

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

**GCC's Mission Statement:**

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

**Agenda**

**Friday, August 12, 2016**  
**Faculty Senate Office C2**  
**@ 10:00 a.m.**

I. Meeting called to order

II. Attendance:

Name	E-mail	Present
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	
Sarah Leon Guerrero, President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	
President-Elect		
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

III. Review of Minutes: 05/03/2016, 05/10/2016, & 05/12/16

IV. Old Business:

- A. School of Career and College Readiness
- B. LOC/GenEd
- C. End of Year Report
- D. 4 Year Degree
- E. Welcome Back Merienda/Convocation Dinner

V. New Business:

- A. Election for Faculty Senate President-Elect
- B. National Average Credit Requirements for programs
- C. National Average Class size
- D. Student Grievance process

VI. Open Discussion/Announcements

VII. Next Meeting

VIII. Adjournment

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**Minutes**

**Friday, August 12, 2016**  
**Faculty Senate Office C-2**  
**@ 10:00 a.m.**

**I. Meeting called to order @ 11:15 a.m.**

**II. Attendance**

<b>Name</b>	<b>E-mail</b>	<b>Present</b>
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	✓
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	✓
President-Elect		
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	absent
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	✓
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	✓

**III. Review of Minutes**

**D. Cruz moved to approve the minutes of May 03, 2016, motion was seconded by S. Leon Guerrero. No further discussion, motion passed unanimously.**

**D. Cruz moved to approve the minutes of May 10, 2016, motion was seconded by S. Leon Guerrero. No further discussion, motion passed unanimously.**

**D. Cruz moved to approve the minutes of May 11, 2016, motion was seconded by S. Leon Guerrero. No further discussion, motion passed unanimously.**

**IV. Old Business**

**A. School of Career and College Readiness – (See attachment of Faculty Senate minutes of 05/10/2016) Developmental Ma/Eng Faculty met with Administrators and Faculty Senate. There was clarification with forms signed earlier in Fall 2016. The forms were not GG1 personnel actions. Other concerns were not brought up by Developmental Ma/Eng Faculty so Faculty recommends to close agenda item.**

**S. Leon Guerrero made a motion that the School of Career and College Readiness item be closed and removed from Faculty Senate agenda, motion was seconded by D. Cruz. No further discussion, motion passed unanimously.**

**B. LOC/GenEd – As per the AVP's recommendation at the June 27, 2016 meeting, Faculty Senate will revisit the Faculty Senate By-Laws, Article III. Faculty Senate recommends for negotiations to strengthen and clarify the roles and responsibilities of the GenEd committee. P. Terlaje ask that B. Blas prepare a running list of concerns to be forwarded to negotiations team.**

**C. End of Year Report – S. Leon Guerrero stated she submitted the documents to the AVP. P.Terlaje asked for a copy as no other senator had copies. S.Leon Guerrero will provide a**

- copy for all. P. Terlaje asked if the input from senators were included. S. Leon Guerrero will check. Faculty Senate requested for B. Blas to verify if the AVP received a copy.
- D. 4 Year Degree – S. Leon Guerrero stated she submitted the documents to the AVP. Faculty Senate requested for B. Blas to verify if the AVP received a copy. Senators didn't get copies. P. Terlaje will follow up with T. Roberto.
- E. Welcome Back Merienda/Convocation Dinner – P. Terlaje requested for assistance to set up/break down and clean up for the event because B. Blas is on leave today (08/12/2016) from 1:00p.m. - 5:00p.m. She will leave at 12:00 pm. C. Torres texted he will be unable to assist as department in process of moving due to mold issue. D. Cruz will be unable to make event due to prior commitment but will try to come for a while and leave early.

## V. **New Business**

- A. Election for Faculty Senate President-Elect – P. Terlaje will post an announcement. Faculty Senate will begin accepting nomination from 08/12/2016 through 08/17/2016. Election is scheduled for Thursday, 08/18/2016 from 8:00a.m. – 5:00p.m., in Faculty Senate Office, C-2. P. Terlaje will prepare shift schedule for coverage for at least two present.
- B. National Average Credit Requirements for Programs – One of Dr. Ray's "Flagship Assignments" Faculty Senate suggested to assign this project to LOC. See attached notes of 06/27/2016 between P. Terlaje and AVP.
- C. National Average Class Size – One of Dr. Ray's "Flagship Assignments" Faculty Senate suggested to assign this project to LOC. See attached notes of 06/27/2016 between P. Terlaje and AVP.
- D. Student Grievance Process – (See Attachment) As per Dr. M. Chan's request for Faculty Senators to review and discuss the attached document. S. Leon Guerrero will lead the discussion with review.
- E. Active Shooter Training – as announced at the last RPF meeting of AY2015-2016, Faculty Senate and Criminal Justice Department will provide the training by the next scheduled college assembly. D. Cruz will take the lead with Faculty Senate assisting. P. Terlaje will follow up with President, Dr. Okada.
- F. By Laws/Constitution – B. Blas will send a copy to Faculty Senators for review and ratification at next meeting.
- G. Chair Training – P. Terlaje will schedule the training after approved membership by Fred and AAVP.

## VI. **Open Discussion/Announcements**

- A. P. Terlaje meeting with AVP – see attached 06/17/2016 notes. AVP has requested to meet with Faculty Senate on a monthly basis. P. Terlaje will prepare a listing of dates and times for Faculty Senate to review at the next meeting. P. Terlaje will inform the AVP that Faculty Senate will invite him if they require his assistance on unresolved issues or concerns.
- B. P. Terlaje recommended when Faculty Senate is called for meetings by Administrators B. Blas should be present to record meeting for record keeping purpose and for members unable to attend.
- C. Faculty Pins – S. Leon Guerrero suggested if employees who worked in GCC 10 and over be given pins. S. Leon Guerrero spoke with BOT Chair and he is willing to support the idea. B. Blas will do research for pins for 10+ years of service to GCC.
- D. Recommendation List for Agreement Issues –
1. To reexamine the roles and responsibilities of GenEd Committee
  2. To have the Chair-Elect, Chair, and Past-Chair remain the committees
  3. Address class size requirements for classes to remain open

## VII. **Next Meeting**

Thursday, August 25, 2016 @ 8:30 a.m. in Faculty Senate Office, C-2.

**VIII. Adjournment**

**D. Cruz moved to adjourn, S. Leon Guerrero seconded the motion. Motion passed. Meeting adjourned at 12:05 p.m.**

**Submitted By:**



**Barbara S. Blas**

**Approved By:**



**Patricia Terlaje**



## **Student Grievance Procedure**

**Assessment & Counseling Office**

**Student Services & Administration Building (2000), Rm. 2129/2133**

**671-735-5583/5562/5563 & 5582**

If students encounter a problem considered to be academic in nature and an alleged violation of Student Rights (see GCC Student Handbook) such as, but not limited to: grading issues, student learning outcomes, course syllabus, course content, and course grading criteria that occurs prior to the posting of a final grade they should utilize the following grievance steps:

### **Step One – Informal Resolution**

The student(s) will meet with the faculty member or administrator within ten (10) working days to discuss the incident related to his or her academic work or progress in an attempt to understand how the grading and/or other evaluation of the assignment, test, project, etc. was determined and to address the specific concern on that matter. If the student does not feel comfortable speaking with the faculty member or administrator or is unable to resolve the issue, the student may submit a grievance form to a counselor within ten (10) working days of the incident. The counselor will act as a mediator between the faculty member or administrator and the student. If within eight (8) working days of the counselor's receipt of the grievance form, the counselor is unsuccessful in mediating a resolution of the grievance, the counselor will advise the student of subsequent steps in the Grievance Procedure and within four (4) working days, arrange for proceeding to Step Two of the Grievance Procedure, if requested in writing by the student. The counselor will also notify the faculty member's department chairperson or administrator's supervisor of the student's request to proceed to Step Two.

### **Step Two – Additional Attempt at Informal Resolution**

Within five (5) days of receipt of the written grievance, the student and counselor shall meet with the department chairperson or administrator's supervisor, who will attempt to pursue an informal resolution to the grievance if he/she believes that a resolution is possible, or will decline involvement in addressing the grievance. If the grievance is not resolved in this meeting, the student, through written request, may proceed within two (2) working days, to Step Three of the Grievance Procedure.

### **Step Three – Formal Resolution**

The student and counselor shall meet with the faculty member's Dean (or Academic Vice President, if the Dean was involved in Step Two of the process) to resolve the grievance. The Dean or Academic Vice President shall render a decision, in writing, within five (5) working days of receipt of the request to proceed to Step Four of the Grievance Procedure. If unsatisfied with the resolution at this step, the student, through written request, may proceed within four (4) working days to Step Five of the Grievance Procedure.

### **Step Four – Resolution by the President**

The Dean or Academic Vice President shall notify the President, within four (4) working days of the student's written request to bring the grievance to Step Four. The Dean or Academic Vice President

shall convene a Grievance Board within seven (7) working days. The Grievance Board shall present the President with a written advisory opinion within ten (10) working days. The President shall issue a final decision on the grievance within four (4) working days of receipt of the Grievance Board opinion. The Grievance Board shall be composed of five (5) impartial members: two (2) faculty members, two (2) students, and one (1) GCC administrator who are appointed by the Academic Vice President. The Grievance Board shall have the power to review any evidence presented to it and may cross-examine witnesses presented in order to render an advisory opinion to the President on the grievance. Additionally, the Grievance Board shall seek the views of the student and faculty member or administrator involved in the grievance. The President's decision is final.

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**Agenda**  
**Monday, August 15, 2016**  
**Faculty Senate Office C2**  
**@ 3:00 p.m.**

**Special Meeting**

I. Meeting called to order

II. Attendance:

<b>Name</b>	<b>E-mail</b>	<b>Present</b>
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	
President-Elect		
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

III. Faculty Senate Committee Membership AY16-17

IV. Open Discussion/Announcements

V. Next Meeting: Thursday, August 25, 2016, 8:30 am, C2



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**SPECIAL MEETING**

**Minutes**

**Monday, August 15, 2016**

**C2 @ 3:00 p.m.**

- I. Meeting called to order @ 3:05 p.m.
- II. Attendance: (See Attachment)
- III. Faculty Senate Committee Membership
  - A. GenEd – LOC

After a meeting with the AAVP, the Union (Fred) would like to meet with GenEd/LOC chairs and Faculty Senate to discuss the on-going issues regarding committee accountability and communication. The on-going issues are the following:

Two Faculty Senate memorandums (via Union/AAVP) were given to committees (Fall 2015 & Spring 2016) to identify SOPs to ensure no duplication of curriculum review. SOPs haven't been developed and communicated nor GenEd training with ACALOG. AAVP is recommending the dissolution of GenED as a stand-alone committee and the infusion of its members into LOC.

In preparation for negotiations, Faculty Senate recommends that the committee identify additional charges to justify the release time as on a yearly basis only a couple of general education courses come up for review and/or adoption. Researching colleges' general education programs and course offerings have been the primary task for the committee for the past two years. The outcome was the development of a five criteria standard set forth by the group. Faculty Senate appreciates the criteria as it sets forth the foundation.

The meeting with the LOC/GenED will be August 16, 2016, 8:30 am, C2. P. Terlaje asked if possible for all to attend.

- B. Preliminary Faculty Senate Committee Membership List – End of the Year Report – 4 Year Report

According to the agreement, the preliminary Faculty Senate Committee Membership list is due to the AAVP on the last meeting day in May.

Dr. Ray emailed P. Terlaje in the summer stating S. Leon Guerrero and Fred haven't submitted the required documents. He mentioned S. Leon Guerrero emailed him May 20 stating Patty is supposed to work on it with Bobbie. P. Terlaje stated she isn't on the required signatory and can't sign the documents but will assist with contacting S. Leon Guerrero and F. Tupaz regarding

the submitting the preliminary document. P. Terlaje offered to send off the last draft that senators were provided by S. Leon Guerrero, but Dr. Ray declined stating it needed to be accompanied by a transmittal memorandum from Faculty Senate.

Faculty Senate stated the preliminary membership list shouldn't require signatories nor an official transmittal as it is a draft/tentative document.

S. Leon Guerrero will look for copies of End of the Year report and P. Terlaje will ask T. Roberto for the 4-Year Degree report. Copies will be disseminated among senators.

#### IV. Adjournment

D. Cruz moved to adjourn, C. Torres seconded the motion. Motion passed. Meeting adjourned at 3:48 pm

**Submitted By:**

  
\_\_\_\_\_  
**Barbara S. Blas**

**Approved By:**

  
\_\_\_\_\_  
**Patricia Terlaje**

**Revised 8/8/16**

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**Agenda**

**Thursday, August 29, 2016**

**Faculty Senate Office C2**

**@ 2:30 p.m.**

I. Meeting called to order

II. Attendance:

<b>Name</b>	<b>E-mail</b>	<b>Present</b>
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	
Sarah Leon Guerrero, President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	
Ricky Tyquiengco, President-Elect	<a href="mailto:ricky.tyquiengco1@guamcc.edu">ricky.tyquiengco1@guamcc.edu</a>	
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

III. Review of Minutes: 08/12/2016 and 08/15/16

IV. Old Business:

- A. LOC/GenEd
- B. End of Year Report
- C. 4 Year Degree
- D. Welcome Back Merienda/Convocation Dinner
- E. Election for Faculty Senate President-Elect
- F. Recommendations for Negotiations Team
- G. Committee Listing Update
- H. National Average Credit Requirements for programs
- I. National Average Class size
- J. Student Grievance Process
- K. Active Shooter Training
- L. By-Laws/Constitution
- M. Chair Training
- N. Sexual Harassment Procedures

V. New Business:

- A. Review Ethics Complaint Process

VI. Open Discussion/Announcements

- A. FS AY Activities/Documents

VII. Next Meeting:

Monday, September 12, 2016, 2:30 pm, C2

VIII. Adjournment

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**Minutes**

**Monday, August 29, 2016**

**Faculty Senate Office C-2**

**@ 2:30 p.m.**

**I. Meeting called to order @ 2:35 p.m.**

**II. Attendance**

<b>Name</b>	<b>E-mail</b>	<b>Present</b>
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	✓
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	✓
Ricky Tyquiengco President-Elect	<a href="mailto:ricky.tyquiengco1@guamcc.edu">ricky.tyquiengco1@guamcc.edu</a>	✓
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	✓
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	✓
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	✓

**III. Review of Minutes**

**D. Cruz moved to approve the minutes of August 12, 2016, motion was seconded by S. Leon Guerrero. No further discussion, motion passed unanimously.**

**S. Leon Guerrero moved to approve the special meeting minutes of August 15, 2016, motion was seconded by D. Cruz. No further discussion, motion passed unanimously.**

**IV. Old Business**

- A. LOC/GenEd – (See Attachment) P. Terlaje reported she received the memo from J. Kerr and T. Dela Cruz. Both committees have come to a consensus regarding committees' SOPs so as not to duplicate efforts. P. Terlaje asked J. Kerr to have Fred sign memo prior to the AVP.
- B. End of Year Report – (See Attachment) Discussion regarding Faculty Senate goals for AY2016-2017. P. Terlaje will request for a Special FS Meeting with the AVP to follow up with pending issues.
- C. 4 Year Degree – (See Attachment) P. Terlaje will request for updates on proposals from DCs: Vicki S. & Amada M.. P. Terlaje will give a deadline and an invitation to attend FS meeting for updates. P. Terlaje and R. Tyquiengco are assigned to report developments with proposals.
- D. Welcome Back Merienda/Convocation Dinner – P. Terlaje thanked all individuals who participated and assisted in the events.
- E. Election for Faculty Senate President-Elect – Congratulations and welcome to Ricky Tyquiengco.
- F. Committee Listing Update – work in progress by P. Terlaje and R. Tyquiengco.

- G. National Average Credit Requirements for Programs – S. Leon Guerrero and C. Torres II are assigned to gather research from LOC, obtain DC Council input, and provide feedback to Faculty Senate.
- H. National Average Class Size – S. Leon Guerrero and C. Torres II are assigned to gather research from LOC, obtain DC Council input, and provide feedback to Faculty Senate.
- I. Student Grievance Process – (See Attachment) R. Tyquiengco and C. Torres II are assigned to do research, obtain DC Council input, and provide feedback for Faculty Senate comments by September 12, 2016.
- J. Active Shooter Training – CJ&SS Dept, D. Cruz, and P. Terlaje are assigned to coordinate with entities and campus community to provide training. President was informed by P. Terlaje via email and suggested to work with G. Manglona and R. Perez as they were preparing a similar training for College Assembly on Monday, October 24, 2016.
- K. By-Laws/Constitution – C. Torres II and S. Leon Guerrero are assigned to research and provide feedback for Faculty Senate comments by September 12, 2016. Some areas of improvement are revise Article III and provide confidentiality clause with FS signature lines.
- L. Chair Training – P. Terlaje and S. Leon Guerrero are assigned to provide training for Department Chairs on uploading bylaws, constitution, minutes, and agendas on MyGCC. Training will be provided after the finalization of the AY2016-2017 Committee Listing due 9/1/16.
- M. Sexual Harassment Procedures – S. Leon Guerrero and C. Torres II are assigned to research, obtain DC Council input, and provide feedback for Faculty Senate comments by September 12, 2016.

#### **V. New Business**

- A. Review Ethics Complaint Process – D. Cruz and R. Tyquiengco are assigned to review and make recommendations.

#### **VI. Open Discussion/Announcements**

- A. FS AY Activities/Documents /Senator Assignments– (See Attachment)
- B. Recommendations for Negotiating Team, due to Negotiating Team by September 16, 2016:
  - 1. Recognition of faculty overloads.
  - 2. Faculty Senate President full release.
  - 3. Faculty Senators two releases.
  - 4. Full release for Department Chairs.
- C. Committee Assignments – Faculty Senators assigned to the following committees: (See Attachment)
 

1. Calendar Committee – D. Cruz	7. LOC – S. Leon Guerrero
2. CCA – D. Cruz	8. Negotiation Team – D. Cruz
3. CDC – R. Tyquiengco	9. PDRC – C. Torres II
4. RPF – R. Tyquiengco	10. Promotions Committee – S. Leon Guerrero
5. CTC – R. Tyquiengco	11. Standards – P. Terlaje
6. GenEd – C. Torres II	

#### **VII. Next Meeting**

Monday, September 12, 2016 @ 2:30 a.m. in Faculty Senate Office, C-2.

Fall 2016 Meetings, 2:30 pm , C-2: September 12, 26 October 10, 31 November 14, 28 December 12

#### **VIII. Adjournment**

**S. Leon Guerrero moved to adjourn, C. Torres II seconded the motion. Motion passed.**  
**Meeting adjourned at 3:35 p.m.**

**Submitted By:**

  
\_\_\_\_\_  
**Barbara S. Blas**

**Approved By:**

  
\_\_\_\_\_  
**Patricia Terlaje**








# GUAM COMMUNITY COLLEGE

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Schools and Colleges

## MEMORANDUM

TO: Patricia Terlaje, Faculty Senate President   
Fred Tupaz, President, GCC Faculty Union  
Dr. Ray Somera, Academic Vice President

FROM: Tressa Dela Cruz, Chair, Learning Outcomes Committee   
Joni Kerr, Chair, General Education Committee 

SUBJECT: General Education Committee and Learning Outcomes Committee

DATE: August 18, 2016

The Chairs of the Learning Outcomes and General Education committees met with Fred Tupaz, Patricia Terlaje and Sarah Leon Guerrero on 16 August 2016. Discussion centered on the procedures that the committees will follow with respect to evaluating new and existing course guides. The Chairs amicably agree to the following procedures and timeline.

### **For new, proposed General Education courses:**

- if an author thinks that a course is suitable for inclusion to the list of General Education courses, the course guide will be submitted in the same time period, that is, contemporaneously, to both the LOC and the GenEd Committee to be evaluated according to their separate criteria via Acalog.
- Acalog can be configured to allow the author to send the course guide to both committees at the same time.
- the LOC dyad will double-check the GenEd checkbox in the course guide and confirm that the GenEd Committee received the course guide. This is to prevent courses from falling through the cracks.
- occasionally, consultation between the committees, or committee leaders, might be necessary for certain courses.



### **For existing General Education courses:**

GenEd Committee members will examine existing general education courses, particularly those due for the 5-year curriculum review, to determine if they align with the GenEd criteria.

The Chairs are satisfied that these procedures will:

- provide efficient review of a course guide, thereby allowing a course to be implemented in a timely manner.
- allow the committees to communicate with each other about any concerns which would benefit the author as well.
- ensure that the GenEd Committee will not duplicate LOC work, or vice-versa, and will avoid violating Section VII, D. b. of the Agreement.

### **Timeline for AY16-17**

- Both committees will be informed about the LOC and GenEd procedure at the first respective committee meetings.
- Both committees will amend their charges and bylaws to recognize the separate duties of each committee and to ensure that they align. Both committees will submit their revised charges to the Union by September 15, which is the deadline for contract negotiations.
- GenEd Committee members will receive training on ACALOG by the end of Fall Semester, or as per availability of the Registrar.
- GenEd Committee will work with the Registrar to build an account in Acalog as per the availability of the Registrar.
- Instructions for GenEd courses will be added to the Curriculum Manual by the end of September.
- GenEd Committee will complete and provide LOC with a copy of their flowchart to be included in the Curriculum Manual by the end of September.

### **Charge of the GenEd Committee**

The following was submitted to the Contract Action Team to be placed in Art. VII of the new contract. Note that slight changes in the previously submitted charge might be necessary to align with this agreement and the bylaws.

