

Faculty Senate Agenda

Tuesday, October 24, 2006

Call to Order -

Roll Call

Name	Init.	
Frank Blas		
Dave Moran		
Barry Mead		
John Armstrong		
Joe Munoz		
Elaine Fejerang		
Lisa Baza-Cruz		
Gary Hartz		

Approval of prior minutes

Old Business

1. Faculty Senate still needs:
 - a. Committee member listings with contact information
 - b. Copies of minutes and agendas to determine meeting frequency and participation (we could use the sign-in sheet and action folder to easily make these determinations)
2. The Committee on College Assessment (CCA) will be moved on the website. .
3. **PDRC** Faculty Development Day activities were deemed to be very well organized. How do we determine the effectiveness of their efforts?
4. **GenEd Committee** Chair Gary Hartz – update. ETA of final product.

New Business

1. “Put to rest” the Bob Balajadia issue.
2. Friday Workshop – Comments?

Announcements

1. Interview for word processing secretary begins this Wed. at 9am

Agenda Items for next meeting

Next meeting Date

Adjournment

Faculty Senate Agenda

Tuesday, November 21, 2006

Call to Order -

Roll Call

Name	Init.	
Frank Blas		
Dave Moran		
Barry Mead		
John Armstrong		
Joe Munoz		
Elaine Fejerang		
Lisa Baza-Cruz		
Gary Hartz		

Approval of prior minutes

Old Business

1. Dr. Rider, Faculty Senate Assessment clarification
2. Committee Reports updates
3. Secondary faculty participation in FS? current data?
4. PDRC plans for the next Professional Development

New Business

Announcements

1. Oversight chair reports.

Agenda Items for next meeting

Next meeting Date

Adjournment

**Faculty Senate
AGENDA**

**Tuesday, September 12, 2006
8:15 – 9:30am**

GCC Campus, Room C-25

Call to Order

Roll Call

Approval of prior minutes

Old Business

1. Update on Moodle website and reporting system
 - Establishing an email/internet based archival system for all committee agendas, minutes and other documents-Elaine
2. Yearlong agendas, how to get started
3. Reporting processes and accountability of committees

New Business

1. Year-long agenda for the Shared Governance Council
2. Developing committee agenda goals for the school year that embrace recommendations noted in the recent institutional assessment and accreditation standards reports.

Others

- Oversight Chair reports

Summary of Meeting

Date/Time/Place of next meeting

Proposed agenda items

Adjournment.

Faculty Senate
Notice of Meeting
Agenda

Place: Room C2 Faculty Senate office

Date/Time: Friday August 18, 2006 at 9:00 a.m.

There will be a meeting of the Faculty Senate to include Oversight Chairpersons and Committee Chairpersons. The purpose of this meeting is to establish standard procedures for reports and documents. The preliminary agenda will include the following:

1. Content format for minutes of meetings.
2. Protocol for submitting minutes, creating agendas.
3. Robert's Rules of Order followed in all committee meetings (should this be a recommendation? or mandate?).
4. Protocol for committee related announcements.
5. Frequency of meetings.

If anyone has an agenda item that they would like added, please call Frank Blas at x634 or email him at fblas@guamcc.edu

David Moran, Secretary
Faculty Senate
735-5600
dmoran@guamcc.edu

Faculty Senate Agenda

Tuesday, October 31, 2006

Call to Order -

Roll Call

Name	Init.	
Frank Blas		
Dave Moran		
Barry Mead		
John Armstrong		
Joe Munoz		
Elaine Fejerang		
Lisa Baza-Cruz		
Gary Hartz		

Approval of prior minutes

Old Business

1. Technical Advisory Committee bylaws and charter review.
2. Update on WPII interviews

New Business

Petition from Jonathan Quan re: Open platform

Announcements

1. Oversight chair reports.

Agenda Items for next meeting

Next meeting Date

Adjournment

**Faculty Senate
Meeting of Chairs
AGENDA**

**Friday, September 15, 2006
3:00 – 4:30 p.m.**

GCC Campus, Tech Bldg. Rm. 1107/1106

2:45 – 3:00 p.m. Sign-in

3:00 p.m. Call to Order

3:00 – 3:30 p.m. Committee responsibilities/concerns

- Review of reporting procedures
- Agendas, Minutes & Documents
- SOP's
- Meeting frequency
- Administrations role on Faculty committees.
- Defining committee agendas for the coming year with an eye to the accreditation and assessment issues.

