



Business Advisory Committee Meeting Minutes Friday, March 24, 2023 3:30pm TC Room 1201

Virtual Google Meet Link

<https://docs.google.com/document/d/1WXtpcJTdQqvL4Y5hw3qXUCDeXcnguM5P/edit?usp=sharing&oid=102214215688727011898&rtpof=true&sd=true>

- I. Call to Order **at 3:49 p.m. by Yvonne**
- II. Introduction: new Advisory committee member: Ms. Pinki Lujan
- III. Thank you Advisory Committee Members for your continuous service.
- IV. Approval of November 4, 2022 Minutes
<https://docs.google.com/document/d/1m1ci1amqZD09cSqB4O7MtGawMcGPeX4Z/edit?usp=sharing&oid=102214215688727011898&rtpof=true&sd=true>
Reviewed by members. Motioned to approve by Ernie Galito and seconded by Jesse Rosario.
- V. Old Business
 1. Curriculum Revisions-**Update** from the department programs
 - Marketing Secondary and Post-secondary-MK 292 Marketing Practicum.
 - Supervision & Management, Certificate Program-SM 208, SM 220, and SM230-
As per Fred Tupaz, this will be tabled and to be review at the end of the semester.
 - Viscom Secondary got approved by Curriculum Review Committee(CRC) in December 2022. **Sean Lizama proposed to articulate 3 classes or 9 credits The articulation is transferring CTVC 051 to VC 101 Introduction to VC, CTVC 053 to VC125 Raster, and CTVC 052 to VC126 Vector. VC program is proposing to articulate a total of 9 credits or 3 classes from secondary VC to Post-secondary VC. Hopefully, this gets approved by CRC this coming Friday, March 31, 2023. Sean Lizama proposed changing the current VC101 text from an expensive outdated hard copy textbook to a free open-source online textbook that is available to the postsecondary students on multiple platforms. This way the students can lower the cost of their course resources. The feedback from all of the Advisor who were present, felt that the proposed articulation was a good add on feature for the students and the program. Motioned to approve the 9 credits articulation by Ernie Garlito and seconded by Pinki Lujan. Motioned passed.**
 - Post-secondary VC courses that are waiting on the Curriculum Review Committee to review and approve on Friday, March 31, 2023.
Viscom-VC 101-Intro. to VC, VC 125-Raster, VC 126-Vector, VC 127-Digital Photograph, VC 128-Design Principles & Elements, VC 211-Design I, VC 212-Design II, VC 221-Interactive Studio I, VC 222-Interactive Studio II, VC 231-Video Production I, VC 232-Video Production II, VC 291-Project Management and Marketing Solution, VC 292-Viscom Practicum Associate of Science Visual Communication Program
 - AC 280-Personal Finance. **Pilar Pangelinan reported on the course AC 280 Personal Finance. The SLOs should emphasize on developing a person financial plan, establish credit, demonstrate financial responsibility through course projects. Pilar explained some past course projects as requested by advisors.**

AC 292-Accounting Practicum: Pilar gave example of outstanding student who doubled major in accounting and marketing and a choice of electronic presentation for choices. Ernie Galito believes that individual teamwork will be an awesome piece for the students'.

- SM 208-Personnel Supervision, SM 220-Management Skills Development, and SM230-Business Law Application-**Fred Tupaz tabled them to the end of the semester on in the next Advisory meeting.**

Yvonne mentioned that we will need another meeting for advisors to input for Marketing Postsecondary in Fall 2023 and Spring 2024 assessment cycle.

VI. New Business/Announcement

1. Supervision Management (SM) 2+2 agreement with their Bachelor of Business Administration at UOG-SM Fred Tupaz.

Reported by Fred Tupaz: After all these years, the hardwork finally paid off. The electives will be replaced by the following courses. There will be no additional classes added to the graduation requirements.

Proposed model is:

1. AS in SM (current format)

2. AS in SM (UOG track)

Students must take CO110 to meet Literacy for Life requirement

Students must take CO125 to meet Humanities & Fine Arts requirement

Students must take PY120 or SO130 to meet Social & Behavioral Sciences

Add the following to Major Requirements:

EN111

AC212

MK123

This is the language requirement for the students who are interested in doing the SM 2+2 agreement.

