

Guam Community College

General Education Committee Meeting Agenda

August 31, 2015
GCC Room AH3114

- I. Call to Order
- II. Roll Call
- III. Old Business
 - a. Gen Ed Committee's Classification Issues
 - b. Follow-Up on LOC Curriculum Manual Update Submission
 - c. Course Guides Reviews
- IV. New Business
 - a. First Meeting Logistics
 - i. Welcome New Member Sally Sablan and Welcome Back Returnees
 - ii. Establish Monthly Meetings
 - iii. Main Communication Line
 - iv. Any amendments to our Bylaws
 - v. New School Year Goals
- V. Open Floor
- VI. Adjournment

Guam Community College
General Education Committee Minutes
August 31, 2015

GCC Room _____

- I. Call to Order — 8:11 a.m.
- II. Roll Call –S. Bollinger, B. Sison, J. Kerr, T. Unten, S. Sablan
Quorum Present
- III. Old Business
 1. Committee continued discussion on Gen-Ed Committee formal classification. Questions and discussion re separation from Learning Outcomes Committee (LOC). Bollinger indicated that in discussions with Fred Tupaz, Tupaz was to ensure “subsidiary” classification would be omitted from official current Gen Ed Committee charge.
 2. Follow Up on Curriculum Manual Update Submission — Committee Tabled issue because Committee was told still formally a subsidiary of LOC and no changes can be made until official change to be an independent committee.
 3. Discussion of Course Guide Reviews and Acalog Training
Pete Roberto FA classes- agreed EN 110 on one course and Developmental on other courses
- IV. New Business
 1. Welcome new member Sally Sablan and returnees
 2. Establish Monthly Meetings- Mondays -First Monday of each month unless needed
 3. Discussion on Electronic Meetings-Main Communication Line and use of Google Docs to review and edit committee documents.
 4. Discussion on Amendments to Bylaws
 - Define Leadership positions including the secretary position
 - Uploading to Course Studio
 - Membership verbiage
 - Add Past Chair as a leadership position
 - Advisement/Mentorship to Current Chair as one of duties
 - Absence of Chair Elect to represent in meetings as another duty
 - Discussion on providing language concerning appeals of committee decisions. Discussed formation of Appeals Committee made up of 2 representatives selected by author and 2 from committee. 5th member chosen by other 4 selected members.
- V. Adjournment at 10:00 a.m.

Guam Community College

General Education Committee Meeting Agenda

October 5, 2015
GCC Room AH3111

- I. Call to Order
- II. Roll Call
- III. Last Meetings Minutes
- IV. Old Business
 - a. GenEd Committee's Classification Issues
 - b. Follow-Up on LOC Curriculum Manual Update Submission
 - c. Course Guides Reviews
 - d. First Meeting Logistics
 - i. Members Update
 - ii. Establish Monthly Meetings
 - 1. October 5th, November 9th, December 7th
 - 2. 8am Room AH3111
 - iii. Main Communication Line
 - 1. Email & Whatsapp
 - iv. Any amendments to our Bylaws
 - 1. Appeal Process
 - 2. Ratification
 - v. New School Year Goals/Charge
- V. New Business
 - a. Manuel Updates & Forms
 - b. Assessment Cycles
 - c. General Education Conference- February 18-20,2016
<https://www.aacu.org/meetings/generaleducation/gened2016>
- VI. Open Floor
- VII. Adjournment

Guam Community College

General Education Committee Minutes

October 5, 2015
GCC Room AH3111

I. Call to Order — 8:13 a.m.

II. Roll Call –S. Bollinger, B. Sison, J. Kerr, L. Baza-Cruz, T. Unten.

Quorum Present

Guests Present:

