

**Guam Community College**  
General Education Committee Meeting Agenda

August 29, 2016  
Room 3111, Allied Health Building

- I. Call to Order
- II. Attendance
- III. New Business
  - A. Meeting schedule
  - B. Meeting with Faculty Senate and Union President Aug 16, 2016
  - C. Align GenEd Charge and Bylaws
  - D. Elect Officer position(s) - President-Elect/Secretary or President-Elect and Secretary
  - E. Brown Bag sessions and other ideas
- IV. Open Floor/Announcements
- V. Adjournment

**GUAM COMMUNITY COLLEGE**

**General Education Committee**

**MINUTES**

**29 August 2016**

**Room 3111**

- I. Call to Order** - 0838 by Joni Kerr, Chair
- II. Attendance:** Joni Kerr, Vito Calvo, Carl Torres II, KristiAnna Santos, Simone Bollinger
- III. New Business**
- A. Meeting schedule** – Members agreed to hold meetings on the following dates, and as needed: Sept. 12 (special meeting), Sept 26, Oct 31, Nov 28<sup>th</sup>.
- B. Meeting with Faculty Senate and Union President on Aug 16, 2016** – Fred Tupaz, Union President, called this meeting to clarify the relationship between the GenEd and Learning Outcomes committees. Both chairs amicably agreed on a procedure that would allow the committees to simultaneously review potential General Education courses according to their respective criteria. A memo, prepared by both Chairs, outlined the procedure and a timeline of goals for each committee. The memo was sent to the Faculty Senate, Union President, and Vice President of Academic Affairs.
- C. Alignment of GenEd Charge and By-laws** – Revisions were made with a final draft to be sent to members for review. The revised Charge will be submitted to the Union Contract Negotiation Team by September 15 for inclusion in the new Contract.
- D. Filling of Chair-Elect/Secretary position** – K. Santos had expressed interest in the position. After some discussion, C. Torres II motioned to accept KristiAnna Santos for Chair-Elect/Secretary, S. Bollinger seconded; motion passed unanimously.
- E. Brown Bag sessions and other ideas –**
1. Brown Bag sessions could be used to identify potential GenEd courses and/or authors of courses.
  2. Develop a General Education degree or certificate program. This could help meet students' needs for GenEd courses that ideally will all articulate to UOG. A certificate program of 30 hours completed in one year could also improve completion data. To develop this, we need to know UOG's changes to their GenEd courses. S. Bollinger suggested meeting with Michelle Santos from UOG; J. Kerr will contact her to meet on September 12.
  3. S. Bollinger suggested that one member attend a General Education conference.
  4. S. Bollinger suggested looking into the problem of low enrollment in the Chamorro II course. Students take Chamorro I, but are not required to take Chamorro II.
- F. Open Floor –**  
Course guide review forms completed last Spring need to be approved before sending to the Department Chairs. J. Kerr will distribute forms and course guide links to members according to discipline/field for review. Members agreed to meet September 7<sup>th</sup> at 0830 to approve the forms.
- G. Adjournment** – 0957, K. Santos motioned, V. Calvo seconded,.

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Written by J. Kerr

**Guam Community College**  
General Education Committee Meeting Agenda

September 7, 2016  
Room 3111, Allied Health Building  
0830

- I. Call to Order
- II. Attendance
- III. Approval of minutes of 29 August 2016
- IV. Old Business
  - A. Course Guide Review Forms
  - B. Charge and Bylaws
  - C. Meeting with Michelle Santos
- V. New Business
  - A. New Member – Amada Manzana
  - B. Instructions for Courses and Flow Chart for GenEd/LOC Procedure by end of September.
- VI. Open Floor/Announcements
  - A. ACALOG training and build GenEd account by end of semester, or as per availability of Registrar.
- VII. Adjournment

**GUAM COMMUNITY COLLEGE**

**General Education Committee**

**MINUTES**

**07 September 2016**

**Room 3111**

**I. Call to Order** - 0838 by Joni Kerr, Chair

**II. Attendance:** Joni Kerr, Vito Calvo, Carl Torres II, KristiAnna Santos, Amada Manzana

**III. Approval of Minutes of 29 August 2016 meeting:** C. Torres motioned to approve, K. Santos seconded- Motion carried to approve the minutes prepared by J. Kerr.

