analyze data, present results graphically, interpret results and form conclusions.

**SI130 ANATOMY & PHYSIOLOGY (4)**
This course provides students with the knowledge and understanding of the structure and function of the human body and common pathophysiology. Course offering: As needed. Prerequisites: EN100R, EN100W or EN110 placement

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Demonstrate proficiency in the uses of proper anatomical terms when referring to the human body.

2. Identify and correlate how each organ in the human body works together as a system to maintain homeostasis.
3. Explain the effects of various environmental factors on how the human body functions to maintain life.
4. Demonstrate technological proficiency in the use of microscopes.

**WE220 EQUIPMENT MAINTENANCE (2)**
Training is given in equipment component nomenclature, cleaning and refurbishing of electrical and mechanical parts and safety procedures in maintaining equipment functions. Course offering: As needed

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Disassemble oxy fuel gages and electric arc welders
2. Determine which components need to be replaced or adjusted within a given unit.
3. Reassemble each electrical and mechanical component to a functioning level.

**WT110 INTRODUCTION TO WATERWORKS SCIENCE (3)**
This course is designed to prepare individuals working in the waterworks sector to foresee, plan, and implement strategies for maintaining environmental and water quality as outlined in the United States Environmental Protection Agency (USEPA's) Safe Water Drinking Act, Water Pollution Control Act, and National Environmental Policy Act. Course offering: As needed. Prerequisite: WT100, MA095

**Student Learning Outcomes (SLOs):**
Upon successful completion of this course, students will be able to:
1. Demonstrate understanding of waterworks specific nomenclature, regulatory standards, and academic subject matter for operator licensing examinations.
2. Identify waterworks treatment modes and their methods for operation.
3. Predict the efficiency of treatment methods using waterworks problem solving and/or trouble shooting techniques.
4. Recognize and utilize safe practices for operating various equipment within a waterworks treatment facility, or its distribution or collections system
5. Recognize and demonstrate understanding of the biological, chemical, microbial, and physical relationships within a waterworks treatment facility or its distribution or collections system.

**Appendix C**
**Post-Secondary Labs**

***Courses still in 2010-2011 GCC Catalog that have course description and SLOs**

| Course # | Course Description | Course SLOs |
|---|---|---|
| AC232 | ☑ | ☑ |
| ASL100 | ☑ | ☑ |
| ASL110 | ☑ | ☑ |
| CJ102 | ☑ | ☑ |
| CJ126L | ☑ | ☑ |
| CJ132 | ☑ | ☑ |
| CJ140 | ☑ | ☑ |
| CJ145 | ☑ | ☑ |
| CJ160 | ☑ | ☑ |
| CM215 | ☑ | None listed and course should be archived. |
| HL140 | ☑ | ☑ |
| HL162 | ☑ | ☑ |
| H5245 | ☑ | ☑ |
| ME161A | ☑ | ☑ |
| ME161B | ☑ | ☑ |
| ME171A | ☑ | ☑ |
| ME171B | ☑ | ☑ |
| M5121 | ☑ | ☑ |
| M5125 | ☑ | ☑ |
| MS141 | ☑ | ☑ |
| MS145 | ☑ | ☑ |
| M5220 | ☑ | ☑ |
| MS221 | ☑ | ☑ |
| MS225 | ☑ | ☑ |
| MS292 | ☑ | ☑ |
| NU101 | ☑ | ☑ |
| OA101 | ☑ | ☑ |
| OA220 | ☑ | ☑ |
| OA230 | ☑ | ☑ |
| OA240 | ☑ | ☑ |
| SI103 | ☑ | ☑ |
| SI110 | ☑ | ☑ |
| SI130 | ☑ | ☑ |
| WE220 | ☑ | ☑ |
| WT110 | ☑ | ☑ |

## Step 4:

**Task:** Discuss the distinction between Lab category 1 and Lab category 2, in the context of the existing definitions 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.