Carl Torres

III. Old Business

- Review of Proposed Minutes of Meeting 8-31-15
 - Motion to Approve by Bollinger and Seconded by Sison
 - Unanimously Approved
- Gen-Ed Classification Issues
 - Meeting with AVP and Tupaz postponed
 - Faculty Senate met up with Chairs held on September 29, 2015 to discuss classification. Everyone is in agreement that all stakeholders be considered. Details on process will be discussed in future meetings, including effect on LOC.
 - Faculty Senate appoint Carl Torres as buddy consultant to the Committee.
 - Gen-Ed Committee officially a stand-alone committee.
 - Discussion on relationship between Gen-Ed and LOC review of new and existing courses. Need to better define charges of both committees so as not to duplicate work.
- Motion to approve bylaws by Bollinger, Seconded by Baza-Cruz. Unanimously Approved.
- Follow-Up on LOC Curriculum Manual Update Submission
- Course Guides Reviews
 - Discussion on Potential Process
 - Course goes through LOC and get approval
 - Then application to Gen-Ed for approval as Gen-Ed course.
 - Need to clarify roles of LOC and Gen-Ed.
- Current and Long Term Goals for Gen-Ed Committee
 - Manuel Updates & Forms

- Assessment Cycles for Existing Gen-Ed.
 - Review of Existing Gen-Ed Courses
 - Discussion on the process of reviewing.
 - New Flow Chart needs to be created.
 - Discussion on attending General Education Conference in New Orleans February 18-19. Will give insight on changes and potential new goals and charges.
<https://www.aacu.org/meetings/generaleducation/gened2016>
 - Recommendations as to new Gen-Ed Courses. Encourage submissions to Gen-Ed.
 - Articulation of Gen-Ed Courses to UOG
 - Creation of Website for Gen-Ed Committee
 - Long term establishment of a Gen-Ed Program
- Meeting Logistics
 - Members Update
 - Future Monthly Meetings
 - October 5th, November 9th, December 7th
 - 8am Room AH3111
 - Appeals Process discussion tabled for next meeting.

IV. Open Floor

- Discussion on Developmental Courses
 - Grades of F not taken because automatically become a Z.
 - P for Passing, Z for Progressing, NP? U for Unsatisfactory

V. Adjournment at 9:50 a.m.

Guam Community College

General Education Committee Working Session Agenda

November 9, 2015
GCC Room AH3111

- I. Call to Order
- II. Roll Call
- III. Curriculum Manuel Updates & Forms
- IV. Adjournment

General Education Committee Agenda
11/23/15

Roll Call:

Approve minutes (last 2)

Old Business:

New Business:

A. Create checklist for approving Gen Ed courses

What parts of the course guide are relevant?

Articulation to UOG a requirement?

B. Divide existing courses for review/assessment:

What are we looking for?

What classes do we want to recommend for inclusion that aren't already gen ed?

Do we work with authors to remind them of keeping current 5 years or is that a LOC concern?

C. Future plans:

Deadline for assessment of current courses

2014-2015 goals and deliverables

Open Discussion:

End time:

General Education Committee Agenda
11/23/15

Roll Call: 10:00 am

Present

Joni Kerr
Dr. Lisa Baza-Cruz
Simone Bollinger
Benjamin Sison

Absent

Trisha Unten

Bollinger voted as Chair for the meeting.

I. OLD BUSINESS

Discussed Approval of Proposed Minutes prepared by Sison from last 2 meetings. Members will review.

II. NEW BUSINESS

- A. Discussed creating checklist for approving Gen Ed courses. Bollinger agreed to prepare first draft.
- a. What parts of the course guide are relevant?
 - b. Articulation to UOG a requirement?
 - c. Discussion of EN 110 as prerequisite for 200 level courses
 - d. Discussed Categories and Criteria to identify Gen-Ed Courses--put in SOP and checklist
- B. Discussed creating SOP- Each member will Look at other samples
- PDRC- Kerr
 - LOC- Sison and Baza-Cruz
 - PROMOTIONS- Bollinger
 - FACULTY SENATE- Unten

Members will Review Proposals --Deadline by December 7, 2015 Meeting

- C. Discuss dividing existing courses for review/assessment:
- What are we looking for?
 - What classes do we want to recommend for inclusion that aren't already gen-ed?
 - Do we work with authors to remind them of keeping current 5 years or is that a LOC

concern?

D.. Future plans:

- Deadline for assessment of current courses
- 2014-2015 goals and deliverables

III. ADJOURNMENT: 12:00 p.m

Guam Community College

General Education Committee Meeting Agenda

December 7, 2015
GCC Room AH3111

- I. Call to Order
- II. Roll Call
- III. Last Meetings Minutes
- IV. Old Business
 - a. General Education Conference- February 18-20,2016
<https://www.aacu.org/meetings/generaleducation/gened2016>
 - b. Review Internal Operation Drafts
 - i. Course Checklist
 - ii. Course Review/Assessment
 - iii. Others
 - c. Goals and Deliverables
- V. New Business
 - a. Next Semester's Monthly Meetings
- VI. Open Floor
- VII. Adjournment

Minutes of Meeting of the
General Education Committee
12/10/15

Roll Call: 8:30 am.