SM 2+2 will schedule a meeting with CRC before end of the semester 2023. The SM 208, SM 220, and SM230 will be ready by then for review.

The overall feedback from the Advisory committee members are very excited and positive about this articulation. Ernie Galito motioned to move forward with the SM 2+2 and Pinki seconded.

Ernie Galito motioned to approve the 2 paths so the students can have an option.

Ernie Galito and seconded by Pinki Lujan. Everyone was in favor of the SM 2+2 and the motion passed.

2. Pilar Pangelinan: Additional courses collaborated with Becker under their CPA Review program. Goal is to augment the program and to give students the option to get extra courses inexpensively especially if students want to be a CPA.

Pilar reported that recently I earned my Certified Government Financial Manager (CGFM) Certification from AGA-a nice addition to the program would be a Government Accounting course.

- Becker has materials and needs to be explored. Pilar responded that this is a viable item and she will look into it. Interesting material on government accounting as many GCC accounting students work for the government. The fall back was, it might be slightly higher than accounting tech. Pilar asked if the government can cover the cost for an employee? AGA members can get costs reimbursed if they pass

the examinations. Certified government financial manager. There is a law that government workers can get an increment for getting this certification. Ernie Galito questioned if the students can fulfill and be able to pass the certification. He added this is a great opportunity for the students. Yvonne suggested that since Becker's cost might be high in terms of purchasing the resources and/or textbook, perhaps it is good to begin the new proposal slow and try it out to find out how effective the materials are.

3. Secondary Marketing Advertising Competition-State DECA Advisor, Norma Guerrero. **Deadline is tonight, March 24, 2023 at 11:59pm. Preliminary judging to take place by secondary instructors and final selection by VisCom professionals in the field.**
4. LinkUp! Student Showcase & Reverse Job Fair on Wednesday, April 26 and Thursday, April 27, 2023 from 9:00 a.m. to 1:00 p.m. Reported by Yvonne.
5. Foster Family Carnival on Friday, April 28, 2023 from 4:00 p.m. to 8:00p.m. at the GCC campus behind the LRC building. **An event for foster families is back again after a two year hiatus, reported by Fred Tupaz**
6. Adopt-A-Student- **focuses on the student in the B grade average, gives them the chance to shine and hopefully, receive and/or qualify for some kind of financial help to attend GCC. General feedback needed from the ACM when plan begins to move forward. The advisor member, Pinki Lujan thought it is a great idea to start the Adopt-A-Student.**
7. Post-secondary courses due for assessment/course guides revision in AY2023-2024. It will be included in Fall 2023 ACM agenda. **Reported by Yvonne, a general reminder for the next assessment cycle requirement.**
8. Continuous recruitment for Adjunct faculty. **For example income tax, personnel managment, purchasing management. Please inform Yvonne if you know of anyone**

VII. Concerns/Other Issues: **-Classes not open. Asked by Sean Davis regarding MK 224 Advertising class not being offered in the Fall schedule. Yvonne replied due to low enrollment and insufficient adjunct teacher. Fortunately, after numerous ways of recruitment, the MK 224-01 Advertising will be offered in Fall 2023. -Pinki's concern, do secondary instructors get promoted to PostSecondary? Yvonne: we need your input as advisory board and review committee needs to input. We struggle, difficult to keep instructors as adjuncts. No full-time marketing faculty at the post-secondary level. Advisors agree on this. Motioned by Pinki Lujan to request for a full-time marketing faculty. Seconded by Ernie Galito.**

VIII. Next meeting: TBA sometime in Fall 2023

IX. Adjournment Pinki Lujan motioned to adjourn , seconded by Jesse Rosario at 4:26pm.

X. Those in attendance:

Faculty:

Nenita Cruz

Sean Davis

Norma Guerrero

Sean Lizama

Yvonne Tam

Amada Manzana

Pilar Pangelinan

Christopher Rowland

Catherine Manlapaz

Fred Tupaz

Advisory Committe Members:

Ernie Galito, A.K.

Pinki Lujan, GEDA

Jesse Rosario, Graphics Center

Mark Tokito, Bank of Hawaii

Mission Statement : Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.



