

**Guam Community College
Learning Outcomes Committee
Special Electronic Meeting
September 8, 2016**

In order to accommodate the variety of faculty schedules, this meeting will run for 10:00 a.m. CHST to 5:00 p.m. CHST. Members are asked to check their email frequently to remain abreast of motions, discussion and votes.

- 9:00 a.m.: Email agenda to LOC Members; most of the items on today's agenda are tabled and will be discussed at our face-to-face meeting on Friday, September 16 at 3:30 p.m. in E Building, Room E 204. Please pay attention to the items that are not tabled:
- III. Old Business, A
 - III. Old Business, B – motion needs to be made
 - IV. New Business A – committee to decide if a motion is necessary
 - IV. New Business B
- 10:00 a.m.: Meeting called to order; attendance will be taken using member votes.
- 10:00 a.m. – 5:00 p.m.: Motions, discussion, votes; to make a motion, please see the second bullet point list in III., Old Business, B.
- 5:00 p.m.: Motions to be heard for adjournment.

Attendance:

	Name	Present	Absent
1	Sandy Balbin		
2	Jonah Concepcion		
3	Carol Cruz		
4	Vera De Oro		
5	Tressa Dela Cruz (Chair)		
6	Yvonne Flores		
7	Norma Guerrero		
8	John Jocson		
9	Catherine Leon Guerrero		
10	Brian Muna		
11	Rose Marie Nanpei (Past Chair)		
12	Melissa Palomo		
13	Anthony Jay Sunga (Chair Elect)		
14	Desiree Ventura		
	Guests:		

- I. Call to Order:** Meeting called to order at 10:00 a.m., September 8, 2016
- II. Approval of Prior Minutes:** April 14, 2016 – Tabled
- III. Old Business**

**Guam Community College
Learning Outcomes Committee
September 16, 2016 Meeting Agenda**

I. Call to Order:

II. Approval of Prior Minutes:

III. Old Business

A. Membership for AY2016-2017

- Welcome to LOC, Vera!
- S, Leon Guerrero, Faculty Senate (Did not attend)

B. Gen. Ed (Update)

- Gen Ed and LOC Chairs met with Fred Tupaz, Patricia Terlaje and Sarah Leon Guerrero on August 16, 2016; much of the conversation involved the curriculum review process for each committee considering their separate charges.
- Gen Ed and LOC Chairs coauthored a memo addressed to Faculty Senate and Union which describes the route for newly proposed and already existing Gen Ed courses and a timeline for each committee.
- At the forefront is the need to amend LOC charge, which is on page 28 of the 2010-2016 Board Agreement:

The Learning Outcomes Committee ensures and regulates, through quality control, a curriculum that reflects the mission of the College and that is academically sound, comprehensive, and responsible to the evolving needs of the community. In addition, this committee reviews, explores, and assesses the effectiveness of General Education policies and procedures, making recommendations to the Faculty Senate, Departmental Chairpersons, Committee Chairpersons, and administrators as appropriate. The Committee will involve administrators, faculty, staff members, and students in efforts to guide and continually improve the institutional and student learning outcomes.

IV. New Business:

A. IOPS and By-Laws

B. Proposed AY2016-2017 Document Deadlines

- **Fall – October 28, 2016**
- **Spring – March 3, 2017**

C. AY2016-2017 Curriculum Training for authors

- Fall 2016 Curriculum Writing Workshop will be held Thursday, September 8, 2016 at 3:30 p.m. in TC 1106
- Presenters: A. Manzana and E. Chong

D. Proposed AY2016-2017 Document Deadlines – Tabled

- *Fall – October 28, 2016*
- *Spring – March 3, 2017*

E. AY2016-2017 Acalog Training Dates for members

F. Dyads: Information is forth coming from register and will be disseminated when it is completed.

G. Memo regarding Advisory Committee and curriculum documents

H. Revisions for 2016-2017 Curriculum Manual – Tabled

V. Adjournment

**Guam Community College
Learning Outcomes Committee
Special Electronic Meeting
September 8, 2016**

In order to accommodate the variety of faculty schedules, this meeting will run for 10:00 a.m. CHST to 5:00 p.m. CHST. Members are asked to check their email frequently to remain abreast of motions, discussion and votes.

9:00 a.m.: Email agenda to LOC Members; most of the items on today's agenda are tabled and will be discussed at our face-to-face meeting on Friday, September 16 at 3:30 p.m. in E Building, Room E 204. Please pay attention to the items that are not tabled:

- III. Old Business, A
- III. Old Business, B – motion needs to be made
- IV. New Business A – committee to decide if a motion is necessary
- IV. New Business B

10:00 a.m.: Meeting called to order; attendance will be taken using member votes.

10:00 a.m. – 5:00 p.m.: Motions, discussion, votes; to make a motion, please see the second bullet point list in III., Old Business, B.

5:00 p.m.: Motions to be heard for adjournment.

Attendance:

	Name	Present	Absent
1	Sandy Balbin	✓	
2	Jonah Concepcion	✓	
3	Carol Cruz	✓	
4	Vera De Oro	✓	
5	Tressa Dela Cruz (Chair)	✓	
6	Yvonne Flores	✓	
7	Norma Guerrero	✓	
8	John Jocson	✓	
9	Catherine Leon Guerrero	✓	
10	Brian Muna		Excused
11	Rose Marie Nanpei (Past Chair)	✓	
12	Melissa Palomo	✓	
13	Anthony Jay Sunga (Chair Elect)	✓	
14	Desiree Ventura	✓	
	Guests:		

I. Call to Order: Meeting called to order at 10:00 a.m., September 8, 2016

II. Approval of Prior Minutes: April 14, 2016 – Tabled

III. Old Business

A. Membership for AY2016-2017

- Welcome to LOC, Vera!
- B. Gen. Ed (Update)**
 - Gen Ed and LOC Chairs met with Fred Tupaz, Patricia Terlaje and Sarah Leon Guerrero on August 16, 2016; much of the conversation involved the curriculum review process for each committee considering their separate charges.
 - Gen Ed and LOC Chairs coauthored a memo addressed to Faculty Senate and Union which describes the route for newly proposed and already existing Gen Ed courses and a timeline for each committee.
 - At the forefront is the need to amend LOC charge, which is on page 28 of the 2010-2016 Board Agreement:

The Learning Outcomes Committee ensures and regulates, through quality control, a curriculum that reflects the mission of the College and that is academically sound, comprehensive, and responsible to the evolving needs of the community. In addition, this committee reviews, explores, and assesses the effectiveness of General Education policies and procedures, making recommendations to the Faculty Senate, Departmental Chairpersons, Committee Chairpersons, and administrators as appropriate. The Committee will involve administrators, faculty, staff members, and students in efforts to guide and continually improve the institutional and student learning outcomes.