3:30 – 4:00 p.m. Dr. Ray Somera will discuss the following:

1. Provide the Faculty Senate a better understanding of the cycle of institutional reporting processes (e.g. Self-study, Annual Assessment Report, ISMP), as well as the linkages among these reports.
2. Provide the committee chairs a 'walk through' of the Institutional Strategic Master Plan (ISMP) and the 6th AIAR in order to direct/guide committees to recommendations relevant to their work.

4:00 – 4:30 Elaine Fejerang will present:

1. An explanation of how committee documents flow through to the Faculty Senate via the Moodle website.

4:30 Adjournment

Faculty Senate
AGENDA

Meeting Date: August 29, 2006
Time: 8:15 – 9:15am
Place: Room C2

Call to Order

Roll Call

Name	Init.	
Frank Blas		
Dave Moran		
Barry Mead		
John Armstrong		
Joe Munoz		
Elaine Fejerang		
Lisa Baza-Cruz		
Gary Hartz		

Approval of prior minutes

Old Business

- Define clearly the lines of communications flowing into and outwards from the Faculty Senate Committee- a site map? Who?
- Establishing an email/internet based archival system for all committee agendas, minutes and other documents- Elaine

New Business

- Schedule the next Faculty Senate meeting for all faculty, admin, and staff
- Agenda for the whole year for the SGC, Shared Governance Council
- Agenda for the next SGC meeting Aug. 31.
- Budget for Faculty Senate operation, supplies and office renovation.
- Developing committee agenda goals for the school year that embrace recommendations note in the recent institutional assessment and accreditation standards reports.

Others

- Oversight Chair reports

Summary of Meeting

Date/Time/Place of next meeting

Proposed agenda items

Adjournment.

**Resource and Budget Committee
AGENDA**

Friday, Dec 1, 2006, 10am to 11am

GCC Campus, Room C-2

Call to Order

Roll Call:

Name	Present	Absent
M. Okada		
J. Camacho		
M. Santos		
R. Ridgell		
B. Mead		
C. San Nicolas		
F. Blas		

Approval of prior minutes

Old Business

- Update on pay adjustment-Mary Okada
- Budget for fiscal 2007-2008-Mary Okada
- Approval of Final By-Laws Draft-Frank Blas

New Business

- Facilities issues in the fiscal 2007-2008- John C.

Announcements/Others

-

Summary of Meeting/Action Items

Date/Time/Place of next meeting

January 19, 2007???

Proposed agenda items

Adjournment.

Faculty Senate

Agenda

Tuesday, January 30, 2007

Call to Order:

Roll Call:

Members present:

Also present:

Approval of prior minutes”

Old Business:

1. PDRC plans for the next Professional Development
2. CJ’s request for Maclab
3. Update on college’s financial condition

New Business:

1. Need to update committee meeting times
2. New Faculty Senate meeting time
3. New faculty committee placement
4. Committee membership length
5. Pay adjustment memo

Oversight Chair Reports:

Institutional Excellence

Student Learning Excellence

Faculty Excellence

Open Discussion:

Next meeting:

Agenda Items:

Adjournment:

Faculty Senate Agenda

**Monday, March 12, 2007
1:30PM, Rm. C2**

Call to Order -

Roll Call

Name	Init.	
Frank Blas		
Dave Moran		
Barry Mead		
John Armstrong		
Joe Munoz		
Elaine Fejerang		
Lisa Baza-Cruz		
Gary Hartz		

Approval of prior minutes

Old Business

- By Law Updates

New Business

- Advisement Comm. Chair, SLO's discussions-Patricia Terlaje, Chair

Announcements

1. Oversight

Action Items

Agenda Items for next meeting

Next meeting Date: 3/19/07, Mon. at 1:30pm, C2

Adjournment

Faculty Senate

AGENDA

Monday, April 9, 2007

Call to Order:

Roll Call

Members present:

Also present:

Approval of prior minutes:

Old Business:

1. Bylaw Updates and Review Process
2. April 20th General Membership Meeting

New Business:

Oversight Chair Reports:

Institutional Excellence:

Student Learning Excellence:

Faculty Excellence:

Open Discussion”

Next meeting:

Agenda Items:

Adjournment:

Faculty Senate Agenda

**Monday, April 30, 2007
1:30PM, Rm. C2**

Call to Order -

Roll Call

Name	Init.	
Frank Blas		
Dave Moran		
Barry Mead		
John Armstrong		
Joe Munoz		
Elaine Fejerang		
Lisa Baza-Cruz		
Gary Hartz		

Approval of prior minutes

Old Business

- Convocation plans

New Business

- growth budget
- Gen. Ed. – Frank Camacho

Announcements

- Gary Hartz- off-island

Action Items

Agenda Items for next meeting

Next meeting Date: 5/7/07, Mon. at 1:30pm, C2

Adjournment

Faculty Senate Agenda

Tuesday, Nov. 14, 2006

Call to Order -

Roll Call

Name	Present	Absent
Frank Blas		
Dave Moran		
Barry Mead		
John Armstrong		
Joe Munoz		
Elaine Fejerang		
Lisa Baza-Cruz		
Gary Hartz		

Approval of prior minutes

Old Business

1. Introduce, Daniele Gualtieri, our faculty senate admin help.
2. Technical Advisory Committee bylaws and charter review.
3. Ray Somera, Faculty Senate Assessment

New Business

Announcements

1. Oversight chair reports.

Summary of Action Items

Agenda Items for next meeting

Next meeting Date: 11/21/06

Adjournment

Faculty Senate

Minutes

Tuesday, September 26, 2006

8:15 a.m. – 9:45 a.m.

GCC Campus, Room C-2

- I. Establishment of a Quorum (Five voting members required)
- II. Call to Order by John Armstrong at 8:15 a.m.
- III. Members Present: John Armstrong, Lisa Baza-Cruz, Elaine Fejerang, Gary Hartz & Jose Munoz
- IV. Old Business
 - All old business tabled till next meeting.
- V. New Business
 - a. Recommendation by Senate to send card and flowers of condolences to Dave Moran.
 - b. Frank Blas to speak with Barry Mead for strategy to identify proper Salary increase percentage to recommend to Shared Governing Council. Frank's update expected at next meeting.
 - c. Reported that Frank Blas is Chairperson for Facilities & Budget Committee.
 - d. Elaine Fejerang will email all chairs of committees to identify Administrators and Staff who are active participants of their committees. Elaine will report her findings at next meeting.
 - e. Motion to use 10 minutes of Faculty Senate time during Professional Development day for Curriculum Committee was passed.
 - f. Lisa Baza-Cruz will contact PDRC Chair to inquire about Advisement Committees need for time on Professional Development day.
 - g. Motion to move Committee on Assessment from Institutional Excellence to Student Excellence was tabled.
 - h. Motion for Faculty Senate meetings to be held on Tuesdays from 8:15 am through 9:45 am was passed.
- VI. Agenda items for next meeting
 - i. Determine role of Faculty Senate during Professional Development day
 - j. Review of tabled old business
 - k. Review of Action items
- VI. Next Meeting: October 3 at 8:15 in Faculty Senate office, Room C2
- VII. Meeting Adjourned 9:45 am

Faculty Senate
AGENDA

Meeting Date: September 5, 2006
Time: 8:15 – 9:15am
Place: Room C25

Call to Order

Roll Call

Name	Init.	
Frank Blas		
Dave Moran		
Barry Mead		
John Armstrong		
Joe Munoz		
Elaine Fejerang		
Lisa Baza-Cruz		
Gary Hartz		

Approval of prior minutes

Old Business

- Define clearly the lines of communications flowing into and outwards from the Faculty Senate Committee- a site map? Who?
- Establishing an email/internet based archival system for all committee agendas, minutes and other documents- Elaine

New Business

- Schedule the next Faculty Senate meeting for all faculty, admin, and staff
- Agenda for the whole year for the SGC, Shared Governance Council
- Agenda for the next SGC meeting Aug. 31.
- Budget for Faculty Senate operation, supplies and office renovation.
- Developing committee agenda goals for the school year that embrace recommendations note in the recent institutional assessment and accreditation standards reports.

Others

- Oversight Chair reports

Summary of Meeting

Date/Time/Place of next meeting

Proposed agenda items

Adjournment.