The charge of the General Education Committee is as follows:

1. To establish guidelines for general education in all post-secondary programs
2. To ensure courses meet General Education criteria and ILOs
3. To review general education course guides, contemporaneously filed with the Learning Outcomes Committee, and evaluate them according to the respective criteria of each committee
4. To give recommendations regarding general education to the Learning Outcomes Committee, Departmental Chairpersons, Faculty Senate, Committee Chairpersons and administrators as appropriate

Officers: Chair and Chair-Elect/Secretary to be elected by the members of the Committee; the Past-Chair continues as an officer for one more year.

Composition: Post-Secondary Faculty: Not less than five (5), nor more than ten (10) members, unless a request for more members is necessary; additional members may be assigned by the Faculty Senate President if requested by the committee's chairperson; faculty will represent each academic department (English, Math, Science, and Social Science), as well as, one non-instructional faculty, and at least one faculty from Career and Technical Education (CTE).

Staff: 0

Administrators: 0

Term: The Chair shall serve for two (2) academic years; other members shall serve a minimum of two academic years.

Workload: Faculty Instructional hours reduced to 180 per semester.

## Report

### 4 Year Degree Program Proposal – 2<sup>nd</sup> Year

This is the second year of the timeline as indicated in the proposed four year degree program matrix. At the end of AY 2015 – 2016, four programs indicated an interest in proposing a 4 year degree. These were Electronics, Business and Visual Communications, Tourism and Hospitality, and Education. The four programs were represented by their respective department chairpersons. A follow-up memo from the AVP reiterating the process and timelines for year 2 was received and included a statement about the current faculty senate president recusing herself from the process (see Appendix A for memo from AVP). She is the department chairperson of Education, one of the programs being considered, therefore, wanted to avoid any perceived conflict of interest. The Faculty Senate president appointed the Faculty Senate Past President to continue facilitating and coordinating the second year process (see Appendix B for memo from FS Past President).

The timelines for the second year were discussed at Council of Department Chair meetings, Faculty Senate meetings, and shared with the rest of the campus community through communications by GCC email and GCC announcements (see Appendix C). The four department chairpersons were informed to begin preparations for their presentations to constituents e.g., Deans, Learning Outcomes Committee members, General Education Committee members, Faculty Senate, Council on Post-Secondary Student Association and other governance committee members.

The first opportunity to present proposals occurred at the Council of Department Chairs/Program Managers meeting on February 4, 2016 (see Appendix D for minutes of meeting). Prior to this meeting the department chairs were notified of their chance to present and were given a sample proposal for a 4 year degree (see Appendix E). During this meeting the Education department, through a faculty representative, notified all in attendance they were withdrawing their proposal. The primary reason was University of Guam's continuation of their Early Childhood program. This would entail a duplication of programs and therefore not meet the criteria for pursuing the degree. The Visual Communications program department chairperson shared some information about preparing their proposal but did not make a formal presentation. The Electronics department chairperson was not able to present at this time either and needed more time to prepare his proposal. He mentioned having several emphasis areas, similar to the Criminal Justice program. Tourism and Hospitality department chairperson delivered his proposal utilizing power point presentation. The primary reason for his proposal to offer a Bachelor's degree with concentrations in Culinary Arts and Hospitality is that Travel and Hospitality is the only "viable" industry, other than military. Continued growth is expected due to strong visitor arrivals. It is projected that Guam will probably reach 2 million visitors

within the next 10 years. The high school programs are ProStart and Lodging Management Program. Both programs are affiliated with the National Restaurant Association and the American Hotel and Lodging Association's Educational Institutes. The numbers of students in these programs provide the basis for sustainable enrollment for the current AA/AS and possibly, the proposed BA program. The first two years of the program will be competency building while also incorporating general education courses. Year 3 and 4 will focus on management classes with a focus of building qualifications that will be applicable internationally. Locally, a bachelor's degree program would prepare individuals to become leaders in the industry and reduce dependence on importing "expatriate" hospitality managers.

On February 26, The department chairperson of Electronics indicated he was withdrawing his proposal for the 4 year degree (see Appendix F). The reason listed were "insufficient number of students and inadequate resources".

Presentations were scheduled for April 19 and April 20, 2016. Mass notification was sent out via e-mail to department chairpersons and to all members of the Learning Outcomes committee and General Education committee. Additionally, it was posted on GCC website on "Announcements". Tourism and Hospitality department chairperson presented on both days. The presentations for both days were attended by a few faculty, students, and administrators. The other scheduled presenter for Visual Communication had to postpone his presentation due to health reasons. His presentation was rescheduled for April 26, 2016. Announcements for this presentation were sent through e-mail to all faculty and posted on GCC "Announcements" page.

On April 26, 2016, department chairperson of Business and Visual Communications presented his proposal for a 4 year degree program in Visual Communications. The program's growth can be seen in its strategic plan initiatives. Visual Communication program is planned to be included in Tiyan's High School. These programs will serve as feeder channels for students to transition to GCC. The concept of a 2+2+2 refers to the program connectivity from high school (two yrs.) to post-secondary associate degree, with an additional two years leading to the bachelor's degree. Collaboration with the English, Computer Science, Marketing, and Supervision and Management departments must be fostered to meet general education and technical requirements. Potential major and minors include: Viscom with marketing minor; Viscom with concentrations in print, video, web and expanding to audio, animation, and motion graphics. The attendance at this presentation included a few administrators, faculty, and students (see Appendix G for sign in sheet).

Faculty Senate has not made any recommendations as to which program will be considered for the 4 year degree and will continue the vetting process.

## Appendix A



Academic Affairs Division

R. Ray D. Somera, Ph.D.  
Vice President

### MEMORANDUM

AVP 2015-017

**TO:** Anthony Roberto  
Department Chair  
Counseling & Assessment Department

**FROM:** Dr. R. Ray D. Somera  
Vice President for Academic Affairs

**SUBJECT:** Proposed Four Year Degree program

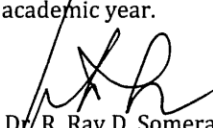
**DATE:** November 25, 2015

Thank you for your memo of 17 November 2015 agreeing to facilitate the four year degree program initiative, as a continuation of your role as past Faculty Senate President, AY 2014-2015. I understand that the current Faculty Senate President, Sarah Leon Guerrero, has submitted a proposal for consideration, and hence, she would like to avoid any perceived conflict of interest on this issue.

As indicated in my memo of 19 September 2014 where I outlined the process and timelines for this initiative, the matrix looks like the following:

Activity	What this entails	Suggested timeline
Degree proposal presentations before Faculty Senate and other campus stakeholders (e.g. Deans, LOC)	Presents justification for proposed program based on community needs assessment; outlines curriculum proposal	Beginning of Fall 2015 through the end of Spring 2016
Faculty Senate provides a recommendation to AVP after campus vetting process, in consultation with the Deans	Recommends program with the best institutional fit with the mission of GCC after a thorough review and dialogue process	By the last day of classes, Spring 2016

With your leadership, I trust that the process is continuing smoothly. I look forward to receiving your annual **end-of-the-year narrative report** (with relevant appendices) regarding the progress of this initiative for this academic year.

  
Dr. R. Ray D. Somera  
Vice President for Academic Affairs


## Appendix B

November 17, 2015

### MEMORANDUM

TO: Dr. R. Ray D. Somera  
Vice President for Academic Affairs

VIA: Sarah Leon Guerrero  
Faculty Senate President  
AY 2015-2016

FROM: Anthony Roberto   
Faculty Senate Past President  
AY 2015-2016

SUBJECT: Four Year Degree Program, Appointment

Sarah Leon Guerrero, Department Chair of Early Childhood Education, has submitted a proposal for the four year degree program. Sarah is also the current Faculty Senate President and considers this a possible conflict of interest. Therefore, she has appointed me, Faculty Senate Past President, to continue facilitating the four year degree process. I have accepted the appointment with the concurrence of Faculty Senate.

## Appendix C1

5/11/2016

Guam Community College Mail - Four Yr. Degree Program



**Anthony Roberto** <anthony.roberto@guamcc.edu>

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### Four Yr. Degree Program

1 message

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**Anthony Roberto** <anthony.roberto@guamcc.edu> Thu, Oct 1, 2015 at 9:33 AM  
To: "Aguilar, Norman L." <norman.aguilar@guamcc.edu>, Ricky Tyquiengco  
<ricky.tyquiengco1@guamcc.edu>, "Robin P. Roberson"  
<robin.roberson@guamcc.edu>, "Leon Guerrero, Sarah S."  
<sarah.leonguerrero@guamcc.edu>

Hi All,

We are now in the 2nd yr. of the timeline for the degree. Pls. refer to the 4yr. degree memo (attached) from AVP as it relates to the process and timelines. At some point in time this yr. degree proposals are to be presented to "stakeholders" (e.g. deans, LOC). Presentations are to justify the proposed program based on "community " needs assessment and outlining curriculum.

Faculty Senate will assist/coordinate with this activity (in setting up stakeholders).

Thank you for submitting proposals last yr. All look promising.....

---

**Four-year degree program at GCC.pdf**  
70K

## Appendix C2

5/10/2016

Guam Community College Mail - Re: Four Year Degree Presentations



**Anthony Roberto** <anthony.roberto@guamcc.edu>

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### Re: Four Year Degree Presentations

1 message

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**Norman Aguilar** <norman.aguilar@guamcc.edu> Thu, Mar 17, 2016 at 12:17 PM  
To: Anthony J Roberto <anthony.roberto@guamcc.edu>

Who will be the audience?

Norman Aguilar  
Department Chair, Tourism and Hospitality  
Guam Community College  
Tel: 671.735.5581

"To Welcome and Entertain Guests and Strangers with Warmth and Generosity."

---

**From:** 'Robin P Roberson' <robin.roberson@guamcc.edu>  
**Date:** Wed, 16 Mar 2016 11:03:21 +1000  
**To:** Anthony J Roberto <anthony.roberto@guamcc.edu>  
**Cc:** Norman Aguilar <norman.aguilar@guamcc.edu>, Ricky Tyquiengco <ricky.tyquiengco1@guamcc.edu>  
**Subject:** Re: Four Year Degree Presentations

I can make it on April 15 in the afternoon.

On Wed, Mar 16, 2016 at 10:29 AM, Anthony Roberto <anthony.roberto@guamcc.edu> wrote:

Hey All,

I've scheduled the Four Year degree presentations for April 15 and 22 (both on Friday), 2:30p.m. Pls. let me know if this "fits" your schedule. One of the reasons for this is it gives more time for preparation since one of the presenters is on the contract negotiation team. thanks ....

--

Robin P. Roberson, Assistant Professor  
Chair - Business (Accounting, Marketing, Supervision and Management)  
and Visual Communications Department  
671-735-3027 (phone/fax)





Anthony Roberto <anthony.roberto@guamcc.edu>

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## 4Yr. Degree Presentation

1 message

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**Anthony Roberto** <anthony.roberto@guamcc.edu> Tue, Apr 5, 2016 at 11:13 AM  
To: "Carl E. Torres II" <carl.torresii@guamcc.edu>, "Christopher T. Dennis"  
<christopher.dennis@guamcc.edu>, Dorothy-Lou Manglona  
<dorothylou.manglona@guamcc.edu>, "Gil T. Yanger" <gil.yanger@guamcc.edu>,  
"Joachim P. Roberto" <joaquim.roberto@guamcc.edu>, "Lisa A. Baza-Cruz"  
<lisa.bazacruz@guamcc.edu>, "Norman L. Aguilar" <norman.aguilar@guamcc.edu>,  
"Ricky S. Tyquiengco" <ricky.tyquiengco1@guamcc.edu>, "Robin P. Roberson"  
<robin.roberson@guamcc.edu>, "Sarah S. Leon Guerrero"  
<sarah.leonguerrero@guamcc.edu>

Hi Dept. Chairs,,

There will be a presentation by Robin Roberson, Chair of Marketing and Norm Aguilar, Chair of Tourism & Hospitality, on their proposed 4 yr. degree on April 19, Tues., and April 20, Wed., both starting at 2:30p., rm 5108. Selected stakeholders, like Dept. chairs, are invited. Pls. mark the date..... thanks .

## Appendix C4

5/11/2016

Guam Community College Mail - 4Yr. Degree Presentation



**Anthony Roberto** <anthony.roberto@guamcc.edu>

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### 4Yr. Degree Presentation

1 message

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**Anthony Roberto** <anthony.roberto@guamcc.edu> Tue, Apr 5, 2016 at 9:51 AM  
To: "Nanpei, Rose Marie D." <rosemarie.nanpei@guamcc.edu>, "Guerrero, Norma R." <norma.guerrero@guamcc.edu>, "Dela Cruz, Tressa C." <tressa.delacruz@guamcc.edu>, "Patricia M. Terlaje" <patricia.terlaje@guamcc.edu>, Carol Cruz <carol.cruz@guamcc.edu>, "Balbin, Sandy R." <sandy.balbin@guamcc.edu>, "Tam, Yvonne" <yvonne.tam@guamcc.edu>, "Leon Guerrero, Catherine U." <catherine.leonguerrero@guamcc.edu>, Brian Muna <brian.muna2@guamcc.edu>, "Sunga, Anthony Jay J." <anthonyjay.sunga@guamcc.edu>, Desiree Ventura <desiree.ventura@guamcc.edu>, Jonah Concepcion <jonah.concepcion@guamcc.edu>, "Palomo, Melissa L." <melissa.palomo@guamcc.edu>, "Jocson, John Michael U." <johnmichael.jocson@guamcc.edu>  
Cc: "Aguilar, Norman L." <norman.aguilar@guamcc.edu>, "Robin P. Roberson" <robin.roberson@guamcc.edu>

Hi All,

There will be a presentation by Robin Roberson, Chair of Marketing and Norm Aguilar, Chair of Tourism & Hospitality, on their proposed 4 yr. degree on April 19, Tues., 2:30p., rm 5108. Selected stakeholders, like your cte., have been invited. Pls. mark the date.....

## Appendix D

DEPARTMENT CHAIR & PROGRAM MANAGEMENT MEETING		
DATE: February 4, 2016	LOCATION: TC1107	TIME: 9:00am – 11:00am
Meeting Called By:	Dean Chan	
Type of Meeting:	Monthly	
Attendees:	Norman Aguilar, Dr. Michael Chan, Lisa Baza-Cruz, Chris Dennis, Gary Hartz, Robin Roberson, Anthony Roberto, Pete Roberto, Carl Torres II, Rick Tyquiengco, Pilar Williams, Gil Yanger, Patrick Clymer, Marlena Montague, Joleen Evangelista, Doris Perez, Daniel Okada	
Topics		
Discussion/Overview:	<b><u>AGENDA</u></b>  I. Call to order II. Recital of College Mission Statement III. Review and Approval of 11/15/15 Meeting Minutes IV. Topic I V. Topic II VI. Other Discussions/Announcements VII. Next Meeting VIII. Adjournment	
	Action/Note	Person(s) Responsible
<b>I. Call to Order</b> Meeting called to order at 9:08am by Dean Chan		
<b>II. Recital of College Mission Statement</b>		All
<b>III. Review and Approval of 11/15/15 Meeting Minutes</b>	Motion to approve: Lisa Baza-Cruz  Second the motion: Pete All in favor. None opposed.  <b>Meeting minutes of 11/15/15 APPROVED</b>	
<b>IV. 4 Year Degree Presentation:</b> <b>Marsha Postrozny:</b> withdrew application for Bachelor's Degree: <ul style="list-style-type: none"><li>• UOG keeping Bachelor's in Education not doing a Early Childhood bachelor's that will be @ Mater's level instead.<ul style="list-style-type: none"><li>▪ Do not want to compete with UOG</li><li>▪ Need to go through a very intensive accreditation</li><li>▪ Costly</li></ul></li></ul>		

<p><b>Dr. Ray:</b> provided updates to DC's for 4 year degree: policy passed 1<sup>st</sup> reading Jan 2016 – policy accreditation of bachelorette degrees from ACCJC – emphasize Standard 3 A.2 regarding faculty qualifications.</p> <p><b>Robin Roberson:</b></p> <ul style="list-style-type: none"> <li>• VisCom Program survey to be provided to advisory committee members &amp; other interested industry partners for their opinion.</li> </ul> <p><b>Ricky Tyquiengco:</b></p> <ul style="list-style-type: none"> <li>• initial thought process in creating the degree use the Technology umbrella &amp; to make it a bachelor's in Technology with an emphasis in, so to tie in the 3 programs to the bachelor's degree using 100 &amp; 200 level classes as a stepping stone to get into the bachelor's degree. Still in planning stage as how to connect it together.</li> <li>• Next step to survey students</li> </ul> <p><b>Norman Aguilar</b></p> <ul style="list-style-type: none"> <li>• 2 &amp; 4 year degree program School of Hospitality &amp; Culinary Arts – rational is that Guam's economic drivers is tourism- 1.5 million visitors annually-with the proliferation of new airlines to Guam is a possibility to hit 2 million visitors.</li> <li>• High demand for competent &amp; qualified professionals</li> <li>• Close partnership with industry MCA, ACF Chapter</li> <li>• Curriculum plan: year 1, year 2 – building competency (keep proving it even in high school level by the championship we bring in the culinary world &amp; hospitality world)</li> <li>• Year 3 &amp; 4 building qualifications is go International – (went after the ACCEF accreditation)</li> <li>• We are in the World Assoc. of Chefs</li> <li>• The world now recognizes GCC as a testing center for Culinary – all we need to have is the qualified personnel to be the proctress - in partnership with Micronesian Chefs Association &amp; the ACF</li> <li>• Gen Ed Courses we would like to do the Interdisciplinary courses we would like to take up resources of the College – business, language, VisCom &amp; others. Our 4 year program will build a well-rounded graduate.</li> </ul> <p><b>V. GCC Transformation Initiative &amp; Mandatory College Assembly</b> – any questions regarding Transformation Initiative can be answered on Feb 8, 2016</p>		
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## Appendix E

### Requirements for 4- year degree proposal leading to substantive change application

1. Name of College.
2. Institutional demographics including size and enrollment characteristics.
3. Current accreditation status of the proposing college.
4. Name and description of proposed Bachelor's degree.
5. Evidence of workforce demand for the proposed program.
6. Evidence of local interest, community support, and employer demand for the proposed program.
7. Five year enrollment projections for the proposed program.
8. Evidence of lack of program duplication with the University of Guam.
9. Detailed curriculum of coursework leading to the proposed degree.
10. Evidence of administrative, faculty, and student services capacity to offer the program and/or plans for securing that capacity.
11. Evidence of funding sources allocated to provide operational costs.
12. Evidence of adequate facilities and instructional equipment for the program and/or plans for securing those facilities and equipment.
13. Timeline for program planning, program/institutional accreditation, course offerings and expected date of first degree to be granted.
14. Evidence of Learning Outcomes Committee and General Education Committee review demonstrated by completed program and course guides.

## Appendix F

**TO:** AVP Guam Community College  
**VIA:** Faculty Senate President  
**FROM:** Ricky Tyquiengco, Technology Department Chair  
**DATE:** February 26, 2016  
**SUBJECT:** Technology Baccalaureate Degree

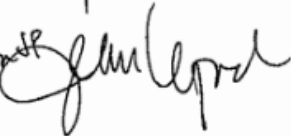
It is with deep regret that we inform the College that upon review of the ACCJC Baccalaureate Degree Substantive Change Proposal, the technology department has concluded that we do not have the elements needed to add a baccalaureate program. The reasons are listed below:

1. Insufficient number of students to support the degree unless delivery method is changed to online
2. Inadequate resources and processes to initiate, maintain, and monitor the baccalaureate program

Because of these reasons, the technology department regrettably withdraws our bid to pursue a baccalaureate degree at this time.

