

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting
August 28, 2015
Friday, 3:30 p.m.
Location: A-29
AGENDA

Attendance:

	Name	Present	Absent
1	Anthony Jay Sunga		
2	Brian Muna		
3	Carol Cruz		
4	Catherine Leon Guerrero		
5	Desiree Ventura		
6	John Jocson		
7	Jonah Concepcion		
8	Melissa Palomo		
9	Patricia Terlaje		
10	Sandy Balbin		
11	Yvonne Flores		
12	Zhaopei Teng		
13	Norma Guerrero (Past-Chairperson)		
14	RoseMarie Nanpei (Chairperson)		
15	Tressa Dela Cruz (Chairperson-Elect)		

I. Call to Order:

II. General Introduction.

III. Approval of Prior Minutes: April 17, 2015

IV. Old Business

- A. Curriculum Manual Update for 2015-2016
 - 1. *Updates sent to Dr. Ray Somera on May 6, 2015*
 - 2. *Announced and loaded to MyGCC on August 18, 2015.*
 - *Worklife Tab and Faculty Announcement*
 - 3. *Forms emailed to Faculty on May 6, 2015*
- B. 2015-2016 Meeting Dates & Deadlines (Voted and approved on April 17, 2015 Meeting)
 - Fall 2015:** *August 28, Sept 25, October 16, November 20*
 - Spring 2016:** *January 22, February 19, March 18, April 15*
 - Venue:** *A-29* **Time:** *3:30pm*
 - Program Adoption/Substantive Revisions:** *October 30, 2015*
 - Deadline for all other documents for AY16-17:** *March 04, 2016*
 - **Announcement posted on MYGCC August 27, 2015 for meeting dates and deadlines.*

V. New Business:

- A. Acalog Training Dates for Reviewers
 - Refresher training for past reviewers: September 04, Friday 1-2pm/ Tech Center 1110**
 - New members/reviewers: Sept 04, Friday 3-5pm Tech Center. 1110**

- B. *Curriculum Writing Fall Training for Faculty discussion
 - Tentative Date: Friday, September 11, 2015 at 3:30pm (Room – TBA)
- C. *Curriculum Writing Spring Training for Faculty discussion
 - Tentative Date: 2nd week of February 2016
- D. *Committee IOP's 2015-2016
- E. *Review of Committee mission and AY 2015-2016 Committee Goals and Plan of Action
 - 1. *Review curricula and respond in a timely manner*
 - 2. *Attend trainings and participate with the GCC's curricular review process via ACALOG.*
 - 3. *Provide training on curricula process and development.*
- F. Committee Dyads

VI. Adjournment:

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Minutes
August 28, 2015
Friday, 3:30 p.m.
Location: A-29

Attendance:

	Name	Present	Absent
1	Anthony Jay Sunga	x	
2	Brian Muna	x	
3	Carol Cruz	x	
4	Catherine Leon Guerrero	x	
5	Desiree Ventura	x	
6	John Jocson	x	
7	Jonah Concepcion	x	
8	Melissa Palomo	x	
9	Patricia Terlaje	x	
10	Sandy Balbin	x	
11	Yvonne Flores	x	
12	Zhaopei Teng	x	
13	Norma Guerrero (Past-Chairperson)	x	
14	RoseMarie Nanpei (Chairperson)	x	
15	Tressa Dela Cruz (Chairperson-Elect)	x	

Guest: Marivic Sharage

I. Meeting was called to order by Chairperson RoseMarie Nanpei at 3:31 p.m.

II. General Introduction: As new members are in and some returning members, introductions were made on the floor to begin the meeting.

III. Approval of Prior Meeting Minutes of April 17, 2015

Motion to approve minutes made by: Desiree Ventura

Seconded by: Cathy Leon Guerrero

Motion passed on the floor.

IV. Old Business

A. Curriculum Manual Update for 2015-2016 (Reported by Chair RoseMarie Nanpei)

1. Updates sent to Dr. Ray Somera on May 6, 2015
2. Announced and loaded to MyGCC on August 18, 2015.
 - Worklife Tab and Faculty Announcement
3. Forms emailed to Faculty on May 6, 2015

B. 2015-2016 Meeting Dates & Deadlines (Voted and approved on April 17, 2015 Meeting)

Fall 2015: August 28, Sept 25, October 16, November 20

Spring 2016: January 22, February 19, March 18, April 15

Venue: A-29 Time: 3:30pm

Program Adoption/Substantive Revisions: October 30, 2015

Deadline for all other documents for AY16-17: March 04, 2016

****Announcement posted on MYGCC August 27, 2015 for meeting dates and deadlines.**

1. A question came on the floor for the point of clarification, is the deadline overall or just for LOC?
Answer: The deadline is for LOC to receive documents.

