

Guam Community College Council of Department Chairs Agenda

Meeting Date: August 25, 2016
Time: 9:00 a.m.
Place: Rm. 501

- I. Call to Order
- II. Recital of College Mission: *“Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.”*
- III. New Business
 - a. CDC Chairperson-Elect/Secretary Election
 - b. Working session to identify up to five (5) objectives that could be accomplished through governance.
- IV. Open Discussion
- V. Adjournment



Council of Department Chairs Meeting
Thursday, August 25th @ 9AM Rm. 501

Minutes

- I. Call to Order
Chair, C. Dennis Called Meeting to Order at 9:05AM

Members Present: Lisa Baza-Cruz, Chris Dennis, Dorothy Lou Manglona, Amada Manzana, Marsha Postrozny, Vicky Schrage, Tony Roberto, Pete Roberto, Carl Torres, and Gil Yanger
- II. C. Dennis led members in the recital of GCC's 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.*
- III. CDC Secretary and Meeting Schedule
M. Postrozny made motion to have a rotating secretary position, A. Manzana seconded motion. All were in favor. Motion passed. The following schedule was agreed upon:

CDC Meeting Date:	Secretary:
Sept. 15, 2016	L. Baza-Cruz
Oct. 20, 2016	A. Manzana
Nov. 17, 2016	D. Manglona
Jan. 19, 2017	T. Roberto
Feb. 16, 2017	P. Roberto
Mar. 16, 2017	G. Yanger
Apr. 20, 2017	V. Schrage

P. Roberto made motion to approve meeting dates and T. Roberto seconded motion. All were in favor. Motion passed.
- IV. New Business
 - A. CDC Chairperson Elect
T. Roberto made motion to nominate C. Torres for Chair-Elect. P. Roberto seconded motion. All were in favor and motion passed.
 - B. Working session was conducted to identify up to five objectives that could be accomplished through governance.
 - C. Members had a lengthy discussion on enrollment numbers and adjunct pay. Topics stressed include clarification what date admin uses to determine final adjunct pay, confusion of text sent out to all regarding Drop/Add instead of adjustment, and increasing adjunct faculty demands without increases in their pay rates.

Objective #1: Enrollment/Pay Issue

L. Baza-Cruz made motion that CDC write a proposal requesting administration to revisit lowering the enrollment count needed for full pay for adjunct faculty. C. Torres seconded motion and all were in favor. Motion passed.

C. Dennis will develop letter along with an action plan.

C. Torres will provide the figures at which point the College makes money given each pay level and enrollment number. This will be included in proposal.

Objective #2: Class Cancellation

L. Baza-Cruz made motion that Administration should handle contacting students who were affected by class cancellations and/or the mass drop. G. Yanger seconded motion and all were in favor. Motion passed.

C. Dennis will send email to Deans.

V. Open Discussion

The following concerns were brought forth during open discussion:

- Clarification of start/end dates of advisory committee members' terms.
- New room utilization practice is not working.
- Delay in Student Support to respond to room request for new class sections.
- Revisit 12 credit English/Math policy.
- Audio and other cords have been disappearing from classrooms.
- Purchasing of surveillance cameras for rooms.
- Questionable DC responsibilities – coverage of secondary program without compensation.

VI. Wrap Up

Meeting was adjourned at 10:45AM.

Guam Community College Council of Department Chairs Agenda

Meeting Date: November 17, 2016
Time: 9:00 a.m.
Place: RM. 502

- I. Call to Order
- II. Approval of August 25, 2016 minutes
- III. Recital of College Mission: *“Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.”*
- IV. Old Business
 - a. Objective #1 Enrollment/Pay Issue
 - b. Objective #2 Class Cancellation
 - c. Clarify concerns raised during open discussion at 8/25 meeting
- V. New Business
 - a. Proposed revisions to Student Grievance procedure
- VI. Open Discussion
- VII. Adjournment

Guam Community College Council of Department Chairs Minutes

Meeting Date: November 17, 2016
Time: 9:00 a.m.
Place: RM. 502 (Changed to C-3)

I. Call to Order

C. Dennis called the meeting to order at 9:10am.

Members Present: L. Baza-Cruz, C. Dennis, A. Manzana, V. Schrage, A. Roberto, P. Roberto, C. Torres II, and R. Tyquiengco