- R. Nanpei made the motion to change the LOC charge to: *Delete 2nd sentence:* In addition, this committee reviews, explores, and assesses the effectiveness of the General Education policies and procedures, making recommendations to the Faculty Senate, Departmental Chairpersons, Committee Chairpersons, and administrators as appropriate. 2nd by C. Leon Guerrero
- C. Cruz provided input on making revisions to the following to ensure accountability: change “The Committee *will* involve administrators, faculty, staff members, and students...” to “The Committee *may* involve administrators, faculty, staff members, and students...”. 2nd by V. De Oro
 - After vote is completed on the first motion by R. Nanpei, motion to change the composition from “will” to “may.”
- Floor opened for discussion by Chair at 3:33pm. Floor closed at 5:03pm with no further discussion.
Voting opens on the motion to amend the LOC charge to:
The Learning Outcomes Committee ensures and regulates, through quality control, a curriculum that reflects the mission of the College and that is academically sound, comprehensive, and responsible to the evolving needs of the community. The Committee may involve administrators, faculty, staff members, and students in efforts to guide and continually improve the institutional and student learning outcomes.
- Voting completed Sept. 9, 2016 at 11:14am with quorum in agreement to change the LOC charge.

IV. New Business:

- A. Flagship assignment from Faculty Senate and Dr. Ray**
- N. Guerrero, R. Nanpei, C. Cruz, S. Balbin – table flagship assignment to the next meeting for further discussion.
- B. AY2016-2017 Curriculum Training for authors**
 - Fall 2016 Curriculum Writing Workshop will be held Thursday, September 8, 2016 at 3:30 p.m. in TC 1106
 - Presenters: A. Manzana and E. Chong
- C. IOPS and By-Laws – Tabled**

D. Proposed AY2016-2017 Document Deadlines – Tabled

- *Fall – October 28, 2016*
- *Spring – March 3, 2017*

E. Proposed AY2016-2017 LOC Meeting Dates – Tabled

- Fall – August 26, September 16, October 21, November 18
- Spring – January 27, February 17, March 17, April 21

F. AY2016-2017 Acalog Training Dates for members – Tabled

G. Revisions for 2016-2017 Curriculum Manual – Tabled

- In Spring 2016, LOC reviewed and voted on suggestions for the 2016-2017 Curriculum Manual
- During the summer, admin conducted a review of the manual and provided suggestions for revision; these suggestions will be emailed to LOC members for review and will be discussed at the September 16, 2016 meeting.

V. Adjournment

- September 10, 2016 at 9:01am

RN: 10/04/16

**Guam Community College
Learning Outcomes Committee
September 16, 2016 Meeting Agenda
E Building, Room E204, 3:30p.m.**

- I. Call to Order:** Meeting called to order at 3:33 pm
- II. Approval of Prior Minutes: April 14, 2016**
 - 1st Motion (B. Muna); 2nd (J. Jocson)**
- III. Old Business**
 - A. Membership for AY2016-2017**
 - Welcome to LOC, Vera!
 - S. Leon Guerrero, Faculty Senate (Did not attend)
 - B. Gen. Ed (Update)**
 - Gen Ed and LOC Chairs met with Fred Tupaz, Patricia Terlaje and Sarah Leon Guerrero on August 16, 2016; much of the conversation involved the curriculum review process for each committee considering their separate charges.
 - Gen Ed and LOC Chairs coauthored a memo addressed to Faculty Senate and Union which describes the route for newly proposed and already existing Gen Ed courses and a timeline for each committee.
 - At the forefront is the need to amend LOC charge, which is on page 28 of the 2010-2016 Board Agreement:

The Learning Outcomes Committee ensures and regulates, through quality control, a curriculum that reflects the mission of the College and that is academically sound, comprehensive, and responsible to the evolving needs of the community. In addition, this committee reviews, explores, and assesses the effectiveness of General Education policies and procedures, making recommendations to the Faculty Senate, Departmental Chairpersons, Committee Chairpersons, and administrators as appropriate. The Committee will involve administrators, faculty, staff members, and students in efforts to guide and continually improve the institutional and student learning outcomes.

- LOC Chair stated that the Author of a document will submit their document to Gen ED and LOC when they feel it needs to be directed to those committees.
- It was iterated that LOC did not receive the criteria form Gen ED
- R. Nanpei made a request to ask for the Gen Ed criteria so there is not an overlap in workload

IV. New Business:

- A. IOPS and By-Laws**
 - Hard copies were provided to the LOC committee
- B. Proposed AY2016-2017 Document Deadlines**
 - **Fall – October 28, 2016**
 - **Spring – March 3, 2017**
 - **Updated course guides were sent out in August 1, 2016, therefore authors could have started their drafts.**
- C. AY2016-2017 Curriculum Training for authors**
 - Fall 2016 Curriculum Writing Workshop will be held Thursday, September 8, 2016 at 3:30 p.m. in TC 1106
 - Presenters: A. Manzana and E. Chong
- D. Proposed AY2016-2017 Document Deadlines – Tabled**
 - *Fall – October 28, 2016*
 - *Spring – March 3, 2017*

- E. AY2016-2017 Acalog Training Dates for members**
 - No confirmed dates.
 - Suggested dates : September 9 and September 29
- F. Dyads: Information is forth coming from register and will be disseminated when it is completed.**
- G. Memo regarding Advisory Committee and curriculum documents**
 - Concerns were discussed by the LOC committee members regarding documents being held up or “pending approval” due to the lack of advisory meeting minutes.
 - Suggestions that were made.
 - LOC committee members are concerned about the backload “ as it will create a backlog”
 - 1st Motion was made by N. Guerrero to bring this concern to Faculty senate. The memo will address the anticipated backlog and if review should be allowed without an Advisory meeting minutes. 2nd D. Ventura.
 - No Discussion, Passed by LOC
- H. Revisions for 2016-2017 Curriculum Manual – Tabled**
 - LOC Chair will have catalog printed for every LOC member.
- **Gen Ed program at UOG is going through an overhaul.**
 - Voting is on October
 - There is a decrease in Gen Ed Requirements
 - There is a request by S. Balbin to see the draft UOG Gen ED.
- **There was discussion on the DATA COLLECTION for Institutional Research.**
- **LOC members agreed that our charge is not to collect data.**

Revision to Curriculum Document:

- **1st J. Jocson motion to accept changes**
- **2nd J. Concepcion seconded**
- **All members agreed.**

V. Adjournment

- 5:16 pm
- Motioned by: J. Concepcion, 2nd by: B. Muna

**Guam Community College
Learning Outcomes Committee
October 21, 2016 Meeting Agenda
E Building, Room E 204, 3:30 p.m.**

- I. Call to Order
- II. Attendance – please sign in.
- III. Approval of September 8, 2016 Electronic Meeting Minutes
- IV. Old Business
 - A. Gen Ed
 - No word on amended LOC Charge
 - Gen Ed flowchart: DC > Registrar > Dean > Gen Ed review > Gen Ed alerts LOC > LOC acknowledges Gen Ed decision > VPAA final review and approval
 - B. IOPs
 - Please submit signed IOPs
 - C. Voted on an approved 2016-2017 LOC Meeting Dates and Curriculum Deadlines
 - Meeting Dates; meetings will be held in E Building, Room E 204 at 3:30 p.m.
 - Fall: August 26, September 16, October 21, November 18
 - Spring: January 27, February 17, March 17, April 21
 - Curriculum Deadlines:
 - Fall: October 28
 - Spring: March 3
 - D. 2016-2017 Acalog Training
 - Members who have not completed training, please contact J. Camacho to set up one-to-one refresher training; notify LOC chairs upon completion.
 - E. Memo regarding Advisory Committee and curriculum documents
 - Curriculum Manual, page 13, 3: “When approved, the Department Chair signs or electronically approves...and shares the package to the Advisory Committee or Subject/Industry Expert.”
 - Course Curriculum Form, page 5: “Has the Advisory Committee reviewed and concurred with the materials, content, and assessment used for this course?”
 - F. Revisions for 2016-2017 Curriculum Manual
 - Please review and provide suggestions for improvement.
 - Should LOC separate pages for Secondary and Postsecondary processes?
- V. New Business
 - A. Calendar Alerts
 - B. 2016-2017 GCC Catalog
 - C. Curriculum Deadline is October 28, 2016. Absolute cut off for LOC review?
 - D. Course and Program Documents – please provide suggestions for improvement, if necessary, to disseminate in the spring.
 - E. Question regarding LOC review of Cosmetology Certificate: Can we review prior to March deadline? DC hopes to have paperwork done by December.
 - D. Courses and Programs for Approval