Business Advisory Committee Meeting Agenda
Friday, November 04, 2022 at 3:30pm Conference Room TC1201

Meeting Minutes

- I. Call to Order 3:35 p.m.
- II. Introductions
Present: Advisory Committee Members (ACM): Ernie Galito Marketing & Communications Director, Mark Tokito, Senior Vice President- Bank of Hawaii, Therese Matanane, CEO Green Light Media Productions, Jesse Rosario, VP of Graphic Center
Present: Accounting: Pilar Pangelinan
Marketing: Kathy Chargualaf, SSHS, Nenita Cruz, JFKHS, Norma Guerrero, GWHS, Amada Manzana, OHS, Michelle Randle, THS, and Catherine Manlapaz, SHS.
Supervision Management: Fred Tupaz
Viscom: Sean Lizama
- III. Thank you Advisory Committee Members for your continuous service.
- IV. Approval of Minutes last meeting Tabled to the next meeting
- V. Old Business
 1. Curriculum Revisions-**Update** from department programs
 - Accounting Curriculum Documents- None for Fall 2023
 - Marketing Secondary and Post-secondary-MK 292 Marketing Practicum
 - Supervision & Management, Certificate Program-TBA
 - Viscom Secondary and Post-secondary-**Please refer to the last page for curriculum revision**
(Email to the advisory committee members on Nov. 01, 2022)
 2. Upcoming Business/Viscom activities
 - a. Wednesday, Nov. 09 and Thursday, Nov. 10 Pave your Way.
 - b. Recruitment efforts and/or activities for public and private high schools.
- VI. New Business
 1. Must obtain the Advisory committee members input prior to scheduling meeting with CRC
 2. Curriculum Review Committee (CRC) due date is on Friday, November 18, 2022.
- VII. Concerns/Other Issues None at this time
- VIII. Next meeting: Spring 2023-Exact date to be announced.
- IX. Adjournment Amada motioned meeting to adjourn at 4:26 p.m. and seconded by Kathy C.

Mission Statement

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

Marketing Post-Secondary:

MK 292 Practicum

The ACM discussed course description and focus on the SLOs. Jesse Rosario suggested the department perhaps consider implementing a two-way communication to measure and ensure the students learn other skills and knowledge via the Practicum. That way the Practicum can embrace not only the skills and knowledge students learned from GCC, but also be more beneficial and helpful to keep the employers informed of what type of training should be focus on the students. ACM suggested, the marketing department can develop an exit survey to collect the feedback from the employers upon the completion of the practicum. The ACM believes the survey can keep an open dialogue to inform what improvement and modification are needed.

Ernie Galito motioned to approve MK 292 for curriculum review and Jesse Rosario seconded the motion. All in favor and motion carried.

Viscom Secondary:

CTVC051 Visual Communication I

CTVC052 Visual Communication II

CTVC053 Visual Communications III

CTVC054 Visual Communication IV

Visual Communications Secondary Program

Visual Communications Secondary SLO Mapping

Post-Secondary:

VC101 Introduction to Visual Communications

VC125 Digital Graphics: Raster

VC126 Digital Graphics: Vector

VC127 Digital Photography

VC128 Design Principles & Elements

VC211 Design Studio I

VC212 Design Studio II

VC221 Interactive Studio I

VC222 Interactive Studio II

VC231 Video Production I

VC232 Video Production II

VC291 Project Management & Marketing Solutions

VC292 Visual Communications Practicum

Associate of Science Visual Communication Program

VisCom Post-Secondary SLO Mapping

As Sean explained to the ACM, the intention to update the SLOs is to focus on more applications and expand the students' learning not just for tools taught, but also for flexibility of applying the skills and knowledge learned.