II. Recital of College Mission

III. Old Business

a. Enrollment/Pay Issue: C. Dennis provided updates regarding his discussions with C. Santos (our data is inconsistent with Admin), thus, lengthy discussion held. A. Roberto: Motion to Table this issue until more information is researched and compiled. A. Manzana seconded. Motion Passed.

b. Class Cancellation: C. Dennis sent a memo regarding this concern to R. Tyquiengco via Faculty Senate.

c. Clarify concerns from 8/25 meeting:

1. Advisory Committee parameters; C. Dennis will follow up with e-mail to P. Williams regarding status of Advisory Committees.

2. Continue to watch concerns and response time/delays to new room utilization request with SSS.

3. Revisit 12 credit English/Math policy: Lively discussion regarding history of this policy, questions regarding enforcement, impact on students, and programs, etc. R.

Tyquiengco: Motion to Table this issue until more information is compiled. P. Roberto seconded. Motion Passed.

4. Audio and Cords disappearing in classrooms: C. Dennis will send a memo to W. Gima.
5. Purchasing of surveillance cameras for room. R. Tyquiengco: Motion to Table until G. Yanger returns. C. Torres II seconded the motion. Motion Passed.
6. Questionable DC Responsibilities-Determined not a CDC issue, should be addressed through proper channels.

IV. New Business

- a. Proposed revisions to Student Grievance procedure will be e-mailed to us by A. Roberto. Potential changes shared by A. Roberto. Revisions to document initiated by counselors. He requests that we continue to review and provide feedback, as well as send document to faculty in our departments for their input.

IV. Open Discussion

- a. Update DC Dates: Last Day-December 14, 2016
Return Date-December 21, 2016
- b. Evaluations: Used to reflect on your activities/school year/support ISMP. C. Dennis will speak with G. Hartz regarding how evaluations were chosen and to provide better representation of all faculty groups (instructor/assistant professor, instructional, non-instructional etc.)
- c. Explore large group/all departments to participate in Convocation/Recruitment together. C. Torres II will explore this and provide a plan at next CDC meeting.

Adjournment:

V. Adjournment

P. Roberto made the Motion to Adjourn and C. Torres II seconded. Motion Passed.
Meeting ended at 11:35am.

Guam Community College Council of Department Chairs Agenda

Meeting Date: January 31, 2017
Time: 9:00 a.m.
Place: RM. 502

- I. Call to Order
- II. Approval of November 17, 2016 minutes
- III. Recital of College Mission: *“Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.”*
- IV. Old Business
 - a. Class Cancellation: Update/Resolution
 - b. Advisory Committee Member BOT Confirmations
 - c. Enrollment/Pay Issue
 - d. Revisit 12 credit English/Match policy
 - e. Purchasing of surveillance cameras for rooms
 - f. Group Convocations
 - g. Evaluations
- V. New Business
 - a. New Objectives
 - b. February 2, 2016 DC Meeting Agenda Review
- VI. Open Discussion
- VII. Adjournment