Course	Dyad Recommendation
AC 211: Accounting Principles I	
AC 212: Accounting Principles II	
AEMA 50: Algebra I	BTA
AEMA 60: Geometry	
AEMA 70: Algebra II	WC
CD 140: Environments for Young Children	NC
CD 221:	NC
CD 292	WC
ED 231: Introduction to Exceptional Children	
ED 292: Education Practicum	NC
ED 150	WC
EN 068: Language Arts Literacy	
HL 131: Basic Life Support for Health Care Providers	WC
HL 190: Introduction to Anatomy and Physiology for Allied Health Professionals	WC
IN 180: Ecology of Deafness	
MK 123: Principles of Marketing	
MK 124: Selling	WC
MK 125: Social Media Marketing	
MK 205: Entrepreneurship	
MK 206: Retailing	
MK 208: International Marketing	
MK 224: Advertising	
MS 120: Clinical Medical Assisting I	WC
MS 140: Administrative Medical Assisting	
MS 141: Administrative Medical Assisting Laboratory	WC
MS 201: Medical Law and Ethics	
MS 220: Medical Assisting Specialties	
NU 110: Nursing Foundation & Basic Skills	NC
SI 051: Earth Science	
SI 061: Biology	
SO 099: Student Success Workshop	
SS 063: American Government	
SS 081: US History I	
SS 082: US History II	
Program	
Early Childhood Education Certificate	WC
Adult High School Diploma Program	

E. Adult Education Program Document

VI. Adjournment

**Guam Community College
Learning Outcomes Committee
October 21, 2016 Meeting Agenda
E Building, Room E 204, 3:30 p.m.**

I. Call to Order – 3:36pm

Attendance:

	Name	Present	Absent
1	Sandy Balbin	✓	
2	Jonah Concepcion	✓	
3	Carol Cruz	✓	
4	Vera De Oro		✓
5	Tressa Dela Cruz (Chair)	✓	
6	Yvonne Flores	✓	
7	Norma Guerrero	✓	
8	John Jocson	✓	
9	Catherine Leon Guerrero		Excused
10	Brian Muna	✓	
11	Rose Marie Nanpei (Past Chair)	✓	
12	Melissa Palomo	✓	
13	Anthony Jay Sunga (Chair Elect)	✓	
14	Desiree Ventura	✓	
	Guests:		

II. Approval of September 8, 2016 Electronic Meeting Minutes and September 16, 2016 Minutes

- *Motion by B. Muna to approve minutes with changes to September 16, 2016 minutes. 2nd by J. Jocson. All members agreed. Motion carries.*

III. Old Business

A. Gen Ed

- No word on amended LOC Charge
- *Clarification still needed on Gen. Ed process. LOC still has to complete all reviews while Gen. Ed only looks at certain criteria. What is Gen. Ed approves a document and LOC does not approve?*
 - Gen Ed flowchart: DC > Registrar > Dean > Gen Ed review > Gen Ed alerts LOC > LOC acknowledges Gen Ed decision > VPAA final review and approval

B. IOPs

- Please submit signed IOPs
- *Only 8 members have turned in their signed IOPS as of today. Please turn in all signed IOPS to LOC Chair a.s.a.p. Forms will be sent out once more by Chair.*

C. Voted on an approved 2016-2017 LOC Meeting Dates and Curriculum Deadlines

- Meeting Dates; meetings will be held in E Building, Room E 204 at 3:30 p.m.

- Fall: August 26, September 16, October 21, November 18
 - Spring: January 27, February 17, March 17, April 21
 - Curriculum Deadlines:
 - Fall: October 28
 - Spring: March 3
- D. 2016-2017 Acalog Training
 - Members who have not completed training, please contact J. Camacho to set up one-to-one refresher training; notify LOC chairs upon completion.
 - *For those that have yet to receive their refresher training, please contact Johanna to set up a time and email LOC Chair to inform her of training completion.*
- E. Memo regarding Advisory Committee and curriculum documents
 - Curriculum Manual, page 13, 3: "When approved the Department Chair signs or electronically approves...and shares the package to the Advisory Committee or Subject/Industry Expert."
 - Course Curriculum Form, page 5: "Has the Advisory Committee reviewed and concurred with the materials, content, and assessment used for this course?"
- F. Revisions for 2016-2017 Curriculum Manual
 - LOC Chair completed revisions to manual and requested for upload to MYGCC.
 - Please review and provide suggestions for improvement.
 - Is it written anywhere that AVP has the final approval of the Curriculum Manual? LOC members should have final approval after all suggested revisions from GCC community and Administration have been incorporated.
 - *B. Muna - Questions regarding course approval form template stating title being 30 words or less and course review template stating 20 words or less. LOC Chair will verify with Registrar. Internal changes can be made to templates once verified.*
 - *B. Muna - Section 8 Course Type. Need to ensure that authors are specific in indicating course type.*
 - *B. Muna - Need to add in approval documents – justification for class count less than 30. It is in the review checklist, but not in the approval templates.*
 - *C. Cruz - Can Font be changed from Times New Roman to another?*
 - *S. Babin – Clarification on whether author has to be a full time faculty or adjunct. LOC Chair will check with P. Terlaje.*
 - *S. Babin – Is there a standard for Practicum Course hours? J. Jocson – minimum 15 contact hours for one (1) credit.*
 - Should LOC separate pages for Secondary and Postsecondary processes?
 - *Tabled*
- V. New Business
 - A. Calendar Alerts
 - *Continue alerts to remind reviewers of upcoming deadlines.*
 - B. 2016-2017 GCC Catalog
 - *LOC Chair will follow up with Faculty Senate President on hard copies of catalogs for committee members. LOC was only given 3 copies.*
 - C. Curriculum Deadline is October 28, 2016. Absolute cut off for LOC review?