Mr. Ernie Galito asked if online resources are mostly applied to the teaching of the visual communication (VC) courses at both secondary and post-secondary levels. Sean reacted to the question by sharing to the ACM that in the past, Affinity granted the students to download a year free resources. Due to the financial constraint, Affinity is chosen over the Adobe software program. Fred brought up to the ACM and inquired if the industry is employing Adobe or Affinity. Both expertise from the field of visual communication and technologies, Therese and Jessie responded to Adobe. They concurred that Adobe is what the industry is utilizing. Although the cost of utilizing Adobe is expensive, the ACM advised and suggested the VC and other department programs to align to the industry equipment and technology. Therese felt that the department should request and allocate funding sources in the Department annual Budget. With the budget approval, the department can purchase the latest technology for the overall Business/Viscom department, this can ensure the students' success and be able to expose and/or to the exiting industry standard. If the Business/Viscom integrates Adobe software program, upgrade the multi-projector, electronic whiteboard, and other latest technology, most definitely it helps secure the learning of the students and better prepare them in qualifying themselves in the industry requirements and future workforce.

Therese specifically asked to review VC 212 Design Studio II. She reflected similar reaction as Jesse for MK 292. She would like to see the open communication and transition of the students learning not just at school but also the type of learning and/or training via the employers from the practicum program.

Jesse added technical and application skills should be emphasized in the practicum program. As mentioned by Ernie, students should understand the importance of time management as well as job safety.

Other than the concerns of not able to use the latest technologies, the secondary and post-secondary curriculum guides look good.

In conclusion, the ACM suggested to the department that latest technologies should be a priority and perhaps develop an exit survey upon the successful completion of the practicum to obtain the feedback of the employer. This suggestion can strengthen the program and provide a much stronger and healthier students' learning.

Jessie motioned to approve all of he Viscom curriculum guides and Therese Seconded. All in favor, motion carried.

Spring 2023 for Advisory Committee Members (ACM) input and feedback

Accounting

AC 280

AC 292

Supervision Management

SM 208

SM 220

SM 230

BUSINESS ADVISORY COMMITTEE MEETING
April 18, 2022
4:00 pm
(via Google Meets: <https://meet.google.com/ynu-ivss-aqh>)

MINUTES

Call to Order: Advisory meeting called to order at 4:02 pm

Business Advisory Attendees:

Present: Letitia Byerly (Lotte Duty Free), Mark Tokito (BOH), Ernie Galito (Atkins Kroll, Inc.)
Not Present: Jessie Rosario (Graphic Center), Beverly Dorion (Docomo)

Department Attendees:

Accounting: Pilar Pangelinan
Marketing: Kathy Chargualaf, Nenita Cruz, Norma Guerrero, Amada Manzana, Michelle Randle, Yvonne Tam
Supervision & Management: Fred Tupaz
Visual Communications: Nita Jean Cepeda, Paul Healy, Sean Lizama
Work Experience: Cathy Leon Guerrero

- I. **Announcements** – Secondary Marketing expressed their appreciation for L. Byerly, E. Galito, and M. Tokito’s participation in their digital flyer contest
- II. **Approval of Minutes for 04/30/21:** In the interest of time due to the amount of program and curriculum review that was needed, motion to table minutes made by M. Randle, 2nd by A. Manzana - Motion carried.

III. Old Business

a. Curriculum/Program Review

1. Accounting

- a) Program Review: Added EN111 to General Education Requirements for articulation to UOG/Instructor is “Teaching Online Certified” and online modality requested
- b) Courses:
 - AC100 – Non-substantive revisions – Online modality)
 - AC150 – Non-substantive revisions – Online modality/revised SLO to align better for UOG for articulation

College Mission Statement

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

AC212 – Non-substantive revisions – Online modality to allow more opportunity for articulation with UOG

AC250 – Non-substantive revisions - Online Modality/SLOs changed to align with UOG’s BA304 for articulation/change of textbook for alignment of SLOs

AC225 – Non-substantive revision/Online modality/revised SLO to align for certification with American Hotel Lodging Institute certification/to be integrated into Tourism & Hospitality Management Program

AC233 – Non-substantive revision/Online modality/Change of textbook to Cengage Publisher for more cost-effective course management by students

Motion to approve curriculum revisions to AS Accounting Program and Course revisions as stated – Motioned by E. Galito, 2nd by M. Tokito – Motion carried.