Agenda

Tuesday, December 5, 2006

Call to Order -

Roll Call

Name	Init.	
Frank Blas		
Dave Moran		
Barry Mead		
John Armstrong		
Joe Munoz		
Elaine Fejerang		
Lisa Baza-Cruz		
Gary Hartz		

Approval of prior minutes

Old Business

1. IFSE
2. PDRC update
3. Flu shot update
4. Meeting of chairs
5. Pay adjustments

New Business

1. TBA

Announcements

Agenda Items for next meeting

Next meeting Date

Adjournment

Faculty Senate Agenda

Monday, Feb. 12, 2007

Call to Order -

Roll Call

Name	Init.	
Frank Blas		
Dave Moran		
Barry Mead		
John Armstrong		
Joe Munoz		
Elaine Fejerang		
Lisa Baza-Cruz		
Gary Hartz		

Approval of prior minutes

Old Business

1. PDRC plans for the next Professional Development.-Karen (@2pm)
2. Need to update committee meeting times, Fac. Senate Calendar.
3. New faculty committee placement.

New Business

1. Meeting of Chairs: Topics for Discussion, - Feb. 19

Announcements

1. Oversight chair reports.
2. Others?

Action Items

Agenda Items for next meeting

Next meeting Date 2/26/07, Mon. at 1:30pm, C2

Adjournment

Faculty Senate Agenda

**Monday, March 19, 2007
1:30PM, Rm. C2**

Call to Order -

Roll Call

Name	Init.	
Frank Blas		
Dave Moran		
Barry Mead		
John Armstrong		
Joe Munoz		
Elaine Fejerang		
Lisa Baza-Cruz		
Gary Hartz		

Approval of prior minutes

Old Business

- By Law Updates and Review process.

New Business

- April 20th general membership meeting
 - plans and format
 - activities
- Elections for Fac. Senate officers and for the other committees
- End of Year Report- content and format
- Reactions to Ray's report

-Other thoughts

Announcements

Action Items

Agenda Items for next meeting

Next meeting Date: 3/26/07, Mon. at 1:30pm, C2

Adjournment

Faculty Senate Agenda

**Monday, April 16, 2007
1:30PM, Rm. C2**

Call to Order -

Roll Call

Name	Init.	
Frank Blas		
Dave Moran		
Barry Mead		
John Armstrong		
Joe Munoz		
Elaine Fejerang		
Lisa Baza-Cruz		
Gary Hartz		

Approval of prior minutes

Old Business

- By Law Updates and Review process.
- Plans for the April 20th meeting.
 - Committees with members who want to move, procedure?
- Elections for Fac. Senate
- Governing Council items
- End of year report for Fac. Senate

New Business

- this Friday's format

Announcements

Action Items

Agenda Items for next meeting

Next meeting Date: 4/16/07, Mon. at 1:30pm, C2

Adjournment

Faculty Senate Agenda

Monday, Feb. 26, 2007

Call to Order -

Roll Call

Name	Init.	
Frank Blas		
Dave Moran		
Barry Mead		
John Armstrong		
Joe Munoz		
Elaine Fejerang		
Lisa Baza-Cruz		
Gary Hartz		

Approval of prior minutes

Old Business

New Business

1. Plan a schedule of meetings with ea. committee regarding by-laws, specifically the following topics.
 - a. Membership size.
 - b. Membership length
 - c. staggered terms
 - d. timeline for completion
2. Agenda for the Year
3. Dr. Ray's assessment
4. F. S. Newsletter

Announcements

1. Oversight
2. Others?

Action Items

Agenda Items for next meeting

Next meeting Date: 3/5/07, Mon. at 1:30pm, C2

Adjournment

Faculty Senate

AGENDA

Monday, March 26, 2007

Call to Order:

Roll Call:

Members present:

Also present:

Approval of prior minutes:

Old Business:

1. Bylaw Updates and Review Process

New Business:

1. April 20th General Membership Meeting
2. Elections for Faculty Senate Officers and for the Other Committees
3. End of Year Report – Content and Format
4. Reactions to Ray's Report
5. 5 Year Academic Calendar

Oversight Chair Reports:

Institutional Excellence
Student Learning Excellence
Faculty Excellence

Open Discussion:

Next meeting:

Agenda Items:

Adjournment:

Faculty Senate

AGENDA

Monday, April 23, 2007

Call to Order:

Roll Call:

Members present:

Also present:

Approval of prior minutes:

Old Business:

1. Bylaw Updates and Review Process
2. April 20th Meeting
3. Elections for Fac. Senate

New Business:

1. 2008 Budget

Oversight Chair Reports:

Institutional Excellence
Student Learning Excellence
Faculty Excellence

Open Discussion:

Next meeting:

Agenda Items:

Adjournment:

Faculty Senate

MINUTES

Monday, February 26, 2007

Call to Order - 1:36 p.m.