- *LOC will continue to review documents on a case by case basis if submitted after LOC deadline, but need to ensure that the committee sticks to its deadlines.*
- D. Course and Program Documents – please provide suggestions for improvement, if necessary, to disseminate in the spring.
 - *See F. for some suggestions. Members, make note of any suggestions to incorporate in manual revision.*
- E. Question regarding LOC review of Cosmetology Certificate: Can we review prior to March deadline? DC hopes to have paperwork done by December.
 - LOC will review when documents come in. There still other signatories before it gets to LOC and it is dependent on how long the document will take with each signatory before reaching LOC.
- D. Courses and Programs for Approval

Course	Dyad Recommendation
AC 211: Accounting Principles I	NC
AC 212: Accounting Principles II	Review ongoing
AEMA 50: Algebra I	BTA
AEMA 60: Geometry	Review ongoing
AEMA 70: Algebra II	WC
CD 140: Environments for Young Children	NC
CD 221:	NC
CD 292	WC
ED 231: Introduction to Exceptional Children	WC
ED 292: Education Practicum	NC
ED 150	WC
EN 068: Language Arts Literacy	Review ongoing
HL 131: Basic Life Support for Health Care Providers	WC
HL 190: Introduction to Anatomy and Physiology for Allied Health Professionals	WC
IN 180: Ecology of Deafness	NC
MK 123: Principles of Marketing	Review ongoing
MK 124: Selling	WC
MK 125: Social Media Marketing	NC
MK 205: Entrepreneurship	Review ongoing
MK 206: Retailing	Review ongoing
MK 208: International Marketing	
MK 224: Advertising	
MS 120: Clinical Medical Assisting I	WC
MS 140: Administrative Medical Assisting	Review ongoing
MS 141: Administrative Medical Assisting Laboratory	WC
MS 201: Medical Law and Ethics	
MS 220: Medical Assisting Specialties	Review ongoing
NU 110: Nursing Foundation & Basic Skills	NC
SI 051: Earth Science	WC
SI 061: Biology	Review ongoing
SO 099: Student Success Workshop	Review ongoing

SS 063: American Government	Review ongoing
SS 081: US History I	Review ongoing
SS 082: US History II	Review ongoing
Program	
Early Childhood Education Certificate	NC
Adult High School Diploma Program	Review ongoing

- *Motion by N. Guerrero to approve document reviews. 2nd by S. Babin. All members agreed. Motion carries.*

E. Adult Education Program Document

- *N. Guerrero – requesting to meet with dyad members in the English, Math and Science field to go over program documents. Need to ensure alignment of program and courses.*

VI. Adjournment – 4:47pm. *Motion by J. Jocson. 2nd by J. Concepcion. All members agreed.*

RN- 11/01/16

**Guam Community College
Learning Outcomes Committee
November 18, 2016 Meeting Agenda
E Building, Room E 204, 3:30 p.m.**

	Name	Present	Absent
1	Sandy Balbin		
2	Jonah Concepcion		
3	Carol Cruz		
4	Vera De Oro		
5	Tressa Dela Cruz (Chair)		
6	Yvonne Flores		
7	Norma Guerrero		
8	John Jocson		
9	Catherine Leon Guerrero		
10	Brian Muna		
11	Rose Marie Nanpei (Past Chair)		
12	Melissa Palomo		
13	Anthony Jay Sunga (Chair Elect)		
14	Desiree Ventura		
	Guests:		
	Sarah Leon Guerrero		

- I. Call to Order
- II. Approval of October 21, 2016 Minutes
- III. Old Business
 - A. LOC Charge
 - No word on amended LOC Charge
 - B. IOPs
 - Please submit signed IOPs to LOC Chair.
 - C. Voted on an approved 2016-2017 LOC Meeting Dates and Curriculum Deadlines
 - Meeting Dates; meetings will be held in E Building, Room E 204 at 3:30 p.m.
 - Fall: August 26, September 16, October 21, November 18
 - Spring: January 27, February 17, March 17, April 21
 - Curriculum Deadlines:
 - Fall: October 28
 - Spring: March 3
 - D. 2016-2017 Acalog Training
 - Notify LOC Chair once Acalog Refresher training has been completed.
 - E. Open Discussion regarding Course and Program Documents
 - F. Fall 2016 Curriculum Deadline: no new courses to review.
 - G. Adult Education Program Document
 - A. Flagship assignment request from AVP
 - B. 2016-2017 GCC Catalog – Thank you, Faculty Senate and Bobbie Blas!
 - C. Revisions for 2016-2017 Curriculum Manual

D. Course and Program Documents – please provide suggestions for improvement

E. Courses and Programs for Approval

Course	Dyad Recommendation
AC 211: Accounting Principles I	NC
AC 212: Accounting Principles II	WC
AC 225: Hospitality Industry Accounting	NC
AEMA 50: Algebra I	BTA
AEMA 60: Geometry	NC
AEMA 70: Algebra II	NC
CD 140: Environments for Young Children	NC
CD 221:	NC
CD 292	NC
CTEE 065: Computer Networking	WC
CTEE 080: IT Essentials	NC
ED 231: Introduction to Exceptional Children	WC
ED 292: Education Practicum	NC
ED 150	WC
EN 068: Language Arts Literacy	NC
HL 131: Basic Life Support for Health Care Providers	NC
HL 190: Introduction to Anatomy and Physiology for Allied Health Professionals	NC
IN 180: Ecology of Deafness	NC
MK 123: Principles of Marketing	WC
MK 124: Selling	WC
MK 125: Social Media Marketing	NC
MK 205: Entrepreneurship	Review ongoing
MK 206: Retailing	Review ongoing
MK 208: International Marketing	NC
MK 224: Advertising	NC
MS 101: Introduction to Medical Assisting	WC
MS 120: Clinical Medical Assisting I	NC
MS 140: Administrative Medical Assisting	Review ongoing
MS 141: Administrative Medical Assisting Laboratory	NC
MS 201: Medical Law and Ethics	
MS 220: Medical Assisting Specialties	Review ongoing
NU 110: Nursing Foundation & Basic Skills	NC
SI 051: Earth Science	NC
SI 061: Biology	NC
SO 099: Student Success Workshop	NC
SS 063: American Government	WC
SS 081: US History I	WC
SS 082: US History II	WC
Program	
Early Childhood Education Certificate	NC
Adult High School Diploma Program	BTA

VI. Adjournment

Guam Community College
Learning Outcomes Committee
November 18, 2016 Meeting Minutes
E Building, Room E 204, 3:30 p.m.

	Name	Present	Absent
1	Sandy Balbin	✓	
2	Jonah Concepcion	✓	
3	Carol Cruz		Excused
4	Vera De Oro		
5	Tressa Dela Cruz (Chair)	✓	
6	Yvonne Flores	✓	
7	Norma Guerrero	✓	
8	John Jocson	✓	
9	Catherine Leon Guerrero	✓	
10	Brian Muna	✓	
11	Rose Marie Nanpei (Past Chair)		Excused
12	Melissa Palomo	✓	
13	Anthony Jay Sunga (Chair Elect)	✓	
14	Desiree Ventura	✓	
	Guests:		
	Sarah Leon Guerrero		

- I. Call to Order at 3:34 pm
- II. Approval of October 21, 2016 Minutes
 - a. 1st by Jonah, 2nd Jocson
- III. Old Business
 - A. LOC Charge
 - No word on amended LOC Charge
 - B. IOPs
 - Please submit signed IOPs to LOC Chair.
 - C. Voted on an approved 2016-2017 LOC Meeting Dates and Curriculum Deadlines
 - Meeting Dates; meetings will be held in E Building, Room E 204 at 3:30 p.m.
 - Fall: August 26, September 16, October 21, November 18
 - Spring: January 27, February 17, March 17, April 21
 - Curriculum Deadlines:
 - Fall: October 28
 - Spring: March 3
 - D. 2016-2017 Acalog Training
 - Notify LOC Chair once Acalog Refresher training has been completed.
 - Rosie Q. is doing Acalog

- E. Open Discussion regarding Course and Program Documents
- B. Muna - Questions regarding course approval form template stating title being 30 words or less and course review template stating 20 words or less.
 - 30 characters per Registrar. This is confirmed by Dr. Ulloa
 - B. Muna - Section 8 Course Type. Need to ensure that authors are specific in indicating course type. There needs to be clarification on course document.
 - B. Muna - Need to add in approval documents – justification for class count less than 30. It is in the review checklist, but not in the approval templates.
 - S. Balbin – Clarification on whether author has to be a full time faculty or adjunct.
 - Per P. Terlaje's recollection as an LOC Committee member: full time permanent faculty/DE can author course and program documents.
 - S. Balbin – Is there a standard for Practicum Course hours? J. Jocson – minimum 15 contact hours for one (1) credit. Jocson sent link to current policy
- F. Fall 2016 Curriculum Deadline: no new courses to review.
- G. Adult Education Program Document
- N. Guerrero – requesting to meet with dyad members in the English, Math and Science field to go over program documents. Need to ensure alignment of program and courses.