**Guam Community College
Council of Department Chairs Meeting
Tuesday, January 31, 9am Rm. 502**

Minutes

- I. Call to Order
Chair, C. Dennis called meeting to order at 9:08am

Members Present: Simone Bollinger, Chris Dennis, Dorothy Lou Manglona, Amada Manzana, Vicky Schrage, Tony Roberto, Pete Roberto, Carl Torres, Ricky Tyquiengco, (Kirsten Rosario and Sarah Leon Guerrero represented Marsha Postrozni)
- II. C. Dennis led members in the recital of GCC's mission statement.
- III. Old Business
 - a. Class Cancellation: Update/Resolution: Discussion ensued around several issues.
 - Administration should notify the students of class cancellation. Memo to Faculty Senate states that CDC address this issue. C. Dennis will meet with Dr. Ulloa-Heath to resolve this issue. A suggestion was to provide a time frame for proper planning e.g., two weeks out.
 - The pay issue regarding less than 13 students was addressed with suggestions on compensation.
 - At one time meetings were held with the registrar and DCs to discuss class cancellation but this has not been the practice lately.
 - Cancelling classes is at the discretion of the DCs who have control of classes.
 - A number of students have tel.# that are no longer current and some who do not respond to email. How will they know if class is cancelled? It was suggested to post cancelled classes on website.
 - b. Advisory Committee Member BOT Confirmations: There was a query into what happened to the letters to advisory members and what is expected of them. This will be addressed by Assoc. Dean.
 - c. Enrollment/Pay Issue: A question was posed whether to have a committee to address this issue. A motion was made to request for the activation of "wait list".
 - d. Revisit 12 credit English/Math Policy: Policy will be sent to DCs. CDC will revisit this policy after accreditation and have the departments deal with this issue in the meantime.
 - e. Purchasing of surveillance cameras for rooms: Tabled.
 - f. Group Convocation: Concern by industry that events not well attended by students. A suggestion was to hold a week for convocation. Departments will move forward with their convocation plans this year.
 - g. Evaluations: There were concerns over how the narratives were "interpreted". What makes a "good" narrative and are there rubrics? These can be discussed with evaluator.
- IV. New Business
 - A. New Objectives: Chair announced if anyone had new objectives. Some of the members brought up the issue of enrollment/pay and class cancellation. Discussion of these issues ensued.
 - B. February 2, 2016 DC Meeting Agenda Review: Review agenda for upcoming DC/PM meeting.

V. Open Discussion

The following concerns were addressed during open discussion:

- Reach for College activities. CACGP used to plan and coordinate recruitment events e.g., Mall Event. Coordinate with Mina. Departments will communicate with other departments to coordinate these activities.
- Pay issues related to class size..
- Audio cords being stolen. See email from W. Gima.
- Invite Dr. Diego to CDC meeting– Developmental Ed.
- Review English data i.e., placement scores, moving from EN100W to EN110

VI. Adjournment

Adjourned at 11:45am.

Minutes prepared by: A. Roberto

Guam Community College Council of Department Chairs Agenda

Meeting Date: February 16, 2017
Time: 9:00 a.m.
Place: RM. 502

- I. Call to Order
- II. Approval of January 31, 2017 minutes
- III. Recital of College Mission: *“Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.”*
- IV. New Business
 - a. VPAA - Program Credit Requirements
 - b. Writing Center Proposal
 - c. Textbook Adoption Procedure
- V. Open Discussion
- VI. Adjournment

**Guam Community College
Council of Department Chairs Meeting
Minutes**

Meeting Date: February 16, 2017
Time: 9:15am to 11:19am
Place: RM 502
Present: A. Manaza, M. Postrozny, A. Roberto, P. Roberto, C. Torres, R. Tyquiengco, C. Dennis, S. Bollinger

- I. Call to Order at 9:15am**
- II. Approval of Minutes**
 - a. Discussion of III f. Group Convocation; times set must be accessible for students. April 27th Job Fair, R. Tyquiengco will see if interested departments can join.**
 - b. Consider convocation during or after the first week of April so students can be advised about Registration 365**
 - c. C. Torres moves to approve minutes with minor corrections (IV. B should read 2017, not 2016); R. Tyquiengco seconds; all in favor.**
- III. Recital of College Mission led by Chris D.**
- IV. New Business**
 - a. VPAA – Program Credit Requirements. C. Torres representing Faculty Senate gave history of “flagship” order given to LOC: Dr. R. Somera referenced Standard II that all AAs will have a minimum of 60 credits and certificates with minimum of 30 credits. No maximum.**
 - i. Certificates/programs consider cutting number of credits to get closer to 30/60; if they cannot, must justify**
 - ii. Question brought up: Should DCs work on this instead of LOC? Pros and cons discussed. S. Bollinger to send link to ACCJC Directory of Accredited Institutions for research**
 - iii. UOG dropping General Education requirements to cut credits from programs.**
 - iv. This issue warrants the attention of GCC General Education Committee; currently 19 general education requirements necessary for AA programs.**
 - v. Discussion regarding GCC's graduation rates as main measure of success; but what are student goals? If a student does not plan to graduate and is taking classes for self-fulfillment, PD, obtain job,**

certificate etc., why is this not taken into consideration as measure of success? Do we ask students what their goals are? Suggestion made to ask this when students enroll so that success can also be measured by whether or not GCC is helping students to meet their goals.