2. Marketing

a) Post-Secondary Marketing:

1) Program Review: Change in Technical Core requirements adding EN110A & EN111/Added more management or visual communications courses for the student to select management or technical focus

2) Courses:

MK123-Online modality/Update textbook to Cengage Publishing/Update SLOs to align with textbook

MK125-Online modality/Update textbook to Cengage Publishing/Update SLOs to align with textbook

MK206-Online modality/Update textbook to Cengage Publishing/Update SLOs to align with textbook/upgrade equipment budget for \$30K modified SLO to align with the textbook

MK208-Online modality/Update textbook to Cengage Publishing/Update SLOs to align with textbook/upgrade equipment budget for \$30K modified SLO to align with the textbook

b) Secondary Marketing

1) Program Review:No recommended changes

2) Courses:

CTMK050-Updated SLOs to match DCAPS articulation with MK123

CTMK060-Changed course description to align DCAPS articulation with MK124 and added a new MK124 textbook as a reference

CTMK062-Minor modifications to SLO/Need to update technology approximately \$30,000 for each school lab

CTMK070-Changed course description to align DCAPS articulation with MK205 and added new MK124 textbook as a reference

CTMK072 Same as CTMK072 Marketing Lab II

Motion to approve curriculum revisions to AS Marketing Program and Course revisions as stated – Motioned by M. Tokito, 2nd by E. Galito - – Motion carried.

Motion to approve curriculum revisions to Secondary Marketing Program and Course revisions as stated – Motioned by M. Tokito, 2nd by L. Byerly – Motion carried.

3. Supervision & Management

1. Program Review:

- 1) AS in Supervision and Management: Non-substantive Revision - Wording change in the catalog program description that does not significantly change the program content/ Change in program Major and/or General Education Requirements that does not change the distribution of requirements
- 2) Certificate in Supervision and Management: Non-Substantive Revision - Wording change in the catalog program description that does not significantly change the program content

2. Courses: The following courses all had non-substantive revisions made to either comply with the institutions' requirement to review the curriculum every five years or to align the course guides and the catalogs accordingly. In addition, an online/hybrid modality was suggested for each course to allow for more student flexibility. The courses are as follows:
SM108/SM211/SM215/SM225/SM240/SM245/SM292

Motion to approve curriculum revisions to AS Supervision and Management Program and Course revisions as stated – Motioned by M. Tokito, 2nd by E. Galito - – Motion carried.

4. Visual Communications

a) Post-Secondary Visual Communications

- 1) Program Review: No recommended changes.
- 2) Course Review:
VC221 and VC222 were submitted with non-substantive revisions. Revisions made for course outline simplification.

b) Secondary Visual Communications

- 1) Program Review: Non-substantive review submitted for DCAPS articulation with PS AS Marketing Program
- 2) Course Review: No recommended changes.

Motion to approve curriculum revisions to AS Marketing Program and Course revisions as stated – Motioned by M. Tokito, 2nd by E. Galito - – Motion carried.

Motion to approve curriculum revisions to Secondary Marketing Program and Course revisions as stated – Motioned by M. Tokito, 2nd by L. Byerly – Motion carried.

b. Department Activities: TBD

V. New Business

- Department Activities: The following department activities were undertaken by the Business and Visual Communications Department for Spring 2022
Accounting: None but volunteers helped clean up Togcha Beach
Marketing: DECA distribution to Guma San Jose
Supervision and Management: Car Wash Fundraiser and Campus Cleanup for Island Girl Power

Visual Communications: Show and Sell (Feb '22)/LinkUp 2022 Reverse Job Fair (April 20, 2022)

IV. Concerns/Other Issues

New Department Chair introduced – Ms. Yvonne Tam

M. Tokito wanted to express his thanks to DC/Expressed longest-running advisory member (he's at least 10 years since R. Roberson)

L. Byerly expressed her appreciation for our committee

E. Galito expressed his appreciation to serve on the committee and appreciates everyone's input. Confident in all subject matter expertise. Confidence in curriculum developed that is suitable to Guam's workforce.