Roll Call

Members present: Frank Blas, Lisa Baza-Cruz, Elaine Fejerang, Gary Hartz, Barry Mead, Dave Moran, and Jose Munoz

Also present: Daniele Gualtieri

Approval of prior minutes

Motion to approve the February 12, 2007 minutes by Dave Moran, 2nd Elaine Fejerang. All aye. Motion carried.

Old Business

None

New Business

1. Plan a schedule of meetings with each committee regarding By Laws.
 - a. Most of the committees have either completed a draft of their By Laws or are very close to completing a draft of their By Laws, and Faculty Senate will review these By Laws in the order that they are received.
Action Item: Frank will send out an email to all committee chairs letting them know that they are welcome to attend next weeks Faculty Senate meeting if they need help with their By Laws.
2. Agenda for the Year.
 - a. After all committees have submitted their By Laws, Faculty Senate would like to see a close out report from each committee highlighting what they have accomplished this year and what needs to be accomplished next year.
3. Dr. Ray's assessment.
Action Item: Dave will email the members of Faculty Senate a copy of Dr. Ray's assessment.
4. Faculty Senate Newsletter.
 - a. We discussed posting the meeting times of all of the committees and a roll call of each meetings' participation.
5. Pay Scale Adjustment for Staff.
Action Item: Jose is going to compose a letter from Faculty Senate in

support of the funding needed to obtain the study needed to perform the pay adjustment for staff

Oversight Chair Reports

Institutional Excellence

1. TAC has received the IT Charter from administration and wants to implement a time constraint to the vendors on the completion of purchase orders.

Student Learning Excellence

1. No report.

Faculty Excellence

1. Promotions is writing a closing letter to the President.

Open Discussion

1. Faculty Senate agreed that PDRC development day went well and would like to possibly give out letters of appreciation.
2. Barry stated that he was not happy about secondary attendance at PDRC development day and is looking into the issue.
3. Barry discussed that the presidential search committee will have a preliminary meeting with all of the qualified candidates and ask them approximately four initial questions. After narrowing down the selection, the presidential search committee will then hold second, more extensive interviews.
 - a. Barry would like the faculty's input regarding the selection of GCC's new president.
4. Frank discussed having a meeting with all faculty on April 20, 2007 at 3:00p.m. so that faculty can sign up for committees, have committee elections, and faculty recognition.

Action Item: Frank will email faculty regarding the April 20, 2007 meeting.

Next meeting to be held Monday, March 5, 2007 in room C2 at 1:30 p.m.

Agenda Items

1. Faculty Senate will edit and return the By Laws of the Calendar Committee, Resources and Budget Committee, and General Education Committee.

Motion to adjourn meeting. Vote all aye.

Meeting adjourned at 2:41 p.m.

Faculty Senate

MINUTES

Monday, March 26, 2007

Call to Order - 1:35 p.m.

Roll Call

Members present: Frank Blas, Lisa Baza-Cruz, Elaine Fejerang, Gary Hartz, Dave Moran, and Jose Munoz

Also present: Daniele Gualtieri

Approval of prior minutes

There was no meeting the previous week.

Old Business

1. By Law Updates and Review Process
 - a. Elaine and Dave will review the By Laws for TAC, the Calendar Committee, the Institutional Marketing Committee, and the Accreditation Steering Committee.
 - b. Gary and Frank will review the By Laws for the Curriculum Committee, the Academic Advisement Committee, and the General Education Committee.
 - c. Lisa and Jose will review the By Laws for the Resources and Budget Committee, the College Committee on Assessment, the Promotions Committee, the Professional Development Review Committee, the Evaluation/Job Specs Committee, and the Professional Ethics Committee.

New Business

1. April 20th General Membership Meeting
 - a. The Faculty Senate would like the committee members to stay where they are at for one more year.