2. Point on the floor was made: can we remind Admin to post their deadlines? Registrars and dean (2 weeks prior to LOC deadlines)

***Announcement posted on MYGCC August 27, 2015 for meeting dates and deadlines.*

V. New Business:

A. Acalog Training Dates for Reviewers

Refresher training for past reviewers: September 04, Friday 1-2pm/ Tech Center 1110

New members/reviewers: Sept 04, Friday 3-5pm Tech Center. 1110

For those that are unable to make the dates, please let Chair/ Chair-Elect know on the sign up sheets going around.

Question: can we incorporate TracDat access for this training? Answer, send email to Marlena the list of LOC members so that we can have access when we are reviewing.

B. *Curriculum Writing Fall Training for Faculty discussion

- Tentative Date: Friday, September 11, 2015 at 3:30pm (Room D2)
- Catherine Leon Guerrero putting together Rm D2. Amada unable to train that day, so Cathy is going to ask Sarah LG.

C. *Curriculum Writing Spring Training for Faculty discussion

- Tentative Date: 2nd week of February 2016
- Catherine Leon Guerrero also taking care of the coordination/logistics/announcements.

D. *Committee IOP's 2015-2016 passed out. Committee reviewed. Committee members asked to sign off on IOP and turn in to the chair.

Motion to accept IOP made by Carol [Cruz](#)

Seconded by Brian Muna.

Motion voted on and passed on the floor.

E. *Review of Committee mission and AY 2015-2016 Committee Goals and Plan of Action

1. *Review curricula and respond in a timely manner*
2. *Attend trainings and participate with the GCC's curricular review process via ACALOG.*
3. *Provide training on curricula process and development.*

F. Committee Dyads

We have dyads from last year and some have stated they want to stay in their dyad. We have new members and we would like to have them partnered/mentored with a current member. Please email Chair by Monday, August 31, 2015.

New items added for discussion:

1. Patty Terlaje, secondary courses still have different course codes. Some of them are still VE????
 2. Work Experience: We still need the course guides for the work experience.
 3. Ask Dr. Ray for hard copies of the catalogue, we said he'll give one to each member.
 4. Please ask your departments to look at the online catalogue to ensure they are accurately depicted.
 5. Also, where are the catalogues for secondary online?
 6. Exec. Council, Fred announced that there will be a new document signed separating LOC and General Education. To date, still no signed new document.
- No other discussions on the floor.

VI. Motion to adjourn the meeting made by Brian Muna. Seconded by Jon Jocson.

Motion passed on the floor.

VII. Adjournment made at 4:00 p.m.

NG/RN: 8/28/15

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting
September 25, 2015
Friday, 3:30 p.m.
Location: D-10
AGENDA

Attendance:

	Name	Present	Absent
1	Anthony Jay Sunga		
2	Brian Muna		
3	Carol Cruz		
4	Catherine Leon Guerrero		
5	Desiree Ventura		
6	John Jocson		
7	Jonah Concepcion		
8	Melissa Palomo		
9	Patricia Terlaje		
10	Sandy Balbin		
11	Yvonne Flores		
12	Zhaopei Teng		
13	Norma Guerrero (Past-Chairperson)		
14	RoseMarie Nanpei (Chairperson)		
15	Tressa Dela Cruz (Chairperson-Elect)		

I. Call to Order:

II. Approval of Prior Minutes: August 28, 2015

III. Old Business

A. ACALOG Training Dates for Reviewers

Refresher training for past reviewers: September 04, Friday 1-2pm/ Tech Center 1110

New members/reviewers: Sept 04, Friday 3-5pm Tech Center. 1110

- 5 members attended refresher session/3 members attended new to ACALOG session
- 3 members attended individual sessions with Johanna/ some members attended other sessions
- Dyad passwords were given during sessions

B. Curriculum Writing Fall Training: Friday, September 11, 2015 at 3:30pm (Room D-2)

- Coordinated by Cathy LG.
- Presenters – Eric Chong and Amada Manzana/Johanna Camacho for ACALOG questions
- Attended by 3 DC's, faculty and LOC members

C. Committee IOP's 2015-2016

- Members reviewed, approved and signed 2015-2016 IOP's during August 28 meeting.

D. Review of Committee mission and AY 2015-2016 Committee Goals and Plan of Action

- Completed during last meeting.