**IV. Old Business**

- A. Course Guide Review Forms: C. Torres indicated the categories/criteria for GenEd looked inconsistent and appeared to have multiple authors. The committee discussed revising the criteria for consistency. C. Torres also mentioned a recommendation about using the term “understand” specifically under the Math criteria; After some discussion, it was agreed that the criteria should be updated. K. Santos will review the existing criteria and make edits and prepare for committee review by 9/14. Another issue was brought up regarding the level of detail required for the review of courses. It appeared that some reviewers were including the various institutions the course articulated to, as well as the specific category/criteria that the course fell under for GenEd. The committee agreed that knowing both the institutional articulation, as well as the criteria that determined the course eligible for GenEd would be helpful. C. Torres suggested making an update to the current form that includes the criteria directly on the form so reviewers do not need to search multiple documents to complete review. C. Torres and V. Calvo agreed to update forms for new reviews after GenEd criteria/categories have been revised and approved by committee. J. Kerr would like to send DCs existing reviews. V. Calvo motioned to approve courses that were reviewed by previous members of GenEd committee, C. Torres seconded, Motion carried. J. Kerr will send reviews out by early next week (week of 9/12/16).
- B. Charge and Bylaws: The edited charge and bylaws need to be submitted by 9/15. The Committee reviewed changes and edits to the charge J. Kerr made that were started at the last meeting. A. Manzana motioned to submit updates to the Union for their review, C. Torres seconded the motion; The motion carried and J. Kerr will submit the GenEd charge to the faculty union for review.
- C. Meeting with Michelle Santos (UOG): J. Kerr reached out to Michelle Santos of UOG to discuss changes to the new GenEd courses at UOG. Meeting is confirmed for 9/12 at 8:30 am. J. Kerr will invite LOC Chair and Chair-elect to participate in discussion.

**V. New Business**

- A. New Member: The committee welcomed new member Amada Manzana to the group. A. Manzana serves as a representative from visual communications
- B. Instructions for Courses and Flow Chart for GenEd/LOC procedure by end of September: J. Kerr shared the LOC flow chart and reported a need to update the GenEd flow chart. V. Calvo agreed to assist in updating procedures and flow chart by end of September.

**VI. Open Floor/Announcements:** J. Kerr announced that ACALOG training should occur and the GenEd account should be built by the end of September, or as per availability of the new Registrar.

**VII. Adjournment:** V. Calvo motioned to adjourn the meeting, K. Santos seconded the motion; Mtg. adjourned at 945 am.

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Written by K. Santos

**GUAM COMMUNITY COLLEGE**  
**General Education Committee**  
**MINUTES**  
**12 September 2016**  
**Special Meeting**  
**Room 3111**

**I. Call to Order** - 0830 by Joni Kerr, Chair

- II. Attendance:** Joni Kerr, Vito Calvo, Carl Torres II, Dr. KristiAnna Santos, Amada Manzana  
Guests: Dr. Michelle Santos, and Dr. Dan Lindstrom, UOG GenEd Committee, Tressa Dela Cruz, Chair, LOC, Dr. Jay Sunga, Chair-Elect LOC.

**III. Special Meeting:**

Dr. Michelle Santos and Dr. Dan Lindstrom were invited by J. Kerr to discuss UOG's General Education curriculum changes. According to Dr. M. Santos, it took 6 years to draft a plan to revamp UOG's General Education curriculum, this included reestablishing core course SLOs. The proposed framework includes Tier I Core Courses, Tier II Diversity Foundation (STEM and Humanities), Uniquely UOG courses, and Direction Building courses. Tier III are Capstone courses (within Major requirements). Draft documents were provided by Dr. M. Santos (attached).

Uniquely UOG will require only 2 courses for now; one must be a language other than English, the other must be a regional course. The requirement for 2 Chamorro language courses from GCC will go away. This is one way to reduce the amount of GenEd credits, currently 55, at UOG. To maintain articulation, courses at GCC might have to align their course guides and SLOs with UOG's new plan, e.g. psychology.

Diversity Foundation and Direction Building - provides depth and breadth by exposing students to diverse fields, while providing direction toward a major. For example, students must choose one course from each of five themes: Science & Math, Human Science, Humanities, Human Systems and Organizations, and Cultural Perspectives. This encourages students to declare sooner, rather than later. For example, UOG students majoring in biology will use BI100 to fulfill the Science/Math Diversity Foundation requirement (as well as being a prereq and requirement for the Bio degree; they are still debating whether to allow Marine Biology to also be a prerequisite for BI157) and the BI157/158 series will fulfill two of the 3 courses required for the Direction Building component requirements (as well as them being requirements for the major) so it doesn't actually reduce the number of BI courses required for a biology degree. This "double counting" would reduce the number of extra GE courses required for biology majors to graduate, as they are currently challenged to graduate in 4 years.