Lisa Baza-Cruz
Simone Bollinger
Ben Sison
Trisha Unten
Joni Kerr

I. OLD BUSINESS

- A. Committee Chair informed members regarding email from Gary Hartz Re: Student needing one science general education credit. Anatomy used to be a 4 credit course but was changed to 3 credit course. Committee discussed whether students need to take a 3 credit course to fulfill general education requirement. Committee unanimously agreed student needs to take another course. No Waiver. Chair will inform Hartz of decision.
- B. Chair indicates she has a planned meeting with LOC Chairperson to inform them of General Education procedures.

II. NEW BUSINESS

- A. Committee Discussed, Reviewed and Revised Proposed SOP Procedures for General Education. Motion to approve as written the SOPS by Baza-Cruz. Bollinger Seconded. Unanimously approved.

III. ADJOURNMENT 10:30 am.

Guam Community College
General Education Committee Meeting Agenda

January 25, 2016
GCC E-Bldg Conference Room

- I. Call to Order
- II. Roll Call
- III. Last Meetings Minutes 11/23 & 12/7
- IV. Old Business
 - a. Review Internal Operation Drafts
 - i. Course Checklist
 - ii. Course Review/Assessment
 - iii. Pre-Application Request for Assistance Form
 - iv. Others
 - b. Goals and Deliverables
- V. New Business
 - a. Monthly Meetings at 4pm in E-bldg Conference Room
January 25, February 29, March 28, April 25
- VI. Open Floor
- VII. Adjournment

Minutes of Meeting of the
General Education Committee
1/26/16

Roll Call: 4:04 pm

Lisa Baza-Cruz
Simone Bollinger
Ben Sison
Trisha Unten
Joni Kerr

I. OLD BUSINESS

- a. Review Meeting minutes of November and December of 2015
 - i. Secretary Sison will revise and send to committee members for review and approval
- b. Internal Operating Issues
 - i. Chair met with LOC Rep Rose
 - 1. LOC disappointed with our position on Gen-Ed operations in relation to LOC. LOC Intends to take up with Faculty Senate and Dr. Ray Somera.
 - ii. Chair met with Carl Torres because was informed LOC met with him and disputed our position.
 - 1. Torres defends Gen Ed position.
 - 2. LOC concerned with Gen Ed "Down Time". Committee Members take the position that Gen Ed's "Down Time" is not LOC's concern.
 - iii. Committee Agreed will proceed as usual.
- c. Committee discussion and review of the proposed checklist and recommended changes.

II. NEW BUSINESS

- a. Proposed Future Monthly Meetings as follows: 4:00 pm Mondays:
 - i. February 29
 - ii. March 28
 - iii. April 25

III. ADJOURNMENT: 5:20 p.m.

Guam Community College
General Education Committee Meeting Agenda

February 10, 2016
GCC E-Bldg Conference Room

- I. Call to Order
- II. Roll Call
- III. Last Meetings Minutes 11/23 & 12/7 & 1/25
- IV. Internal Operations (UPDATE)
 - i. Course Checklist
 - ii. Course Review/Assessment
 - iii. Pre-Application Request for Assistance Form
 - iv. Others
- V. Amendments to the By-Laws
- VI. Open Floor
- VII. Adjournment

Minutes of Meeting of the
General Education Committee
2-10-16

Roll Call:

Lisa Baza-Cruz
Simone Bollinger
Ben Sison
Trisha Unten
Joni Kerr

Guests:

Carl Torres from Faculty Senate.