E. Committee Dyads

- Dyads assigned. Given ACALOG access (password during training)

F. TracDat Training

IV. New Business:

- A. Curriculum Writing Spring Training for Faculty discussion
 - Tentative Date: 2nd week of February 2016
- B. Gen Ed Committee (letter from Dr. Ray dated September 10, 2015)
- C. *By-Laws

V. Reviewer Training: Tressa Dela Cruz, Sandy Balbin, Yvonne Flores

VI. Adjournment

Meeting Dates: Fall 2015: August 28, Sept 25, October 16, November 20
Spring 2016: January 22, February 19, March 18, April 15

Deadlines: Program Adoption/Substantive Revisions: October 30, 2015
Deadline for all other documents for AY16-17: March 04, 2016

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting
September 25, 2015
Friday, 3:30 p.m.
Location: D-10
Meeting Minutes

Attendance:

	Name	Present	Absent
1	Anthony Jay Sunga	X	
2	Brian Muna	X	
3	Carol Cruz		Abs-Exc.
4	Catherine Leon Guerrero	X	
5	Desiree Ventura	X	
6	John Jocson	X	
7	Jonah Concepcion	X	
8	Melissa Palomo	X	
9	Patricia Terlaje		Abs-Exc.
10	Sandy Balbin	X	
11	Yvonne Flores	X	
12	Norma Guerrero (Past-Chairperson)	X	
13	RoseMarie Nanpei (Chairperson)	X	
14	Tressa Dela Cruz (Chairperson-Elect)	X	

Guest: Vicky Shrage

- I. Call to Order :** The meeting was called to order by Chairperson RoseMarie Nanpei **at 3:46 p.m.** (after training from Marlena Montague on document access on TracDat).
- II. Approval of Prior Minutes: August 28, 2015**
 Motion made by Cathy Leon Guerrero, Seconded by Desiree Ventura.
Vote on the floor, motion passes.
- III. Old Business**
 - A. ACALOG Training Dates for Reviewers
Refresher training for past reviewers: September 04, Friday 1-2pm/ Tech Center 1110
 New members/reviewers: Sept 04, Friday 3-5pm Tech Center. 1110
 - 5 members attended refresher session/3 members attended new to ACALOG session
 - 3 members attended individual sessions with Johanna/ some members attended other sessions
 - Dyad passwords were given during sessions. Everyone is aware of their dyads.
 - B. Curriculum Writing Fall Training: Friday, September 11, 2015 at 3:30pm (Room D-2)
 - Coordinated by Cathy LG.
 - Presenters – Eric Chong and Amada Manzana/Johanna Camacho for ACALOG questions
 - Attended by 3 DC's, faculty and LOC members
 - C. Committee IOP's 2015-2016
 - Members reviewed, approved and signed 2015-2016 IOP's during August 28 meeting.
 - D. Review of Committee mission and AY 2015-2016 Committee Goals and Plan of Action

- : Completed during last meeting.
- E. Committee Dyads
- Dyads assigned. Given ACALOG access (passwords were submitted during training)

IV. New Business:

- A. Curriculum Writing Spring Training for Faculty discussion
- Tentative Date: 2nd week of February 2016
 - Again we will ask Eric and Amada. If they are unable, we can ask other faculty willing to conduct.
- B. Gen Ed Committee (letter from Dr. Ray dated September 10, 2015)
Letter sent to committee and received by members of committee.
- C. *By-Laws
Because of the changes approved by AVP on GenEd committee, the By-Laws will have to be revisited and amended due to the changes made. A motion was made to table the signing of the ByLaws until the meeting with Faculty Senate on the 29th was made by Desiree Ventura. Seconded by John Jocson.
Vote on the floor, motion passes.
- D. Faculty Senate notes sent to LOC members on:
1. GenEd now an independent committee, Faculty Senate to hold meeting with LOC and GenEd Chairs on Sept 29 to lay out each committee's charges.
 2. Faculty Senate inquired Governance Check meetings held by Gary last year. According to Faculty Senate, that is their role and has asked Gary will present to Faculty Senate his intentions on the meeting.
 3. LOC received only 3 copies of the catalogue as well as Secondary catalog from Gary Hartz. As Marlena reported today, they are still working on the documents that were approved last year.
- E. No curriculum docs in. This would be a good time for reviewers to begin looking at their review checklist
- F. Issues or concerns on floor: There were none indicated on the floor.

V. Reviewer Training: Conducted by Tressa Dela Cruz, assisted by Sandy Balbin and Yvonne Flores.

VI. Adjournment made at 4:20 p.m.

Sandy Balbin made a motion to adjourn the meeting, seconded by Jay Sunga. Motion passed on floor.