IV. New Business

- A. Flagship assignment request from AVP
- B. 2016-2017 GCC Catalog – Thank you, Faculty Senate and Bobbie Blas!
- C. Revisions for 2016-2017 Curriculum Manual: Marlena was tasked to make sure suggestion were added as mentioned by the LOC chair
Marlena found inconsistency with the process
- D. Course and Program Documents – please provide suggestions for improvement
- E. Courses and Programs for Approval: 1st Katherine, 2nd Melissa

Course	Dyad Recommendation
AC 211: Accounting Principles I	NC
AC 212: Accounting Principles II	WC
AC 225: Hospitality Industry Accounting	NC
AEMA 50: Algebra I	BTA
AEMA 60: Geometry	NC
AEMA 70: Algebra II	NC
CD 140: Environments for Young Children	NC
CD 221:	NC
CD 292	NC
CTEE 065: Computer Networking	WC
CTEE 080: IT Essentials	NC
ED 231: Introduction to Exceptional Children	WC
ED 292: Education Practicum	NC
ED 150	WC
EN 068: Language Arts Literacy	NC
HL 131: Basic Life Support for Health Care Providers	NC
HL 190: Introduction to Anatomy and Physiology for Allied Health Professionals	NC

IN 180: Ecology of Deafness	NC
MK 123: Principles of Marketing	WC
MK 124: Selling	WC
MK 125: Social Media Marketing	NC
MK 205: Entrepreneurship	Review ongoing
MK 206: Retailing	Review ongoing
MK 208: International Marketing	NC
MK 224: Advertising	NC
MS 101: Introduction to Medical Assisting	WC
MS 120: Clinical Medical Assisting I	NC
MS 140: Administrative Medical Assisting	Review ongoing
MS 141: Administrative Medical Assisting Laboratory	NC
MS 201: Medical Law and Ethics	
MS 220: Medical Assisting Specialties	Review ongoing
NU 110: Nursing Foundation & Basic Skills	NC
SI 051: Earth Science	NC
SI 061: Biology	NC
SO 099: Student Success Workshop	NC
SS 063: American Government	WC
SS 081: US History I	WC
SS 082: US History II	WC
Program	
Early Childhood Education Certificate	NC
Adult High School Diploma Program	BTA

VI. Adjournment: 4:33 pm

- 1st Sandy B. , 2nd John J.

Minutes taken by: AS

**Guam Community College
Learning Outcomes Committee
January 27, 2017 Meeting Agenda
Electronic Meeting**

- I. Call to Order – 10 a.m.
- II. Approval of November 18, 2016 Minutes – Tabled
- III. Old Business
 - A. LOC Charge
 - No word on amended LOC Charge
 - B. IOPs
 - Please submit signed IOPs to LOC Chair.
 - C. Voted on and approved 2016-2017 LOC Meeting Dates and Curriculum Deadlines
 - Meetings will be held in E Building, Room E 204 at 3:30 p.m.
 - Spring: January 27, February 17, March 17, April 21
 - Curriculum Deadlines:
 - Spring: March 3
 - D. Flagship assignment request from AVP
 - E. Course and Program Documents
 - Please review and provide suggestions for revision.
 - Let's finalize before the end of the semester so faculty have working documents over the summer.
 - F. 2016-2017 GCC Catalog
 - If you did not receive a hard copy of this year's catalog, please inform T. Dela Cruz.
- IV. New Business
 - A. Revisions for 2016-2017 Curriculum Manual – A. Sunga will now take the lead on announcing, collecting, and compiling Curriculum Manual suggestions as well as follow up with M. Montague and J. Ulloa-Heath regarding current manual.
 - B. Supplies from Faculty Senate
 - Thank you to Faculty Senate for providing LOC with supplies.
 - T. Dela Cruz will place them in LOC members' boxes in C-2.
 - C. Yellow folders
 - Ten yellow folders need to be distributed for dyad review. Reviewing dyads will be notified via email.
 - D. Acalog
 - Acalog alerts have been sent to all dyads for previous and current course and program guides. Please remember our ten business days policy and review promptly.
 - E. LOC Chair-Elect
 - It's not too early to start thinking about nominations for next year's LOC Chair-Elect.
- VI. Adjournment – 10 a.m., Monday, January 30, 2017

**Guam Community College
Learning Outcomes Committee
January 27, 2017 Meeting Minutes
Electronic Meeting**

I. Call to Order – 10:00 a.m.

Attendance:

	Name	Present	Absent
1	Sandy Balbin	✓	
2	Jonah Concepcion	✓	
3	Carol Cruz	✓	
4	Tressa Dela Cruz (Chair)	✓	
5	Yvonne Flores	✓	
6	Norma Guerrero	✓	
7	John Jocson	✓	
8	Catherine Leon Guerrero	✓	
9	Brian Muna	✓	
10	Rose Marie Nanpei (Past Chair)	✓	
11	Melissa Palomo	✓	
12	Anthony Jay Sunga (Chair Elect)	✓	
13	Desiree Ventura	✓	
	Guests:		

II. Approval of November 18, 2016 Minutes – Tabled

III. Old Business

A. LOC Charge

- No word on amended LOC Charge

B. IOPs

- Please submit signed IOPs to LOC Chair.

C. Voted on and approved 2016-2017 LOC Meeting Dates and Curriculum Deadlines

- Meetings will be held in E Building, Room E 204 at 3:30 p.m.
 - Spring: January 27, February 17, March 17, April 21
- Curriculum Deadlines:
 - Spring: March 3

D. Flagship assignment request from AVP

- Status Quo. As per LOC Chair, she has yet to receive an update from Faculty Senate.

E. Course and Program Documents

- Please review and provide suggestions for revision.
- Let's finalize before the end of the semester so faculty have working documents over the summer.

F. 2016-2017 GCC Catalog

- If you did not receive a hard copy of this year's catalog, please inform T. Dela Cruz.