- **OLD BUSINESS**

- a. Review and Discussion of Meeting minutes of November and December of 2015 and January 2016
 - i. Motion by Baza-Cruz to approve Seconded by Bollinger, unanimously approved

- **NEW BUSINESS**

- a. Discussion Re Meeting with Somera, Hartz, Unten, Donna Patty and Karl and Fred from Faculty Senate
 - i. Somera indicated issue re Stand Alone Committee
 - 1. Somera said wants Committee to take course from the beginning.
 - 2. Process has Changed and evolved.
 - 3. Is Gen-Ed really stand alone?
 - 4. Torres indicated Somera directed two committees discuss resolution of the process with Hartz.
 - 5. Query, what is LOC motivation for going against the process?
 - 6. Gen-Ed Members strongly outraged with this position.
 - 7. Committee discussed and outlined problems with the proposed relationship with LOC as a "parallel" committee with Gen-Ed.
 - 8. Motion to set up meeting with Gary Hartz to address Committee by Sison. Seconded by Baza-Cruz. Unanimously Carried.
 - a. Schedule Monday Meeting February 15 at 4 pm
- b. Discussion of proposed by-laws and Faculty Senate Recommended Changes
 - i. Motion to make recommended changes as proposed by Faculty Senate by Unten. Seconded by Bollinger. Unanimously carried.

- **ADJOURNMENT: 5:15**

Guam Community College
General Education Committee Meeting Agenda

February 15, 2016
Room E204

- I. Call To Order
- II. Roll Call
- III. Last Meetings Minutes
- IV. OLD BUSINESS
 - a. Follow-up from the meeting with Dr. Somera
 - b. Discussion on current work
- V. Next Meeting
- VI. ADJOURNMENT

Minutes of Meeting of the
General Education Committee
2-15-16

Call to Order: 4:00 P.M.

Roll Call:

Lisa Baza-Cruz
Simone Bollinger
Ben Sison
Trisha Unten
Joni Kerr

- **OLD BUSINESS**

- a. Discussion about meeting with Somera et.al
 - i. Was receptive to Gen-Ed Committee Concerns
 - ii. Issue is original charge interpretation
 - 1. Definition of "New" in charge
 - iii. Concern about how Gen-Ed has not undertaken any work regarding other charges.
 - iv. Issue of Patty's and Karl's conflict of interest
 - 1. Somera agreed with issues of conflict of interest
 - 2. Ordered to conduct all discussions directly with Sara
- b. Discussion on current work
 - i. Committee members will be reviewing all GCC courses for Gen-Ed qualification
 - ii. Will review courses starting with "at-risk" courses
 - iii. Look at articulation agreement with UOG and other institutions
 - iv. Gen-Ed Criteria final version will be distributed to members
 - v. Review ILOs. --Get hard copies from Marlana. See if revisions necessary.
- c. Next Meeting Date: February 29 4:00 P.M.

- **ADJOURNMENT: 5:00**

Guam Community College
General Education Committee Meeting Agenda

February 24, 2016
GCC E-Bldg Conference Room

- I. Call to Order
- II. Roll Call
- III. Last Meetings Minutes 2/10 & 2/15
- IV. General Education Committee IOPs
- V. Current Course Guide Research
- VI. Open Floor
- VII. Adjournment

Minutes of Meeting of the
General Education Committee
2-24-16

Call to Order: 4:02 P.M.

Roll Call:

Lisa Baza-Cruz (via telephone)

Simone Bollinger

Ben Sison

Trisha Unten

Joni Kerr

- **NEW BUSINESS**

- a. Discussion of Memorandum sent by Sara Leon Guerrero.
 - i. Agreement to send confirmation letter to Sara indicating Committee's acknowledgement of receipt of the memorandum and understanding concerning memorandum. Sison will prepare draft letter for Committee's review.
- b. Discussion re existing review of Gen-Ed Courses to determine whether such courses still meet current general education criteria.
 - i. Unten will assign courses to each member
 - ii. Unten will provide links to members for current course guides for courses under review
 - iii. Unten will provide members with Gen-Ed criteria and checklist
 - iv. Each member will review their assigned courses
- c. Discussion re Contract Negotiations and proposed wording of Committee charges under the Contract
 - i. Committee will work on proposed language at next meeting and submit to Union representative prior to commencement of contract negotiations.
- d. Discussion Re Standard Operating procedures for the Committee
 - i. SOPS will be revised to better reflect Gen-Ed Committee Charges
- e. Next Meeting scheduled for February 29 at 4:00 P.M.