## Response:

Based upon our review and analysis, there are inconsistencies in how semester credit hours are determined and imposed campus wide. Typically at GCC, a three-semester credit hour course meets two 90-minute sessions per week for fifteen weeks for a total of 45 sessions. A semester system is defined as a fall semester, spring semester, and a summer term. Thus, there would be three (3) semesters in an academic year. A variety of class meeting schedules that fall outside of this structure are also present at GCC, e.g., academy cycles that are operated at various times throughout the year to meet industry demands and timelines. These are atypical of the normal structure of course offerings but must nevertheless meet the required contact hours per course to earn the established credit hours per course.

Generally, the amount of credit for courses is determined by the number of student contact hours during a 15-week semester. Colleges throughout the nation on the semester system use this standard system and GCC's current practice is similar. Thus, a one-credit hour course requires 15 hours of lecture contact during the semester. A typical three-credit hour course would therefore require a minimum of 45 hours of lecture contact during a semester. This is consistent with ACCJC's policy and the USDOE's definition of a credit hour.

Depending upon the types of labs created, laboratory contact is partially valued to that of lecture contact and routinely two laboratory hours per week during a 15-week semester receives one hour of credit. Other laboratory contact may also have no comparable value to that of lecture contact and thus three laboratory hours per week during a 15-week semester receives one hour of credit. All other courses not falling under the traditional lecture or laboratory format should strive to meet a standard of one credit hour equaling 15 contact hours or student commitment/participation. Therefore, using this standard, semester credits are converted from clock hours to credit hours as follows:

15 hours of lecture = 1 semester credit
30 hours of lab = 1 semester credit
45 hours of lab = 1 semester credit
45 hours of practicum = 1 semester credit

### 1. Intent

The issues involved with this proposal are to ensure that student workload for a given number of credit hours is appropriate for the credit hours assigned. However, a standardized workload

across all curricula for identical numbers of credit hours may not be possible due to the nature of the curricula involved and the local or national expectations of an associates degree in a given major. Hence, a department may need to structure workload in accordance with such local or national standards.

It is not the intent of this proposal to require a specific assessment of student workload. Rather, it is intended that this proposal provide a set of general guidelines for the assignment of credit hours to courses in curricula. It may be desired in some curriculum models to allow for some courses, e.g., laboratory, practicum, internship, etc., to have a high workload associated with them relative to the number of credit hours assigned. In these cases, all affected departments and/or programs must justify or obtain approval for the excess workload through, for example, an Advisory Committee or any other recognized body, as they are the resident experts in their respective disciplines.

**2. Current Lab Definitions**

Currently, GCC has two types of Laboratory courses. A Lab 1 course or a Lab 2 course. A Lab 1 is defined as 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 with an instructor present who provides direct supervision. A Lab 2 is defined as all other extensions of classroom activities wherein a supervisor is present but does not provide direct supervision. Thus, it appears that the work is student driven and students use the time to practice their skills learned in the classroom.

The LOC Subcommittee finds that these definitions are outdated and overly broad such that a clear delineation between direct instruction versus facilitated instruction cannot be achieved nor sustained. More importantly, without a standard policy on the conversion of clock hours to credit hours and more appropriate definitions to reflect the types of courses currently being offered, the confusion on laboratory courses will continue and consistency in the development of laboratory courses will not be achieved.

**3. Credit Hour Equivalencies**

A semester hour of credit (or credit hour) is based upon the average number of hours of instruction taught weekly. The ratio of weekly contact hours to credit hours varies with the type of instruction being used. There appear to be six (6) general categories of types of instruction at GCC: (1) Lecture, (2) Laboratory, (3) Practicum, (4) Clinical Practice, (5) Work Experience/Cooperative Education, and (6) Internship.

**4. Definitions.** The proposed definitions for each category/type of instruction follows:

**4.1. Lecture.** This type of instruction usually involves interaction between an instructor or instructors and a group of students in a classroom environment. This may include: formal lecture, discussion sections, recitation/problem solving sessions, and review sessions. instruction is focused on theory, principles, concepts, or ideas. Lecture instruction is under the direct supervision of an instructor. Ratio: 1:1 (one hour of credit for one hour of theory instruction as defined.)