If the UOG GenEd proposal is accepted as presented, both GCC's Environmental Biology and Marine Biology courses could still be accepted for UOG GenEd credit as one can be used as a science GenEd credit under Tier II STEM, and the other can satisfy one of the Tier II Uniquely UOG courses under the 'Regional' category.

Dr. Michelle Santos also recommended reading the Hart Report regarding GenEd reforms on the SAACU website. The UOG Senate will vote on the draft in October; anticipate implementing the new plan in AY17-18. UOG Business courses have not joined in the conversation about GenEd at UOG. If the GenEd draft is approved, Windows App/Keyboarding credits from GCC will not be accepted for GenEd credit at UOG. Regarding articulating courses, Dr. Santos recommended speaking with relevant UOG faculty and then communicate with GCC Dean and VP. Regarding assessment, the UOG GenEd will be looking at how the students and programs are served by GenEd courses.

**IV. Open Discussion**

The committee discussed their role in assessment. J. Kerr will work on a statement and send it out to members; will submit to contract negotiation team.

- V. Adjournment:** V. Calvo motioned to adjourn the meeting, K. Santos seconded the motion; Mtg. adjourned at 9:57 am.

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Written by J. Kerr

<b>Meeting Agenda</b>			
<b>Committee Name</b>	General Education Committee		
<b>Meeting Room</b>	3111		
<b>Date</b>	September 26		
<b>Time</b>	0830		
<b>Meeting Facilitator</b>	Joni Kerr		
<b>Meeting Attendees</b>	KristiAnna Santos, Vito Calvo, Amada Manzana, Carl Torres II		
<b>Today's Agenda</b>			
<b>No.</b>	<b>Topics</b>	<b>Action Points</b>	<b>Owner</b>
1	Approval of Minutes of Sept 7 and special meeting Sept 12		
2	Old Business: GenEd Criteria and Forms		
3	GenEd Flow Chart		
4	GenEd Bylaws		
5	New Business: GenEd site on Banner		
6	ACALOG and LOC issues		
7	Open Discussion		
8	Adjournment		
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**GUAM COMMUNITY COLLEGE**  
**General Education Committee**  
**MINUTES**  
**26 September 2016**  
**Room 3111**

- I. Call to Order** - 0845 by Joni Kerr, Chair
- II. Attendance:** Joni Kerr, Vito Calvo, KristiAnna Santos, Amada Manzana
- III. Approval of Minutes of 07 September 2016 meeting and 12 September 2016 meeting (with UOG):** A. Manzana motioned to approve 07 September 2016 minutes as written, V. Calvo seconded. There was some discussion as to the need to clarify minutes from 12 September 2016 meeting with UOG. J. Kerr shared that she would talk with UOG faculty to clarify a few concerns. Committee members discussed the possibility of discussing the realignment of some course guides with faculty members/departments who might be most impacted by UOG Gen Ed changes. J. Kerr shared that she will send out notes from the special meeting with UOG to department chairs after gaining clarification. Approval of 12 September 2016 meeting minutes was tabled.
- IV. Old Business**
  - A. Gen Ed Criteria and Forms: J. Kerr will review the section on natural sciences/physical sciences; J. Kerr will submit to Tressa because curriculum manual needs to be done. Need to complete by end of week and sent to Tressa to include with curriculum documents.
  - B. Gen Ed Flow Chart: V. Calvo shared that he made some changes to gen ed. flow chart; discussed whether LOC and Gen Ed Committee should work simultaneously in review, or follow each other. The group discussed the importance of communication with LOC. K. Santos motioned to approve the flow chart with some minor changes. A. Manzana seconded the motion. Motion carried.
  - C. Gen Ed By-laws: Several points were discussed with respect to the draft by-laws.  
Charge: Exit survey prior to graduation; the committee discussed using the IDEA survey- perhaps adding a question in that tool; committee needs to discuss with AIER.  
Charge: Assess the impact of general education; Assessment is currently being done for gen ed classes on a course level, but how can we assess gen ed. Program as a whole?  
A suggestions was for this year's charge to read "research tools and methods to assess the impact of general education..." Committee will discuss adjustments via email prior to next meeting.
- V. New Business**
  - A. Gen Ed site on Banner: J. Kerr mentioned that the committee needs approval to gain access to Gen Ed site on Banner. She will follow-up.
  - B. ACALOG and LOC issues: J. Kerr mentioned that ACALOG training likely won't occur before end of September. She will work with Johanna Camacho to coordinate date of ACALOG training.
- VI. Open Floor/Announcements:** V. Calvo suggested in future meeting with UOG, a representative from Assessment and Counseling be invited/included.
- VII. Adjournment:** V. Calvo motioned to adjourn the meeting, K. Santos seconded the motion; Mtg. adjourned at 0956 am.