VII. Next meeting – Fall 2022

VIII. Adjournment: Motion to adjourn by A. Manzana, 2nd by K. Chargualaf – Meeting adjourned at 5:05 pm

BUSINESS ADVISORY COMMITTEE MEETING

April 30, 2021

3:00 pm

(via Google Meets: meet.google.com/hpw-pgwi-ruc)

AGENDA

- I. **Call to Order – 3:02**
Advisory Members: Mark Tokito, Jesse Rosario
Business & VisCom Faculty:
Accounting: Pilar Pangelinan
Marketing: Kathy Chargualaf, Nenita Cruz, Norma Guerrero, Amada Manzana, Michelle Randle, Yvonne Tam
Supervision & Management: Fred Tupaz
Visual Communications: Jean Cepeda, Sean Lizama, Christopher Rowland
- II. **Announcements**
- III. **Approval of Minutes for 03/13/20 & 12/11/20 – Motion to approve by Amada/2nd by Norma**
- IV. **Old Business**
 - a. Curriculum/Program Review
 1. Accounting
 2. Marketing
 3. Supervision & Management
 4. Visual Communications
 - b. Department Activities
 - Linked UP – Thanks Jean and Joe Cepeda and Pilar
 - THS bank account established
 - New POS needed at site schools
 - Service-learning projects
- V. **New Business**
 - a. Articulation
 - b. Curriculum/Program Review – Graphics Arts 180 hours of practicum is not enough
 - c. Department Activities
 - Accounting AJA meeting hosted guest speakers
 - Linkup more participation form Accounting and Supervision and Management
 - May need to move LinkUP to virtual format due to COVID
 - Curb side app (Yvonne)
- VI. **Concerns/Other Issues**
 - Advisory members recruitment for Fall
 - Edgar Aguilar – Triple J
- VII. **Next meeting – Fall 2021**
Fall 2021 – Last week August/2nd week of December
Spring 2022 Last week of January 2nd week of May
- VIII. **Adjournment 3:42**

BUSINESS ADVISORY COMMITTEE MEETING
April 18, 2022
4:00 pm
(via Google Meets: <https://meet.google.com/ynu-ivss-aqh>)

MINUTES

Call to Order: Advisory meeting called to order at 4:02 pm

Business Advisory Attendees:

Present: Letitia Byerly (Lotte Duty Free), Mark Tokito (BOH), Ernie Galito (Atkins Kroll, Inc.)
Not Present: Jessie Rosario (Graphic Center), Beverly Dorion (Docomo)

Department Attendees:

Accounting: Pilar Pangelinan
Marketing: Kathy Chargualaf, Nenita Cruz, Norma Guerrero, Amada Manzana, Michelle Randle, Yvonne Tam
Supervision & Management: Fred Tupaz
Visual Communications: Nita Jean Cepeda, Paul Healy, Sean Lizama
Work Experience: Cathy Leon Guerrero

- I. **Announcements** – Secondary Marketing expressed their appreciation for L. Byerly, E. Galito, and M. Tokito’s participation in their digital flyer contest
- II. **Approval of Minutes for 04/30/21:** In the interest of time due to the amount of program and curriculum review that was needed, motion to table minutes made by M. Randle, 2nd by A. Manzana - Motion carried.

III. Old Business

a. Curriculum/Program Review

1. Accounting

- a) Program Review: Added EN111 to General Education Requirements for articulation to UOG/Instructor is “Teaching Online Certified” and online modality requested
- b) Courses:
 - AC100 – Non-substantive revisions – Online modality)
 - AC150 – Non-substantive revisions – Online modality/revised SLO to align better for UOG for articulation

College Mission Statement

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

AC212 – Non-substantive revisions – Online modality to allow more opportunity for articulation with UOG

AC250 – Non-substantive revisions - Online Modality/SLOs changed to align with UOG's BA304 for articulation/change of textbook for alignment of SLOs

AC225 – Non-substantive revision/Online modality/revised SLO to align for certification with American Hotel Lodging Institute certification/to be integrated into Tourism & Hospitality Management Program

AC233 – Non-substantive revision/Online modality/Change of textbook to Cengage Publisher for more cost-effective course management by students

Motion to approve curriculum revisions to AS Accounting Program and Course revisions as stated – Motioned by E. Galito, 2nd by M. Tokito – Motion carried.