Action Item: Frank will write an email to all committee members stating that the Faculty Senate would like them to remain in their current committees.
2. Elections for Faculty Senate Officers and for the Other Committees
 - a. Members on the Promotions Committee need to be voted in.
3. End of Year Report – Content and Format
 - a. Some of the members of the Faculty Senate have not yet received a copy of the year end report.
4. Reactions to Ray's Report
 - a. The Faculty Senate would like to schedule a meeting with Dr. Rider, the deans, and the committee chairs to discuss Ray's report.

5. 5 Year Academic Calendar

Motion: Made by Dave Moran, 2nd by Lisa Baza-Cruz to accept the Calendar Committee's 5 Year Academic Calendar. All aye. Motion carried.

Oversight Chair Reports

Institutional Excellence

1. No report.

Student Learning Excellence

1. The General Education Committee is in the process of making their final recommendations for upcoming changes.

Action Item: Gary will email the committee members the recommendations by April 9, 2007.

Action Item: The Faculty Senate will vote on these recommendations in the April 16, 2007 meeting.

Faculty Excellence

1. No report.

Open Discussion

None

Next meeting to be held Monday, April 9, 2007 in room C2 at 1:30 p.m.

Agenda Items

1. Faculty Senate will vote on the General Education Committee's recommendations.

Motion to adjourn meeting. Vote all aye.

Meeting adjourned at 2:31 p.m.

Faculty Senate

MINUTES

Monday, April 9, 2007

Call to Order - 1:31 p.m.

Roll Call

Members present: Frank Blas, Elaine Fejerang, Gary Hartz, Dave Moran, and Jose Munoz

Also present: Daniele Gualtieri

Approval of prior minutes

Motion to approve the March 26, 2007 minutes by Gary Hartz, 2nd Dave Moran.
All aye. Motion carried.

Old Business

1. By Law Updates and Review Process
 - a. The Faculty Senate will finish reviewing the By Laws by the end of this week.
Action Item: Frank will email Jose an updated copy of the Resources and Budget Committee's By Laws.
 - b. The Institutional Marketing Committee still needs to submit their By Laws.
2. April 20th General Membership Meeting
 - a. Dave and Barry will not be able to attend the April 20, 2007 meeting.
 - b. Faculty Senate members and committee chairs will be elected at the April 20, 2007 meeting.
 - c. The people who want to change committees will be assigned to new committees.
Action Item: Frank is going to email all of the committee members stating that the Faculty Senate encourages them to stay in their respective committees for one more year, but if they want to change committees they are able to do so and should list their top three choices of which committees they would like to switch to.
 - d. The Faculty Senate would like each committee to give a brief overview report at the April 20, 2007 meeting.
Action Item: Frank will come up with an agenda for the April 20, 2007 meeting.

New Business

None

Oversight Chair Reports

Institutional Excellence

1. TAC would like the College Governing Council to review the Banner Data Input Policy at the next College Governing Council meeting.

Student Learning Excellence

1. The Assessment Committee and the General Education Committee had a joint meeting.
 2. There are new accreditation standards that will effect how assessment is done.
- Action Item:** Gary will report more on this in upcoming meetings.

Faculty Excellence

1. No report.

Open Discussion

1. The Faculty Senate discussed how they are impacting the college and if they are being proactive or not.
2. The Faculty Senate would like to have a farewell party for Dave before he leaves the island.

Next meeting to be held Monday, April 16, 2007 in room C2 at 1:30 p.m.

Agenda Items

1. April 20, 2007 meeting.

Motion to adjourn meeting. Vote all aye.

Meeting adjourned at 2:28 p.m.

Faculty Senate MINUTES

Tuesday, October 24, 2006

Call to Order - 8:16 a.m.

Roll Call

Members present: John Armstrong, Lisa Baza-Cruz, Frank Blas, Elaine Fejerang, Gary Hartz, Dave Moran and Jose Muñoz.

Also present: Barry Mead.

Approval of prior minutes

Motion to approve the October 17, 2006 minutes by John Armstrong, 2nd Gary Hartz. All aye. Motion carried.