Respectfully,

  
Ricky Tyquiengco

<u>4/26/16</u>	ATTENDANCE
<u>NAME</u>	
Tico Tenorio	
Patty Torales	
Samantha Barbosa	
Liana Negrito	
Peter Blas	
Ed Guzman	
Jennifer Quemado	
Wesley T. Guzman	
Chrystel M. Baguion	
Carl Torres	
Troy Lizama	
it's 	

VisCom at GCC, where  
 $2+2=22?$

The Four-Year Degree PPPlan

# Guam Community College Faculty Senate Activities/Tasks

**AY2016-2017**

## **FALL 2016**

### **Events:**

<b><i>Date</i></b>	<b><i>Event/Lead Senator</i></b>	<b><i>Activities</i></b>	<b><i>Time Frame</i></b>
8/12/16	<b>Welcome Back Merienda</b> <b>FS Senators: Patty/Sarah</b>	1. Set- Up 2. Clean-Up	8/12/16 12:00 pm – 3:00 pm
8/18/16 8/25/16	<b>FS Elections</b> <b>FS Senators: Patty/Sarah/Carl/Ricky/Donna</b>	1. Call out 2. Verify eligibility candidates/ voters 3. Shift Monitors	8/18/16 8/25/16
8/22/16	<b>FS Committee Membership</b> <b>FS Senators: Patty/Ricky</b>	1. Meet with Administrators 2. Communicate with Faculty	8/22/16- 9/1/16 On-Going
8/12/16	<b>FS Chairperson Training</b> <b>FS Senators: Patty/Sarah</b>	1. Bylaws/Constitution/ Minutes/agendas 2. Posting on MyGCC	9/5/16 thru 9/9/16
8/12/16	<b>Active Shooter Training</b> <b>FS Senators: Donna/Patty</b>	1. Coordinate with entities and campus community	8/16/16 – On-Going
8/12/16	<b>Four (4) Year Degree Project</b> <b>FS Senators: Patty/Ricky</b>	1. Follow-Up with Amada/Vicky	AY15-16 – On-Going
8/12/16	<b>Class Size/Credit Program Averages</b> <b>FS Senators: Carl/Sarah</b>	1. Follow-Up with LOC/GENED 2. Present to DCs	8/12/16 – On-Going
8/12/16	<b>Social Mixers</b> <b>FS Senators: Ricky/Carl/Donna</b>	1. Logistics 2. Door Prizes	8/12/16 – On-Going

### **Documents:**

<b><i>Date</i></b>	<b><i>Document/Lead Senator</i></b>	<b><i>Activities</i></b>	<b><i>Recommended Time Frame</i></b>
8/12/16	<b>FS Recommendations to Negotiations Team</b> <b>FS Senator: Patty/Donna</b>	Compile list and provide written feedback	September 15, 2016
8/12/16	<b>Student Grievance Process</b> <b>FS Senator: Ricky/Carl</b>	Research and provide feedback for FS comments and present to DCs	September 2016 ( 9/26/16)
8/15/16	<b>Sexual Harassment Procedures</b> <b>FS Senator: Sarah/Carl</b>	Research and provide feedback for FS comments and present to DCs	September 2016 (9/12/16)
8/29/16	<b>FS Bylaws/Constitution</b> <b>FS Senator: Carl/Sarah</b>	Research and provide feedback for FS comments	September 2016 (9/12/16)
8/29/16	<b>Ethics Complaint Process</b> <b>FS Senator: Donna/Ricky</b>	Research and provide feedback for FS comments	September 2016 (9/26/16)

**Committee Assignments:** Report on progress/concerns of committees, attend at least one meeting per semester

**Patty:** Standards I, II, III, & IV  
**Sarah:** LOC & Promotions

**Ricky:** RPF, CDC, & CTC  
**Carl:** GenEd & PDRC

**Donna:** Negotiations, Calendar, & CCA

8/30/16



## MEMORANDUM

TO: Dr. R. Ray Somera, Academic Vice President  
Juanita Tenorio, Chairperson, Standard IV Leadership & Governance

FROM: Sarah Leon Guerrero, Faculty Senate President

DATE: May 09, 2016

SUBJECT: Faculty Senate Year End Report for AY 2015-2016

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- **Name:** Faculty Senate
- **Committee Members:**
  - Sarah Leon Guerrero (President)
  - Patricia Terlaje (President-Elect)
  - Anthony Roberto (Past President)
  - Donna Cruz (Senator at Large)
  - Carl Torres (Senator at Large)

Initiatives		Completed	Carried Forward	Will Not Pursue	Status Description
1.	Identify committee members for AY 2015-2016	X			All governance committees filled.
2.	Begin discussion on 4 year degree	X	X		Proposals from four programs submitted.
3.	Foster communication among faculty	X	X		Communication through MyGCC announcements faculty email, faculty gatherings (start of every semester), faculty picnic and Chachalani reports.
4.	Foster communication with governance committees	X	X		Faculty Senate attend committee meetings and oversight responsibility. Chairs invited to FS meetings.
5.	Review Faculty Senate Constitution		X		FS Constitution outdated and will need further review.
6.	Review Faculty Senate Ethics Procedure	X	X		FS reviewed and approved
					FS reviewed and approved

7	Developed FS IOP	X	X		
8	Review and provide input for Faculty Senate role and responsibilities as outlined in the BOT agreement	X	X		
9	Mediate and serve as an advocate with committee issues and/or concerns	X	X		

## Self Assessment

- To what degree has Faculty Senate met its roles and responsibilities?  
Faculty Senate met the majority of its initiatives. In addition to these initiatives, FS engaged in the following activities:
  - Discussion of faculty increments.
  - Conducted one unplanned Faculty Elections for Promotions Committee
  - Assisted in the preparation for contract negotiations.
  - Facilitated interpretation of GED roles and responsibilities.
  - Facilitated talks between faculty and AVP regarding School of CCR. The need for CCR faculty to be represented by a DC remains an issue and will be carried forth into AY 2016- 2017.
  - Reviewed one formal complaint submitted by faculty.
  - Facilitated 4-year proposal presentations by individual departments. Four departments initially expressed an interest; ultimately only two department presented their proposals to the college.
  - Ensure leadership positions are identified in IOPs of the governance committees
  - Regularly scheduled FS meetings and several non-scheduled
  - Participation in all College Governing Council meetings
  - Participation in all Resource, Planning, and Facilities meetings
  - Participation in Faculty Union meetings
  - Convened Faculty Assembly
  - Reviewed and provided feedback to various drafts of the Institutional Professional Comprehensive Development Plan
- How could the Faculty Senate improve its effectiveness in regard to meeting its roles and responsibilities?
  - Be knowledgeable of the processes and procedures of the participatory governance structure.
  - Improve communication to truly practice Participatory Governance

- Improve relationship with Administration thereby fostering communication which will create a conducive setting that considers and addresses faculty recommendations
- Encourage and advocate for the BOT agreement negotiations as the document defines the existence of Faculty Senate and overall participatory governance
- How effective was Faculty Senate in completing its initiatives?
  - Faculty Senate was very effective in accomplishing its initiatives.
- How might Faculty Senate improve its effectiveness in regard to accomplishing its initiatives?
  - By having defined roles and responsibilities. The Faculty Senate constitution had roles defined for its members. The constitution has not been updated since 2011. Continue to support the initiative to begin the BOT negotiations
- What resources are needed to assist Faculty Senate in achieving its initiatives?
  - BOT agreement negotiations as it defines the roles and responsibilities of participatory governance
  - Curriculum repository inadequate (TracDat & MyGCC Master Schedule)
  - Catalog (inaccuracies, hard copies needed for LOC members/advisors/DCs/all Post Secondary/Secondary Counselors) late publications not in time for advisement may cause misadvisement concerns)
  - Continued Administrative assistance
  - Continued budget to support activities
  - Safe and clean office space
  - Additional committee membership to conduct numerous activities

## **Recommendations**

- What topics should be addressed by this committee next year?
  - Institutional Professional Comprehensive Development Plan
  - School of Career and College Readiness
  - LOC and Gen. Ed. Committee
  - 4 Year Degree
  - Review Faculty Senate IOP
  - Review Faculty Senate Constitution
  - Review Ethics Procedure
- Are there any additional roles or responsibilities Faculty Senate should be addressing?
  - Ensure that leaders of the governance committees are knowledgeable of the processes for reporting of committee activities.
  - DC for every faculty

- What issues, initiatives or work has Faculty Senate identified that other committee(s) and/or departments should address next year?
  - Representation and communication college wide
  - 4 Year Degree
  - Contract Action Teams
  - Institutional Comprehensive Professional Development Plan
  - School of Career and College Readiness
  - Clarify and define roles of entities formed by Administration (i.e. Governance Check Group, Joint Management Team”, Management DC group, etc.) created outside of governance process but have decision-making capabilities for all stakeholders.

Please upload this document to the appropriate GCC site page, and submit an electronic copy to the Office of Assessment, Institutional Effectiveness and Research (AIER) at [aiер@guamcc.edu](mailto:aiер@guamcc.edu)

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

**GCC's Mission Statement:**

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

**Agenda**

**Monday, September 12, 2016**

**Faculty Senate Office C2**

**@ 2:30 p.m.**

I. Meeting called to order

II. Attendance:

Name	E-mail	Present
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	
Sarah Leon Guerrero, President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	
Ricky Tyquiengco, President-Elect	<a href="mailto:ricky.tyquiengco1@guamcc.edu">ricky.tyquiengco1@guamcc.edu</a>	
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

III. Review of Minutes: 08/29/2016

IV. Old Business:

- A. 4 Year Degree
- B. Recommendations for Negotiations Team
- C. Committee Listing Update
- D. National Average Credit Requirements for programs
- E. National Average Class size
- F. Student Grievance Process
- G. Active Shooter Training
- H. By-Laws/Constitution
- I. Chair Training
- J. Sexual Harassment Procedures

V. New Business:

- A. CCR Representative for DC council meeting
- B. Chair-Elect for PDRC
- C. End of Semester Faculty Gathering

VI. Open Discussion/Announcements

VII. Next Meeting:

Monday, September 26, 2016, 2:30 pm, C2

VIII. Adjournment

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

**GCC's Mission Statement:**

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

**Minutes**  
**Monday, September 12, 2016**  
**Faculty Senate Office C-2**  
**@ 2:30 p.m.**

**I. Meeting called to order @ 2:31 p.m.**

**II. Attendance**

<b>Name</b>	<b>E-mail</b>	<b>Present</b>
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	✓
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	✓
Ricky Tyquiengco President-Elect	<a href="mailto:ricky.tyquiengco1@guamcc.edu">ricky.tyquiengco1@guamcc.edu</a>	✓
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	✓
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	✓
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	✓
<b>Guests:</b>		
Theresa Datuin	<a href="mailto:theresa.datuin@guamcc.edu">theresa.datuin@guamcc.edu</a>	✓
Vera De Oro	<a href="mailto:vera.deoro@guamcc.edu">vera.deoro@guamcc.edu</a>	✓

**III. Review of Minutes**

- D. Cruz moved to approve the minutes of August 29, 2016, motion was seconded by C. Torres**  
**II. No further discussion, motion passed unanimously.**

**IV. Old Business**

- A. 4 Year Degree – R. Tyquiengco reported he met with A. Manzana (Department Chair of Business & Visual Communication) and M. Schrage (Department Chair of Tourism & Hospitality) regarding their proposal of their 4 year degree. The Tourism & Hospitality Department will not be pursuing the degree. However, it will be re-evaluated by all faculty members within the department to get a consensus whether or not they will pursue the degree. The Business & Visual Communication Department is generally in full support of pursuing the proposed degree. DCs will be preparing and presenting progress report to FS on October 31, 2016 FS meeting.**
- B. Recommendations for Negotiations Team – P. Terlaje and D. Cruz prepared and circulated the list of recommendations among all FS members for their feedback. Final list will be presented to the Negotiating Team by D. Cruz.**
- C. Committee Listing Update – (See Attachment) Finalized listing is posted on Faculty Senate webpage.**
- D. National Average Credit Requirements for Programs – T. Dela Cruz (LOC Chair) will be placing AVP's flagship assignment items on LOC agenda. C. Torres II and R. Tyquiengco will get feedback from DCs.**

- E. National Average Class Size – S. Leon Guerrero stated that credit should be given to faculty for the maximum size of 10 not 13. Workload should be given the maximum number of as stated in the curriculum. T. Dela Cruz (LOC Chair) will be placing AVP's flagship assignment items on LOC agenda. C. Torres II and R. Tyquiengco will get feedback from DCs.
- F. Student Grievance Process – C. Torres II stated he was going to present this issue to the Council of Department Chairs and provide FS members copy for feedback. Meeting scheduled for 1st or 2nd week of October 2016 for comments and feedback from Department Chairs.
- G. Active Shooter Training – D. Cruz and P. Terlaje met with JP. Roberto, G. Manglona, and C. Sison to discuss training. Training is scheduled for October 24, 2016 during the College Assembly. 1st Draft of the College Assembly agenda was provided by AVP.
- H. By-Laws/Constitution – C. Torres II and S. Leon Guerrero made minor revisions. C. Torres II will send a revised copy to faculty senate members. He requested for the Word document.
- I. Chair Training – S. Leon Guerrero will send an email to all committee chairs and chair-elects requesting for their availability for training on 09/21/2016 at 9:00am and 2:00pm, 09/22/2016 at 9:00am and 2:00pm, and 09/23/2016 at 2:00pm.
- J. Sexual Harassment Procedures – C. Torres II will type up FS comments and feedback and forward to P. Terlaje. Deadline was extended by J. Flores. S. Leon Guerrero reported the procedure is not adopted by the Board. However, it will be presented to the Board when all feedback and comments have been received and finalized.
- K. Code of Ethics – (See Attachment) D. Cruz made revisions to the forms. C. Torres II recommended for only union dues paying members be entertained.

## V. New Business

- A. CCR Representative for DC council meeting – T. Datuin and V. De Oro discussed the following issues and concerns:
  - 1. CCR faculty underestimated the need for a Department Chair. The problem is CCR faculty is not considered a department. However, faculty are being treated like a department without operating procedures and/or directions.
  - 2. Faculty may not be covered under the Faculty Union Contract as all faculty have to belong to department.
  - 3. Faculty signed a contract thinking that CCR will be established as a department.
  - 4. Dr. E. Diego is unable to attend the Department Chair meeting because she is an administrator. Between Dr. E. Diego and faculty members communication is a huge concern. Faculty are not informed of general information of campus announcements and events shared at the DC meeting.
  - 5. Drop Box – faculty submit class postponement and cancellations.
  - 6. Self-Placement – Discussions ongoing regarding self-placement but CCR faculty not included. The Math and English department are supposed to have individual discussions for a proposal. There is supposed to be a follow through with the Math and English department chairs and Dr. E. Diego. C. Torres II mentioned the plan was to conduct meeting with CCR soon.
  - 7. Faculty are tasked to create an overall strategic plan for the CCR development education department on top of their work load and committee work. Faculty are told that they have to report every Friday for 3 to 4 hours to work on the plan. The hours of committee work will not be counted towards faculty workload. The deadline for plan submission is December 2016. C. Torres II stated that all departments must have strategic plans. He can provide the template for the CCR faculty. P. Terlaje mentioned the requirement to meet every Friday to develop CCR development education was mentioned in an email for faculty who opted to have "Alternative Workload" rather than committee work. The CCR faculty who opt for this option would need to work with Dr. Diego.
  - 8. Faculty need clarification of the organization/structure of CCR.



- P. Terlaje suggested for the CCR faculty to list their issues and concerns with their signatures and present to C. Torres II. C. Torres will present to F. Tupaz to review the list prior to presenting to the Negotiating Team Members. C. Torres stressed that the letter should be given to him within the next day as Team Members already have plans in place.
- B. Chair-Elect for PDRC –None of the current members want to be the chair-elect for AY2016-2017. Committee requested for Faculty Senates assistance. P. Terlaje recommended for C. Torres II to bring this issue to the Negotiating Teams attention for future issues. FS members recommend the committee select at the next AY with its new membership.
- C. End of Semester Faculty Gathering – R. Tyquiengco, C. Torres II, and D. Cruz will research various venues for the upcoming social mixers. S. Leon Guerrero mentioned T. Roberto's sister's Ipan beach was nice; however, there were few faculty present. P. Terlaje recommended on-campus activity for more faculty presence. Group will continue the research.

#### **VI. Open Discussion/Announcements**

- A. Google Calendar – B. Blas will send confirmation of Faculty Senate, RPF, and CGC meeting dates and events.
- B. Memorandum from Dean's "Narrative/Evaluation Expectations" – faculty complaining with the following:
1. Deans mentioned in the memo they can provide another faculty's narrative as an example. The narratives are confidential, faculty share growth and personal experiences with activities, they shouldn't be shared without faculty input.
  2. Deans also mentioned in memo that activities can't be repeated from last AY. The faculty's activities can be repeated if identified in students' needs assessment. Some activities such as service activities, educational plans, recruitment, etc. are required and repeated every year.
- C. RPF – P. Terlaje reported the following:
1. 51% FY16 appropriations received. Still 2M cash reserved in DOA.
  2. Wednesday, September 14, 2016, groundbreaking ceremony for Building 100.
  3. A/C issue in Allied Health Building bid for repairs under protest so work halted.
  4. Blinds for Building E offices was discussed and VP stated a meeting was previously held and that the faculty members agreed they would take care of their office blinds.
  5. Disability Parking Stalls – Facilities and Maintenance have assessed the parking area behind building E. GCC met the standards of available disabled parking slots.
- D. Special Meeting with AVP on September 14, 2016.
- E. Meet the President – 09/27/2016 and 09/28/2016 in the MPA at 6:00pm.

#### **VII. Next Meeting**

Monday, September 26, 2016 @ 2:30 a.m. in Faculty Senate Office, C-2.

#### **VIII. Adjournment**

S. Leon Guerrero moved to adjourn, C. Torres II seconded the motion. Motion passed. Meeting adjourned at 4:11 p.m.

**Submitted By:**

  
Barbara S. Blas


**Approved By:**

  
Patricia Terlaje





COMMITTEE MEMBERS (Full-Time Faculty) 2016-2017

Calendar	Council of Department Chairs	Committee on College Assessment	Faculty Negotiating Team	*Faculty Senate	*Learning Outcomes	GenEd
Patty Terlaje Donna Cruz Norma Guerrero	Dr. Lisa Baza-Cruz Gil Yanger Christopher Dennis (Chair) Marsha Postrozny Carl Torres II (Chair-Elect) Dorothy Lou Manglona	Katsuyoshi Uchima (Past Chair) Zhaopei Teng (Chair Elect) Gil Yanger (Chair) ** J. Peter Roberto Hernalin Analista Vicki Schrage Yvonne Tam	Frederick Tupaz (Chair) Christopher Dennis Sally Sablan Donna Cruz Eric Chong Carl Torres	Patty Terlaje(President) Ricky Tyquiengco (President-Elect) Sarah Leon Guerrero (Past-President) Carl Torres II ** (At Large Member) Donna Cruz (At Large Member)	Tressa Dela Cruz (Chair) Dr. Anthony Jay Sunga (Chair-Elect) Rose Marie Naupai (Past Chair) Norma Guerrero Carol Cruz Sandy Balbin Yvonne Flores Catherine Leon Guerrero Brian Muna Desiree Ventura Jonah Concepcion Melissa Palomo John Jocson Vera De Oro	Joni Kerr (Chair) KristiAnna Santos(Chair-Elect) Carl Torres II ** Vito Calvo Jr. Amada Manzana
College Governing Council	Anthony Roberto J. Peter Roberto Ricky Tyquiengco Amada Manzana Vicki Schrage					
Patty Terlaje (President) Sarah Leon Guerrero (Past President) Ricky Tyquiengco (President-Elect)						
College Technology						
Paul Healy (Chair) Terry Kuper Michael Setzer II Bob Neff Jonah Concepcion						
Resources, Planning & Facilities	Promotions	PDRC	Std I Institutional Mission & Effectiveness	Std II Student Learning Programs & Services	Standard III Resources	Std IV Leadership & Governance
Patty Terlaje (President) Sarah Leon Guerrero (Past President) Ricky Tyquiengco (President-Elect) Frederick Tupaz (Faculty Union President)	Tico Tenorio(Chair) Anthony Roberto(Chair-Elect) Troy Lizama Jose Munoz Becky Toves Marsha Postrozny	Pilar Pangelinan (Chair) Steve Lam Wilson Tam Tonirose Concepcion Doreen Blas Sally Sablan	Wendell Roden (Chair) Cecilia Delos Santos Norman Aguilar	Christine Matson (Chair)	Christie Ginson (Chair) Bertha Leon Guerrero (Chair-Elect) Jose Lopez Simone Bollinger	Rosemary Loveridge (Chair) Jennifer Artero Barbara Mañas Rachel Lee

Verified by:   
Faculty Senate President  
Date: 9/1/16

\*\* Alternative Work Assignments  
Lisa Baza-Cruz   Ron Abshire  
Kathryn Maloney   Theresa Datuin

Attested by:  Date: 9/1/16  
Academic Vice President  
 Date: 9/1/16  
Faculty Union President

*Fur*  
*Fred Tupaz*

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

**GCC's Mission Statement:**

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

**Special Meeting**

**Agenda**

**Wednesday, October 5, 2016**

**Faculty Senate Office C2**

**@ 11:15 a.m.**

I. Meeting called to order

II. Attendance:

Name	E-mail	Present
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	
Ricky Tyquiengco, President-Elect	<a href="mailto:ricky.tyquiengco@guamcc.edu">ricky.tyquiengco@guamcc.edu</a>	
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

III. Sexual Harassment Procedures

IV. Open Discussion/Announcements

V. Adjournment

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

**GCC's Mission Statement:**

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**Special Meeting**  
**Minutes**  
**Wednesday, October 5, 2016**  
**Faculty Senate Office C2**  
**@ 11:15 a.m.**

I. Meeting called to order @ 11:22 am

II. Attendance:

Name	E-mail	Present
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	√
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	absent
Ricky Tyquiengco, President-Elect	<a href="mailto:ricky.tyquiengco@guamcc.edu">ricky.tyquiengco@guamcc.edu</a>	√
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	absent
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	√
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	absent

III. Sexual Harassment Procedures

Items to add to C. Torres II, D. Cruz, and P.Terlaje:

- Suggest legal review by college's attorney
- Timelines unreasonable

IV. Open Discussion/Announcements

- RPF meeting on Thursday, October 06, 2016, Faculty concerns to be presented:
  1. Safety Concerns
  2. Wifi Classroom Concerns
  3. Standard IV Committee request for Pres. Evaluation results

V. Adjournment

Motioned by D. Cruz, R. Tyquiengco 2<sup>nd</sup> the motion. Motion passed. Meeting adjourned 11:50 am.