2. Marketing

a) Post-Secondary Marketing:

1) Program Review: Change in Technical Core requirements adding EN110A & EN111/Added more management or visual communications courses for the student to select management or technical focus

2) Courses:

MK123-Online modality/Update textbook to Cengage Publishing/Update SLOs to align with textbook

MK125-Online modality/Update textbook to Cengage Publishing/Update SLOs to align with textbook

MK206-Online modality/Update textbook to Cengage Publishing/Update SLOs to align with textbook/upgrade equipment budget for \$30K modified SLO to align with the textbook

MK208-Online modality/Update textbook to Cengage Publishing/Update SLOs to align with textbook/upgrade equipment budget for \$30K modified SLO to align with the textbook

b) Secondary Marketing

1) Program Review: No recommended changes

2) Courses:

CTMK050-Updated SLOs to match DCAPS articulation with MK123

CTMK060-Changed course description to align DCAPS articulation with MK124 and added a new MK124 textbook as a reference

CTMK062-Minor modifications to SLO/Need to update technology approximately \$30,000 for each school lab

CTMK070-Changed course description to align DCAPS articulation with MK205 and added new MK124 textbook as a reference

CTMK072 Same as CTMK072 Marketing Lab II

Motion to approve curriculum revisions to AS Marketing Program and Course revisions as stated – Motioned by M. Tokito, 2nd by E. Galito – Motion carried.

Motion to approve curriculum revisions to Secondary Marketing Program and Course revisions as stated – Motioned by M. Tokito, 2nd by L. Byerly – Motion carried.

3. Supervision & Management

1. Program Review:

- 1) AS in Supervision and Management: Non-substantive Revision - Wording change in the catalog program description that does not significantly change the program content/ Change in program Major and/or General Education Requirements that does not change the distribution of requirements
- 2) Certificate in Supervision and Management: Non-Substantive Revision - Wording change in the catalog program description that does not significantly change the program content

2. Courses: The following courses all had non-substantive revisions made to either comply with the institutions' requirement to review the curriculum every five years or to align the course guides and the catalogs accordingly. In addition, an online/hybrid modality was suggested for each course to allow for more student flexibility. The courses are as follows:
SM108/SM211/SM215/SM225/SM240/SM245/SM292

Motion to approve curriculum revisions to AS Supervision and Management Program and Course revisions as stated – Motioned by M. Tokito, 2nd by E. Galito - – Motion carried.

4. Visual Communications

a) Post-Secondary Visual Communications

- 1) Program Review: No recommended changes.
- 2) Course Review:
VC221 and VC222 were submitted with non-substantive revisions. Revisions made for course outline simplification.

b) Secondary Visual Communications

- 1) Program Review: Non-substantive review submitted for DCAPS articulation with PS AS Marketing Program
- 2) Course Review: No recommended changes.

Motion to approve curriculum revisions to AS Marketing Program and Course revisions as stated – Motioned by M. Tokito, 2nd by E. Galito - – Motion carried.

Motion to approve curriculum revisions to Secondary Marketing Program and Course revisions as stated – Motioned by M. Tokito, 2nd by L. Byerly – Motion carried.

b. Department Activities: TBD

V. New Business

- Department Activities: The following department activities were undertaken by the Business and Visual Communications Department for Spring 2022
Accounting: None but volunteers helped clean up Togcha Beach
Marketing: DECA distribution to Guma San Jose
Supervision and Management: Car Wash Fundraiser and Campus Cleanup for Island Girl Power

Visual Communications: Show and Sell (Feb '22)/LinkUp 2022 Reverse Job Fair (April 20, 2022)

IV. Concerns/Other Issues

New Department Chair introduced – Ms. Yvonne Tam

M. Tokito wanted to express his thanks to DC/Expressed longest-running advisory member (he's at least 10 years since R. Roberson)

L. Byerly expressed her appreciation for our committee

E. Galito expressed his appreciation to serve on the committee and appreciates everyone's input. Confident in all subject matter expertise. Confidence in curriculum developed that is suitable to Guam's workforce.

VII. Next meeting – Fall 2022

VIII. Adjournment: Motion to adjourn by A. Manzana, 2nd by K. Chargualaf – Meeting adjourned at 5:05 pm