Meeting Dates: Fall 2015: August 28, Sept 25, October 16, November 20
Spring 2016: January 22, February 19, March 18, April 15

Deadlines: Program Adoption/Substantive Revisions: October 30, 2015
Deadline for all other documents for AY16-17: March 04, 2016

Guam Community College
Learning Outcomes Committee
October 16, 2015 Meeting Minutes

Members present: S. Balbin, J. Concepcion, C. Cruz, T. Dela Cruz, Y. Flores, J. Jocson, C. Leon Guerrero, B. Muna, R. Nanpei, M. Palomo

- I. The meeting was called to order at 4:18 p.m.
- II. September 25, 2015 minutes were approved: J. Jocson/S. Balbin – M/S/C
(Motion/Second/Carried)
- III. Old Business
 - A. TracDat and Reviewer Training, September 25, 2015
 - Everyone should have full access in TracDat.
 - B. Spring Curriculum Training
 - Work in progress – Trainers and dates need to be secured.
 - C. Faculty Senate Meeting with Gen Ed Committee and LOC on September 29.
 - After discussion, the following motion was made: “That the LOC go with the statement from Dr. Ray’s September 10, 2015 memo that ‘The General Education Committee should be responsible for all current existing, and future General Education courses that need review and evaluation.’ and that they (General Education Committee) go through the entire review process.”
S. Balbin/B. Muna – M/S/C
 - D. By-laws
 - A motion was made to “remove Article VIII in By-laws and anything else that pertains to the General Education Committee.” J. Jocson/C. Cruz – M/S/C
- IV. New Business
 - A. Revision to 2015 Curriculum Manual
 - S. Balbin, T. Dela Cruz, Y. Flores, and J. Jocson will revise the Curriculum Manual to remove content regarding the General Education Committee.
 - B. Updates on incoming curriculum documents
 - To date, there have been two alerts.
- V. Announcements
 - There were no announcements.
- VI. Adjournment
 - The meeting was adjourned at 4:58 p.m. S. Balbin/J. Jocson – M/S/C

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting
December 04, 2015
Friday, 3:30 p.m.
Location: A-29
MEETING MINUTES

Attendance:

	Name	Present	Absent
1	Anthony Jay Sunga	P	
2	Brian Muna		Exc
3	Carol Cruz	P	
4	Catherine Leon Guerrero	P	
5	Desiree Ventura	P	
6	John Jocson	P	
7	Jonah Concepcion	P	
8	Melissa Palomo	P	
9	Patricia Terlaje	P	
10	Sandy Balbin	P	
11	Yvonne Flores	P	
12	Norma Guerrero (Past-Chairperson)	P	
13	RoseMarie Nanpei (Chairperson)	P	
14	Tressa Dela Cruz (Chairperson-Elect)	P	

I. Call to Order: 3:34pm by Chairman Rosemarie Nanpei

II. Approval of Prior Minutes: October 16, 2015, Motion made by Patty Terlaje , Seconded by Cathy LG , Motion passed.

III. Old Business

- A. By-Laws (Update) Was given to Faculty Senate first week of November. We are still waiting response and signature from Faculty Senate President, Sarah Leon Guerrero.
- B. Revised SOP's: We are updating currently.
- C. Revision to 2015 Curriculum Manual (update from working group): Tressa sent out portions to volunteers of committee to work on.

IV. New Business:

- A. **CCA and LOC monthly meeting (October 29, 2015) update** Rose met with Kat Uchima:

Highlights:

1. review Curriculum manual after revising and prior to our voting. Discussion is that the practice is LOC sends out notices to the Gen College public to review, that would be a good time for CCA to review before our vote.
Committee discussion: keep it status quo
2. Can we publish addendums to the manual so that it is current. Discussion on floor is that only for major changes (ex: Acalog implementation, GenEd, etc).
3. Can LOC put in a checklist that the SLO's be checked? Committee discussion: we already have it in there on the course guides but not on program guides. We need to put this in the program guide.
Another suggestion on this issue: Have the process review flow revised to: Author, DC, CCA, Dean, Registrar, LOC. In this manner, concerns on SLO's be addressed at the forefront.
Chair to discuss to CCA on this suggestion.
4. Authors don't want to submit documents in new template. Committee discussion: changes in curriculum occur on an annual basis. Templates must be updated in accordance to these changes. Utilizing old templates does not keep authors current on new issues brought forth.

5. 2 – 3 cycles on manual and adding addendums: Committee discussion is that this will just confuse authors more and will not keep them up to date with issues brought forth.
6. Team up with LOC for Assessment training in Spring: they want us to schedule it at the same time they are doing their assessment training. Committee has already identified their training dates.
7. **Gen. Ed and LOC Chair meeting (November 6, 2015) update:**
Chair Report: an email was sent to Faculty Senate President as well as Patty and Carl who have an oversight over the two committees. we are still advocating that if anything is checked as Gen Ed, LOC will forward to Gen Ed. Updates to follow on the next meeting of LOC and Gen Ed Chairs.