❖ ***Motion to accept Old Business – B. Muna; 2nd by – J. Jocson; Motion Passed – accepted by all members present.***

IV. New Business

- A. Revisions for 2016-2017 Curriculum Manual – A. Sunga will now take the lead on announcing, collecting, and compiling Curriculum Manual suggestions as well as follow up with M. Montague and J. Ulloa-Heath regarding current manual.
- B. Supplies from Faculty Senate
- Thank you to Faculty Senate for providing LOC with supplies.
 - T. Dela Cruz will place them in LOC members' boxes in C-2.
- C. Yellow folders
- Ten yellow folders need to be distributed for dyad review. Reviewing dyads will be notified via email.
- D. Acalog
- Acalog alerts have been sent to all dyads for previous and current course and program guides. Please remember our ten business days policy and review promptly.
- E. LOC Chair-Elect
- It's not too early to start thinking about nominations for next year's LOC Chair-Elect.

VI. Adjournment – 10 a.m., Monday, January 30, 2017

Minutes taken by: RN

Guam Community College
Learning Outcomes Committee
February 17, 2017 Meeting Agenda
3:30 p.m., E 204

	Name	Present	Absent
1	Sandy Balbin		
2	Jonah Concepcion		
3	Carol Cruz		
4	Tressa Dela Cruz (Chair)		
5	Yvonne Flores		
6	Norma Guerrero		
7	John Jocson		
8	Catherine Leon Guerrero		
9	Brian Muna		
10	Rose Marie Nanpei (Past Chair)		
11	Melissa Palomo		
12	Anthony Jay Sunga (Chair Elect)		
13	Desiree Ventura		
	Guests:		

- I. Call to Order
- II. Approval of November 18, 2016 and January 27, 2017 Minutes
- III. Old Business
 - A. LOC Charge
 - No committees listed in proposed contract.
 - B. Course and Program Documents
 - Please review and provide suggestions for revision.
 - Let's finalize before the end of the semester so faculty have working documents over the summer.
- IV. New Business
 - A. Revisions for 2016-2017 Curriculum Manual – A. Sunga will email current Curriculum Manual to DCs and announce on MyGCC call for revision suggestions by _____.
 - B. Yellow folders
 - Email checklists to T. Dela Cruz who will forward to authors/DC.
 - Hold on to yellow folders until review is complete/NC; BTA can be returned to T. Dela Cruz.
 - C. AY 17-18 LOC
 - Volunteer members
 - Chair Elect nomination and election
 - D. Flagship assignment from AVP

- T. Dela Cruz meeting with Faculty Senate
 - Waiting on most recent CDC discussions on how to proceed and work with program faculty.
- E. Curriculum Writing Workshop *after* March 3
- F. Vote on courses and programs.
- V. Reminders
- A. Please adhere to our ten business days review policy.
- B. Spring 2017 Curriculum Deadline is March 3.
- C. Remaining LOC meetings will be held on March 17 and April 21 at 3:30 p.m. in E 204.
- VI. Adjournment

Course Number	Course Title	Recommendation
AC 212	Accounting Principles II	NC
AC 232	Accounting on The Computer Using Peachtree	
EE 211	It Essentials I	NC
EE 242	Principles of Voice and Data Cabling	
EE 283	Network Security	
EN 091	Fundamentals of Communication	NC
HL 120	Medical Terminology	WC
HL 131	Basic Life Support for Health Care Providers	
HS 135	Controlling Foodservice Costs	
HS 150	Welcome to Hospitality	NC
MK 124	Selling	NC
MK 205	Entrepreneurship	WC
MS 121	Clinical Medical Assisting II	WC
MS 140	Administrative Medical Assisting	NC
MS 145	Administrative Medical Assisting Clinical	WC
MS 225	Medical Assisting Specialties Clinic	WC
MS 292	Medical Assisting Practicum	WC
SI 131	Human Anatomy & Physiology 1	WC
SM 108	Introduction to Business	WC
SM 205	Purchasing	NC
SM 208	Personnel Supervision	WC
SM 211	E-commerce Management	NC
SM 215	International Management	
SM 220	Management Skill Development	
VC 101	Introduction to Visual Communications	NC
VC 102	Design Principles and Elements	WC
VC 125	Digital Graphics: Photoshop®	WC
VC 126	Digital Graphics: Illustrator®	WC
VC 131	Desktop Publishing to change to VC 212: Design II	WC
VC 135	Indesign®	NC
VC 141	Web Design	WC
VC 145	Macromedia Suite	WC
VC 161	Video I	BTA
VC 165	Digital Editing: Final Cut Pro	BTA

VC 172	Imaging Concepts and Elements	WC
VC 201	Project Management and Marketing Solutions	NC
Programs		
Adult High School Diploma Program		NC
Industry Certification in Cosmetology		
Marketing, A.S.		
Medical Assisting, A.S.		WC
Visual Communications, A.S.		
Yellow Folders		
CTVC 051	Visual Communications I	WC
CTVC 052	Visual Communications II (formerly VEVC 052)	
CTEE 051A	Electronics I	BTA
CTTT 064	Lodging Management Program II	
CTTT 054	Lodging Management Program I	WC
CTMK 062	Marketing II Lab (formerly VEMK 062 Marketing Sales and Services	
CTVC 054	Visual Communications IV	
CTMK 072	Marketing III Lab (formerly VEMK 072 Mktg. Sales and Services Lab B)	
Program		
Visual Communications Secondary (formerly Certificate of Completion Visual Communications Secondary)		WC

**Guam Community College
Learning Outcomes Committee
February 17, 2017 Meeting Agenda
3:30 p.m., E 204**

	Name	Present	Absent
1	Sandy Balbin	✓	
2	Jonah Concepcion	✓	
3	Carol Cruz	✓	
4	Tressa Dela Cruz (Chair)	✓	
5	Yvonne Flores	✓	
6	Norma Guerrero	✓	
7	John Jocson	✓	
8	Catherine Leon Guerrero	✓	
9	Brian Muna	✓	
10	Rose Marie Nanpei (Past Chair)	✓	
11	Melissa Palomo	✓	
12	Anthony Jay Sunga (Chair Elect)	✓	
13	Desiree Ventura		Excused
	Guests:		

- I. Call to Order: 3:05p.m.
- II. Approval of November 18, 2016 and January 27, 2017 Minutes
 - ❖ **November 18 meeting – Motion by: J. Jocson; 2nd by: N. Guerrero, Motion carries – approved by all members present.**
 - ❖ **January 27 meeting – Motion by: J. Jocson; 2nd by: A. Sunga; Motion carries – approved by all members present.**
- III. Old Business
 - A. LOC Charge
 - No committees listed in proposed contract.
 - Dependent on contract ratification. LOC should still proceed with status quo for next academic year and provide list to Faculty Senate of returning members and Chair-elect.
 - B. Course and Program Documents
 - Please review and provide suggestions for revision.
 - CCA would like to revisit SLO concerns and having LOC direct authors to CCA to ensure SLOs meet criteria.
 - CCA inquiring about advisory minutes in course and program documents.

Discussion:

- R. Nanpei - DC's should work with CCA to ensure that the SLOs are sound before proceeding with course/program approval process.
- S. Babin - Gen. Ed does not require advisory minutes. CTE requires. Return back to author if there are no advisory minutes in documents.
- S. Babin – Program and Course Adoption in one document and is not listed in courses under program. Will BTA.
- R. Nanpei – Should authors be limited in course and program documents?
- S. Babin – Regarding co-requisite guidelines in reviewing VC courses. Suggest to author to make change in verbiage.
- J. Jocson – Justification of less than 30 in lecture class. Reviewers should ensure that justification is not about class space or equipment. Suggestions – “Not conducive to learning” “Teacher-student ration”
- Let's finalize before the end of the semester so faculty have working documents over the summer.
 - T. Dela Cruz will share proposed changes to members next meeting.