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Written by K. Santos



Meeting Agenda			
Committee Name	General Education Committee		
Meeting Room	3111		
Date	October 31, 2016		
Time	0830		
Meeting Facilitator	Joni Kerr		
Meeting Attendees	KristiAnna Santos, Vito Calvo, Amada Manzana, Carl Torres II		
Today's Agenda			
No.	Topics	Action Points	Owner
1	Approval of Minutes of Sept 26 and special meeting Sept 12		
2	Old Business:		
3	GenEd Flow Chart, Criteria		
4	GenEd Bylaws		
5	ACALOG training		
6	GenEd Forms		
7	HI121 course guide (obtained)		
9	New Business:		
8	GenEd Internal Operating Procedures		
9	Identify existing GenEd course guides that need to be updated		
10	Identify potential GenEd courses amongst existing courses		
11	Organize Brown Bag session, and/or develop a GenEd guide for instructors.		
12	Open Discussion/		
13	Announcements		
14	Adjournment		

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**GUAM COMMUNITY COLLEGE**  
**General Education Committee**  
**MINUTES**  
**31 October 2016**  
**Room 3111**

- I. Call to Order** - 0848 by Joni Kerr, Chair
- II. Attendance:** Joni Kerr, Vito Calvo, KristiAnna Santos, Amada Manzana
- III. Approval of Minutes of 07 September 2016 meeting and 12 September 2016 meeting (with UOG):** A. Manzana motioned to approve minutes of 12 September 2016 and 26 Sept 2016 meetings. V. Calvo seconded. Minutes of both meetings were approved.
- IV. Old Business**
  - A. Gen Ed flow chart and criteria: Tressa (LOC) has received Flow chart.
  - B. Gen Ed By-laws: Gen Ed. By-laws have been signed by all, except for Patty McDonald, Faculty Senate President.
  - C. ACALOG training: all committee members have completed ACALOG training.
  - D. GenEd forms: A. Manzana motioned to approve the forms generated for Gen. Ed., K. Santos seconded. None opposed. Motion carried.
  - E. HI121 course guide: J. Kerr has obtained this course guide, J. Kerr will send to K. Santos for review using the new Gen. Ed. Forms.
- V. New Business**
  - A. Gen Ed IOPs: T. Unten had IOPs stated that they were “null and void,” perhaps pending whether we were still going to be an existing committee? J. Kerr suggested we could discuss what we want to adopt. K. Santos will scan and email out and we can review to adopt.
  - B. ID Gen course guides needing updates: Which courses are up for 5-year review? Using review forms, review and utilize comments to make any recommendations. A. Manzana suggested possibly working with UOG to align our Gen Ed curriculum to match at UOG. Questions came up regarding current articulation: Do the courses now currently articulate? How can we add courses to our articulation list? J. Kerr suggested we look at their draft plan and modifications and how we can align our current courses with UOG. J. Kerr will contact Gen Ed to follow-up.
  - B. Identify potential Gen Ed courses amongst existing ones: V. Calvo questioned whether we should just look at Trisha’s list and review? J. Kerr will highlight and then send forward as to the reviews. A. Manzana suggested looking at the current courses to review that might possibly be up for GenEd.
  - C. Organize brown bag session and/or develop a general guide for instructors: Committee members suggested the following items be included in brown bag- IOPs, Requirements, Demonstration of forms. Suggested committee plans for brown bag in spring semester.
- VI. Open Floor/Announcements:**
  - A. Manzana: Please announce to students. Dept. convocation to check out accounting, marketing, Management programs from 10-4 in MPA, refreshments will be provided.
- VII. Adjournment:** V. Calvo motioned to adjourn the meeting, K. Santos seconded the motion; Mtg. adjourned at 0956 am.