V. Curriculum Review Status

Document Name	Program/ Course	Review Dyad	Review #	Status of Review	Date Review Posted on Acalog
AS in International Hotel Management	P	5	1		11/18/15
AA in Culinary Arts	P	6	1		11/19/15
ED220	C	4	1		11/4/15

VI. Announcements:

Faculty Training in February 12 on a Friday, 3pm. Rose will ask Amada and Eric.
NO other announcements, discussions.

VII. Adjournment Motion to adjourn by Kathy, seconded by Kathy 4:18pm.

Meeting Dates:

Fall 2015: August 28, Sept 25, October 16, November 20, December 04

Spring 2016: January 22, February 19, March 18, April 15

Deadlines: Program Adoption/Substantive Revisions: October 30, 2015

Deadline for all other documents for AY16-17: March 04, 2016

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting
January 22, 2016
Friday, 3:30 p.m.
Location: A-29
MEETING MINUTES

Attendance:

	Name	Present	Absent
1	Anthony Jay Sunga		Excused
2	Brian Muna	P	
3	Carol Cruz	P	
4	Catherine Leon Guerrero	P	
5	Desiree Ventura	P	Excused
6	John Jocson		Excused
7	Jonah Concepcion		Excused
8	Melissa Palomo	P	
9	Patricia Terlaje	P	
10	Sandy Balbin	P	
11	Yvonne Flores	P	
12	Norma Guerrero (Past-Chairperson)	P	
13	RoseMarie Nanpei (Chairperson)	P	
14	Tressa Dela Cruz (Chairperson-Elect)		Excused

I. Call to Order: 3:40 pm by Chairman Rosemarie Nanpei

II. Approval of Prior Minutes: Dec 04, 2015, Motion made by Cathy LG, Seconded Melissa Palomo, Motion passes by vote on floor.

III. Old Business

- A. Gen.Ed. and By-Laws (Update)
 - Email sent to Faculty Senate December 16, 2016 and January 12, 2016 to follow up on status on Gen.Ed and by-laws. Meeting scheduled with AVP and Union to discuss their interpretation of agreement change.
 - Updated Bylaws sent to Faculty Senate still not signed, pending meeting of AVP and Union first week in February.
- B. Revision to 2015 Curriculum Manual (update from working group): Pending until results of meeting above.
- C. CCA and LOC monthly meeting update
 - No meeting between CCA and LOC since October 2015. LOC Chair has not been contacted by Kat Uchima.

IV. New Business:

- A. **Curriculum Training February 5, 2016 @ 3:00-4:30 p.m.:**
 Reported by Catherine Leon Guerrero Rm AH3108 (Allied Health) Presenters Eric Chong and Amada Manzana. They want RSVP
 Invite Esther Rios for those that need help for Financial Aid
 Remind Johanna to publish Acalog training dates
- B. **March 4, 2016 Documents Deadline:**
 Please take care of reviewing your documents now as the flood of documents will occur soon. We have one or two that are more than 30 days

C. Curriculum Manual Revisions for 2016:

Last year, we made the changes in April. We will start posting to College community for their input (after the meeting with AVP and Union on Gen. Ed)

V. Curriculum Review Status : Pending Author Feedback

Document Name	Program/ Course	Review Dyad	Review #	Status of Review	Date Review Posted on Acalog
AST120 Automatic Transmission & Transaxle	C	1	1	WC	No response from Author. Reminder sent 1/5/16.
AST220 Theory/Practicum Auto. Transmission & Transaxle	C	1	1	WC	No response from Author. Reminder sent 1/5/16
ED220 Human Growth & Dev.	C	4	2	WC	No response from Author. Reminder sent 1/5/16.
OA103 Filing System	C	4	1	WC	No response from author
OA210 Database Management System	C	2	1	WC	No response from Author. Reminder sent 1/5/16
AC150	C	4	1	WC	No response from Author. Reminder sent 1/5/16
CD240 Cognitive & Creative Dev. In Early Edu.	C	6	1	WC	Need upload to Acalog

Reviews and Status

Document Name	Program/C ourse	Review Dyad	Review #	Status of Review	Action
AS in Int'l Hotel Management	P	5		WC	
AS Hotel Operations & Mgmt	P	5			Pending
AA in Culinary Arts	P	6	1	BTA	
HS278 Fundamentals of Destination Mgmt & Marketing	C	5	1	WC	
HS152 Customer Service	C	2	1	NC	
HS216 Human Resource Mngmt	C	3	2	NC	
HS218 Facilities Management	C	3	2	NC	
HS267 Leadership & Management	C	6	1	BTA	
JA108 Speak Japanese for Tourism	C	3	2	NC	
KE110 Beginning Korean	C	3	3	BTA	

Motion on the floor to accept Dyad reviews and recommendations: Motion made by Cathy Leon Guerrero and seconded by Brian Muna. Motion passes by vote on floor.