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

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**Agenda**

**Tuesday, October 25, 2016**

**Faculty Senate Office C2**

**@ 2:00 p.m.**

I. Meeting called to order

II. Attendance:

Name	E-mail	Present
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	
Sarah Leon Guerrero, President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	
Ricky Tyquiengco, President-Elect	<a href="mailto:ricky.tyquiengco1@guamcc.edu">ricky.tyquiengco1@guamcc.edu</a>	
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

III. Review of Minutes: 09/12/2016

IV. Old Business:

- A. By-Laws/Constitution
- B. Code of Ethics
- C. Sexual Harassment Procedures
- D. Student Grievance Process
- E. 4 Year Degree
- F. National Average Credit Requirements for programs
- G. National Average Class size
- H. Committee Listing Update
- I. Active Shooter Training
- J. Chair Training
- K. CCR
- L. Recommendations for Negotiations Team
- M. End of Semester Faculty Gathering

V. New Business:

VI. Open Discussion/Announcements

VII. Next Meeting:

Monday, October 31, 2016, 2:30 pm, C2

Fall 2016 FS Upcoming Meetings: Oct. 31, Nov. 14, 28, Dec. 12

VIII. Adjournment

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

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**Minutes**

**Tuesday, October 25, 2016**

**Faculty Senate Office C-2**

**@ 2:00 p.m.**

**I. Meeting called to order @ 2:02 p.m.**

**II. Attendance**

<b>Name</b>	<b>E-mail</b>	<b>Present</b>
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	✓
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	✓
Ricky Tyquiengco President-Elect	<a href="mailto:ricky.tyquiengco1@guamcc.edu">ricky.tyquiengco1@guamcc.edu</a>	✓
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	✓
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	absent
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	✓

**III. Review of Minutes**

**S. Leon Guerrero moved to approve the minutes of September 12, 2016, motion was seconded by C. Torres II. No further discussion, motion passed unanimously.**

**IV. Old Business**

- A. By-Laws/Constitution – tabled
- B. Code of Ethics – tabled
- C. Sexual Harassment Procedures – feedback and comments were submitted to J. Flores. S. Leon Guerrero reported group accepted all recommended changes, except the “preponderance of the evidence”. (CLOSED)
- D. Student Grievance Process – C. Torres reported the Council of Department Chairs have not held a meeting and item not on agenda yet. C. Torres II will send an email to C. Dennis (Department Chair Chairperson) to request for feedback and comments from Council of Department Chairs who will be asked to share with their faculty. The deadline to submit feedback and comments to FS is Monday, November 14, 2016.
- E. 4 Year Degree – P. Terlaje will email A. Manzana (Department Chair of Business & Visual Communication) and M. Schrage (Department Chair of Tourism & Hospitality) reminding them of progress report (oral & written) due at next FS meeting: Monday, October 31, 2016.
- F. National Average Credit Requirements for Programs – C. Torres & S. Leon Guerrero will follow up with LOC, GenEd, and Department Chairs. Deadline: November 28, 2016.
- G. National Average Class Size – C. Torres & S. Leon Guerrero will follow up with LOC, GenEd, and Department Chairs. Deadline: November 28, 2016.
- H. Committee Listing Update – Finalized listing is posted on Faculty Senate MyGCC webpage. E. Bataclan requested to be placed on a committee. FS Senate recommends faculty to work with Dean as workload deadline passed. (CLOSED)

- I. Active Shooter Training – Training was held on Monday, October 24, 2016 during the College Assembly. P. Terlaje is waiting for the evaluation results to determine how successful the training was. B. Blas will prepare certificate of appreciations for Criminal Justice & Social Science Department members, P. Johns, and the law enforcement officers who conducted the training. Criminal Justice & Social Science Department are requesting for incentives such as t-shirts to be presented to the trainers. (CLOSED)
- J. Recommendations for Negotiations Team – P. Terlaje reported list of recommendations was presented to the Negotiating Team via D. Cruz. (CLOSED)
- K. End of Semester Faculty Gathering – R. Tyquiengco, C. Torres, & D. Cruz prepare arrangements for this event, suggested date: Friday, December 02, 2016 from 11:00am – 4:00pm. P. Terlaje will create team building exercise or department contest, suggestion: request for F. Tupaz for letter to solicit for raffle prizes.

**V. New Business**

- A. Active Shooter Training Part II – arrangements for part two of this training will be arranged by P. Terlaje, D. Cruz, Criminal Justice & Social Science Department, G. Manglona (Safety Administrator), and R. Perez (Continuing Education Administrator).
- B. Faculty Adopt A Park – R. Tyquiengco suggested that Faculty Senate adopt a park where we can also utilize as a faculty gathering/barbecue/games/etc. He will do more research.

**VI. Open Discussion/Announcements**

- A. GCC College Catalogs – LOC Chair, T. Dela Cruz requested for B. Blas to make photocopies of the catalogs for each LOC committee member. A. Atoigue, B. Blas supervisor informed the AVP of this request. The AVP responded, Faculty Senate should use their funding to purchase or their supplies and materials to provide LOC their request. P. Terlaje approved the funding source, however, P. Terlaje sent an email reply that it should be an institutional responsibility to provide hard copies to faculty who conduct curriculum program/course review as well as students who are undeclared and have varied learning styles. P. Terlaje also reiterated these comments at RPF meeting.
- B. Registration Issues – on Monday, October 24, 2016 it was posted on MyGCC that students can begin registration. However, C. Torres reported students were having issues. The Admissions & Registration Department were informed and corrected the system.
- C. Transformation Leadership Academy, Second Cohort - emails have been sent out for individuals to accept and commit to attending the second cohort. P. Terlaje will relay the message at RPF meeting that coordinators of this training consider timing of training as it is peak time for registration and staff & faculty taken away from providing services such as cashiers, advisors, etc.

**VII. Next Meeting**

Monday, October 31, 2016 @ 2:30 a.m. in Faculty Senate Office, C-2.

**VIII. Adjournment**

C. Torres II moved to adjourn, S. Leon Guerrero seconded the motion. Motion passed.  
Meeting adjourned at 3:14 p.m.

**Submitted By:**

  
Barbara S. Blas

**Approved By:**

  
Patricia Terlaje



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**Faculty Senate**

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**Agenda**

**Monday, October 31, 2016**

**Faculty Senate Office C2**

**@ 2:30 p.m.**

I. Meeting called to order

II. Attendance:

Name	E-mail	Present
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	
Ricky Tyquiengco, President-Elect	<a href="mailto:ricky.tyquiengco1@guamcc.edu">ricky.tyquiengco1@guamcc.edu</a>	
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

III. Review of Minutes: 10/25/2016

IV. Old Business:

- A. By-Laws/Constitution
- B. Code of Ethics
- C. Student Grievance Process
- D. 4 Year Degree
- E. National Average Credit Requirements for programs
- F. National Average Class size
- G. End of Semester Faculty Gathering

V. New Business:

- A. Active Shooter Training, Part II
- B. GCC Faculty Adopt A Park
- C. Spring 2017 FS Meeting Dates/Times

VI. Open Discussion/Announcements

VII. Next Meeting:

Monday, November 14, 2016 2:30 pm, C2

Fall 2016 FS Upcoming Meetings: Nov. 28 & Dec. 12

VIII. Adjournment

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

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**Minutes**

**Monday, October 31, 2016**

**Faculty Senate Office C-2**

**@ 2:30 p.m.**

**I. Meeting called to order @ 2:40 p.m.**

**II. Attendance**

<b>Name</b>	<b>E-mail</b>	<b>Present</b>
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	✓
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	✓
Ricky Tyquiengco President-Elect	<a href="mailto:ricky.tyquiengco1@guamcc.edu">ricky.tyquiengco1@guamcc.edu</a>	✓
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	absent
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	✓
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	✓
<b>Guests:</b>		
Marivic Schrage	<a href="mailto:marivic.schrage@guamcc.edu">marivic.schrage@guamcc.edu</a>	✓
Amada Manzana	<a href="mailto:amada.manzana@guamcc.edu">amada.manzana@guamcc.edu</a>	✓

**III. Review of Minutes**

**S. Leon Guerrero moved to approve the minutes of October 25, 2016, motion was seconded by R. Tyquiengco. No further discussion, motion passed unanimously.**

**IV. Old Business**

- A. By-Laws/Constitution – C. Torres II recommended to postpone the approval of by-laws until negotiations have been settled, due to new developments. P. Terlaje stated Faculty Senate shouldn't operate without by-laws and Faculty Senate needs to abide by the current contract. S. Leon will circulate the word document so all Faculty Senate members can make their revisions. Deadline for submission and approval, Monday, November 14, 2016.
- B. Code of Ethics – tabled. D. Cruz will revert back to the current procedures with the use of current adopted forms. Next AY17-18, Faculty can review. CLOSED
- C. Student Grievance Process – R. Tyquiengco reported that he sent the email to C. Dennis, Department Chairperson of Automotive. C. Dennis acknowledge receipt of email and will disseminate to Department Chairs. R. Tyquiengco will request for a copy of the grievance process from Dr. M. Chan. The deadline to submit feedback and comments to Faculty Senate is Monday, November 14, 2016.
- D. 4 Year Degree – M. Schrage (Department Chair of Tourism & Hospitality) and A. Manzana (Department Chair of Business & Visual Communication) presented their written proposals to Faculty Senate. P. Terlaje suggested that M. Schrage include the following statement in her proposal realistic timeframe to complete curriculum proposal which M. Schrage stated by AY2018-2019 with implementation during Fall 2019. P. Terlaje requested that A. Manzana prepare her proposal in memo format. Further discussion for both degree proposals will be forthcoming.

- E. National Average Credit Requirements for Programs – C. Torres & S. Leon Guerrero will follow up with LOC, GenEd, and Department Chairs. Deadline: November 28, 2016.
- F. National Average Class Size – C. Torres & S. Leon Guerrero will follow up with LOC, GenEd, and Department Chairs. Deadline: November 28, 2016.
- G. End of Semester Faculty Gathering – Friday, December 2, 2016 R. Tyquiengco, C. Torres, & D. Cruz will make arrangements for this event, Faculty Retreat. Scheduled for Friday, December 02, 2016 from 11:00am – 4:00pm. P. Terlaje will request for a solicitation letter from F. Tupaz to solicit for raffle prizes. D. Cruz suggested to provide an ethics course and t-shirts for each department, preferably different colors per department. Assigned tasks for this event: D. Cruz – follow up with Ethics Instructor (Bruce Bradly or Barrett Anderson), and S. Leon Guerrero – follow up with Continuing Education if the Ethics Instructor can work through Continuing Education for credits.

#### **V. New Business**

- A. Active Shooter Training Part II – arrangements for part two of this training will be arranged by P. Terlaje, D. Cruz, Criminal Justice & Social Science Department, G. Manglona (Safety Administrator), L. Leon Guerrero (Staff Senate) and R. Perez (Continuing Education Administrator). Faculty Senate is waiting for J. P. Roberto to prepare the memo to forward certificates to President Okada for her signature. P. Terlaje requested for incentives to present to the officers. P. Terlaje – first aid kits, and S. Leon Guerrero – duffle bags.
- B. Faculty Adopt A Park – R. Tyquiengco suggested and will take lead for Faculty Senate to adopt a park where we can also utilize as a faculty gathering/barbecue/games/etc. looking at Spring 2017 for project.
- C. Spring 2017 FS Meeting Dates/Times – P. Terlaje requested for Faculty Senate members to provide schedule for Spring 2017 semester which will be discussed next Faculty Senate meeting, Monday, November 14, 2016.

#### **VI. Open Discussion/Announcements**

- A. Executive Council Union Budget – approved to fund professional development course for union members only, use this funding for the Faculty Retreat activity on Friday, December 2, 2016.
- B. GenEd – submitted by-laws to Faculty Senate. Faculty Senate will acknowledge that it was received, but will not consider it approved as the document alters the “charge” “membership” as stipulated in the present agreement.
- C. GCC Catalogs for LOC – B. Blas will make photo copies for each LOC member.

#### **VII. Next Meeting**

Monday, November 14, 2016 @ 2:30 a.m. in Faculty Senate Office, C-2.

#### **VIII. Adjournment**

**D. Cruz moved to adjourn, S. Leon Guerrero seconded the motion. Motion passed. Meeting adjourned at 3:50 p.m.**

**Submitted By:**

  
 Barbara S. Blas

**Approved By:**

  
 Patricia Terlaje

TO: PATRICIA TERLAJE, PRESIDENT, FACULTY SENATE  
FROM: AMADA MANZANA, DEPARTMENT CHAIR, BUSINESS AND VISUAL COMMUNICATIONS  
DATE: NOVEMBER 3, 2016  
RE: VISUAL COMMUNICATIONS 4-YEAR DEGREE PROPOSAL REPORT

As presented during the Faculty Senate meeting on October 31, 2016, here is the report for the Visual Communications 4-year degree proposal.

In 2015, out of 2410 students enrolled, 55% were female and 45% were male. Of the 2410 enrolled, 40% were full time, and 60% were part time. The three largest ethnic groups are Asian or Pacific Islanders/Chamorros, Filipinos, and Chuukese. Below is a table of students enrolled in AS Viscom and AS Marketing, for the last 4 years. It is important to note that the numbers below reflect only the student's first major. Some students may have both AS Viscom and AS Marketing as their majors.

Year	AS Viscom	AS Marketing
2015	68	53
2014	96	60
2013	93	50
2012	68	59

According to the U.S. Bureau of Labor Statistics, employment for the graphic design profession is expected to grow 7% between 2014 and 2024. In comparison, a two percent growth in employment is expected for art directors during the same decade. Employment of advertising, promotions, and marketing managers is projected to grow 9% from 2014-2024, faster than the average for all occupations. (Source: [www.bls.gov](http://www.bls.gov)). The BLS also noted that competition for these types of occupations is high due to a large number of people pursuing these careers.<sup>1</sup>

There is evidence of local interest, community sStudents, Visual Communications Advisory Committee members, as well as local companies have expressed strong interest in a Viscom 4-year degree program. Current Viscom students inquired about having a 4-year Viscom degree during the last Meet the President session. During the last Visual Communications Advisory Committee meeting on October 14, 2016, members, with the concurrence of faculty, have expressed that our students are learning a small part of the many aspects of Visual Communications, and there are so much room for going more in depth for each subject. Just during the past week, I have been approached by three local companies requesting for students with skills in Visual Communications, namely, G4S, Kwikspace, and Guam Regional Medical City.

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<sup>1</sup> "What is Visual Communications? - Learn.org." 2015. 5 Sep. 2016  
<[http://learn.org/articles/What\\_is\\_Visual\\_Communications.html](http://learn.org/articles/What_is_Visual_Communications.html)>

While most of the preliminary research has been done. It is recommended to have a formal study of the students and industry needs to determine the viability of a 4-year Visual Communications degree program. A thorough research is also necessary to formulate the entire 4 years of course work. It is hoped that this study can be done by Spring 2017. For the year 2017-2018, curriculum documents need to be developed and approved, so that the program may start during Fall 2018.

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

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providing the highest quality, student-centered education and job training for Micronesia.

**Agenda**

**Monday, November 14, 2016**

**Faculty Senate Office C2**

**@ 2:30 p.m.**

I. Meeting called to order

II. Attendance:

Name	E-mail	Present
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	
Ricky Tyquiengco, President-Elect	<a href="mailto:ricky.tyquiengco1@guamcc.edu">ricky.tyquiengco1@guamcc.edu</a>	
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

III. Review of Minutes: 10/31/2016

IV. Old Business:

- A. By-Laws/Constitution
- B. Student Grievance Process
- C. 4 Year Degree
- D. National Average Credit Requirements for programs
- E. National Average Class size
- F. End of Semester Faculty Gathering
- G. Active Shooter Training, Part II
- H. GCC Faculty Adopt A Park
- I. Spring 2017 FS Meeting Dates/Times

V. New Business:

VI. Open Discussion/Announcements

VII. Next Meeting:

Monday, November 28, 2016 2:30 pm, C2

Fall 2016 FS Upcoming Meetings: Dec. 12

VIII. Adjournment

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

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**Minutes**

**Monday, November 14, 2016**

**Faculty Senate Office C-2**

**@ 2:30 p.m.**

**I. Meeting called to order @ 2:38 p.m.**

**II. Attendance**

Name	E-mail	Present
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	✓
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	✓
Ricky Tyquiengco President-Elect	<a href="mailto:ricky.tyquiengco1@guamcc.edu">ricky.tyquiengco1@guamcc.edu</a>	✓
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	absent
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	absent
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	✓

**III. Review of Minutes**

**S. Leon Guerrero moved to approve the minutes of November 14, 2016, motion was seconded by R. Tyquiengco. No further discussion, motion passed unanimously.**

**IV. Old Business**

- A. By-Laws/Constitution – S. Leon Guerrero will make the revisions to the word document as discussed and send both documents via email for Faculty Senate members to review and approve electronically.
- B. Student Grievance Process – R. Tyquiengco reported the Council of Department Chairs committee is reviewing the student grievance process. Council of Department Chair committee is scheduled to meet on Thursday, November 17, 2016. Dean Mike requested for status, and P. Terlaje would like R. Tyquiengco & C. Torres to provide written feedback. Deadline for feedback is November 28, 2016.
- C. 4 Year Degree – P. Terlaje reported she sent VisCom's and Tourism's degree proposal mid-year progress report to the Academic Vice President. The Academic Vice President responded by requesting (via Ana Mari) to meet with Faculty Senate committee regarding the proposals. P. Terlaje recommended to invite A. Manzana and M. Schrage to meeting.
- D. National Average Credit Requirements for Programs – C. Torres & S. Leon Guerrero will follow up with LOC, GenEd, and Department Chairs. Deadline: November 28, 2016.
- E. National Average Class Size – C. Torres & S. Leon Guerrero will follow up with LOC, GenEd, and Department Chairs. Deadline: November 28, 2016.
- F. End of Semester Faculty Gathering – Scheduled for Friday, December 02, 2016 from 11:00am – 4:00pm. P. Terlaje will request for a solicitation letter from F. Tupaz to solicit for raffle prizes. Assigned tasks for this event: D. Cruz – follow up with Ethics Instructor (Bruce Bradley or Barrett Anderson), R. Tyquiengco – follow up on venue with V. Schrage and Joanne and the solicitation write up. S. Leon Guerrero – follow up with D. Cruz regarding Ethics instructor and Continuing Education if the Ethics Instructor can work through

Continuing Education for credits. P. Terlaje requested if possible for B. Blas to create a whats app group chat for R. Tyquiengco, D. Cruz, and S. Leon Guerrero. S. Leon Guerrero doesn't carry cell phone with her.

- G. Active Shooter Training Part II – G. Manglona is currently on leave, P. Terlaje will contact him as soon as he returns.
- H. GCC Faculty Adopt A Park – tabled
- I. Spring 2017 FS Meeting Dates/Times – tabled. P. Terlaje will confer with Senators who teach SP17 on availability first and then prepare a list of suggested dates and send via email. P. Terlaje has commitments after 2:30 pm, SP17.

**V. New Business**  
None

**VI. Open Discussion/Announcements**

- A. T. Datuin's Use of Cell Phone Concern – Faculty Senate recommended that T. Datuin speak to her administrator to resolve her concern and/or consult with F. Tupaz, Union Chair.

**VII. Next Meeting**

Monday, November 28, 2016 @ 2:30 a.m. in Faculty Senate Office, C-2.

**VIII. Adjournment**

S. Leon Guerrero moved to adjourn, R. Tyquiengco seconded the motion. Motion passed. Meeting adjourned at 3:23 p.m.

**Submitted By:**

  
\_\_\_\_\_  
**Barbara S. Blas**

**Approved By:**

  
\_\_\_\_\_  
**Patricia Terlaje**



**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

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**Minutes**

**Friday, December 02, 2016**

**Westin Hotel; Taste**

**@ 11:00 a.m.**

**I. Meeting called to order @ 12:25 p.m.**

**II. Attendance**

Name	E-mail	Present
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	✓
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	✓
Ricky Tyquiengco President-Elect	<a href="mailto:ricky.tyquiengco1@guamcc.edu">ricky.tyquiengco1@guamcc.edu</a>	✓
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	✓
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	✓
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	✓

**III. Review of Minutes**

**R. Tyquiengco moved to approve the minutes of November 14, 2016, motion was seconded by S. Leon Guerrero. No further discussion, motion passed unanimously.**

**IV. Old Business**

- A. By-Laws/Constitution – tabled
- B. Student Grievance Process – tabled
- C. 4 Year Degree – tabled
- D. National Average Credit Requirements for Programs – tabled
- E. National Average Class Size – tabled
- F. End of Semester Faculty Gathering – tabled
- G. Active Shooter Training Part II – tabled
- H. GCC Faculty Adopt A Park – tabled
- I. Spring 2017 FS Meeting Dates/Times – tabled

**V. New Business**

- A. CDC memo – (regarding Cancellation of Classes process) Department Chair is are requesting to be released from the responsibility of having to make phone calls to students when classes are cancelled. Faculty Senate are in agreement for the responsibility to be part of the Admissions & Registration Office, C. Torres II mentioned the CDC would like Faculty Senate to support the memo and move it to CGC. P. Terlaje questioned the document's movement to CGC but if approved by senators will forward to CGC during its next meeting on Wednesday, December 07, 2016 meeting.

**C. Torres II moved to vote electronically after all Faculty Senate members review the memo and agree to move it forward, motion was seconded by R. Tyquiengco. No further discussion, motion passed unanimously.**

- B. DC – Secondary Programs – extended to Middle School – M. Schrage informed P. Terlaje that P. Williams requested for her to begin writing ProStart programs Middle School students. P. Terlaje requested for M. Schrage to forward the memo and other related documents regarding this issue to Faculty Senate committee for review. P. Terlaje hasn't received any follow up. Faculty Senate's concerns are, "Does GDOE welcome these programs at the Middle School

level?" and "Is there a need?" "Are the Middle schools (considered secondary) covered in the agreement?"

- C. Accelerated Math Courses – C. Torres II representative of GenEd committee. Two new courses called Accelerated Math. Offered for Spring 2017 Semester. There are many questions and concerns from faculty. Math deprmten, LOC, and GENED all have concerns as they were not included in the initial and on-going discussions prior to offering the courses. Faculty Senate to discuss faculty question and concerns. Suggested meeting dates: Wednesday, December 07, 2016 early afternoon or Friday, December 09, 2016 early morning.