- vi. Action Plan: DCs to speak with departments about ways to address this challenge.
- b. Writing Center: S. Bollinger discusses English Department's desire to create a Writing Center that would work with students and faculty to address writing across the curriculum.
 - i. Building on the foundation of tutoring in English Dept., P. Roberto is using English assistance to develop the writing component of his class' capstone project (assignment, rubric and tutoring services)
 - ii. S. Bollinger asked DCs to ask faculty if anyone else would be interested in collaborating
- c. Textbook Adoption Procedure
 - i. Question: Is there a way to simplify process?
 - ii. Comment: The current process limits faculty from best meeting student needs by requiring that a textbook is used for a minimum of 3 years → is there an ACCJC Standard that directly addresses the need for textbooks to be included in the course guide? Does academic freedom extend to the choice of materials used in the classroom?

V. Open Discussion

- a. Advisory minutes attached to course guide → this topic to be put on the agenda for next CDC meeting

VI. Adjournment: 11:19 C. Torres moved; P. Roberto seconded the motion; all in favor.

**Guam Community College
Council of Department Chairs
Agenda**

Meeting Date: March 16, 2017
Time: 9:00 a.m.
Place: RM. 502

- I. Call to Order
- II. Approval of February 13, 2017 minutes
- III. Recital of College Mission: *“Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.”*
- IV. New Business
 - a. DC Workloads
 - b. Accommodations for Faculty Needs
 - c. Chalani365: Year-Round Registration
 - d. Update Recruitment Events
- V. Open Discussion
- VI. Adjournment

**Guam Community College
Council of Department Chairs
Agenda**

Meeting Date: April 20, 2017
Time: 9:00 a.m.
Place: RM. 502

- I. Call to Order
- II. Approval of March 16, 2017 minutes
- III. Recital of College Mission: *“Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.”*
- IV. New Business
 - a) Finalize recommendations to Faculty Senate
- V. Open Discussion
- VI. Adjournment

Guam Community College
Council of Department Chairs
Regular Meeting

April 20, 2017

Present: Chris Dennis, Ricky Tyquiengco, Marsha Postrozny, Simone Bollinger,
Amada Manzana
Location: 502

- I. Meeting called to order by Chris at 9:19 a.m.
- II. March 16, 2017 Minutes Tabled
- III. Recital of College Mission
- IV. Old Business
 - a. Recommendations to send to Faculty Senate Agenda for 2017-2018
 - i. Set date to "lock in" adjunct compensation. Discussion ensued addressing many disparities with adjunct pay below 13 threshold. Following proposed statement: " Adjunct compensation rate shall increase after their 1st day of class if enrollment increases."
Chris called for motion to approve statement to send to Faculty Senate. Simone motioned and Rick seconded. Motion passed unanimously.
 - ii. Provide an update on School on Career and College Success
 - iii. To align with logo system, standardized graduation stoles and sell and rent in bookstore.
 - b. Accommodations for faculty needs. Discussion on protocol or institutional policy to meet accommodation needs. It is recommended that a SOP be developed and vetted through stakeholders
 - c. Clarify whether DC's can write letters of recommendations for candidates to recruit in their department and thus, recuse themselves from sitting on the interview.
- V. New Business
 - a. DC Workloads
 - i. New workload needs to comply with new contract
 - ii. Requesting for training. What template to use. Request for training before May 4th at 11. When will they be due?
 - b. Chalani 365 Year Round Registration. At this point, students registering for English classes need to be manual. Simone asks to let faculty advisors to write a sentence on the Add/Drop form that says: "if I do not pass EN 110 in Summer/Fall I will be automatically withdrawn from classes I registered for in the following Spring."

VI. Announcements

- a. Marsha encourages support for Earth Day and ride the bus. Proclamation signing tomorrow at 11:15 in the MPA. Encourages participation.
- b. Pete announced a joint collaboration with English department in a capstone project on decolonization. Next two forums next week Monday and Wednesday from 4-5:30. Pete appreciated all for passing distributing flyers to faculty and posting in your departments.
- c. Rick thanked all for attending retreat. Kudos on the Ethics training. Really enjoyed it.

VII. Adjournment. No further business or announcements. Meeting adjourned at 10:40a.m.

042017 CDC Minutes prepared by Pete Roberto