VI. Announcements/Discussions:

- Question on the floor: How many times do we review and for how long when a course/program is reviewed With Changes (WC)? In the past, Chair-Elect and Chair will work with Dyad. The process is to help and assist the author(s) to pass.
- Question on the floor: On the review checklist, when do we place a check on each item line? Answer: for consistency purposes, if there are issues, place a check on the reviewer's checklist. If there are no issues, leave alone.
- Faculty Training in February 5 on a Friday, 3pm in AH3108. Cathy LG made arrangements.
- We're in Chachalani

- E. February is CTE Month
- F. ACTE Guam Chapter formed.
NO other announcements, discussions or issues.

VII. Adjournment : Motion to adjourn made by Carol Cruz, seconded by Yvonne Flores. Motion passes on floor, meeting adjourned at 4:40pm.

Meeting Dates:

Fall 2015: ~~August 28, Sept 25, October 16, November 20, December 04~~

Spring 2016: ~~January 22~~, February 19, March 18, April 15

Deadlines: Program Adoption/Substantive Revisions: ~~October 30, 2015~~

Deadline for all other documents for AY16-17: March 04, 2016

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting
February 19, 2016
Friday, 3:30 p.m.
Location: A-29
MEETING MINUTES

Attendance:

	Name	Present	Absent
1	Anthony Jay Sunga	P	
2	Brian Muna	P	
3	Carol Cruz	P	
4	Catherine Leon Guerrero	P	
5	Desiree Ventura		Ex.Maternity Leave
6	John Jocson	P	
7	Jonah Concepcion	P	
8	Melissa Palomo	P	
9	Patricia Terlaje		Excused
10	Sandy Balbin	P	
11	Yvonne Flores	P	
12	Norma Guerrero (Past-Chairperson)	P	
13	RoseMarie Nanpei (Chairperson)	P	
14	Tressa Dela Cruz (Chairperson-Elect)		Excused

GUEST PRESENTER: Esther Rios, Financial Aid Office

Esther presented to the committee with an emphasis on Certificate Programs and their eligibility to meet financial requirements. In 2015, these criteria were placed in the Curriculum manual. An example is an EMT class not eligible because it does not meet the criteria essentially on the 600 hours minimum.

The 3 requirements are: 1) 600 hours is the key 2) at minimum 12 weeks, 3) credit hours: 45. All these program details and course guides from LOC are uploaded to DOE for their inspection of criterias that must be met for financial aid.

One area that will assist in less than 600 hours is State law dictating how many hours are needed such as the Cosmetology requirement as dictated by the Cosmetology board and law.

We have certain programs, etc... that are checking off “no” on the checklist.

LOC suggests that Esther go to the Department Chairs via Council of DC’s and then from there distribute that information to all authors and have the question rephrased/simplified on the program/course guides so that authors can understand (credit hours, 600 hour requirements, min 12 weeks, etc..).

I. Call to Order: 3:37 pm by Chairman Rosemarie Nanpei

II. Approval of Prior Minutes: **January 22, 2016**, Motion made by Brian Muna, seconded by AJ Sunga, Motion passes by vote on floor.

III. Old Business

A. Gen.Ed and By-Laws (Update) – Reported by Chair.

1. On **2/3/16**, the Gen Ed committee, AVP, Union, and Faculty Senate met regarding the ongoing Gen Ed. concerns. LOC was not invited to the meeting. The result of that meeting reported to LOC Chair is that

AVP and Union said that Gen Ed will be reviewing Gen Ed courses and LOC to still review programs. LOC Chair sent an email to Faculty Senate regarding LOC's concern of our year-end preparations: Curriculum manual updates, By-Laws, etc...we need to move on to update everything.

- B. Revision to 2016 Curriculum Manual: Because of the present status quo issue, we are not able to post it to the general college community for their feedback. However, we can still continue to move forward of improving our internal processes.