- **ADJOURNMENT: 4:37**

Guam Community College
General Education Committee Meeting Agenda

March 2, 2016
GCC E-Bldg Conference Room

- I. Call to Order
- II. Roll Call
- III. Last Meetings Minutes 2/10 & 2/15 & 2/24
- IV. General Education Committee IOPs
- V. Current Course Guide Research
- VI. Open Floor
- VII. Adjournment

Minutes of Meeting of the
General Education Committee
3-2-16

Call to Order: 4:06

Roll Call:

Lisa Baza-Cruz
Simone Bollinger
Ben Sison
Trisha Unten
Joni Kerr

Quorum Present

- **OLD BUSINESS**

- a. Discussion of Proposed Letter in Response to Memorandum sent by Sara Leon Guerrero Prepared by Sison.
 - i. Recommended changes to letter approved, letter will be revised and sent to Sara Leon Guerrero
- b. Discussion on Course Assignments by Chair Unten on the review of existing Gen-Ed Courses to determine whether such courses still meet current general education criteria.
 - i. Discussion on proposed letters to authors informing them of status of updates
 - 1. Discussion on what Gen-Ed committee should do if not updated as recommended to the authors
 - ii. Group Discussion and Training Session on Review Procedures.
 - 1. Reviewed and Revised Gen-Ed Criteria
 - 2. Reviewed and Revised Checklist
- c. Next Meeting scheduled for March 9 at 4:00 P.M.

- **ADJOURNMENT: 5:30**

Guam Community College
General Education Committee Meeting Agenda

March 9, 2016
GCC E-Bldg Conference Room

- I. Call to Order
- II. Roll Call
- III. Last Meetings Minutes 2/10 & 2/15 & 2/24 & 3/2
- IV. General Education Committee IOPs
- V. Current Course Guide Research
- VI. Open Floor
- VII. Adjournment

Minutes of Meeting of the
General Education Committee
3-9-16

Call to Order: 4:06

Roll Call:

Lisa Baza-Cruz
Simone Bollinger
Ben Sison

Joni Kerr present 4:25 p.m

Quorum Present

- **OLD BUSINESS**

- a. Approval of Minutes of 2/10/2/15/2/24/and 3/2 2016. Member Sison will send proposed minutes to members electronically.
- b. Internal Operating Procedures was discussed. Member Sison will make revisions and send proposed IOP. Request Unten to provide latest drafts of IOPs.
- c. Discussion on Current Course Guide Reviews that were assigned to each member.
 - i. Reviewed proposed checklist. Member Bollinger motion to revise the proposed checklist as follows:
 - 1. Title of Document change to "General Education Course Document Review.
 - 2. Move the "Disapprove" Checkbox under the " Back to Author" Box.
 - 3. Put addition comment box indicating that course is not up to date and department will be notified by letter.
 - ii. Discussed procedure if course guide is not current. Department Chair for the course will be informed by Gen-Ed chairperson by email. This procedure will be reflected in IOPs.
 - iii. Discussion on how to create a new checklist for NEW course guides.
 - iv. Add to Committee Bylaws the procedure that Gen-Ed Chairperson will inform the AVP and Registrar by the end of the academic year of approved Gen-Ed courses for the following academic year.
 - v. Add to Committee Bylaws that Chairperson will submit "End of Year Report" to faculty senate.
 - vi. Summary Report of Courses which were reviewed will be prepared.

Motion to approve all above recommendations by Baza-Cruz, seconded by Kerr.
Unanimously Approved.

- d. Discussion on Goals for the rest of the semester
 - i. Complete Course Document reviews
 - ii. Prepare Template of the letter to Department Chairs regarding out of date course guides
 - iii. Prepare Summary Report of “Assessment of Current Gen-Ed Courses
 - e. Next Meeting scheduled for March 14 at 4:00 P.M.
- **ADJOURNMENT: 5:15**

Guam Community College
General Education Committee Meeting Agenda

March 16, 2016
GCC E-Bldg Conference Room

- I. Call to Order
- II. Roll Call
- III. Last Meetings Minutes 2/10 & 2/15 & 2/24 & 3/2 & 3/9
- IV. General Education Committee IOPs
- V. Current Course Guide Research
- VI. Committee Goals
- VII. Contract Negotiation
- VIII. Open Floor
- IX. Adjournment