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Written by K. Santos

**GUAM COMMUNITY COLLEGE**  
**General Education Committee**  
**MINUTES**  
**05 December 2016**  
**Room 3111**

- I. Call to Order** - 0830 by Joni Kerr, Chair
- II. Attendance:** Joni Kerr, Vito Calvo, KristiAnna Santos, Amada Manzana, Carl Torres II
- III. Approval of Minutes of 31 October 2016 meeting** Minutes meetings approved.
- IV. Old Business**
  - A. Gen Ed Internal Operating Procedures – members communicated via email on a draft which was finalized during the meeting. Joni will print out a hard copy for members to sign. Kerr will forward the electronic copy to Patty Terlaje, Faculty Senate President, as well as the signed hard copy.
  - B. GenEd Bylaws – Kerr received an email from the Faculty Senate President stating that she did not sign the Bylaws because they ‘deter from the present agreement’. The Committee had added one more line to the charge that addressed researching tools to assess General Education courses and their impact on degree and certificate programs with respect to student outcome. The matter was referred to Fred Tupaz.
  - C. Organize Brown Bag session, and/or develop a GenEd guide for instructors: Committee members suggested the following items be included in brown bag- IOPs, Requirements, Demonstration of forms. Committee agreed that a brown bag in spring semester would be ideal.
- IV. New Business**  
(none listed on agenda)
- VI. Open Floor/Announcements:**
  - A. Torres shared that an accelerated math course was included in the catalog for the spring semester without going through the course review process. Dr. Somera, AVP, says it’s a pilot course. A meeting was requested with the AVP with various committees, including the LOC. Committee agreed that a request to be included in the meeting via Faculty Senate would be made. C. Torres will share this request with P. Terlaje (Faculty Senate President).
  - B. GenEd courses not being forwarded to Committee - Manzana shared that her marketing course has gone through the review process and was flagged as a general education course. Kerr shared that there were no review alerts received via general education, signaling that there is a glitch in the way the process is currently working and the Committee is not being allowed the opportunity to do its job. J. Kerr will follow-up with Johanna. V. Calvo volunteered to review A. Manzana’s course utilizing the gen. ed. forms developed.  
Introduction to Anatomy and Physiology for Allied Health Professionals, HL190, is another course that was not forwarded to the Committee. It is not sure how this course differs from the Anatomy and Physiology course taught in two parts, SI130A and SI130B, that is overseen by the Math and Science Department. Kerr will obtain and review the new course.
- VII. Adjournment:** V. Calvo motioned to adjourn the meeting, K. Santos seconded the motion; Mtg. adjourned at 0956 am.

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Written by K. Santos

<b>Meeting Agenda</b>			
<b>Committee Name</b>	General Education Committee		
<b>Meeting Room</b>	3111		
<b>Date</b>	5 December, 2016		
<b>Time</b>	0830		
<b>Meeting Facilitator</b>	Joni Kerr		
<b>Meeting Attendees</b>	KristiAnna Santos, Vito Calvo, Amada Manzana, Carl Torres II		
<b>Today's Agenda</b>			
<b>No.</b>	<b>Topics</b>	<b>Action Points</b>	<b>Owner</b>
1	Approval of Minutes of Oct 31st		
	Old Business:		
2	GenEd Internal Operating Procedures		All
3	Organize Brown Bag session, and/or develop a GenEd guide for instructors.		All
4	Open Discussion/		
5	Announcements		
6	Adjournment		

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Meeting Agenda			
Committee Name	General Education Committee		
Meeting Room	3115		
Date	23 January, 2017		
Time	0830		
Meeting Facilitator	Joni Kerr		
Meeting Attendees	KristiAnna Santos, Vito Calvo, Amada Manzana, Carl Torres II		
Today’s Agenda			
No.	Topics	Action Points	Owner
1	Approval of Minutes of 5 Dec 2016		KristiAnna
	Old Business:		
2	GenEd Internal Operating Procedures - Status		Joni
3	GenEd Bylaws - Status		Joni
4	GenEd Courses – New and existing– MK125, HL190, HI121		
5	Organize Brown Bag session, and/or develop a GenEd guide for instructors	Action item	KristiAnna, Vito, Amada
6	Update on UOG GenEd Program		
	New Business		
7	Curriculum Manual – GenEd sections, page 11; Course Guide form; Appendix S; add GenEd forms	Action item – forwarded to LOC Chair	Joni
8	List of Existing and Recommended GenEd courses	Distributed courses to members	Joni
	Open Discussion/		
	Announcements		
	Adjournment		