IV. New Business:

- A. Membership for AY2016: email sent out and most of the continuing members communicated that they would like to stay. But Faculty Senate has the final say in the membership. We have had several individuals who have expressed their interest in joining the committee.
- B. Nomination for Chair-Elect AY2016-17. The Chair opened the floor for nominations for Chair -Elect for the next upcoming meetings. The following nomination were made:

Jonah Concepcion: made by Sandy Balbin, Catherine Leon Guerrero seconded
 John Jocson: declined.
 We will not close nominations at this time as there are some members not here.

V. Curriculum Review Status

Documents approved by AVP

Document Name	Date Approved	Program Course	Review Dyad
HS218 Facilities Management	1/29/16	C	3
JA108 Speak Japanese for Tourism	1/22/16	C	3
OA210 Database	1/29/16	C	2
OA103 Filing System	1/28/16	C	4
AC150	2/9/16	C	4
ED220 Human Growth & Development	2/9/16	C	4

On a special note, Sandy Balbin noted that there are some conditional approvals from the AVP with some requirements that still need to be met. So please let authors know that there are still some conditions that need to be met by the AVP before final approval.

Pending Author Feedback

Document Name	Program/Course	Review Dyad	Review #	Status of Review	Action
KE110 Beginning Korean	C	3		BTA	Author made changes. Approved by Registrar. Waiting response from Dean.
HS278 Fundamentals of Destination Mgmt & Marketing	C	5			Follow up email to author 2/19/16
AS in International Hotel Mgmt	P	5			Email to author 2/19/16 to follow up
AA in Culinary Arts	P	6			Email to author 2/19/16 to follow up

AS Hotel Operations & Mgmt	P				Registrar & Dean to archive once IHM is approved
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Review Status

Document Name	Program /Course	Review Dyad	Review #	Review Status	Action
HL135 Heartsaver First Aid CPR	C	1	1	WC	AVP for Review
HS266 Intl Hotels: Dev. & Mgmt	C	2	1	NC	AVP for Review
HS160 Hospitality Supervision	C	3	1	BTA	
HS267 Leadership & Mgmt	C	6	3	Approved-Pending Doc	
HS215 Housekeeping & Mgmt	C	6	3	NC	AVP for Review
CD240 Cognitive & Creative Dev. in Early Childhood	C	6		Still Pending	
CTEE080 IT Essentials	C	?	1	BTA	
*HS216 Human Resource Mgmt	C	3	2	NC	AVP for Review

***Note: reported at last meeting.**

Discussion on floor regarding CTEE080: Concern brought forth on the floor with course document lacking SLO's despite the level of reviews and approvals prior to LOC review. SLO's a major concern for reviews, yet this course document was approved at the DC, Registrar's and Dean's level. This should have been brought to the author immediately prior to the LOC review step. This again leads to the discussion of CCA be in the beginning review process to review SLO's prior to the Registrar and Dean reviews.

Motion on the floor to accept Dyad reviews and recommendations: Motion made by Catherine Leon Guerrero and seconded by John Jocson. Motion passes by vote on floor.

VI. Announcements/Discussions:

- A. **March 4, 2016:** LOC Deadline for all other documents. All DC's were emailed and posted on the MyGCC bulletin/announcement.
- B. **Faculty Senate Accountability Report:** report will be compiled by Norma Guerrero for final verification by March 15, 2016.
- C. **Reminder for reviewers to please adhere to timely and quality reviews.** The flow of documents will continue to grow in a swift manner as we approach deadline.

VII. Adjournment: Motion to adjourn was made by Jonah Concepcion, seconded by John Jocson. Motion passes on floor, meeting adjourned at 4:49pm.

Meeting Dates:

Fall 2015: August 28, Sept 25, October 16, November 20, December 04

Spring 2016: January 22, February 19, March 18, April 15

Deadlines: Program Adoption/Substantive Revisions: October 30, 2015

Deadline for all other documents for AY16-17: March 04, 2016

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting
March 18, 2016
Friday, 3:00 p.m.
Location: A-29
MEETING MINUTES

Attendance:

	Name	Present	Absent
1	Anthony Jay Sunga	P	
2	Brian Muna	P	
3	Carol Cruz		Abs-Exc
4	Catherine Leon Guerrero	P	
5	Desiree Ventura		Ex. Maternity Leave
6	John Jocson	P	
7	Jonah Concepcion	P	
8	Melissa Palomo	P	
9	Patricia Terlaje		Absent - Excused
10	Sandy Balbin	P	
11	Yvonne Flores	P	
12	Norma Guerrero (Past-Chairperson)	P	
13	RoseMarie Nanpei (Chairperson)	P	
14	Tressa Dela Cruz (Chairperson-Elect)		Absent-Excused
	Guests:		
	Quorum		

I. Call to Order: Meeting was called to order by LOC Chair, Rosemarie Nanpei @ 3:12 p.m.

II. Approval of Prior Minutes: February 16, 2016 A motion to approve minutes was made by John Jocson , seconded by Brian Muna . No opposition on the floor, motion passed.

