

## **Agenda – Council of Department Chairs August 27, 2010**

- I. Call to Order
- II. Role Call
- III. Minutes of last meeting
- IV. Announcements
- V. Old Business
  - a. Textbooks
  - b. What action did the Curriculum Committee take on textbooks?
- VI. New Business
  - a. Election of Vice Chair and Secretary
- VII. Open Forum
- VIII. Adjournment

## Council of Department Chairs, August 27, 2010

### Minutes

#### Attendance

Lisa Baza-Cruz, Ricky Tyquiengco, Tony Roberto, Frank Blas, Cecilia Delos Santos, Robert Balajadia, Chris Dennis, Jose U. Munoz, Robin Roberson, Louise Foster, Barry Mead, Sarah Leon Guerro, Frank Blas, Christine Matson

**(There are two names on the sign in sheet that I can't read. Please let me know if your name should be included on the list.)**

Minutes of last meeting, May 7<sup>th</sup> 2010, were approved. Barry proposed, Joey seconded. Vote to approve passed.

The meeting began immediately after the 9:00 a.m. DC meeting in Room A29.

Old Business:

Discussion of textbooks tabled until the next meeting to give everyone an opportunity to read the memo on textbook selection.

New Business

#### Elections

Vice Chair (who be the chair next year) Christopher Dennis. Joey moved to nominate Chris, Sarah seconded. Christopher Dennis won the election by a unanimous vote.

Secretary Robert Balajada elected by an unanimous vote. Barry nominated Robert. Tony seconded.

Chair Christine Matson elected by an unanimous vote. Barry nominated Christine. Robert seconded. Barry called for the vote.

The meeting was adjourned.



## **Agenda – Council of Department Chairs September 24, 2010**

- I. Call to Order
- II. Role Call
- III. Minutes of last meeting
- IV. Announcements
- V. Old Business
  - a. Textbooks
    - i. Discussion of textbook memo
- VI. New Business
- VII. Open Forum
- VIII. Adjournment

# Council of Department Chairs

## Minutes

**Sept. 24, 2010**

**Attendance:** Sarah Leon Guerrero, Christine Matson, Tony Roberto, Louise Foster, Robin Roberson, Ricky Tyquiengco, Frank Blas, Christopher Dennis, Jose Munoz, Robert Balajadia, Barry Mead, Lisa Baza-Cruz

**Meeting called to order at 10:00 am**

**Approval of last meeting:** Frank made motion and Chris seconded. Approved.

**Announcements:** Library lost monitors, line conditioners.

Tony mentioned 'Choices ' training vs. "Keep Choices" Kuder

No trainers for Kuder

Present Choices to be fair/Counselors

Sarah – visiting Cengage next week "Abigail"

Christine – Sarah - Lisa – Re send email through Groups Studio

Frank – Offers Projector 4 next meeting

Christine – Textbooks: where to get forms for adoption

Go to Committee if Dept. App. Textbook

Suggestion – LRC (Gary should present to answer multi Ques.)

Open discussion on the Book Store

Joey – Concerns about new editions

Louise– Teacher versions are avail, just ask

Frank – Available Ref from Library/How does dept. get copy?

Christine –The library can't purchase until more money is granted. Avail to order through Amazon.

Lisa – Barnes & Noble won't download E- Books?

Christine – Kindle Available in library for Faculty and students.

### **New Business**

Tony –need to train more people for special needs population.

Based on Math/Eng placement is not accurate indicator, insufficient accommodations for training teachers because numbers too low compare.

Sarah – No transition mtg?

What rights do faculty have to deny ...to their program?

Tony – voc Rehab Fail

Louise – Create pre-require to exclude

Tony – Counseling services has a big issue with alternative diploma from H.S. Does not meet entry levels for colleges.

Sarah –Need to have one of the Deans or Hank Schilling present on issue

Robin – insists it affects adjunct faculty's ability to hold the classes

Rick – No ID on special needs. No modify Requirements.

Sarah – Bring lawyer, Mr. Sommerfleck in November to discuss legal issues while Hank Schilling also presents

Motion to adjourn was by Tony and seconded by Sarah

**Meeting adjourned**

## **Agenda – Council of Department Chairs October 29, 2010**

- I. Call to Order
- II. Roll Call
- III. Adoption of Minutes of September 24, 2010
- IV. Announcements
- V. Old Business
  - i. Students with Disabilities
  - ii. Clarification on Textbooks, Gary Hartz or designee to attend  
December 3, 2010 Council DC Meeting
- VI. New Business
- VII. Open Forum
- VIII. Adjournment