#### **VI. Open Discussion/Announcements**

- A. Active Shooter Certificates – P. Terlaje presented D. Cruz with a certificate of appreciation. All other CJSS department members were personally given by P. Terlaje. G. Manglona is making arrangements to present certificates of appreciation to the officers who conducted the training.
- B. GenEd – The committee needs to make some changes to their bylaws because the committee charges is different from the agreement. Faculty Senate GENED rep, C. Torres II will discuss with committee. Any further discussion should occur with union.
- C. Faculty Senators Task List – P. Terlaje distributed a copy of an updated task list for Spring 2017. Senators are urged to complete pending tasks so we can move on to focus on Spring 2017 activities. (See Attachment)
- D. Committee Listing Posting/Year End Report – B. Blas sent out an updated listing of minutes and agenda for all Faculty Senate committees. Dr. Somera reminded P. Terlaje of all committees Year End Report and committee postings of minutes and agendas. Faculty Senators will remind their assigned committee chairs to update their posting of minutes and agendas and their committee year end reports.
- E. Graduation Committee 2017 – first meeting was on Thursday, December 01, 2016. Dr. J. Ulloa-Heath was appointed by Dr. Somera to spearhead of this event. It was recommended that the time of the commencement ceremony be scheduled for 2:00 p.m. J. Flores supports this recommendation and will discuss this issue with upper management. Additionally, due to safety concerns, each ticket holder will be required to wear a wrist band. Each graduate will be limited to 6 tickets. Faculty sign in will remain in effect as per last year's process, DCs will have faculty sign-in. S. Leon Guerrero suggested to give faculty members a time limit for signing in.

#### **VII. Next Meeting**

Last meeting on Monday, December 12, 2016 @ 10:00 a.m. in Faculty Senate Office, C-2.

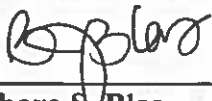
#### **VIII. Spring 2017 Faculty Senate Meetings Wednesdays @ 1:30pm in Faculty Senate Office, C2:**

- January 18, 2017
- February 1 and 15, 2017
- March 1, 15, and 29, 2017
- April 19, 2017
- May 03, 2017

#### **IX. Adjournment**

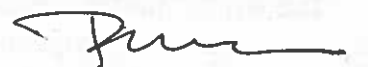
C. Torres II moved to adjourn, D. Cruz seconded the motion. Motion passed. Meeting adjourned at 1:09 p.m.

Submitted By:



Barbara S. Blas

Approved By:



Patricia Terlaje

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**Faculty Senate**

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**Agenda**

**Friday, December 02, 2016**

**Faculty Senate Office C2**

**@ 11:00 a.m.**

I. Meeting called to order

II. Attendance:

Name	E-mail	Present
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	
Ricky Tyquiengco, President-Elect	<a href="mailto:ricky.tyquiengco1@guamcc.edu">ricky.tyquiengco1@guamcc.edu</a>	
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

III. Review of Minutes: 11/14/2016

IV. Old Business:

- A. By-Laws/Constitution
- B. Student Grievance Process
- C. 4 Year Degree
- D. National Average Credit Requirements for programs
- E. National Average Class size
- F. End of Semester Faculty Gathering
- G. Active Shooter Training, Part II
- H. GCC Faculty Adopt A Park
- I. Spring 2017 FS Meeting Dates/Times

V. New Business:

- A. CDC Memo – Cancellation of Classes
- B. DC – Secondary Programs – Extended to Middle Schools
- C. Accelerated Math Courses

VI. Open Discussion/Announcements

VII. Next Meeting:

Monday, December 12, 2:30 pm, C2

Spring 2017 FS Meetings: Wednesdays 1:30 pm, January 18, February 1, 15, March 1, 15, 29,  
April 19, and May 3.

VIII. Adjournment

# Guam Community College Faculty Senate Activities/Tasks

AY2016-2017

**FALL 2016**

## Events:

<i>Date</i>	<i>Event/Lead Senator</i>	<i>Activities</i>	<i>Time Frame</i>
8/12/16	Welcome Back Merienda FS Senators: Patty/Sarah <b>COMPLETED</b>	1. Set- Up 2. Clean-Up	8/12/16 12:00 pm – 3:00 pm
8/18/16 8/25/16	FS Elections <b>COMPLETED</b> FS Senators: Patty/Sarah/Carl/Ricky/Donna	1. Call out 2. Verify eligibility candidates/ voters 3. Shift Monitors	8/18/16 & 8/25/16
8/22/16	FS Committee Membership FS Senators: Patty/Ricky <b>COMPLETED</b>	1. Meet with Administrators 2. Communicate with Faculty	8/22/16- 9/1/16
8/12/16	FS Chairperson Training FS Senators: Patty/Sarah <b>COMPLETED</b>	1. Bylaws/Constitution/ Minutes/agendas 2. Posting on MyGCC	9/5/16 thru 9/9/16
8/12/16	Active Shooter Training Part I FS Senators: Donna/Patty <b>COMPLETED</b>	1. Coordinate with CJ&SS, Safety Office, & GCC community	8/16/16 – 10/24/16
8/12/16	Four (4) Year Degree Project FS Senators: Patty/Ricky	1. Follow-Up with Amada/Vicky	AY15-16 – On-Going
8/12/16	Class Size/Credit Program Averages FS Senators: Carl/Sarah	1. Follow-Up with LOC/GENED 2. Present to DCs	8/12/16 – due 11/28/16
8/12/16	Social Mixers FS Senators: Ricky/Carl/Donna	1. Logistics 2. Door Prizes	8/12/16 – On-Going
10/25/16	Active Shooter Training Part II FS Senators: Donna/Patty	1. Coordinate with CJ&SS, Safety Office, Staff Senate, & GCC campus	College Assembly, March 20, 2017

## Documents:

<i>Date</i>	<i>Document/Lead Senator</i>	<i>Activities</i>	<i>Recommended Time Frame</i>
8/12/16	FS Recommendations to Negotiations Team <b>COMPLETED</b> FS Senator: Patty/Donna	Compile list and provide written feedback	September 15, 2016
8/12/16	Student Grievance Process FS Senator: Ricky/Carl	Research and provide feedback for FS comments and present to DCs	September 2016 ( 9/26/16) due 11/14/16
8/15/16	Sexual Harassment Procedures FS Senator: Sarah/Carl <b>COMPLETED</b>	Research and provide feedback for FS comments and present to DCs	September 2016 (9/12/16)
8/29/16	FS Bylaws/Constitution FS Senator: Carl/Sarah	Research and provide feedback for FS comments	September 2016 (9/12/16) due 11/14/16
8/29/16	Ethics Complaint Process <b>COMPLETED</b> FS Senator: Donna/Ricky	Research and provide feedback for FS comments, *will review AY17-18	September 2016 (9/26/16)

**Committee Assignments:** Report on progress/concerns of committees, attend at least one meeting per semester

**Patty:** Standards I, II, III, & IV  
**Sarah:** LOC & Promotions

**Ricky:** RPF, CDC, & CTC  
**Carl:** GenEd & PDRC

**Donna:** Negotiations, Calendar, & CCA

11/11/16 revised

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**Faculty Senate**

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**SPECIAL MEETING**

**Minutes**

**Friday, December 09, 2016**

**TC1210 @ 9:00 a.m.**

**Attendance:** P. Terlaje, D. Cruz, R. Tyquiengco, C. Torres II, K. Santos, T. Dela Cruz, R. Somera, M. Chan, E. Diego, P. Williams, B. Blas

I. Meeting called to order @ 9:06 a.m.

II. Accelerated Math Program Faculty Questions & Concerns:

1. C. Torres II (GenEd) reported many faculty are concerned on the how the following courses were piloted: MA100A and MA100B. The Math Department and GenEd committee were unaware of the offering of these courses. It was questioned through LOC, on "Whether the course guides showing what the courses, the content was and whether SLO's were to be met had gone through? The response was, "There were none that went through." The first question is, "How did the course come about as a pilot?" and if so, "How did they go around the process?"
    - a. Dr. R. Ray D. Somera (AVP) mentioned the administrator of the Developmental Education Programs is Dr. E. Diego. It began with a memo from Dr. E. Diego addressed to Dr. R. Ray D. Somera.
    - b. Dr. E. Diego reported this initiated from a conference that Dr. E. Diego, T. Datuin (Math faculty), and B. Leon Guerrero (English faculty) attended in March 2016. The National Association of Developmental Education (NADE). The big picture is to eventually gain accreditation. The Developmental Education faculty and Dr. E. Diego decided to meet to discuss ideas and ways to improve the program. Based on the research, the content is not going to change, it is just the way the content is being delivered. This pilot program is currently experimental. There are many things to consider, one is to completely discontinue MA085. Students need to be pushed out of Developmental Education courses as soon as they can. So MA085 will be shifted to MA095 without taking away the content.
    - c. Dr. R. D. Somera reported that when he received the memo, he had many questions. He requested that Dr. E. Diego meet with the following individuals to discuss his questions and concerns. He wanted to make sure that the content of the course remained undisturbed. The following information was provided:
      - i. Student Support (Dr. M. Chan): Will tutoring services be provided? Will they be hiring tutors? Dr. M. Chan reported students seeking tutoring services (Project Aim) whether developmental or college level will be serviced.
      - ii. Financial Aid (E. Rios): If these are the number of credits, how will the student be availing of financial aid within the semester in which they are enrolled, considering the content is largely consolidated? Dr. J. Ulloa-Heath reported that the program can be supported if it's toward the student's degree.
- Dr. R. Ray D. Somera still had questions regarding the content of the program. He requested for a scheduled session with a developmental education math

faculty/instructor for MA100A and MA100B for the following question to be addressed, "How the modules will be consolidated and arranged?" T. Datuin conducted the presentation on Tuesday, November 29, 2016. She also provided a matrix and presented the book.

2. C. Torres II asked, content wise, "It is stated that the content has not changed and the courses are in existence, it is understood that there are three levels in the developmental courses and we want to compress them into one semester. C. Torres II found the catalog entries for MA100A and MA100B and noticed there were some changes in the content. For instance, MA100B which will be offered on the second half of the semester has a prerequisite of MA095 or successful completion of MA100A. In MA100B there was the removal of graphing which is currently in the course content for MA108 and pushed down to the MA100A level. So, students from the MA100A moving into the MA100B level will receive the graphing and will be more prepared for MA108 material and eventually move onto MA110. If look at it carefully, it is also stated under MA100B that the student could be coming or be placed into MA095 and take MA100B. The issue is, the student is coming from MA095 not having the importance of graphing and moving into the next of graphing. Students are not properly prepared. What if the student does not take MA100A, placed into MA095 as advertised through the flyer and catalog entry online and, registered for the second accelerated level are lacking the graphing skills?
  - a. Dr. M. Chan stated that during T. Datuin's presentation she stated that she has a contingency plan if a student tends to slip or fall behind.
  - b. Dr. R. Ray D. Somera stated, "there will always be things that will get chopped off or risks that we have to take in order to experiment."
  - c. Dr. R. Ray D. Somera recommended to meet with T. Datuin and discuss the issues and concerns of faculty.
3. C. Torres II reported, "It is stated in the catalog entry that, the title of the course is MA100A – Accelerated Math but in the description it calls it MA085 which is Accelerated Math Level I. Then, it speaks of after completion of Level II which is MA100B, students will be eligible to take MA110." C. Torres II questioned, "I thought it was the department that owns the course that decides the prerequisites and is to say whether the course has met the prerequisites?"
  - a. Dr. R. Ray D. Somera stated, "as the AVP it was the risks I took because I wanted to make sure that data and evidence can be collected as we move along. So, that was essentially my call to make. The only way to see if it works is to actually do it (take the risk)."
  - b. Dr. R. Ray D. Somera encourages the following initiatives which is the only way we will know if the experiment is working or not and as long as it is approved by him:
    - i. A quick five day refresher course to see whether the modules or the content that the students missed can be corrected.
    - ii. Offer the course right after.
4. T. Dela Cruz (LOC Chair), speaking from the English faculty prospective, the importance of conversation needs to be paramount because at the EN110 level it is starting to bottle neck. We are getting students who faculty feel are not prepared to write at the EN110 level. T. Dela Cruz stated that the conversation remain open regarding the students status. T. Dela Cruz requested that Dr. E. Diego communicate with the English Department faculty. Faculty need to be aware if students are prepared for EN110.
  - a. Dr. M. Chan reported that Dr. L. Baza-Cruz and C. Torres II looked into the English and Math placement waiver data. For the past 10 years or so data shows that 80% of students coming out of high school have placed into developmental English and 90% of students placed into developmental Math. Now, the question was, "What was the student's preparation to get to that level?" Dr. M. Chan requested from GDOE a list of

student's GPA and the last level of Math and English course. Then Dr. M. Chan made a proposal to the AVP about having students who meet that criteria enter the college level courses without taking the placement test. In addition, the student will have a choice whether to enter the college Math and English level. Unfortunately, GDOE has not successfully fulfilled their end of the bargain. The placement test is the only indicator that determines a student's Math and English level.

- b. Dr. E. Diego, questioned, "What is the percentage of student's struggling in EN110?" T. Dela Cruz answered, "I'm not able to answer that question until final grades are all turned in." Dr. E. Diego requested for communication to work both ways because she does not know of these incidents unless she is informed. She also apologized for not thinking of the regular Math and English faculty members. She was only thinking of the Developmental Education of Math and English faculty members.
- c. Dr. R. Ray D. Somera requested for Dr. J. Ulloa-Heath to run a report after all grades are submitted on all EN100 and EN110 sections and see the failure rate. Once all the instructors are identified we can discuss strategies we need to conduct.
- d. R. Tyquiengco stated, the data portion is key and relevant because it can be used both ways. One way is from the developmental education side of EN110 and the fact that if all the points are being met at entry level of EN110 and not passing. At the end it could be that fact that there is instructional problems. The data needs to be the same throughout all classes as opposed to each instructor's pre-test and post-test.

Dr. R. Ray D. Somera announced that he takes full responsibility of whatever disconnects there were in terms of communication with regular Math and English faculty. He requested that Dr. E. Diego discuss the Accelerated Math and English programs with all individuals involved. However, he overlooked the full-time Math and English faculty members.

P. Terlaje thanked Dr. R. Ray D. Somera and his key players for attending this meeting. The discussion has helped clarify some questions and concerns of faculty. However, this conversation/dialogue needs to continue.

### III. Adjournment @ 9:52 a.m.





**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

**GCC's Mission Statement:**

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

**Agenda**  
**Wednesday, January 18, 2017**  
**Faculty Senate Office C2**  
**@ 1:30 p.m.**

I. Meeting called to order

II. Attendance:

<b>Name</b>	<b>E-mail</b>	<b>Present</b>
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	
Ricky Tyquiengco, President-Elect	<a href="mailto:ricky.tyquiengco1@guamcc.edu">ricky.tyquiengco1@guamcc.edu</a>	
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

III. Review of Minutes: 12/02/2016 Regular Meeting, 12/09/16 Special Meeting

IV. Old Business:

- A. By-Laws/Constitution
- B. Student Grievance Process
- C. 4 Year Degree
- D. National Average Credit Requirements for programs
- E. National Average Class size
- F. CDC Memo – Cancellation of Classes
- G. Active Shooter Training, Part II
- H. GCC Faculty Adopt A Park
- I. Faculty Retreat – Ethics Course
- J. End of Semester Faculty Gathering

V. New Business:

- A. Elections for AY17-18 committees
- B. Classroom Textbook concerns
- C. College Assembly “100% Student Centered Success” activity feedback

VI. Open Discussion/Announcements

VII. Next Meeting:

**February 1, 2017, 1:30 pm, C2**

VIII. Spring 2017 FS Meetings: Wednesdays 1:30 pm, C2

**Feb. 1, 15, Mar. 1, 15, 29 Apr. 19, May 3**

VIII. Adjournment

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**Minutes**

**Wednesday, January 18, 2017**

**Faculty Senate Office; C2**

**@ 1:30 p.m.**

**I. Meeting called to order @ 1:40 p.m.**

**II. Attendance**

Name	E-mail	Present
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	✓
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	✓
Ricky Tyquiangco President-Elect	<a href="mailto:ricky.tyquiangco1@guamcc.edu">ricky.tyquiangco1@guamcc.edu</a>	✓
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	absent
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	✓
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	✓

**III. Review of Minutes**

**R. Tyquiangco moved to approve the minutes of December 02, 2016, motion was seconded by S. Leon Guerrero. No further discussion, motion passed unanimously.**

**R. Tyquiangco moved to approve the Special Meeting minutes of December 09, 2016, motion was seconded by S. Leon Guerrero. No further discussion, motion passed unanimously.**

**IV. Old Business**

- A. By-Laws/Constitution – S. Leon Guerrero will send the final revisions to B. Blas. B. Blas will create a pdf file of the by-laws and constitution, then post them on Faculty Senate webpage.  
**R. Tyquiangco moved to approve the Faculty Senate By-Laws and Constitution with the changes of Senators via discussion/email, motion was seconded by S. Leon Guerrero. No further discussion, motion passed unanimously.**
- B. Student Grievance Process – tabled. P. Terlaje will follow up as C. Torres II mentioned in last meeting he attended he would request via email as CDC hasn't been meeting regularly.
- C. 4 Year Degree – P. Terlaje sent an email to A. Manzana and M. Schrage to prepare a status report by March 15, 2017. M. Schrage met P. Terlaje and mentioned nothing has been done as other DC tasks priority.
- D. National Average Credit Requirements for Programs – S. Leon Guerrero requested that P. Terlaje request for the memo from the Academic Vice President. P. Terlaje will follow up with VPAA.
- E. National Average Class Size – S. Leon Guerrero requested that P. Terlaje request for the memo from the Academic Vice President. P. Terlaje will follow up with VPAA.
- F. CDC Memo – Cancellation of Classes the Council of Department Chairs must make arrangements to speak with Dr. J. Ulloa-Heath (Registrar) regarding this issue. R. Tyquiangco will follow up with CDC. S. Leon Guerrero suggested to be given more time to contact the students before registration deadline.
- G. Active Shooter Training Part II – P. Terlaje reported the core team met on Friday, January 13, 2017. G. Manglona will contact the officers to attend the next meeting scheduled for Friday, January 27, 2017 @ 11:00am in the SSA Conference Room to discuss ideas for the training. D. Cruz suggested we provide T-Shirts for presenters/officers as well as the core team members, senators, and CJSS Department. D. Cruz spoke with President Okada and the president informed her that if she does not find funding for the officers t-shirts she will fund it. D. Cruz requested for S. Leon Guerrero to assist

Revised 02/02/2017

with funding of the core team members t-shirts. S. Leon Guerrero responded, "Send me the design and information and I will see what I can do." D. Cruz will follow up with the design. Twenty-five (25) t-shirts was the estimated amount for core team.

H. GCC Faculty Adopt A Park – tabled for AY2017-2018.

I. Faculty Retreat – Ethics Course – P. Terlaje provided all Faculty Senate members with a copy of their tasks sheet for this event. (See Attachment) P. Terlaje reported Faculty Union will back this event with \$5000.00 funding for graduate course/credits. S. Leon Guerrero will work with B. Blas on Team t-shirts that will be provided and each team will be color coded. Design already made from last year's preparation. The event is scheduled for Friday, April 07, 2017. Location/food is still tentative and B. Blas and R. Tyquiangco will work together. R. Tyquiangco will follow-up with M. Schrage to help with hotel participation. Upon completion of this retreat each faculty will receive a certification which can be used towards grad credits.

J. End of Semester Faculty Gathering – to be combined with the faculty retreat.

#### **V. New Business**

A. Elections for AY17-18 committees – During the Executive Union meeting, F. Tupaz informed officers that S. Leon Guerrero and R. Tyquiangco will have to conduct elections for the vacancies for the following committees on Wednesday, March 22, 2017:

1. PDRC (3 members) – Pilar Pangelinan, Steve Lam, and Wilson Tam

2. Promotions (3 members) – Juanita Tenorio, Marsha Postrozny, and Joey Munoz

S. Leon Guerrero and R. Tyquiangco need to contact Joey Munoz to make arrangements for elections. They need to coordinate with Union officers' elections.

B. Classroom Textbook concerns – many issues regarding the textbook policy at the GCC Bookstore. Faculty are concerned the students are being cheated from learning new information that is provided in the new textbooks. Faculty Senate agreed to bring this issue to the next RPF meeting. R. Tyquiangco will follow up with other faculty concerns from his department.

C. College Assembly "100% Student Centered Success" activity feedback – P. Terlaje will provide Faculty Senates feedback and recommendations to AIER.

#### **VI. Open Discussion/Announcements**

D. Cruz asked if group could move April 19th meeting to April 18th, 1:30. All agreed.

#### **VII. Next Meeting**

February 1, 2017 @ 1:30 p.m. in Faculty Senate Office, C-2.