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**GUAM COMMUNITY COLLEGE**  
**General Education Committee**  
**MINUTES**  
**23 January 2017**  
**Room 3111**

**I. Call to Order** - 0847 by Joni Kerr, Chair

**II. Attendance:** Joni Kerr, Vito Calvo, KristiAnna Santos, Amada Manzana, Carl Torres II

**III. Approval of Minutes of 05 December 2016 meeting.** V. Calvo motioned to approve with corrections, C. Torres seconded, none opposed. Minutes approved.

**IV. Old Business**

- A. Gen Ed Internal Operating Procedures: Hard copies have all been signed and are now with P. Terlaje of Faculty Senate for signature.
- B. Gen. Ed. By-laws: By-laws were received by P. Terlaje who did not sign due to a question re: deviating from the charge. F. Tupaz of Faculty Union is now in receipt of the document, pending approval.
- C. Gen. Ed. Courses New and Existing: V. Calvo completed forms for MK125, approved; HI121, K. Santos reviewed, approved; HL190, J. Kerr had some questions about the course; could be sent back with the stipulation that the course MUST be taken to satisfy the MA program; there were additional questions about the SLOs listed in the course guide.  
There were some questions that some GenEd courses could fulfill or satisfy two different GenEd categories; UOG is looking at updating their gen. ed program to follow these guidelines (one course might meet 2 different GenEd category criteria). Might consider researching other institutions to see if they are doing the same.
- D. Organize Brown Bag session, and/or develop a GenEd guide for instructors: In lieu of a brown bag session, Gen Ed will submit proposal to PDRC to offer a workshop during their scheduled PDRC workshop sessions. K. Santos will work with V. Calvo to develop proposal for the session.
- E. Update on UOG Gen Ed program: J. Kerr spoke with Michelle Santos of UOG, approved by faculty senate and now pending AVP approval- it appears that changes may be forthcoming.

**IV. New Business**

- A. Curriculum Manual – GenEd sections, page 11; Course Guide form; Appendix S; add GenEd forms: For the GenEd box- C. Torres motioned to insert the approval line on the cover page of GenEd proposal between the Dean and LOC chair and also to include a box on cover page to include Gen Ed (to make it more obvious); K. Santos seconded the motion (2 changes- addition of signature line and GenEd box). All approved; J. Kerr will send the update to LOC re: curriculum manual. There was also discussion about including GenEd forms in Curriculum manual.

**VI. Open Floor/Announcements:**

List of existing and recommended GenEd courses: J. Kerr will send list to respective DCs to submit NSR to consider as GenEd.

C. Torres shared that there's an issue with sciences and articulation of two science courses to UOG, only one science course is being accepted; discussed with dean and VPAA. VPAA stated that it's at the discretion of UOG.

**VII. Adjournment:** Mtg. adjourned at 0956 am.

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Written by K. Santos

<b>Meeting Agenda</b>			
<b>Committee Name</b>	General Education Committee		
<b>Meeting Room</b>	3115		
<b>Date</b>	20 February, 2017		
<b>Time</b>	0830		
<b>Meeting Facilitator</b>	Joni Kerr		
<b>Meeting Attendees</b>	KristiAnna Santos, Vito Calvo, Amada Manzana, Carl Torres II		
<b>Today's Agenda</b>			
<b>No.</b>	<b>Topics</b>	<b>Action Points</b>	<b>Owner</b>
1	Approval of Minutes of 23 Jan 2016		
2	Old Business:		
3	IOPs and ByLaws follow-up with FacSen		
4	Brown Bag session – 24 Feb 2017		
5	GenEd Course – VC127		
6	UOG GenEd - update?		
7	New Business:		
6	Articulation		
7	Open Discussion		
8	Announcements		
	Adjournment		

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**GUAM COMMUNITY COLLEGE**  
**General Education Committee**  
**MINUTES**  
**20 February 2017**  
**Room 3111**