## **Agenda – Council of Department Chairs**

October 29, 2010 moved to

**November 5, 2010**

- I. Call to Order
- II. Roll Call
- III. Adoption of Minutes of September 24, 2010
- IV. Announcements
- V. Old Business
  - i. Students with Disabilities/Guest Speaker
  - ii. Clarification on Textbooks, Gary Hartz or designee to attend  
December 3, 2010 Council DC Meeting
- VI. New Business
  - i. Explore increasing Adjunct Faculty Workload from two to three (Sarah)
- VII. Open Forum
- VIII. Adjournment



**Minutes**  
**Council of Department Chairs**  
October 29, 2010 moved to  
**November 5, 2010**

- I. Call to Order at 11:30 a.m.
- II. Roll Call/Attendance: Sarah Leon Guerrero, Christine Matson, Robin Roberson, Ricky Tyquiengco, Frank Blas, Christopher Dennis, Jose Munoz, Robert Balajadia, Berry Mead, Lisa Baza-Cruz
- III. Adoption of Minutes of September 24, 2010/Tabled to 12/03/2010 meeting
- IV. Old Business/All old business tabled to 12/03/2010 meeting
  - i. Students with Disabilities/Guest Speaker tabled
  - ii. Clarification on Textbooks, Gary Hartz or designee to attend December 3, 2010 Council DC Meeting
- V. New Business

- i. Explore increasing Adjunct Faculty Workload from two to three

There was discussion about increasing the adjunct faculty workload from two to three.

Two basic viewpoints were discussed: Increasing the adjunct workload will lead to hiring less full time faculty. The college needs to have enough full time faculty to write curriculum, serve on committees, and to be available as a student advisor; versus, Faculty should not be limited to two adjunct courses if they are the best to teach an adjunct course, and if they are available to teach the course. The limit should be increased from two to three adjunct courses for faculty.

No consensus was reached.

This was tabled for the 12/03/2010 meeting.

- VI. Adjournment

The meeting adjourned at noon.

## **Agenda – Council of Department Chair December 3, 2010**

- I. Call to Order
- II. Roll Call
- III. Adoption of Minutes of November 5<sup>th</sup>
- IV. Announcements
- V. Old Business
  - i. Learning Recourses Committee Concerns, if any
    - 1. Chair unable to attend this meeting, due to training.
  - ii. Explore increasing Adjunct Faculty Workload from two to three (Sarah)
- VI. New Business
  - i. Assessment Announcement
    - 1. What is the affect of this announcement?
- VII. Open Forum
- VIII. Adjournment

Guam Community College  
**Council of Department Chair**  
Minutes

Meeting Date: December 3, '10

Time: 12:30 p.m.

- I. Called to Order at 12:30 a.m.
- ii. Present: Jose Munoz, Lisa Baza-Cruz, Tony Roberto, Rick Tyquiengco, Chris Dennis, Robert Balajadia, Phyllis Yurko (for Barry Mead), Sara Leon Guererro, Maria Cecilia Delos Santos, Robin Roberson, Frank Blas, Christine Matson
- III. Approval of Minutes: Lisa moved to approve minutes from 11/5/10 meeting. Sara seconded. No discussion. Motion carried.
- IV. Old Business
  - a. Workload issue – system already in place if over 120 hrs. Recommendation to postpone issue until Barry and Joey present.
  - b. Sara will look into bringing special needs representative to present to DC's.
  - c. Tony volunteered to be secretary for today's meeting. Sara and Robin volunteered to be secretary for the remainder of meetings (2 each).
  - d. Chris will create "Group" studio for council of DC on MyGCC
- V. New Business
  - a. Assessment – October '10 data collection due following Oct. '11 (need clarification from Lisa).
- VI. Open discussion
  - a. Issues concerning retirement
- VII. Agenda Items for Next Meeting:
- VII. Next Meeting: January 3, '11, rm.: TBA
- IX. Adjournment: Lisa moved to adjourn, Sara seconded – 11:00a.m



## **Agenda – Council of Department Chairs January 3, 2010**

- I. Call to Order
- II. Roll Call
- III. Adoption of Minutes of December 3rd
- IV. Announcements
- V. Old Business
  - i. Explore increasing Adjunct Faculty Workload from two to three (Sarah)
  - ii. Workshop on teaching students with Autism on Friday, January 28 at 10 am in the UOG SBPA building, Rm. 131.
- VI. New Business
  - i. Open Forum
- VII. Adjournment

GCC Council of Department Chair Minutes

Meeting Date: January 3, 2011

Location: Rm. 603

- I. Call to Order at 10:40 a.m.
- II. Present: Lisa Baza-Cruz, Jose U. Munoz, Robert Balajadia, Christopher Dennis, Robin Roberson, Rick Tyquiengco, Barry Mead, Frank Blas, Sarah Leon Guerrero, Christine Matson, and Tony Roberto.
- III.