#### **VIII. Spring 2017 Faculty Senate Meetings Wednesdays @ 1:30pm in Faculty Senate Office, C2:**

- February 1 and 15, 2017
- March 1, 15, and 29, 2017
- April 18, 2017
- May 03, 2017

#### **IX. Adjournment**

S. Leon Guerrero moved to adjourn, R. Tyquiangco seconded the motion. Motion passed. Meeting adjourned at 2:25 p.m.

**Submitted By:**

  
Barbara S. Blas

**Approved By:**

  
Patricia Terlaje

**Guam Community College**  
**Faculty Senate Activities/Tasks**  
**AY2016-2017**

**Events:**

<b>Date</b>	<b>Event/Lead Senator</b>	<b>Activities</b>	<b>Time Frame</b>
8/12/16	Welcome Back Merienda FS Senators: Patty/Sarah <b>(COMPLETED)</b>	1. Set- Up 2. Clean-Up	8/12/16 12:00 pm – 3:00 pm
8/18/16 8/25/16	FS Elections <b>(COMPLETED)</b> FS Senators: Patty/Sarah/Carl/Ricky/Donna	1. Call out 2. Verify eligibility candidates/ voters 3. Shift Monitors	8/18/16 & 8/25/16
8/22/16	FS Committee Membership FS Senators: Patty/Ricky <b>(COMPLETED)</b>	1. Meet with Administrators 2. Communicate with Faculty	8/22/16- 9/1/16
8/12/16	FS Chairperson Training FS Senators: Patty/Sarah <b>(COMPLETED)</b>	1. Bylaws/Constitution/ Minutes/agendas 2. Posting on MyGCC	9/5/16 thru 9/9/16
8/12/16	Active Shooter Training Part I FS Senators: Donna/Patty <b>(COMPLETED)</b>	1. Coordinate with CJ&SS, Safety Office, & GCC community	8/16/16 – 10/24/16
8/12/16	Four (4) Year Degree Project FS Senators: Patty/Ricky	1. Follow-Up with Amada/Vicky	AY15-16 – On-Going
8/12/16	Class Size/Credit Program Averages FS Senators: Carl/Sarah	1. Follow-Up with LOC/GENED 2. Present to DCs	8/12/16 – due 11/28/16
8/12/16	Social Mixers/Retreat – Ethics Course FS Senators: Ricky/Carl/Donna/Sarah	1. Logistics 2. Door Prizes	8/12/16 – On-Going
10/25/16	Active Shooter Training Part II FS Senators: Donna/Patty	1. Coordinate with CJ&SS, Safety Office, Staff Senate, & GCC campus	College Assembly, March 20, 2017
1/18/17	FS Committee Elections AY17-18 FS Senators: Ricky/Sarah	1. Coordinate elections	April 1 <sup>st</sup> week

**Documents:**

<b>Date</b>	<b>Document/Lead Senator</b>	<b>Activities</b>	<b>Recommended Time Frame</b>
8/12/16	FS Recommendations to Negotiations Team <b>(COMPLETED)</b> FS Senator: Patty/Donna	Compile list and provide written feedback	September 15, 2016
8/12/16	Student Grievance Process FS Senator: Ricky/Carl	Research and provide feedback for FS comments and present to DCs	September 2016 ( 9/26/16) due 11/14/16
8/15/16	Sexual Harassment Procedures FS Senator: Sarah/Carl <b>(COMPLETED)</b>	Research and provide feedback for FS comments and present to DCs	September 2016 (9/12/16)
8/29/16	FS Bylaws/Constitution FS Senator: Carl/Sarah	Research and provide feedback for FS comments	September 2016 (9/12/16) due 11/14/16
8/29/16	Ethics Complaint Process <b>(COMPLETED)</b> FS Senator: Donna/Ricky	Research and provide feedback for FS comments, *will review AY17-18	September 2016 (9/26/16)

**Committee Assignments:** Report on progress/concerns of committees, attend at least one meeting per semester

**Patty:** Standards I, II, III, & IV  
**Sarah:** LOC & Promotions

**Ricky:** RPF, CDC, & CTC  
**Carl:** GenEd & PDRC

**Donna:** Negotiations, Calendar, & CCA

1/13/17 revised

# Guam Community College

## Faculty Senate Retreat Activity

**Date:** Friday, April 7, 2017 8:00 am – 3:00 pm

**Venue:** TBA (suggestions: Fiesta Resort or Ypao Beach)

Senator	Task (s)	Due Date
<b>Patty</b>	1. Find instructor 2. Work with UOG on obtaining credits/certification? 3. Collaborate with Executive Council for instructor/credit payment 4. Work on Faculty Recruitment for class	1. 1/27/17 2. 1/27/17 3. 1/27/17 4. 2/24/17
<b>Ricky</b>	1. Secure Venue 2. Work with Bobbie on venue/food/supplies 3. Collaborate with Hospitality dept. and secure hotel stations	1. 1/27/17 2. 3/3/17 3. 2/24/17
<b>Donna</b>	1. Retreat activities on ethics (possible application for course assignments) 2. Work with instructor on course assignments/supplies/handouts 3. Provide handouts/supplies needed to Carl/Sarah for faculty folders	1. 2/24/17 2. 2/24/17 3. 3/10/17
<b>Carl/Sarah</b>	1. Obtain incentives/prizes 2. Work on Faculty Recruitment for retreat – MyGCC/flyer 3. Create Retreat Program and prepare packets/folders 4. Work on T-Shirt Design and with Bobbie on vendor	1. 3/10/17 2. 2/24/17 3. 3/10/17 4. 3/3/17

### Suggested Retreat Event Activities up for Discussion:

8:00 am	Sign-in/UOG Registration
8:30 am -10:00 am	Ethics Lecture by Instructor
10:00 am	Ethics Activities Instruction (Donna & CJSS Dept.)
10:00 am - 12:00 pm	Tumon Hotel Stations
12:00 pm - 1:00 pm	Return to Venue/Lunch
1:00 pm - 3:00 pm	Group Work/Presentation/Prizes

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**Agenda**

**Wednesday, February 01, 2017**  
**Faculty Senate Office C2**  
**@ 1:30 p.m.**

I. Meeting called to order

II. Attendance:

Name	E-mail	Present
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	
Ricky Tyquiengco, President-Elect	<a href="mailto:ricky.tyquiengco1@guamcc.edu">ricky.tyquiengco1@guamcc.edu</a>	
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

III. Review of Minutes: 01/18/2017

IV. Old Business:

- A. Student Grievance Process
- B. 4 Year Degree
- C. National Average Credit Requirements for programs
- D. National Average Class size
- E. Active Shooter Training, Part II
- F. Faculty Retreat – Ethics Course
- G. Elections for AY7-18 committees
- H. Classroom Textbook concerns

V. New Business:

VI. Open Discussion/Announcements:

VII. Next Meeting:

**February 15, 2017, 1:30pm, C2**

VIII. Adjournment:



GUAM COMMUNITY COLLEGE

Kulehon Kumuniddi Guahan  
Accredited by the  
Western Association of  
Schools and Colleges

AVP 2017-001

January 25, 2017

## MEMORANDUM

TO: Patricia M. Terlaje  1/30/17  
President, G6C Faculty Senate

FROM:   
Dr. R. Ray D. Somera  
Vice President for Academic Affairs  
Guam Community College

SUBJECT: Faculty Discussion on Program Credit Requirements

In keeping with the charge of the Faculty Senate to represent the faculty in academic and professional matters (BOT-Faculty Union Agreement, Article VII, Participatory Governance, p. 24), I would like to bring a critical academic-related issue for faculty discussion this semester. This concerns the credit requirements of every Certificate and Associate degree program we offer at the college.

This specific issue links to compliance with the following two (2) ACCJC sub-standards under Standard II (Instructional Programs), which state the following:

*Standard II.A.5 The institution's degrees and programs follow practices common to American higher education, including appropriate length, breadth, depth, rigor, course sequencing, time to completion, and synthesis of learning. The institution ensures that minimum degree requirements are 60 semester credits or equivalent at the associate level, and 120 credits or equivalent at the baccalaureate level. (my emphasis)*

*Standard II.A.6 The institution schedules courses in a manner that allows students to complete certificate and degree programs within a period of time consistent with established expectations for higher education.*

These two sub-standards are essentially tied to student completion issues, because the number of credits and associated financial burden for students is a critical topic of discussion in community college campuses across the country today.

Please lead program faculty in discussing how their individual Certificate and AA/AS programs achieve “practices common to American higher education, including appropriate length, breadth, depth, rigor, course sequencing, time to completion, and synthesis of learning” to determine what constitutes “or equivalent” for our own program offerings. The involvement of committees such as **Learning Outcomes** and **General Education** in this discussion is therefore crucial. For comparison purposes, a thorough research regarding practices of other community colleges under ACCJC would be an appropriate first step to initiate these discussions.

Therefore, I am addressing the Learning Outcomes Committee (LOC) to enforce a moratorium (or freeze) on all requests for credit increase in course or program guides, effective immediately.

Please submit your recommendations on this critical issue by the end of the semester (via the End of the Year Report) so that I could consider them in making a final decision. This will also be helpful in addressing the two sub-standards under Standard II referenced in this memo in our Institutional Self Evaluation Report (ISER) due to ACCJC sometime in October 2017.

Finally, I have had a productive discussion with two members of the Faculty Senate, **Carl Torres II** and **Sarah Leon Guerrero**, on this specific issue. They would be very helpful to you in case you have any questions on how to start this campus dialogue.

Please be guided accordingly, and disseminate this information to all relevant Faculty Senate committees.



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**Minutes**

**Wednesday, February 01, 2017**

**Faculty Senate Office; C2**

**@ 1:30 p.m.**

**I. Meeting called to order @ 1:33 p.m.**

**II. Attendance**

Name	E-mail	Present
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	✓
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	absent
Ricky Tyquiengco President-Elect	<a href="mailto:ricky.tyquiengco1@guamcc.edu">ricky.tyquiengco1@guamcc.edu</a>	✓
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	✓
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	✓
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	✓
<b>Guests:</b>		
Tressa Dela Cruz	<a href="mailto:tressa.delacruz@guamcc.edu">tressa.delacruz@guamcc.edu</a>	
Amada Manzana	<a href="mailto:amada.manzana@guamcc.edu">amada.manzana@guamcc.edu</a>	
Chris Dennis	<a href="mailto:christopher.dennis@guamcc.edu">christopher.dennis@guamcc.edu</a>	
KristiAna Santos	<a href="mailto:kristiana.santos@guamcc.edu">kristiana.santos@guamcc.edu</a>	
Jonita Kerr	<a href="mailto:jonita.kerr@guamcc.edu">jonita.kerr@guamcc.edu</a>	

**III. Review of Minutes**

**D. Cruz moved to approve the minutes of January 18, 2017 with changes, motion was seconded by R. Tyquiengco. No further discussion, motion passed unanimously.**

**IV. Old Business**

- A. Student Grievance Process – C. Torres II will follow up with up with A. Roberto (Assessment & Counseling Department Chair). CDC done reviewing.
- B. 4 Year Degree – tabled. On March 15, 2017 M. Schrage and A. Manzana will meet with Faculty Senate to discuss updates.
- C. National Average Credit Requirements for Programs – LOC and GenEd committees requested for clarification from the VPAA regarding the flagship assignment, program credit requirements. P. Terlaje presented the memo from the VPAA. (See Attachment) C. Torres II explained, the VPAA is requesting for the general education credits to be re-evaluated because compared to neighboring community colleges GCC requirements are high. In addition, the recommendations came from Standards committee. P. Terlaje requested that LOC, GenEd, and CDC meet to discuss the request of the VPAA, develop action plans identifying tasks, person(s)/committee assigned, and timelines. A. Manzana recommends to review curriculum and be creative and justify the changes to the numbers of credits requirements as well as industry standards/accreditation. T. Dela Cruz suggests to ask AIER Institutional Researcher to conduct research. C. Torres recommends submitting the request via form on MyGCC AIER website.
- D. National Average Class Size –  
**C. Torres II moved to remove this issue from the agenda, motion was seconded by R. Tyquiengco. No further discussion, motion passed unanimously.**
- E. Active Shooter Training Part II – P. Terlaje reported the core team met on Friday, January 27, 2017. D. Cruz spoke with President Okada, and the president informed her that if she does not find funding

for the officers t-shirts she will fund it. D. Cruz requested for S. Leon Guerrero to assist with funding of the core team members t-shirts. D. Cruz will follow up with the design. P. Terlaje asks B. Blas to communicate with S. Leon Guerrero on funding for T-shirts. Thirty-five (35) t-shirts is now the estimated amount for core team members and the color of the t-shirt will be lime green.

- F. Faculty Retreat – Ethics Course – P. Terlaje reported Faculty Union will back this event with \$5000.00 funding for graduate course/credits. C. Torres II will work with S. Leon Guerrero to create a flyer for the event. P. Terlaje asked that the flyer be done as soon as possible so faculty can make plans to attend ahead of time. B. Blas will follow up with S. Leon Guerrero regarding funding for t-shirts that will be provided and each team will be color coded. There is a design already created last semester. The event is scheduled for Friday, April 07, 2017. B. Blas will verify if Ypao Beach Main Pavilion is available. R. Tyquiangco will follow-up with M. Schrage to help with hotel participation with venue as well as hotel stations for scavenger hunt along beach side. P. Terlaje reported the instructors are confirmed for this event (F. Tupaz and Dr. C. Camacho). Faculty Senators need to begin encouraging and recruiting faculty team members.
- G. Elections for AY17-18 committees – R. Tyquiangco will confirm with J. Munoz regarding date of election; tentatively scheduled for Wednesday, March 22, 2017. S. Leon Guerrero will be assisting R. Tyquiangco.
- H. Classroom Textbook Concerns – P. Terlaje reported she brought this concern to RPF and CGC committees. P. Terlaje will request from J. Evangelista to schedule a training for the Department Chairs on textbook policy. No one is aware of textbook policy as cited by J. Evangelista.

**V. New Business**

- A. FY2018 Budget Request – budget request was approved by RPF and CGC committees. P. Terlaje reported that she questioned the full time faculty vacancies. It was explained that all vacancies will be reassessed considering a drop in enrollment and if department justification is in line with the request for position.

**VI. Open Discussion/Announcements**  
None

**VII. Next Meeting**  
February 15, 2017 @ 1:30 p.m. in Faculty Senate Office, C-2.

**VIII. Adjournment**  
D. Cruz moved to adjourn, R. Tyquiangco seconded the motion. Motion passed. Meeting adjourned at 2:47 p.m.

**Submitted By:**

  
\_\_\_\_\_  
**Barbara S. Blas**

**Approved By:**

  
\_\_\_\_\_  
**Patricia Terlaje**

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

**GCC's Mission Statement:**

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

**Agenda**

**Wednesday, February 15, 2017**

**Faculty Senate Office C2**

**@ 1:30 p.m.**

I. Meeting called to order

II. Attendance:

Name	E-mail	Present
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	
Ricky Tyquiengco, President-Elect	<a href="mailto:ricky.tyquiengco1@guamcc.edu">ricky.tyquiengco1@guamcc.edu</a>	
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

III. Review of Minutes: 02/01/2017

IV. Old Business:

- A. Student Grievance Process
- B. 4 Year Degree
- C. National Average Credit Requirements for Programs
- D. Active Shooter Training, Part II
- E. Faculty Retreat – Ethics Course
- F. Elections for AY7-18 committees
- G. Classroom Textbook concerns

V. New Business:

VI. Open Discussion/Announcements

VII. Next Meeting:

**March 01, 2017, 1:30pm, C2**

VIII. Adjournment

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

**GCC's Mission Statement:**

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providing the highest quality, student-centered education and job training for Micronesia.

**Minutes**

**Wednesday, February 15, 2017**

**Faculty Senate Office; C2**

**@ 1:30 p.m.**

**I. Meeting called to order @ 1:33 p.m.**

**II. Attendance**

Name	E-mail	Present
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	✓
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	absent
Ricky Tyquiangco President-Elect	<a href="mailto:ricky.tyquiangco1@guamcc.edu">ricky.tyquiangco1@guamcc.edu</a>	✓
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	✓
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	✓
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	✓
<b>Guests:</b>		
Gary Hartz	<a href="mailto:ronald.hartz@guamcc.edu">ronald.hartz@guamcc.edu</a>	✓

**III. Review of Minutes**

**D. Cruz moved to approve the minutes of February 01, 2017, motion was seconded by R. Tyquiangco. No further discussion, motion passed unanimously.**

**IV. Old Business**

- A. Student Grievance Process – feedback from Faculty Senate was forwarded to Dr. M. Chan. Dr. M. Chan had a concern that needed clarification. Faculty Senate discussed the concern with G. Hartz. C. Torres II will make the necessary revisions to the grievance process. C. Torres will send revised process to Faculty Senate via email for approval & get COPSAs responses to changes and approval as well prior to forwarding to Dr. M. Chan. (See Attachment)
- B. 4 Year Degree – tabled. On March 15, 2017 M. Schrage and A. Manzana will meet with Faculty Senate to discuss updates.
- C. National Average Credit Requirements for Programs – P. Terlaje requested that LOC, GenEd, and the CDC meet to discuss the request of the VPAA, develop action plans identifying tasks, person(s)/committee assigned, and timelines. C. Dennis would like to present this issue to the next CDC meeting which is scheduled for Thursday, February 16, 2017. C. Torres will follow-up.
- D. Active Shooter Training Part II – P. Terlaje reported the training will be postponed until Fall 2017 Semester because the Judiciary Court officers will be conducting in house training and will not be available to assist with conducting the active shooter training.
- E. Faculty Retreat – P. Terlaje reported this event is scheduled for Friday, April 07, 2017. P. Terlaje wrote a letter to the Director of Department of Parks & Recreation, Robert Lizama requesting for the fees to be waived because the event is an educational event. She will follow up with her request. Menu for event: Red Rice, Meats, Paper Products, and beverages (tea and water) will be purchased using Faculty Senate funds, any additional dishes will be requested from the departments. B. Blas followed up with S. Leon Guerrero regarding funding t-shirts. S. Leon Guerrero informed B. Blas the Education Department will not be able to assist with the purchase of t-shirts due to low budget. All Faculty Senate members agreed to use Faculty Senate funds to purchase t-shirts for this event. (See Attached Tasks Sheet)

- F. Elections for AY17-18 committees – R. Tyquiengco will confirm with J. Munoz regarding date of election; tentatively scheduled for Wednesday, March 22, 2017. S. Leon Guerrero will be assisting R. Tyquiengco. The following individuals are members of the election committee: J. Munoz, S. Leon Guerrero, R. Tyquiengco, T. Lizama, and I. Arce.
- G. Classroom Textbook Concerns – P. Terlaje requested for a meeting with J. Evangelista. However, a meeting date was not scheduled but J. Evangelista & D. Okada appeared before CDC. P. Terlaje then requested for a training to be provided to the Department Chairs. Council of Department Chair Committee will work with the Bookstore regarding faculty concerns. P. Terlaje questioned the concern of the bookstore policy regarding new books and old books. According to J. Evangelista before the new books can be ordered the department must purchase the old books. C. Torres II moved to allow CDC to meet with J. Evangelista and try to resolve this issue. C. Torres will report to Faculty Senate CDC status. If not, P. Terlaje requested for CDC to prepare a letter to Faculty Senate regarding textbook concerns which she will forward to the Standard Committee.

**V. New Business**

None

**VI. Open Discussion/Announcements**

None

**VII. Next Meeting**

March 01, 2017 @ 1:30 p.m. in Faculty Senate Office, C-2.

**VIII. Adjournment**

C. Torres II moved to adjourn, D. Cruz seconded the motion. Motion passed. Meeting adjourned at 2:31 p.m.

**Submitted By:**

  
Barbara S. Blas

**Approved By:**

  
Patricia Terlaje

# Guam Community College

## Faculty Senate Retreat Activity

**Date:** Friday, April 7, 2017 8:00 am – 3:00 pm

**Venue:** TBA (suggestions: Fiesta Resort or Ypao Beach)

Senator	Task (s)	Due Date
<b>Patty</b>	<ol style="list-style-type: none"> <li>1. Find instructor</li> <li>2. Work with UOG on obtaining credits/certification?</li> <li>3. Collaborate with Executive Council for instructor/credit payment</li> <li>4. Work on Faculty Recruitment for class</li> </ol>	<ol style="list-style-type: none"> <li>1. 1/27/17</li> <li>2. 1/27/17</li> <li>3. 1/27/17</li> <li>4. 2/24/17</li> </ol>
<b>Ricky</b>	<ol style="list-style-type: none"> <li>1. Secure Venue</li> <li>2. Work with Bobbie on venue/food/supplies</li> <li>3. Collaborate with Hospitality dept. and secure hotel stations</li> </ol>	<ol style="list-style-type: none"> <li>1. 1/27/17</li> <li>2. 3/3/17</li> <li>3. 2/24/17</li> </ol>
<b>Donna</b>	<ol style="list-style-type: none"> <li>1. Retreat activities on ethics (possible application for course assignments)</li> <li>2. Work with instructor on course assignments/supplies/handouts</li> <li>3. Provide handouts/supplies needed to Carl/Sarah for faculty folders</li> </ol>	<ol style="list-style-type: none"> <li>1. 2/24/17</li> <li>2. 2/24/17</li> <li>3. 3/10/17</li> </ol>
<b>Carl/Sarah</b>	<ol style="list-style-type: none"> <li>1. Obtain incentives/prizes</li> <li>2. Work on Faculty Recruitment for retreat – MyGCC/flyer</li> <li>3. Create Retreat Program and prepare packets/folders</li> <li>4. Work on T-Shirt Design and with Bobbie on vendor</li> </ol>	<ol style="list-style-type: none"> <li>1. 3/10/17</li> <li>2. 2/24/17</li> <li>3. 3/10/17</li> <li>4. 3/3/17</li> </ol>

### Suggested Retreat Event Activities up for Discussion:

8:00 am Sign-in/UOG Registration  
 8:30 am - 10:00 am Ethics Lecture by Instructor  
 10:00 am Ethics Activities Instruction (Donna & CJSS Dept.)  
 10:00 am - 12:00 pm Tumon Hotel Stations  
 12:00 pm - 1:00 pm Return to Venue/Lunch  
 1:00 pm - 3:00 pm Group Work/Presentation/Prizes

1/19/17

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

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providing the highest quality, student-centered education and job training for Micronesia.