- I. Call to Order** - 0832 by Joni Kerr, Chair
- II. Attendance:** Joni Kerr, Vito Calvo, KristiAnna Santos, Amada Manzana, Carl Torres II
- III. Approval of Minutes of 23 January 2017 meeting.** V. Calvo motioned to approve, C. Torres seconded, none opposed. Minutes approved.
- IV. Old Business**
  - A. Brown Bag Session: K. Santos submitted the proposal for the workshop and it was approved. V. Calvo mentioned some concerns he had with regards to the timing of the workshop, unsure if there's enough time to provide all the information. V. Calvo prepared a draft powerpoint presentation and it's open for editing. K. Santos will prepare handouts. Workshop is scheduled for Feb. 24, 2017 at 3 pm.
  - B. Gen. Ed. course- VC 127: A. Manzana authored the course and C. Torres agreed to review the course for general education inclusion.
  - C. UOG Gen. Ed. update: C. Torres and V. Calvo both mentioned knowledge that the new general education program at UOG has already been approved. Information regarding the changes has not been provided to GCC and GCC faculty. J. Kerr suggested the possibility of hosting UOG gen. ed. members again for a meeting to provide program updates. All present agreed to the importance of holding a meeting as soon as possible. Following the meeting, the committee agreed that they should discuss changes with affected departments.
- IV. New Business**
  - A. Articulation: The overhaul in the UOG program will possibly impact enrollment in currently offered GCC general education courses, especially those that articulate to UOG. The committee discussed how to proceed in future discussions with faculty regarding any changes with UOG's general education program. Currently, it was agreed that general education reviews should continue as the current charge reads and the committee members would utilize current forms to complete the reviews.
- V. Open Floor/Announcements:** Reminder that LOC needs to receive curriculum documents by March 3. J. Kerr located a list of current courses that could potentially be included as GenEd courses. The committee agreed that it would be best to divide and review the courses for inclusion as general education courses, promoting the committee's charge to review courses for inclusion to the GCC general education program.
- VII. Adjournment:** Mtg. adjourned at 0950 am.

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Written by K. Santos



<b>Meeting Agenda</b>			
<b>Committee Name</b>	General Education Committee		
<b>Meeting Room</b>	3111		
<b>Date</b>	27 March 2017		
<b>Time</b>	0830		
<b>Meeting Facilitator</b>	Joni Kerr		
<b>Meeting Attendees</b>	KristiAnna Santos, Vito Calvo, Amada Manzana, Carl Torres II, Michelle Santos (UOG General Education Committee)		
<b>Today's Agenda</b>			
<b>No.</b>	<b>Topics</b>	<b>Action Points</b>	<b>Owner</b>
1	Approval of Minutes of 20 Feb 2017		
2	<b>Old Business:</b>		
3	UOG GenEd Program Discussion		
4	IOPs and ByLaws		
5	Report of Brown Bag session held 24 Feb 2017		
6	<b>New Business:</b>		
7	ACALOG Report from VPAA		
8	Open Discussion		
9	Announcements		
10	Adjournment		

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**GUAM COMMUNITY COLLEGE**  
**General Education Committee**  
**MINUTES**  
**27 March 2017**  
**Room 3111**