IV. New Business

- A. Revisions for 2016-2017 Curriculum Manual – A. Sunga will email current Curriculum Manual to DCs and announce on MyGCC call for revision suggestions by _____.
 - One month timeline for GCC community – administration, faculty, DC's to provide feedback.
- B. Yellow folders
 - Email checklists to T. Dela Cruz who will forward to authors/DC.
 - Hold on to yellow folders until review is complete/NC; BTA can be returned to T. Dela Cruz.
- C. AY 17-18 LOC
 - Volunteer members
 - T. Dela Cruz – How many members will return to LOC if committees are taken out of new contract?
 - Payment based on deliverables.
 - LOC should still proceed with status quo for next academic year and provide list to Faculty Senate of returning members and Chair-elect.
 - Chair Elect nomination and election
 - Will proceed with status quo until new contract is ratified.
 - March 17 meeting – nominations; April 21 meeting - election
- D. Flagship assignment from AVP
 - T. Dela Cruz meeting with Faculty Senate
 - Still no official notice from Faculty Senate on Flagship assignment.
 - Waiting on most recent CDC discussions on how to proceed and work with program faculty.
 - For program review, please note that anything over 60 credits – send back to author. Refer to memo from Dr. Ray.
- E. Curriculum Writing Workshop *after* March 3.

- Workshop will help prepare authors for writing documents during the summer.
- R. Nanpei will email A. Manzana and E. Chong to ask if they would like to present.

F. Vote on courses and programs.

- Discussion

- T. Dela Cruz will send course guides for programs to all dyads reviewing program/course guides. Dyads can collaborate. Approval of program pending approval of course guides.
- Education Certificate is no longer in ACALOG.
- Issues with ACALOG alerts not getting to LOC in a timely manner.

❖ **Motion to approve courses and program review by: C. Leon Guerrero; 2nd by: J. Concepcion; Motion carries – approved by all members present.**

Course Number	Course Title	Recommendation
AC 212	Accounting Principles II	NC
AC 232	Accounting on The Computer Using Peachtree	Still under review
EE 211	It Essentials I	NC
EE 242	Principles of Voice and Data Cabling	Still under review
EE 283	Network Security	Still under review
EN 091	Fundamentals of Communication	NC
HL 120	Medical Terminology	WC
HL 131	Basic Life Support for Health Care Providers	Still under review
HS 135	Controlling Foodservice Costs	BTA
HS 150	Welcome to Hospitality	NC
MK 124	Selling	NC
MK 205	Entrepreneurship	WC
MS 121	Clinical Medical Assisting II	WC
MS 140	Administrative Medical Assisting	NC
MS 145	Administrative Medical Assisting Clinical	NC
MS 225	Medical Assisting Specialties Clinic	NC
MS 292	Medical Assisting Practicum	NC
SI 131	Human Anatomy & Physiology 1	WC
SM 108	Introduction to Business	WC
SM 205	Purchasing	NC
SM 208	Personnel Supervision	WC
SM 211	E-commerce Management	NC
SM 215	International Management	BTA
SM 220	Management Skill Development	WC
VC 101	Introduction to Visual Communications	NC
VC 102	Design Principles and Elements	WC
VC 125	Digital Graphics: Photoshop®	WC
VC 126	Digital Graphics: Illustrator®	WC
VC 131	Desktop Publishing to change to VC 212: Design II	WC
VC 135	Indesign®	NC

VC 141	Web Design	WC
VC 145	Macromedia Suite	WC
VC 161	Video I	BTA
VC 165	Digital Editing: Final Cut Pro	BTA
VC 172	Imaging Concepts and Elements	WC
VC 201	Project Management and Marketing Solutions	NC
Programs		
Adult High School Diploma Program		NC
Industry Certification in Cosmetology		
Marketing, A.S.		
Medical Assisting, A.S.		WC
Visual Communications, A.S.		
Certificate		
Certificate in Medical Assisting		WC
Yellow Folders		
CTVC 051	Visual Communications I	WC
CTVC 052	Visual Communications II (formerly VEC 052)	BTA
CTVC053		WC
CTEE 051A	Electronics I	BTA
CTTT 064	Lodging Management Program II	WC
CTTT 054	Lodging Management Program I	WC
CTMK 062	Marketing II Lab (formerly VEMK 062 Marketing Sales and Services)	Still under review
CTVC 054	Visual Communications IV	Still under review
CTMK 072	Marketing III Lab (formerly VEMK 072 Mktg. Sales and Services Lab B)	Still under review
Program		
Visual Communications Secondary (formerly Certificate of Completion Visual Communications Secondary)		WC

V. Reminders

- A. Please adhere to our ten business days review policy.
- B. Spring 2017 Curriculum Deadline is March 3.
 - LOC will not take documents after this deadline to the amount of documents that need to be reviewed.
- C. Remaining LOC meetings will be held on March 17 and April 21 at 3:30 p.m. in E 204.

VI. Adjournment: **4:09p.m.**

❖ **Motion by: R. Nanpei; 2nd by: N. Guerrero; Motion carries – approved by all members present**

**Guam Community College
Learning Outcomes Committee
March 17, 2017 Meeting Agenda
3:30 p.m., E 204**

	Name	Present	Absent
1	Sandy Balbin		
2	Jonah Concepcion		
3	Carol Cruz		
4	Tressa Dela Cruz (Chair)		
5	Yvonne Flores		
6	Norma Guerrero		
7	John Jocson		
8	Catherine Leon Guerrero		
9	Brian Muna		
10	Rose Marie Nanpei (Past Chair)		
11	Melissa Palomo		
12	Anthony Jay Sunga (Chair Elect)		
13	Desiree Ventura		
	Guests:		

- I. Call to Order:
- II. Approval of February 17, 2017 Minutes
- III. Old Business
 - A. LOC Charge
 - Contract ratified March 10, 2017
 - B. CCA
 - T. Dela Cruz shared LOC recommendation of DCs and authors working with CCA as well as Advisory Committee minutes for CTE and GenEd courses.
 - C. Curriculum Manual Revisions
 - Deadline for revision suggestions is March 24; please email suggestions to A. Sunga.
 - D. Yellow Folders
 - Email checklists to T. Dela Cruz who will forward to authors/DC.
 - Hold on to yellow folders until review is complete/NC; BTA can be returned to T. Dela Cruz.
- IV. New Business
 - A. AY 17-18 LOC
 - Volunteer members
 - Nominations
 - Election
 - B. Flagship assignment from AVP

- T. Dela Cruz met with Faculty Senate and will provide a written response.
- C. Curriculum Writing Workshop.
 - Thank you to E. Chong and A. Manzana for conducting LOC's Curriculum writing Workshop!
 - Thank you, R. Nanpei for coordinating and finalizing the details!
- D. Curriculum Review
 - March 3 deadline left LOC with a *high* volume of curriculum documents .
 - T. Dela Cruz agreed to providing more time for review; please be sure to keep up with document review.
- E. Vote on courses and programs tabled until April meeting.
- V. Reminders
 - A. Please adhere to our ten business days review policy.
 - B. Remaining LOC meeting will be held on April 21 at 3:30 p.m. in E 204.
- VI. Adjournment:

**Guam Community College
Learning Outcomes Committee
March 17, 2017 Meeting Minutes
3:30 p.m., E 204**

	Name	Present	Absent
1	Sandy Balbin	✓	
2	Jonah Concepcion	✓	
3	Carol Cruz	✓	
4	Tressa Dela Cruz (Chair)	✓	
5	Yvonne Flores	✓	
6	Norma Guerrero	✓	
7	John Jocson	✓	
8	Catherine Leon Guerrero	✓	
9	Brian Muna	✓	
10	Rose Marie Nanpei (Past Chair)	✓	
11	Melissa Palomo	✓	
12	Anthony Jay Sunga (Chair Elect)	✓	
13	Desiree Ventura	✓	
	Guests:		

- I. Call to Order: 3:33pm
- II. Approval of February 17, 2017 Minutes
 - ❖ **Motion by: B. Muna; 2nd by: J. Jocson; Motion Carries – approved by all members present.**
 - S. Balbin change to October and November minutes regarding credit requirements clarification. Minimum credit hour policy – 45 hours = 3 credits; Lab/Practicum/Clinical minimum 45 hours for one (1) credit as per Policy 345.
- III. Old Business
 - A. LOC Charge
 - Contract ratified March 10, 2017
 - B. CCA
 - T. Dela Cruz shared LOC recommendation of DCs and authors working with CCA as well as Advisory Committee minutes for CTE and GenEd courses.
 - S. Balbin – as per Policy 335, CTE courses need advisory minutes.
 - C. Curriculum Manual Revisions
 - Deadline for revision suggestions is March 24; please email suggestions to A. Sunga.
 - A. Sunga will compile all changes and send out electronically to members for review and voting.
 - Suggestions – Include section for check of archived courses in course/program approval template to ensure that all programs affected are aware.
 - Suggestions – DC will determine whether course should be archived based on course code/title changes.
 - D. Yellow Folders
 - Email checklists to T. Dela Cruz who will forward to authors/DC.
 - Hold on to yellow folders until review is complete/NC; BTA can be returned to T. Dela Cruz.

IV. New Business

A. AY 17-18 LOC

- Volunteer members
- Nominations
- Election

➤ *Nominations and election are not needed since the new contract has been ratified.*

B. Flagship assignment from AVP

- T. Dela Cruz met with Faculty Senate and will provide a written response.

➤ *See hard copy of research that T. Dela Cruz will be sending to Faculty Senate and AVP.*

❖ ***Motion to submit memo to AVP by A. Sunga; 2nd by J. Concepcion; Motion carries – approved by all members present.***

C. Curriculum Writing Workshop.

- Thank you to E. Chong and A. Manzana for conducting LOC's Curriculum writing Workshop!
- Thank you, R. Nanpei for coordinating and finalizing the details!

D. Curriculum Review

- March 3 deadline left LOC with a *high* volume of curriculum documents.
- T. Dela Cruz agreed to providing more time for review; please be sure to keep up with document review.

➤ *Members have more than 10 days to review documents due to high volume. Please continue your reviews in a timely manner.*

E. Vote on courses and programs tabled until April meeting.

➤ *Tabled due to campus wide internet issues.*

❖ ***A. Sunga motioned to untable voting of curriculum documents and vote electronically; 2nd by: N. Guerrero; Motion carries – approved by all members present.***

➤ *T. Dela Cruz will send out all documents reviewed for voting.*

V. Reminders

A. Please adhere to our ten business days review policy.

B. Remaining LOC meeting will be held on April 21 at 3:30 p.m. in E 204.

ANOUNCEMENT:

➤ *T. Dela Cruz will send out individual attendance/goal report to members for evaluation purposes.*

VI. Adjournment: 4:16pm

❖ ***Motion by: R. Nanpei; 2nd by: S. Balbin; Motion carries – approved by all members present.***

Guam Community College
Learning Outcomes Committee
April 21, 2017 Meeting Agenda
3:30 p.m., E 204

	Name	Present	Absent
1	Sandy Balbin		
2	Jonah Concepcion		
3	Carol Cruz		
4	Tressa Dela Cruz (Chair)		
5	Yvonne Flores		
6	Norma Guerrero		
7	John Jocson		
8	Catherine Leon Guerrero		
9	Brian Muna		
10	Rose Marie Nanpei (Past Chair)		
11	Melissa Palomo		
12	Anthony Jay Sunga (Chair Elect)		
13	Desiree Ventura		
	Guests:		

I. Call to Order:

II. Approval of March 17, 2017 Minutes

III. Old Business

A. LOC Charge

- Contract ratified March 10, 2017

B. Yellow Folders

- Email checklists to T. Dela Cruz who will forward to authors/DC.
- Return yellow folders to T. Dela Cruz prior to the end of the semester.

C. AVP Flagship assignment

- With LOC's motion and voted consent, T. Dela Cruz will forward memo to Faculty Senate which will subsequently be provided to Dr. Somera.

D. Curriculum Review

- The ten business days (and grace period) has lapsed for *several* documents. Please ensure review is completed before the end of the semester so authors do not have to resubmit next academic year.

IV. New Business

A. Curriculum Manual Revisions

B. Vote on courses and programs

V. Adjournment:

**Guam Community College
Learning Outcomes Committee
April 21, 2017 Meeting Minutes
3:30 p.m., E 204**

Minutes Taken by: J. Jocson

	Name	Present	Absent
1	Sandy Balbin	X	
2	Jonah Concepcion	X	
3	Carol Cruz		
4	Tressa Dela Cruz (Chair)		Excused
5	Yvonne Flores	X	
6	Norma Guerrero	X	
7	John Jocson	X	
8	Catherine Leon Guerrero	X	
9	Brian Muna		Excused
10	Rose Marie Nanpei (Past Chair)		Excused
11	Melissa Palomo	X	
12	Anthony Jay Sunga (Chair Elect)	X	
13	Desiree Ventura	X	
	Guests:		

- I. Call to Order: **Call to order at 3:38 pm**
- II. Approval of March 17, 2017 Minutes. **Motion to approve minute 1st by Cathy L.G. 2nd by Yvonne F.**
- III. Old Business
 - A. LOC Charge
 - Contract ratified March 10, 2017
 - B. Yellow Folders
 - Email checklists to T. Dela Cruz who will forward to authors/DC.
 - Return yellow folders to T. Dela Cruz prior to the end of the semester.
 - C. AVP Flagship assignment
 - With LOC's motion and voted consent, T. Dela Cruz will forward memo to Faculty Senate which will subsequently be provided to Dr. Somera.
 - D. Curriculum Review
 - The ten business days (and grace period) has lapsed for *several* documents. Please ensure review is completed before the end of the semester so authors do not have to resubmit next academic year.
- IV. New Business
 - A. Curriculum Manual Revisions **Status on hold until next year's Committee.**
 - B. Vote on courses and **programs motion to populate our current list of courses and program being reviewed by dyads and to be sent to chair and chair elect. 1st by Jonah 2nd by Melissa .**
 - C. Call for Committee Membership: AVP April 21, 2017 Memo **Members must apply**
- V. Adjournment:

Motion to adjourn at 4:15 p.m.

1st by J.Jocson; 2nd by Sandy B.