**Agenda**

**Wednesday, March 01, 2017**

**Faculty Senate Office C2**

**@ 1:30 p.m.**

I. Meeting called to order

II. Attendance:

Name	E-mail	Present
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	
Ricky Tyquiengco, President-Elect	<a href="mailto:ricky.tyquiengcol@guamcc.edu">ricky.tyquiengcol@guamcc.edu</a>	
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

III. Review of Minutes: 02/15/2017

IV. Old Business:

- A. Student Grievance Process
- B. 4 Year Degree
- C. National Average Credit Requirements for Programs
- D. Active Shooter Training, Part II
- E. Faculty Retreat – Ethics Course
- F. Elections for AY7-18 committees
- G. Classroom Textbook concerns
- H. Classroom WiFii Concerns

V. New Business:

- A. CTC Proposed Policy
- B. Secondary Faculty Concerns
  - 1. ProStart
  - 2. Marketing
- C. FS End of Year Reports
  - 1. Attendance
  - 2. Accountability
  - 3. 4 Year Degree
  - 4. Program Credit Requirements
  - 5. Etc.

VI. Open Discussion/Announcements

VII. Next Meeting:

**March 15, 2017, 1:30pm, C2**

**Spring 2017 Upcoming Meetings: March 29, April 19, May 3**

VIII. Adjournment

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

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**Minutes**

**Wednesday, March 01, 2017**

**Faculty Senate Office; C2**

**@ 1:30 p.m.**

**I. Meeting called to order @ 1:33 p.m.**

**II. Attendance**

<b>Name</b>	<b>E-mail</b>	<b>Present</b>
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	✓
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	✓
Ricky Tyquiengco President-Elect	<a href="mailto:ricky.tyquiengco1@guamcc.edu">ricky.tyquiengco1@guamcc.edu</a>	✓
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	✓
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	✓
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	✓
<b>Guests:</b>		
Amada Manzana	<a href="mailto:amada.manzana@guamcc.edu">amada.manzana@guamcc.edu</a>	✓

**III. Review of Minutes**

**D. Cruz moved to approve the minutes of February 15, 2017, motion was seconded by C. Torres II. No further discussion, motion passed unanimously.**

**IV. Old Business**

- A. Student Grievance Process – B. Leon Guerrero (CSI Administrator) requested to reconvene the group that worked on the Student Handbook. G. Hartz questioned, “Would it be necessary to reconvene the group?” G. Hartz suggested to wait for faculty’s final feedback. C. Torres II will respond to G. Hartz because Faculty Senate & CDC already provided feedback.
- B. 4 Year Degree – A. Manzana presented her status report of Visual Communication proposal. Faculty Senate made some suggestions that A. Manzana will incorporate into her proposal. After she makes the revision she will send the final document to Faculty Senate via email. M. Schrage will provide her status report on Wednesday, March 15, 2017. (See Attachment) P. Terlaje will forward status report to VPAA.
- C. National Average Credit Requirements for Programs – C. Torres II reported that the issue was discussed at CDC meeting. C. Torres II gave CDC a week to gather ideas and comments on how to approach the situation. It was agreed that yes, it is the DC’s job to be the ones to decide revisions to program requirement standards as they know their programs best. However, they are still looking into the roles and responsibilities of LOC and GenEd. C. Torres II & S. Leon Guerrero will schedule a meeting with the group: C. Dennis, T. Dela Cruz, & J. Kerr (CDC, LOC, and GenEd).
- D. Active Shooter Training Part II  
**C. Torres II moved to delete this topic from the agenda, motion was seconded by D. Cruz. No further discussion, motion passed unanimously.**
- E. Faculty Retreat – scheduled for Monday, April 10, 2017 (Spring Break) to accommodate secondary faculty members. B. Blas will call Department of Parks & Recreation to verify which venue is available for the retreat. P. Terlaje will prepare waiver fee letter to Director. Preferably one of the following: Ypao Beach, Paseo Fest Pac Village, Paseo Statue of Liberty, Mata’pang Beach, or the Hagatna Museum. S. Leon Guerrero and C. Torres will prepare a flyer for the event. D. Cruz and B. Blas are working on the t-shirt design and requisition. (See Attached Task Sheet Listing)
- F. Elections for AY17-18 committees – scheduled for Friday, April 07, 2017. R. Tyquiengco & S. Leon Guerrero will prepare a call for nominations will be announced on Monday, March 20, 2017 for the following committees: PDRC, Promotions, and Faculty Union. As per the proposed Agreement, the former FS committees no longer exist in the Agreement. Any governance committees formed are now “Institutional Committees “...established by the VPAA. The membership “... will be voluntary and in response to the call for participation prior to the start of a new academic year.” The following



individuals are members of the election committee: J. Munoz, S. Leon Guerrero, R. Tyquienngo, T. Lizama, and I. Arce.

- G. Classroom Textbook Concerns – P. Terlaje reported training was held for CDC on Monday, February 13, 2017. C. Dennis provided PowerPoint handout, and J. Evangelista provided attendance sheet. However, a concern still exists as there is still no direction on the timeline as to the deadline for book returns. P. Terlaje requested for C. Torres II & R. Tyquienngo to follow up with J. Evangelista & CDC concerns. What is going to happen to the “old textbook” inventory still in storage and being sold?
- H. Classroom WiFi Concerns – encountered a minor hiccup as a faculty was very upset because his private wireless router was removed in his classroom. The Dean and MIS handled the situation. No complaints with installations throughout classrooms.

## V. New Business

- A. CTC Proposed Policy – C. Torres II requested that CTC seek faculty feedback before presented the proposal to Faculty Senate. Afterwards, Faculty Senate will forward their recommendations to CTC Chair, P. Healy.
- B. Secondary Faculty Concerns
  - 1. ProStart – students are upset that they are not able to travel off island for the national competition. J. Flores stated that the funding is the cause of the student’s not being able to compete off-island. However, President Okada stated that it wasn’t a budget issue it was Title V. As per RPF meeting, P. Terlaje reported V. Schrage stated how disappointing it was that there was no communication to the department that funding was a concern until the February 8<sup>th</sup>, 2017 memorandum on traveling came out. The faculty and students worked hard all year long giving up weekends and personal funds to prepare for the competitions. As per Dr. G. Tudela at RPF, there was a choice that had to be made, between paying the instructor (Limited Term) to teach the course or send the students to compete. As per the media, the students will be funded to compete off-island.
  - 2. Marketing Faculty Concerns – faculty and students were concerned that their student store lab funds will be tapped on to pay for the security alarms systems now. Dr. Gina stated that because of Title V issue, there is no other funding source for the security system. Internet service had to move to GDOE source.
- C. FS End of Year Reports – P. Terlaje and B. Blas will work together to prepare the following reports. Deadline for reports is Tuesday, April 18, 2017.
  - 1. Attendance – will be based on meeting attendance.
  - 2. Accountability – Faculty Senate goals which is the task/assignment list.
  - 3. Narrative which will incorporate the 4 year degree and the credit requirements.

## VI. Open Discussion/Announcements

- A. RPF Reports –
  - 1. Enroll decrease –
    - i. Administrators are asking faculty to meet with their students to encourage retention.
    - ii. P. Terlaje requested for data on, “What are the factors of students not returning to school?” P. Terlaje emailed the Institutional Researcher, Anjelica Perez to request for her to find out what happened to the students who did not return to school.
  - 2. LOC – AY2016-2017 Curriculum Manual still not posted. This issue has been on-going although the memorandum on IOPs with LOC/GENED were provided to VPAA since beginning last semester (Aug 2016). S. Leon Guerrero will follow up with the committee chair/VPAA.
- B. GenEd – Faculty Senate approved the GenEd IOP’s (See Attachment).
- C. Sexual Harassment Policy – S. Leon Guerrero will follow up as there has been no reported statement.

## VII. Next Meeting

March 15, 2017 @ 1:30 p.m. in Faculty Senate Office, C-2.

## VIII. Adjournment

D. Cruz moved to adjourn, S. Leon Guerrero seconded the motion. Motion passed. Meeting adjourned at 2:50 p.m.

Submitted By:

  
Barbara S. Blas

Approved By:

  
Patricia Terlaje

**Guam Community College**  
**Faculty Senate Activities/Tasks**  
**AY2016-2017**

**Events:**

<b>Date</b>	<b>Event/Lead Senator</b>	<b>Activities</b>	<b>Time Frame</b>
8/12/16	Welcome Back Merienda FS Senators: Patty/Sarah <b>COMPLETED</b>	1. Set- Up 2. Clean-Up	8/12/16 12:00 pm – 3:00 pm
8/18/16 8/25/16	FS Elections <b>COMPLETED</b> FS Senators: Patty/Sarah/Carl/Ricky/Donna	1. Call out 2. Verify eligibility candidates/ voters 3. Shift Monitors	8/18/16 & 8/25/16
8/22/16	FS Committee Membership FS Senators: Patty/Ricky <b>COMPLETED</b>	1. Meet with Administrators 2. Communicate with Faculty	8/22/16- 9/1/16
8/12/16	FS Chairperson Training FS Senators: Patty/Sarah <b>COMPLETED</b>	1. Bylaws/Constitution/ Minutes/agendas 2. Posting on MyGCC	9/5/16 thru 9/9/16
8/12/16	Active Shooter Training Part I FS Senators: Donna/Patty <b>COMPLETED</b>	1. Coordinate with CJ&SS, Safety Office, & GCC community	8/16/16 – 10/24/16
8/12/16	Four (4) Year Degree Project FS Senators: Patty/Ricky	1. Follow-Up with Amada/Vicky	AY15-16 – On-Going
8/12/16	Program Credits Requirements FS Senators: Carl/Sarah	1. Follow-Up with LOC/GENED 2. Present to DCs	8/12/16 – <b>due 11/28/16</b>
8/12/16	Social Mixers/Retreat – Ethics Course FS Senators: All Senators	1. Logistics 2. Door Prizes	8/12/16 – On-Going
10/03/16	Faculty Concerns: Wi-Fi FS Senators: Patty	1. Identify classrooms 2. Network with MIS	In Progress
10/25/16	Active Shooter Training Part II FS Senators: Donna/Patty <b>CANCELED</b>	1. Coordinate with CJ&SS, Safety Office, Staff Senate, & GCC campus	College Assembly, March 20, 2017
1/18/17	FS Committee Elections AY17-18 FS Senators: Ricky/Sarah	1. Coordinate elections	April 1 <sup>st</sup> week
1/30/17	Faculty Concerns: Textbook FS Senators: Patty	1. Coordinate with Materials Management training	Training 2/13/17
2/16/17	Faculty Concerns: Secondary Resources FS Senators: Patty	1. Follow-up with RPF/Dean	In Progress

**Documents:**

<b>Date</b>	<b>Document/Lead Senator</b>	<b>Activities</b>	<b>Recommended Time Frame</b>
8/12/16	FS Recommendations to Negotiations Team <b>COMPLETED</b> FS Senator: Patty/Donna	Compile list and provide written feedback	September 15, 2016
8/12/16	Student Grievance Process FS Senator: Ricky/Carl	Research and provide feedback for FS comments and present to DCs	September 2016 ( 9/26/16) <b>due 11/14/16</b>
8/15/16	Sexual Harassment Procedures FS Senator: Sarah/Carl <b>COMPLETED</b>	Research and provide feedback for FS comments and present to DCs	September 2016 (9/12/16)
8/29/16	FS Bylaws/Constitution FS Senator: Carl/Sarah	Research and provide feedback for FS comments	September 2016 (9/12/16) <b>due 11/14/16</b>
8/29/16	Ethics Complaint Process <b>COMPLETED</b> FS Senator: Donna/Ricky	Research and provide feedback for FS comments, *will review AY17-18	September 2016 (9/26/16)
2/21/17	CTC Proposed Policy FS Senator: Patty	Compile and submit FS feedback	3/2/17 to CTC
2/28/17	End of Year Reports FS Senator: Patty	Compile reports, attendance, tasks, etc. to complete report	April 19, 2017 to AAVP

**Committee Assignments:** Report on progress/concerns of committees, attend at least one meeting per semester

**Patty:** Standards I, II, III, & IV  
**Sarah:** LOC & Promotions

**Ricky:** RPF, CDC, & CTC  
**Carl:** GenEd & PDRC

**Donna:** Negotiations, Calendar, & CCA

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

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**Agenda**

**Wednesday, March 15, 2017**

**Faculty Senate Office C2**

**@ 1:30 p.m.**

I. Meeting called to order

II. Attendance:

<b>Name</b>	<b>E-mail</b>	<b>Present</b>
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	
Ricky Tyquiengco, President-Elect	<a href="mailto:ricky.tyquiengco1@guamcc.edu">ricky.tyquiengco1@guamcc.edu</a>	
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

III. Review of Minutes: 03/01/2017

IV. Old Business:

- A. Student Grievance Process
- B. 4 Year Degree
- C. National Average Credit Requirements for Programs
- D. Faculty Retreat
- E. Elections for AY17-18 Committees
- F. CTC Proposed Policy
- G. FS End of Year Reports
- H. Curriculum Manual Progress

V. New Business:

VI. Open Discussion/Announcements

VII. Next Meeting:

**March 29, 2017, 1:30pm, C2**

Spring 2017 Upcoming Meetings: **April 18 and May 3**

VIII. Adjournment

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

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**Minutes**

**Wednesday, March 15, 2017**

**Faculty Senate Office; C2**

**@ 1:30 p.m.**

**I. Meeting called to order @ 1:37 p.m.**

**II. Attendance**

Name	E-mail	Present
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	✓
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	✓
Ricky Tyquiengco President-Elect	<a href="mailto:ricky.tyquiengco1@guamcc.edu">ricky.tyquiengco1@guamcc.edu</a>	✓
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	✓
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	✓
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	✓

**III. Review of Minutes**

**C. Torres II moved to approve the minutes of March 01, 2017, motion was seconded by S. Leon Guerrero. No further discussion, motion passed unanimously.**

**IV. Old Business**

- A. Student Grievance Process – B. Leon Guerrero (CSI Administrator) requested to reconvene the group that worked on the Student Handbook. Group will reconvene as soon as meeting is scheduled. C. Torres II will follow up with B. Leon Guerrero.
- B. 4 Year Degree – P. Terlaje forwarded status report to VPAA. VPAA will meet with MTM to discuss the proposals.
- C. National Average Credit Requirements for Programs – C. Torres II reported he met with LOC Chair, GenEd Chair, and S. Leon Guerrero on Thursday, March 02, 2017. LOC Chair, T. Dela Cruz primary role is to facilitate the research and provide data from other colleges with similar programs. Then distribute findings to each Department Chair to look at and compare from with programs of Guam Community College. GenEd's goals is to begin looking into programs to decrease or increase the numbers of general education credits. P. Terlaje requested for C. Torres II and S. Leon Guerrero to provide a timeline to attach to Faculty Senate's end of the year report. Timeline due April 5, 2017.
- D. Faculty Retreat – scheduled for Monday, April 10, 2017 (Spring Break) at Mata'pang Beach Park (pavilion's #4 and #5). S. Leon Guerrero and C. Torres prepared a flyer for the event. B. Blas will make revisions then send to P. Terlaje to make copies to be provided to Department Chair for distribution to faculty members. (See Attachment) R. Tyquiengco will request for additional food donations from Department Chairs. R. Tyquiengco will provide menu items at next meeting. Faculty Senate will provide: Red Rice, Meats, Water, and Paper Products with open purchase order at Cost U Less. D. Cruz and B. Blas are working on the t-shirt design and requisition.
- E. Elections for AY17-18 committees – scheduled for Friday, April 07, 2017 from 8:00am-5:00pm in Faculty Senate office, C2. R. Tyquiengco & S. Leon Guerrero will prepare a call for nominations will be announced on Monday, March 20, 2017 for the following committees: 3 for PDRC, 3 for Promotions, and 4 for Faculty Union.
- F. CTC Proposed Policy – Faculty Senate recommended to send back to CTC for faculty feedback. **S. Leon Guerrero moved to remove this issue from the agenda, motion was seconded by C. Torres II. No further discussion, motion passed unanimously.**
- G. FS End of Year Reports – Please review the attached drafts (Attendance Report, Accountability Report, and Year End Report) and send recommendations to P. Terlaje. (See Attachments)
- H. AY16-17 Curriculum Manual Progress – S. Leon Guerrero will follow up with LOC.

**V. New Business**

None

**VI. Open Discussion/Announcements**

A. Faculty Senate Coolers – Staff borrowed coolers and dispensers for rosary of Patricia Palacios and Frances Untalan's mother. Items were returned on Wednesday, March 15, 2017.

**VII. Next Meeting**

March 29, 2017 @ 1:30 p.m. in Faculty Senate Office, C-2.

**VIII. Adjournment**

D. Cruz moved to adjourn, R. Tyquiengco seconded the motion. Motion passed. Meeting adjourned at 2:35 p.m.

**Submitted By:**

  
\_\_\_\_\_  
**Barbara S. Blas**

**Approved By:**

  
\_\_\_\_\_  
**Patricia Terlaje**

**GUAM COMMUNITY COLLEGE**  
**Faculty Accountability Report for Committee Work**  
**AY 2016 to 2017**

**COMMITTEE CHARGE** Represents the Faculty of the College in academic and professional matter

**COMMITTEE Member:** Sarah Leon Guerrero

	Tasks	Completed
1	Welcome Back Merienda	Y
2	Fall 2016 Elections	Y
4	FS Chairperson Training	Y
5	FS ByLaws/Constitution	N
6	Sexual Harassment Policy	Y
7	Program Requirements	N
8	SP18 Social Mixers/Ethics Course	N
9	Spring 2017 Elections	N

Participation (%): \_\_\_\_\_  
 Attendance with (%): \_\_\_\_\_

**COMMITTEE Member:** Carl Torres

	Tasks	Completed
1	Fall 2016 Elections	Y
2	Program Requirements	N
4	FS ByLaws/Constitution	N
5	Sexual Harassment	Y
6	Student Grievance Process	N
7	Textbook Concerns	N
8	SP18 Social Mixers/Ethics Course	N

Participation (%): \_\_\_\_\_  
 Attendance with (%): \_\_\_\_\_

**GUAM COMMUNITY COLLEGE**  
**Faculty Accountability Report for Committee Work**  
**AY 2016 to 2017**

**COMMITTEE Member:**

**Donna Cruz**

	Tasks	Completed
1	Fall 2016 Elections	Y
2	FS Feedback Negotiations Team	Y
3	Active Shooter Training	Y
4	Ethics Complaints Process	Y
5	SP18 Social Mixers/Ethics Course	N

Participation (%): \_\_\_\_\_  
 Attendance with (%): \_\_\_\_\_

**COMMITTEE Member:**

**Ricky Tyquiengco**

	Tasks	Completed
1	FS AY16-17 Committee Membership	Y
2	Four Year Degree Proposals	N
3	Student Grievance Process	N
4	Ethics Complaints Process	Y
5	Textbook Concerns	N
6	SP18 Social Mixers/Ethics Course	N
7	Spring 2017 Elections	N

Participation (%): \_\_\_\_\_  
 Attendance with (%): \_\_\_\_\_

**GUAM COMMUNITY COLLEGE**  
**Faculty Accountability Report for Committee Work**  
**AY 2016 to 2017**

**COMMITTEE Member:** Patty Terlaje

	Tasks	Completed
1	Fall 2016 Elections	Y
2	FS Feedback Negotiations Team	Y
3	Active Shooter Training	Y
4	FS Committee Membership	Y
5	FS Chairperson Training	Y
6	Four Year Degree Proposals	N
7	Wi-Fi Concerns	Y
8	Textbook Concerns	N
9	CTE Secondary Concerns	Y
10	CTC Proposed Policy	Y
11	SP18 Social Mixers/Ethics Course	N

Participation (%): \_\_\_\_\_  
Attendance with (%): \_\_\_\_\_





# Faculty Senate Attendance Report AY 2016-2017

	2016										
Names	08/12	08/15 Special Meeting	08/29	09/12	09/14 Special Meeting	10/05 Special Meeting	10/25	10/31	11/14	12/02	12/09 Special Meeting
Patricia Terlaje-President	x	x	x	x	x	x	x	x	x	x	x
Sarah Leon Guerrero-Past President	x	x	x	x			x	x	x	x	
Ricky Tyquengco-Chair Elect			x	x	x	x	x	x	x	x	x
Carl Torres II		x	x	x	x		x			x	x
Donna Cruz	x	x	x	x	x	x	x	x		x	x

Names	2017							
	01/18	02/01	02/15	03/01	03/15	03/29	04/18	05/03
Patricia Terlaje-President	x	x	x	x	x			
Sarah Leon Guerrero-Past President	x			x	x			
Ricky Tyquengco-Chair Elect	x	x	x	x	x			
Carl Torres II		x	x	x	x			
Donna Cruz	x	x	x	x	x			



Kolehon Kumunidat Guahan

Guam Community College  
P.O. Box 23069, Barrigada, Guam 96921  
www.guamcc.edu

## MEMORANDUM

**TO:** Dr. R. Ray Somera, Academic Vice President  
Rosemary Loveridge, Chairperson, Standard IV Leadership & Governance

**FROM:** Patricia Terlaje, Faculty Senate President  
Ricky Tyquiengo (President-Elect)  
Sarah Leon Guerrero (Past President)  
Donna Cruz (Senator at Large)  
Carl Torres II (Senator at Large)

**DATE:** April 18, 2017

**SUBJECT:** Faculty Senate Year End Report for AY 2016-2017

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- **Committee Name:** Faculty Senate

	Initiatives	Completed	Carried Forward	Will Not Pursue	Status Description
1.	Conduct Elections & Identify committee membership for AY 2016-2017	X			All participatory governance committees have been filled and/or have faculty representation.
2.	Continue and take lead with discussion on 4 year degree	X	X		VisCom & Tourism submitted progress reports – FA16 & SP17
3.	Foster communication among faculty at large	X	X		Communication through MyGCC announcements, faculty email, faculty meetings, faculty picnics, and/or retreats.
4.	Foster understanding of process and communication among governance committees	X	X		Faculty Senate provided Committee Chair' Training, attended committee meetings and assigned oversight responsibility. Chairs invited to FS meetings.