- I. Call to Order** - 0832 by Joni Kerr, Chair
- II. Attendance:** Joni Kerr, Vito Calvo, KristiAnna Santos, Amada Manzana, Carl Torres II, Michelle Santos (Representative from UOG General Education Committee), J. Sunga (GCC LOC committee)
- III. Approval of Minutes of 20 February 2017 meeting.** V. Calvo motioned to approve, A. Manzana seconded, none opposed. Minutes approved.
- IV. Old Business**
  - A. UOG GenEd program discussion: M. Santos of UOG was present to provide information about the recently approved General education program at UOG. She shared the following changes since she last presented to us: PY100 (personal adjustment) has been approved as a “uniquely UOG” course and EN213 has been approved only as a “uniquely UOG” course and is not included in two categories. She shared that all Tier I courses should be completed earlier and with a C or better. She shared that using the WASC core competencies, students can complete a pre-test in Tier I courses then complete a post-test upon completion of program requirements. Graduating seniors will take an exit exam to complete for assessment purposes (critical thinking review). She shared that she is not sure how articulation of courses will be impacted by UOG’s new programs and also reported that the articulation agreement has expired and needs to be redrafted. She shared that in the next 3 years, STEM courses will likely shift to more hard sciences. No business courses are included in Gen. Ed. program. M. Santos provided some handouts but shared that she will send thematic guidelines via email to J. Kerr for our reference and review.
  - B. IOPs and By-laws: Tabled.
  - C. Report of Brown Bag session held 24 Feb 2017: K. Santos reported that the session went well- information regarding review process of Gen. Ed. courses was presented and handouts provided to those who attended.
- IV. New Business**
  - A. ACALOG Report from VPAA Articulation: The VPAA issued a memo stating a moratorium on approval of general education courses pending a review of the new general education curriculum at the University of Guam. As a result, courses including gen. ed. additions were rejected by VPAA and returned to LOC. Committee members agreed that the general education program at GCC is influenced, but should not be dependent on that of UOG. It was agreed that a memo to the VPAA via Faculty Senate should be drafted to address the following concerns: How will articulation proceed moving forward? Also, how can the Gen. Ed. committee focus on the College mission and its charge with this moratorium? It was also suggested that we look in to the % of students who actually transfers to UOG. This number could be requested from AIER. It was also suggested that in the close-out report for the next Gen Ed committee to include a suggestion in their charge: How can we review ACCJC’s core competencies and align them to measure development and assess?
- V. Open Floor/Announcements:** V. Calvo announced that he has submitted his resignation from the College due to relocation. V. Calvo thanked the Committee for their collegiality and the Committee members thanked V. Calvo for his service and commitment throughout the year.
- VII. Adjournment:** Mtg. adjourned at 0955 am.

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Written by K. Santos

<b>Meeting Agenda</b>			
<b>Committee Name</b>	General Education Committee		
<b>Meeting Room</b>	3111		
<b>Date</b>	24 April 2017		
<b>Time</b>	0830		
<b>Meeting Facilitator</b>	Joni Kerr		
<b>Meeting Attendees</b>	KristiAnna Santos, Vito Calvo, Amada Manzana, Carl Torres II		
<b>Today's Agenda</b>			
<b>No.</b>	<b>Topics</b>	<b>Action Points</b>	<b>Owner</b>
1	Approval of Minutes of 27 March 2017		
2	<b>Old Business:</b>		
3	Letter to FacSen re Moratoria		
4	IOPs and Bylaws – settled and signed		
5	<b>New Business:</b>		
6	Latest ACALOG Reports from VPAA		
7	Notify GCC Faculty about UOG GenEd?		
8	Open Discussion		
9	Announcements		
10	Adjournment		

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**GUAM COMMUNITY COLLEGE**  
**General Education Committee**  
**MINUTES**  
**24 April 2017**  
**Room 3111**

- I. Call to Order** - 0843 by Joni Kerr, Chair
- II. Attendance:** Joni Kerr, Vito Calvo, KristiAnna Santos, Amada Manzana, Carl Torres II
- III. Approval of Minutes of 27 March 2017 meeting.** C. Torres motioned to approve, V. Calvo seconded, none opposed. Minutes approved.
- IV. Old Business**
  - A. Letter to Faculty Senate re: moratoria: Gen Ed Committee members were presented with a draft memo to faculty senate prepared by J. Kerr. Committee members discussed changing some of the language included in the memo. C. Torres motioned to approve the memo with corrections. K. Santos seconded. J. Kerr will make necessary corrections and send the letter to Faculty Senate.
  - B. College Catalog Input: Feedback is requested regarding the catalog, J. Kerr will send DCs an email asking them to check the General Education program requirements for accuracy . Feedback is due on April 27, 2017.
- IV. New Business**
  - A. ACALOG Report from VPAA: The memo that was discussed earlier in the meeting addressed the concerns of the recent memos sent by the VPAA. Committee members motioned and approved sending a memo via Faculty Senate re: the VPAA reporting.
  - B. Notifying GCC faculty about UOG General Education requirements: C. Torres commented that this facilitation of information is not in our charge. Additionally, because the information was received from an external source, perhaps the information should be facilitated from a GCC source of higher ranking. Committee members questioned specifically how the changes would impact students transferring to UOG. Committee members noted that in meetings with UOG committee members, it was uncertain how grandfathering would work- perhaps this conversation needs to include higher rank officials?
- V. Open Floor/Announcements:** This is the last GenEd meeting of the AY. J. Kerr thanked committee members for their service. GenEd committee members thanked J. Kerr for her leadership. J. Kerr will prepare end of year report and send to committee members for review.
- VII. Adjournment:** Mtg. adjourned at 0955 am.

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Written by K. Santos