- IV. Approval of minutes: Motion to approve by Tony Roberto and seconded by Frank Blas.  
Minutes are approved with two changes:
  - a. Correct spelling for Sarah Leon Guerrero's name.
  - b. Schedule for CDC secretary to reflect the following:- February - Robin Roberson  
March – Lisa Baza-Cruz.

V. Old Business

- a. Disability training: Autism workshop  
Jan. 29, 2011  
10 a.m.  
SBPA –UOG, Rm. 131  
Sarah will contact Kasinda Ludwig for further training opportunities.

b. Block Scheduling

- Barry Mead recommends that all DC's carefully read the Block scheduling proposal presented by Associate Dean Brian Cho. Based on Barry's past experience, this proposal may not be realistic for GCC because it will not be in compliance with the BOT-GFT Agreement and we must abide by the contract; no input from faculty was obtained; and the ambiguity and confusion that may arise concerning lab hours versus credit hours. How many lab hours constitute a credit?

Lisa Baza-Cruz informed CDC that a group comprised of faculty and Dean Michelle is currently evaluating the Lab/Lecture component for workloads. She further expressed her concern that the credit hour

- proposal will not benefit her student population.
- Bob Balajadia added that ACCJC only accredits certain programs and not all vocational classes. He recommends that other certifying institutions or standards be considered and used.
- c. Work Experience (WE)–GCC's two (WE) coordinators will assist and facilitate WE services for secondary students only and not postsecondary students. Postsecondary faculty will have to work with personnel from workforce development.

VI. New Business – No new business

Meeting adjourned at 11 pm. Motion to adjourn made by Frank Blas and seconded by Jose Munoz.

Minutes prepared by Sarah Leon Guerrero



## **Agenda – Council of Department Chairs February 18, 2011**

- I. Call to Order
  - II. Roll Call
  - III. Adoption of Minutes of January 3<sup>rd</sup>
  - IV. Announcements
  - V. Old Business
    - A. Disability Training (Autism)
      - 1. Is more training about students with disabilities needed?
        - a. If yes, what kind of training?
- VI. New Business
  - A. Block Scheduling and
  - B. Faculty union election nominations, April 15<sup>th</sup>?
  - C. Next year, department chair meeting and Open Campus on the same day?
  - D. Group Studio, who is responsible for changes in group leader and other Administrative tasks that general users can't make?
  - E. Important dates
    - 1. Feb. 21<sup>st</sup>, Professional Development Activities, 8:30 a.m.
    - 2. Feb 25<sup>th</sup>, Accreditation Prep Meeting, 3:30 p.m.
    - 3. Deadlines for class schedules?
  - F. Other concerns?
- VII. Adjournment

## **Agenda – Council of Department Chairs April 1, 2011**

- I. Call to Order
- II. Roll Call
- III. Adoption of Minutes of January 3<sup>rd</sup>
- IV. Adoption Minutes of February 18th
- V. Announcements
  - A. Faculty union election
  - B. Election GCC Committees
- VI. Old Business
- VII. New Business
  - A. Faculty union election
  - B. Election GCC Committees
  - C. Other concerns
- VIII. Adjournment

**GCC Council of Department Chairs**  
**Minutes-April 1, 2011**  
**Room 3120**

- I. Call to Order at 9:55am.
- II. Present: Christine Matson, Lisa Baza-Cruz, Sarah Leon Guerrero, Christopher Dennis, Louise Foster, Frank Blas, Ricky Tyquiengco, Robin Roberson, Anthony Roberto, and Robert Balajadia
- III. Adoption of Minutes of January 3<sup>rd</sup>
  - a. Motion to approve: L. Baza-Cruz; seconded by Robin Roberson
  - b. Minutes approved with one change: Add Anthony Roberto to those present.
- IV. Adoption Minutes of February 18<sup>th</sup>
  - a. Tabled until next meeting
- V. Announcements
  - A. Faculty union election—scheduled for April 15, 2011 at 3:30pm in C-22.
  - B. Election GCC Committees
  - C. C. Matson shared link films.com to DC for their review of potential materials that may support their curriculum and may be purchased by LRC.
- VI. Old Business—None
- VII. New Business
  - A. Faculty union election—scheduled for April 15, 2011 at 3:30pm in C-22.
  - B. Election GCC Committees
  - C. Other concerns: C. Matson shared Update from Learning Outcomes Committee sent by Gary Hartz.

Meeting adjourned at 10:10am. Motion to adjourn made by S. Leon Guerrero and seconded by Ricky Tyquiengco and Robin Roberson.

Minutes prepared by: L. Baza-Cruz  
April 1, 2011