Instructional technology, such as, projectors, whiteboards, chalkboards, recorded media, and other teaching aids may be used, but the primary instructional mechanism is oral and/or written communication between instructor(s) and students.

**4.2. Laboratory.** This type of instruction normally involves student interaction with equipment related to the discipline of instruction and is program specific. instruction is focused on experimentation in a classroom, laboratory, or studio through teacher-assisted, hands-on learning experiences. This laboratory is generally required in conjunction with the theory of an academic course. Student work is normally completed in the learning environment, but may include out-of-class assignments such as practice and/or laboratory report writing. Laboratory instruction is generally under the direct supervision of an instructor. Ratio: 2:1 (one hour of credit for two hours of "experimental" instruction as defined.) or 3:1 (one hour of credit for three hours of "experimental" instruction as defined.)

Examples may include but are not limited to laboratory set-up and use of equipment such as commonly occurs in chemistry and biology and other disciplines in which specialized equipment must be used to measure, evaluate and assess experimental data.

**4.3. Practicum.** Guided work experience supervised by a qualified faculty member or project director to whom the student reports at regular intervals dealing with various applied aspects of a program of study. Practicum involves the development of manual skills and job proficiency and is under the direct supervision of an instructor. Ratio: 2:1 or 3:1, depending on program. (One hour of credit for two or three hours of "practical application" instruction as may be defined.)

**4.4. Clinical Practice.** Experience-based instruction focused on real activities, generally in healthcare of service occupation programs, offered in an actual environment, for the purpose of developing skills related to the discipline. Work is normally completed in the learning environment, but may include out-of-class assignments. Clinical Practice is under the direct supervision of an instructor. Out-of-class assignments each week are used to prepare the student for the clinical experience. Ratio: 3:1 (one hour of credit for three hours of clinical

practice instruction as defined.)

These Instructional activities may be associated with capstone projects or activitles that require students to employ their total knowledge of their field of specialty, whereas some programs make use of such activities (e.g., clinical practicum) throughout their curricula. The definition of a credit hour for these activities will differ significantly from that defined for the usual lecture/discussion and/or lab formats.

**4.5. Work Experience** Cooperative Vocational instruction combined with employment related to that instruction that provides students an opportunity to earn ~~college~~ credit and wages "paid or unpaid work experience" in an on-the-job setting arranged by the College. At GCC, work experience may include cooperative education ~~and apprenticeships.~~ it literally means cooperation, between GCC with its academic programs, and private or government employers providing off-campus work experience. By and large, it involves the development of job skills by providing the student with a structured employment situation that is directly related to, and coordinated with a particular educational program. Ratio: (varies and is program specific) These programs of study for which accreditation and/or licensing bodies require a different ratio must comply with discipline-specific time-to-credit criteria in order to comply with local or federal requirements.

**4.6. Internship.** A trainee, residency or intern program in which the student works in a specific technical or professional area under the direction of an expert in the field. Internships are supervised, career-related work experiences leading to the development of knowledge, skills, and abilities needed in a particular profession. Student activity in internship is planned and coordinated jointly by a GCC faculty representative and the employer, with the employer having the responsibility for control and supervision of the student at the work site. The student is usually assigned a field-training supervisor who evaluates the student at the end of the semester with periodic monitoring by the faculty representative. Student work is normally unpaid and completed in the learning environment, but may include out-of-class assignments. Ratio: 2:1 or 3:1 (one hour of credit for 2 or 3 hours of internship instruction as defined.)

## Step 5:

**Task:** 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.

**Response:** See Response to Step 4 as the discussion includes the definition of "credit hour" as defined by the USDOE and Dr. Marsha Postrozny's *Course Contact Hours Audit and Analysis*

from June 14, 2010. Dr. Postrozny's Audit and Analysis provides a thorough analysis and summary of the courses. The following Chart is a modified version of Dr. Postrozny's Audit and Analysis Chart that lists all courses in the updated and revised Appendix C.