III. Old Business:

Reported by Chair Rosemarie Nanpei

A. Gen. Ed. and by-Laws (Update) No word yet from Faculty Senate. At this time we are still operating on last year's Bylaws. It is still status quo. Chair hoping to close out by end of year

B. Revision to 2015 Curriculum Manual

- Status: Tressa posted on MyGCC to the college population with a deadline of April 01, 2015. If you have any feedback please let Tressa and Sandy know as they are compiling proposed changes to manual.

C. CCA response to LOC recommendation on SLO process

- Kat Uchima will be sending a response from CCA .

IV. New Business:

- A. Secondary documents to follow acalog process: LOC would like to propose that Secondary documents to go through acalog now. Discussion on the floor with folders possibly getting lost, etc. Question: Is the secondary catalogue being published? Committee members would like catalog to be made public for stakeholders.
- Recommendation on the floor that Secondary catalogue be uploaded to MyGcc made by Melissa Palomo seconded by Cathy Leon Guerrero. No opposition on the floor. Motion passes.
 - Second recommendation that Secondary course review goes through acalog, AJ motion and seconded by Jonah Concepcion. Chair will email Patrick Clymer.
- B. Acalog close date for AY2015 - April 30 (as per registrar)
- 18 pending documents for review according to registrar. We need a motion on the floor to approve reviewing the 18 pending documents and must be reviewed to be voted by our last meeting on April 15. 1 program and 17 course guides according to the registrars. Please keep in mind that we will see them again next year if we don't approve to review. Motion to approve reviewing the pending 18 documents made by Jonah Concepcion, Brian Muna seconded. No opposition on the floor, motion passes.
 - Chair stressed that we need to review in a timely manner.
- C. AY2016 document deadlines and committee meeting dates: Tressa will be working on the deadline dates and committee meeting date. Suggestion to keep meeting dates/time status quo, 3rd Fridays, at 3:30.
- D. Nomination for AY2016 chair-elect:
- Mr. Jonah Concepcion was nominated at the last meeting but at this meeting, he openly declined the nomination.
 - Please keep in mind that accreditation is coming up in 2017.
 - Motion to nominate AJ Sunga was made by Jonah Concepcion and seconded by Cathy LG.
 - Motion to close the nominations for LOC Chair made by John Jocson, seconded by Cathy LG.
- No oppositions on the motion, motion passed.

E. Curriculum Review Status

Review Status:

Document Name	Program / Course	Review Dyad	Review #	Review Status	Action
HL135 Heartsaver First Aid CPR	C	1	2	ANC	AVP for Approval
CTEE080 IT Essentials (Secondary)	C	1	2	BTA	
CS266 Advanced Java	C	1	1	BTA	
OA240 Machine Transcription	C	2	2	AWC	AVP for approval
HS160 Hospitality Supervision	C	3	3	AWC	
HS211 Front Office Management	C	4	3	ANC	AVP for approval
AS Technology	P	4	1	Still in review	Pending documents
CTEE065 Computer Networking I	C	5	1	BTA	

(Secondary)					
CTEE066 Computer Networking II (Secondary)	C	5	1	BTA	
HS 278 Fundamentals of Destination Management & Marketing	C	5	3	AWC	
AS in IHM	P	5	3	ANC	AVP for approval
AA Culinary	P	6	4	AWC	
CD240 Cognitive & Creative Dev. in Early Childhood	C	6	4	ANC	AVP for approval
IN145 Vocabulary Development	C	6	1	AWC	

Motion to approve the above courses and programs was made by Brian Muna, seconded by Jonah Concepcion. No opposition, motion passes.

V. Announcement /Discussion

- Important to do timely reviews so documents can move forward.
- Everyone received their committee report for their evaluations. It was sent out on March 08, 2016. The final Faculty Senate Committee report will be sent after our last meeting on April 15, 2016.
- Would everyone like to start next meeting at 3:00? No oppositions.

VI. Adjournment

Motion to adjourn meeting made by John Jocson, seconded by AJ Sunga. No oppositions. Meeting adjourned at 4:12.

Meeting Dates: Fall 2015: August 28, Sept 25, October 16, November 20
~~(moved to December 4 due to COR2)~~

Spring 2016: January 22, February 19, March 18, April 15

Deadlines: Program Adoption/Substantive Revisions: ~~October 30, 2015~~

Deadline for all other documents for AY16-17: March 04, 2016