<b>Initiatives</b>		<b>Completed</b>	<b>Carried Forward</b>	<b>Will Not Pursue</b>	<b>Status Description</b>
5.	Review Faculty Senate Constitution/Bylaws		X		FS Constitution /Bylaws yearly updates
6.	Program Credit Requirements		X		Collaboration with CDC, LOC, & GENED (see attached timelines)
7.	Review and provide input for Faculty Senate role and responsibilities as outlined in the BOT agreement	X	X		FS CAT Members/Negotiating Team participated with development of Agreement
8.	Coordinate Active Shooter Training		X		Faculty Requested for Additional Time
9.	Provide Feedback on Student Grievance Process				Collaborated with CDC, Faculty Recommended Administrators be included with Grievance Process
10.	Provide Feedback on Sexual Harassment Procedures	X			Gathered Faculty Feedback and submitted to Sexual Harassment working group
11.	Provide Feedback on the CTC Digital Resources Policy		X		Provided guidance with the process of governance
12.	Mediate and serve as an advocate with faculty/committee issues and/or concerns (i.e. lack of wi-fi access in classrooms, selling of older classroom textbook versions, lack of dialogue with academic changes with Accelerated Math courses, budgetary concerns with classroom resources, etc.		X		Conducted Special Meetings/Communicated concerns at RPF/CGC

## Self Assessment

- To what degree has Faculty Senate met its roles and responsibilities?

Faculty Senate addressed the following various academic and professional matters of the Faculty:

### Older Versions of Classroom Textbook

Students were being sold older classroom textbook versions. Some textbooks were older than three years. Classes such as taxation/accounting can't operate with older versions. Tax codes differ on an annual basis. Computer Labs were updated, but student textbooks were not. Faculty Senate met with Bookstore Manager and Material Management Supervisor for assistance. They provided a workshop for CDC, but the Bookstore insists on selling old inventory of textbooks to Students before selling the current versions.

### Accelerated Math Courses

Math and English Department and General Education and Learning Outcomes Committee Faculty wanted to be involved with the discussion and planning of accelerated developmental courses (i.e. Accelerated Math). Faculty Senate called for a Special Meeting for information regarding the offering of the Accelerated Math courses and to increase the dialogue among the various entities that would provide invaluable feedback.

### Wi-Fi Access in Classrooms

Wi-Fi access is limited to the exterior of classrooms, and if Faculty and Students need internet access, they would need to request for use of a classroom computer lab. Majority of our Students/Faculty have smart phones. Faculty would like to use instructional apps for smart phones. Faculty Senate worked with MIS Administrator in locating classrooms in need of Wi-Fi and routers were installed. Ideally, FS would like all classrooms equipped with Wi-Fi.

### Active Shooter Training

Faculty requested for Active Shooter Training. FS worked with Safety, CJSS Department, POST, and Staff Senate to provide the training in Fall 2016. Evaluation results revealed the college would like additional training; however, due to changes with trainers' management goals, the Part II Active Shooter Training will reconvene in the upcoming academic year.

## Curriculum Manual

During AY15-16, the LOC called out for college input with the proposed AY16-17 Curriculum Manual. FS met and collaboratively worked with the LOC and GENED committee to ensure that the two entities include their IOPs (ensuring they don't duplicate efforts) in the manual. The memorandum citing their IOPs were provided to FS and AAVP (2016 August). The 2016-2017 Curriculum Manual wasn't allowed to be circulated and/or accessible among curriculum writers. LOC worked with individual authors in providing the guidance and documents needed to process their program/course review.

### FS Committee Chairpersons' Training

FS provided FS Committee Chairpersons' training. This training delivered information on the process and structure of participatory governance. In addition, reporting forms and publishing of meeting agendas and minutes were discussed.

### Four (4) Year Degree Program Proposals

FS held various meetings/discussions regarding the 4 year degree proposals. FS worked with the VISCOM & TOURISM departments and provided feedback with their plans. Written progress reports were provided to the AAVP.

### Programs' Credit Requirements

FS held meetings with the CDC, LOC, & GENED Chairpersons in regards to the program credit requirements. Action plans and timelines were established.

### Secondary Programs' Limited Resources

Secondary Faculty funding issues were presented to FS. ProStart Faculty mentioned that the moratorium on travel came late (2/8/17) in the academic year, and Faculty and Students were not informed in a timely manner of cancellation of off-island trips which in previous years were funded. Faculty and students used their weekends and/or personal funds to prepare for the island and off-island competitions. Issues were presented to RPF where it was reported that a limited faculty's salary was a priority over the students' traveling funds. In addition, Title V funds were null. Marketing Faculty and Students were instructed that their student store lab funds would be used for existing Security systems in classrooms as Title V funds were null. Faculty and Students give up their break and lunch time to raise store lab funds for student activities.

### Student Grievance and Sexual Harassment Procedures

FS provided feedback on the Student Grievance Procedures as well as the Sexual Harassment Procedures. On matters of academic concerns, FS supported the Students' recommendations to include administrators in the Grievance Process.

### Faculty Camaraderie and Professionalism

FS coordinated various Faculty activities to promote camaraderie and professionalism: Welcome Back Merienda, Retreat, Ethics Course, etc.

- How could the Faculty Senate improve its effectiveness in regard to meeting its roles and responsibilities?

To become truly effective in meeting Faculty's academic and professional matters, the FS should be given....

MORE MEMBERS TO HANDLE

- How effective was Faculty Senate in completing its initiatives?

Faculty Senate was effective in completing its initiatives...

VERY!

- How might Faculty Senate improve its effectiveness in regard to accomplishing its initiatives?

Faculty Senate can improve its effectiveness by ....

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- What resources are needed to assist Faculty Senate in achieving its initiatives?

The resources needed for Faculty Senate to achieve its initiatives are...

MORE FUNDING

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## Recommendations

- What topics should be addressed by this committee next year?

✓ CURRICULUM MANUAL

✓

✓

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- Are there any additional roles or responsibilities Faculty Senate should be addressing?

NONE

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- What issues, initiatives or work has Faculty Senate identified that other committee(s) and/or departments should address next year?

ALL PENDING AGENDA ITEMS. CDC REP TO  
ATTEND MEETINGS.

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Please upload this document to the appropriate GCC site page, and submit an  
electronic copy to the Office of Assessment, Institutional Effectiveness and  
Research (AIER) at [aier@guamcc.edu](mailto:aier@guamcc.edu)



**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

**GCC's Mission Statement:**

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

**Agenda**

**Wednesday, March 29, 2017**

**Faculty Senate Office C2**

**@ 1:30 p.m.**

I. Meeting called to order

II. Attendance:

Name	E-mail	Present
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	
Ricky Tyquiengco, President-Elect	<a href="mailto:ricky.tyquiengco1@guamcc.edu">ricky.tyquiengco1@guamcc.edu</a>	
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

III. Review of Minutes: 03/15/2017

IV. Old Business:

- A. Student Grievance Process
- B. 4 Year Degree
- C. National Average Credit Requirements for Programs
- D. Faculty Retreat
- E. Elections for AY17-18 Committees
- F. FS End of Year Reports
- G. Curriculum Manual Progress

V. New Business:

VI. Open Discussion/Announcements

VII. Next Meeting:

**April 18, 2017, 1:30pm, C2**

**Spring 2017 Upcoming Meetings: May 3**

VIII. Adjournment

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

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**Minutes**

**Wednesday, March 29, 2017**

**Faculty Senate Office; C2**

**@ 1:30 p.m.**

**I. Meeting called to order @ 1:32 p.m.**

**II. Attendance**

<b>Name</b>	<b>E-mail</b>	<b>Present</b>
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	✓
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	absent
Ricky Tyquiengco President-Elect	<a href="mailto:ricky.tyquiengco1@guamcc.edu">ricky.tyquiengco1@guamcc.edu</a>	✓
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	✓
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	✓
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	✓

**III. Review of Minutes**

**C. Torres II moved to approve the minutes of March 15, 2017, motion was seconded by D. Cruz. No further discussion, motion passed unanimously.**

**IV. Old Business**

- A. Student Grievance Process – B. Leon Guerrero (CSI Administrator) requested G. Hartz to reconvene the group that worked on the Student Handbook. She has not received a response. C. Torres II sent G. Hartz a follow up email, waiting for G. Hartz to respond.
- B. 4 Year Degree – P. Terlaje requested for A. Manzana to prepare a memo about her department's decision regarding the proposal. She also requested that all faculty members in that department sign the memo, to ensure that they are all in agreement. P. Terlaje will also attach a copy of the memo to the Faculty Senate Year End Report.
- C. National Average Credit Requirements for Programs – P. Terlaje requested for C. Torres II to provide a timeline (activities that need to happen) to attach to Faculty Senate Year End Report. Timeline due Monday, April 3, 2017. VPAA placed a moratorium on credit requirements: ***General Ed's will not be increased or other courses that are trying to be put up for general education will not be approved.*** GenEd members met with Dr. Santos (active member of UOG's General Education Committee) regarding credit requirements. Dr. Santos shared how they are moving forward with general education. Now general education will no longer be 55 credits it will be 47 credits. The implementation will take place for any student who is starting Academic Year 2017-2018.
- D. Faculty Retreat – scheduled for Monday, April 10, 2017 (Spring Break) at Mata'pang Beach Park (pavilion's #4 and #5). R. Tyquiengco will request for additional food donations from Department Chair. Faculty Senate will provide: Red Rice, Meats, Water, and Paper Products with open purchase order at Cost U Less. Additionally, fish kelaguen, chicken kelaguen, beef kelaguen, and cake. Faculty Union will be paying for the retreat t-shirts. C. Torres II & S. Leon Guerrero will prepare packets for ethics course after consulting with F. Tupaz and CJSS. C. Torres II will follow up with S. Leon Guerrero for incentives and prizes.
- E. Elections for AY17-18 committees – scheduled for Friday, April 07, 2017 from 8:00am-5:00pm in Faculty Senate office, C2. Call for nominations will close on Friday, March 31, 2017. B. Blas will prepare ballot sheets for election. C. Torres will request for a copy of the Faculty Union members.
- F. FS End of Year Reports – P. Terlaje requested for Faculty Senate members to review the attached draft #2 of the updated Year End Report. (See Attachments) The following documents will be attached to the Faculty Senate AY2016-2017 Year End Report: attendance, accountability sheet, 4 Year Degree Updates, and the Average Credit Requirements Timeline.

G. AY16-17 Curriculum Manual Progress – S. Leon Guerrero was supposed to follow up with LOC (was never posted and approved). Dr. A.J. Sunga is currently working on the AY2017-2018 manual.

**V. New Business**

None

**VI. Open Discussion/Announcements**

A. Faculty Senate Constitution & By-Laws – B. Blas sent out a copy of the Constitution and By-Laws. The copies didn't have the agreed upon(voted) changes from Fall 2016. C. Torres II will send his revisions for B. Blas to input the revisions. D. Cruz mentioned she would review and submit revisions. Faculty Senators will review the files and submit their feedback and comments for B. Blas to make the changes.

**VII. Next Meeting**

Special Meeting Wednesday, April 05, 2017 @ 1:30 p.m. in Faculty Senate Office, C-2.

Regular Meeting, Tuesday, April 18, 2017, 1:30 pm, C-2

**VIII. Adjournment**

C. Torres II moved to adjourn, D. Cruz seconded the motion. Motion passed. Meeting adjourned at 2:09 p.m.

**Submitted By:**

  
Barbara S. Blas

**Approved By:**

  
Patricia Terlaje

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

**GCC's Mission Statement:**

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

**Special Meeting**

**Agenda**

**Wednesday, April 05, 2017**

**Faculty Senate Office C2**

**@ 1:30 p.m.**

I. Meeting called to order

II. Attendance:

Name	E-mail	Present
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	
Ricky Tyquiengco, President-Elect	<a href="mailto:ricky.tyquiengco@guamcc.edu">ricky.tyquiengco@guamcc.edu</a>	
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

III. Faculty Retreat

IV. Open Discussion/Announcements

V. Next Meeting: April 18, 2017, 1:30 pm, C-2  
May 3, 2017, 1:30 pm, C-2

VI. Adjournment

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

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**Special Meeting Minutes**  
**Wednesday, April 05, 2017**  
**Faculty Senate Office; C2**  
**@ 1:30 p.m.**

**I. Meeting called to order @ 1:34 p.m.**

**II. Attendance**

<b>Name</b>	<b>E-mail</b>	<b>Present</b>
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	✓
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	✓
Ricky Tyquiengco President-Elect	<a href="mailto:ricky.tyquiengco1@guamcc.edu">ricky.tyquiengco1@guamcc.edu</a>	✓
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	absent
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	✓
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	✓

**III. Review of Minutes**

**R. Tyquiengco moved to approve the minutes of March 29, 2017, motion was seconded by S. Leon Guerrero. No further discussion, motion passed unanimously.**

**IV. Old Business**

**A. Faculty Retreat** – scheduled for Monday, April 10, 2017 (Spring Break) at Mata'pang Beach Park (pavilion's #4 and #5). The following food items will be donated by the departments: English – Drinks, Culinary – Desserts, CJ – Lumpia, Education – Pancit. Faculty Senate will provide: Red Rice, Meats, Water, and Paper Products with open purchase order at Cost U Less. Additionally, fish kelaguen, chicken kelaguen, beef kelaguen, and cake. Faculty Union will be paying for the retreat t-shirts. T-shirts will be ready by Friday, April 07, 2017 at 3:00pm. C. Torres II & S. Leon Guerrero will prepare 60 packets for ethics course after consulting with F. Tupaz and CJSS. R. Tyquiengco will make trash pick-up arrangements. D. Cruz & CJSS depart. will work with Fred regarding setting up course/assignments. C. Torres II and S. Leon Guerrero solicited for several great prizes.

**V. New Business**

None

**VI. Open Discussion/Announcements**

- A. Department Chair Election for Tourism & Hospitality Department** – the department has been divided into two separate departments: Prostart/ServSafe/Culinary (M. Schrage, F. Evangelista, P. Kerner, and H. Bertrand) & LMP/Tour & Travel/Hotel Management/Languages (E. Chong, E. Ji, C. Cruz, and D. Blas). Election is scheduled for Thursday, May 11, 2017 at 3:30pm in Faculty Senate Office, C2. The department is requesting for Faculty Senate and B. Blas to oversee the election. Faculty Senate recommended to make a request with the Council of Department Chairs.
- B. FS Constitution & By-Laws** – B. Blas will make the revisions and have all Faculty Senate members sign the constitution. C. Torres had the final changes. B. Blas will post both documents after final approval.
- C. Student Textbook Issue** – D. Cruz reported a concern from a student regarding the Bookstore textbook rental agreement that he/she signed. The deadline that was given to the student was April 24, 2017. If the student does not return the book by the deadline given he/she will be penalized. However, the semester does not end until first week of May 2017. C. Torres will follow up with D. Okada.
- D. Faculty Senate Committee & Faculty Union Election** – According to the Faculty Union By-Laws, the election needs to held during a Faculty Union meeting. The committee election committee agreed to hold the election during a Faculty Union meeting. There is a Faculty Union membership meeting scheduled for Friday, April 21, 2017 at 4:00pm., officers election will be conducted. Faculty Senate agreed to hold

committee elections for PDRC and Promotions on Friday, April 21, 2017 from 8:30am to 3:00pm then proceed to the Faculty Union meeting for counting and announcement.

**VII. Next Meeting**

Tuesday, April 18, 2017, 1:30 pm, C-2

**VIII. Adjournment**

**D. Cruz moved to adjourn, S. Leon Guerrero seconded the motion. Motion passed. Meeting adjourned at 2:10 p.m.**

**Submitted By:**

  
\_\_\_\_\_  
**Barbara S. Blas**

**Approved By:**

  
\_\_\_\_\_  
**Patricia Terlaje**



**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

**GCC's Mission Statement:**

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

**Agenda**

**Tuesday, April 18, 2017**

**Faculty Senate Office C2**

**@ 1:30 p.m.**

I. Meeting called to order

II. Attendance:

Name	E-mail	Present
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	
Ricky Tyquiengco, President-Elect	<a href="mailto:ricky.tyquiengco1@guamcc.edu">ricky.tyquiengco1@guamcc.edu</a>	
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

III. Review of Minutes: Special Meeting 04/05/2017

IV. Old Business:

- A. Student Grievance Process
- B. 4 Year Degree
- C. National Average Credit Requirements for Programs
- D. Faculty Retreat
- E. Elections for AY17-18 Committees
- F. FS End of Year Reports
- G. Curriculum Manual Progress

V. New Business:

- A. 5 Year Calendar

VI. Open Discussion/Announcements

VII. Next Meeting:

**May 03, 2017, 1:30pm, C2**

VIII. Adjournment

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

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**Minutes**

**Tuesday, April 18, 2017**  
**Faculty Senate Office; C2**  
**@ 1:30 p.m.**

**I. Meeting called to order @ 1:38 p.m.**

**II. Attendance**

<b>Name</b>	<b>E-mail</b>	<b>Present</b>
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	✓
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	absent
Ricky Tyquiengco President-Elect	<a href="mailto:ricky.tyquiengco1@guamcc.edu">ricky.tyquiengco1@guamcc.edu</a>	✓
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	absent
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	✓
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	✓

**III. Review of Minutes**

**D. Cruz moved to approve the Special Meeting minutes of April 05, 2017, motion was seconded by R. Tyquiengco. No further discussion, motion passed unanimously.**

**IV. Old Business**

- A. Student Grievance Process – Status quo. C. Torres hasn't communicated despite email/text messages by P. Terlaje
- B. 4 Year Degree – P. Terlaje is waiting for A. Manzana to turn in the memo with all faculty members in her department signature (in agreement of proposal). P. Terlaje will request that M. Schrage prepare a memo with all faculty members in her department (consensus of withdrawing the proposal).
- C. National Average Credit Requirements for Programs – Status quo C. Torres hasn't communicated despite email/text messages by P. Terlaje.
- D. Faculty Retreat – the event was successful and several great feedback. Asking for more next AY. Suggestions for Faculty Senate and Faculty Union to host an event like this every semester or yearly. D. Cruz suggested to create different committees such as: clean up, planning, set up, and logistics for more department participation. D. Cruz and P. Terlaje volunteered to lead the event next year as well as the Active Shooter training. D. Cruz stated R. Tyquiengco has the authority as per the by-laws to create ad hoc committees.
- E. Elections for AY17-18 committees – Friday, April 21, 2017 from 8:00am-3:30pm in Faculty Senate office, C2. B. Blas will prepare ballot sheets for election. R. Tyquiengco and T. Lizama will be visiting the Secondary Faculty to cast their votes. Faculty Union elections will be accepting absentee ballots from 4:00pm-5:00pm on Friday, April 21, 2017.
- F. FS End of Year Reports – P. Terlaje requested for Faculty Senate members to review the attached draft #2. The following documents will be attached to the Faculty Senate AY2016-2017 Year End Report: attendance, accountability sheet, 4 Year Degree Updates, and the Average Credit Requirements Timeline.
- G. AY16-17 Curriculum Manual Progress – Status quo. S. Leon Guerrero hasn't communicated.

**V. New Business**

- A. 5 Year Calendar – (See attachment)  
**R. Tyquiengco moved to approve the 5 Year Calendar, motion was seconded by D. Cruz. No further discussion, motion passed unanimously.**

**VI. Open Discussion/Announcements**

- A. Active Shooter – P. Terlaje suggested that this event be brought up for Fall 2017 College Assembly. P. Terlaje and D. Cruz requested to be involved with the planning of this training.
- B. Graduation – number of graduates who submitted applications as of April 18, 2017; 297. However, some are duplicated counts (double majors). Tickets will be distributed per graduate. 25 students from the Criminal Justice Department volunteered to assist at GCC graduation ceremony. UOG's maximum capacity is 3000.

**VII. Next Meeting**

Tuesday, May 09, 2017, 11:00 am, Outrigger Hotel, Avenue Restaurant

**VIII. Adjournment**

**D. Cruz moved to adjourn, R. Tyquiengco seconded the motion. Motion passed. Meeting adjourned at 2:03 p.m.**

**Submitted By:**

  
\_\_\_\_\_  
**Barbara S. Blas**

**Approved By:**

  
\_\_\_\_\_  
**Patricia Terlaje**

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**Faculty Senate**

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**Agenda**

**Tuesday, May 09, 2017**

**Outrigger, The Avenue**

**@ 11:00 a.m.**

I. Meeting called to order

II. Attendance:

Name	E-mail	Present
Patricia Terlaje, President	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	
Sarah Leon Guerrero, Past President	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	
Ricky Tyquiengco, President-Elect	<a href="mailto:ricky.tyquiengco1@guamcc.edu">ricky.tyquiengco1@guamcc.edu</a>	
Carl Torres II, Member-At-Large	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	
Donna Cruz, Member-At-Large	<a href="mailto:donna.cruz@guamcc.edu">donna.cruz@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

III. Review of Minutes: 04/18/2017

IV. Old Business:

- A. Student Grievance Process
- B. 4 Year Degree
- C. National Average Credit Requirements for Programs
- D. Elections for AY17-18 Committees
- E. FS End of Year Reports
- F. Curriculum Manual Progress

V. New Business:

- A. AIER – Institutional Set Standards

VI. Open Discussion/Announcements

VII. Next Meeting:

**TBA; Fall 2017**

VIII. Adjournment