**Courses Not Aligned with Commission's Credit/Hour Policy**

*A question mark in the 3rd column indicates course guide could not be located in TracDat.*

| Code & Credits | Current Hours from Course Guide | Last SR or Adoption |
|---|---|---|
| AC232 (3) | 45 lec | 2004 |
| AE228 (3) | 30 lec + 60 lab (totals 90) | This course was deleted on October 2008 |
| ASL100 (4) | 45 lec + 30 lab (totals 75) | 2000 |
| ASL110 (4) | 45 lec + 30 lab (totals 75) | 2009 |
| CJ102 (3) | 48 lab | 1980 |
| CJ126L (3) | 45 lab | 1993 |
| CJ132 (3) | 45 lab | 1994 |
| CJ140 (3) | 45 lab | 1988 |
| CJ145 (3) | 10 lec + 35 lab (totals 45) | 1988 |
| CJ 148 (3) | 45 lec | 2006 |
| CJ160 (3) | 48 lab | 1994 |
| CM215 (1-7) | 75-525 lab | 2000 |
| HL140 (2) | 15 lec + 45 lab (totals 60) | 2004 |
| HL162 (1) | 8 lec + 24 lab (totals 32) | 2004 |
| HS245 (4) | 16 lec + 64 lab (totals 80) | 2003 |
| ME161A (3) | 45 lec + 15 lab (totals 60) | 1991 |
| ME161B (3) | 45 lec + 15 lab (totals 60) | 1991 |
| ME171A (3) | 15 lec + 45 lab (totals 60) | 1991 |

| Code & Credits | Current Hours from Course Guide | Last SR or Adoption |
|---|---|---|
| ME171B (3) | 15 lec + 45 lab (totals 60) | 1991 |
| MS121 (2) | 90 lab | 2002 |
| MS 125 (1) | 45 lab | 2002 |
| MS141 (2) | 90 lab | 2004 |
| MS 145 (1) | 45 lab | 2004 |
| MS 220 (2) | 30 lec | 2004 |
| MS221 (1) | 45 lab | 2003 |
| MS225 (1) | 45 lab | 2004 |
| MS292 (5) | 225 lab | 2004 |
| NU101 (8) | 60 lec + 30 lab + 40 clinical | 2010 |
| OA 101 (3) | 45 lec | 1989 |
| OA220 (3) | 45 lab | 1989 |
| OA230 (3) | 45 lab | 1989 |
| OA240 (3) | 45 lec | 2009 |
| SI103 (4) | 45 lec + 45 lab (totals 90) | 2002 |
| SI110 (4) | 45 lec + 45 lab (totals 90) | 2000 |
| SI130 (4 Carnegie) | 60 lec | 2005 |
| WE220 (2) | 15 lec + 15 lab (totals 30) | No date |
| WT 110 (3) | 45 lec | 2009 |

## Step 6:

**Task:** 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.

**Response:** The following are specific recommendations that the Subcommittee suggests be implemented:

1. Replace Appendix C with the revised and appended Appendix C.
2. Continue to work with Department Chairs to ensure that course descriptions and SLOs are updated. Continue to collaborate with the relevant administrative offices to ensure that the Catalog information is current and reflective of the current course offerings.
3. Eliminate the current definition of Lab 1 and Lab 2 categories, as these categories will not sustain a clear delineation of direct instruction versus facilitated instruction for the present course offerings or for future course development. Adopt the proposed definitions of (1) Lecture, (2) Laboratory, (3) Practicum, (4) Clinical Practice, (5) Work Experience/Cooperative Education, and (6) Internship to establish definitive standards to eliminate confusion and to guide future course curricula development.
4. Review and utilize Dr. Marsha Postrozny's *Course Contact Hours Audit and Analysis* from June 14, 2010 as a basis to identify courses that may need re-aligning to comply with the proposed standards.

In closing, the Subcommittee has done its due diligence and has thoroughly analyzed and assessed the issues on post-secondary lab hours and has spent countless hours researching, discussing, and collaborating with Administrators and faculty. This Memorandum addresses the post-secondary lab hour concerns to ensure meaningful participation by faculty and to regulate curricula and curricular related issues through quality control to fulfill the general charge of the LOC and the overall mission of the College.