Old Business

1. Faculty Senate Needs:
 - a. Dave stated that he sent out the listing of committees with member names. Action: He will resend the list nlt Friday 10/27 to the Oversight Chairs who should then verify membership.
 - b. Faculty Senate offered a workshop on Friday the 20th dealing with Agendas/Minutes/Action folders and how to get them input into the Moodle website. Promotions, PDRC and Job Specs, although not required under contract and the sensitive nature of their work, could still use the Moodle website to post their calendars, workshops, deadlines, SOP's, etc. This would keep all those in need better informed and not having to wait for the emails to get the information.
 - c. Senate will now start checking for updates to Committee sites.
2. The Committee on College Assessment has been physically moved on the website to reflect the new Oversight Chair. Action: Dave will send Elaine the new FS structure diagram for posting on the website by Friday 10/27.
3. PDRC Professional Development Day

It was agreed that Professional Development Day went very smoothly and the PDRC should be commended for all the hard work that they put into organizing the event and successfully pulling it off.

Some things we should do:

 - a. Lisa will contact Tico Tenorio to gather assessment forms from the workshops so that they can be collated and recorded. It is felt that sign-in sheets should be required for all workshops as part of the record keeping process.

- b. We need to meet with PDRC and perform a constructive review, recommend areas of improvement.
 - i. We could possibly develop a survey of wants and needs from the faculty.
 - ii. Maybe highlight our GCC programs?
 - iii. Start planning for the February event.
- 4. General Education Committee - Chair Gary Hartz
 - a. Presented the results of the survey to date.
 - i. 7 responses so far, 1 from admin and 6 from faculty.
 - ii. More input is needed to make it valid.
 - iii. Department responses would be appropriate and informative. Action: Make this an agenda item for the department chair meeting. **WHO? WHEN?**
 - iv. Set up a meeting with COPSA with these recommendations as part of the agenda.
 - b. GenEd Recommendations - Several options:
 - i. Craft a 2nd draft now;
 - ii. Get more information from the community;
 - iii. Data collection needs to back up recommendations;
 - 1. Pat Watson did some statistical analysis, find it;

Action: Gary will get the data gathered asap.

New Business

- 1. A letter from Mr. Robert Balajadia was discussed. Action: Chair Frank Blas will draft a letter in response.
- 2. Senate would like to thank all Chairpersons that attended the workshop for the organization of the Faculty Senate website and committee websites.
- 3. Technical Advisory Committee bylaws and charter will be reviewed by all Senate members by next meeting on Tuesday.

Announcements

- 1. Barry Mead stated that Donna Cruz will be replacing Kelly Sukola on Promotions committee due to Kelly applying for promotion.
- 2. WP secretary interviews to be held this week.

Agenda Items for next meeting

- 1. To be announced.

Next meeting to be held Tuesday, October 31, 2006 in room C2 at 8:30 a.m. Costumes mandatory.

Motion to adjourn made by John Armstrong, 2nd by Dave Moran. All aye.
Meeting adjourned at 9:39 a.m.

Faculty Senate

MINUTES

Monday, April 23, 2007

Call to Order - 1:42 p.m.

Roll Call

Members present: Frank Blas, Lisa Baza-Cruz, Elaine Fejerang, Gary Hartz, Dave Moran, and Jose Munoz

Also present: Daniele Gualtieri

Approval of prior minutes

Motion to approve the April 9, 2007 minutes by Lisa Baza-Cruz, 2nd Gary Hartz. All aye. Motion carried.

Old Business

1. By Law Updates and Review Process
 - a. The Institutional Marketing Committee still needs to submit their By Laws.
2. April 20th Meeting
 - a. The attendance at the April 20, 2007 meeting was low.
 - b. There were only a few people who switched committees.
Action Item: Gary is going to talk to Lois Gage and Robert Balajadia about picking a new committee to be on.
 - c. The Accreditation Steering Committee did not speak at the April 20, 2007 meeting.
Action Item: Frank is going to talk to Barry in regards to the Accreditation Steering Committee.
Action Item: Frank is going to pick a date for next years general membership meeting and send out an email.
3. Elections for Fac. Senate
 - a. Jose Munoz was elected as the new President Elect.
 - b. Gary Hartz was elected as the new Member-at-Large.
 - c. Frank Camacho was elected as the new Student Learning Excellence Oversight Chair.

New Business

1. 2008 Budget
 - a. The budget included \$1.5 million in pay adjustments for faculty and administration as a line item.
Motion: Made by Gary Hartz, 2nd by Jose Munoz to approve the 2008 budget and forward it to the College Governing Council. All aye. Motion carried.

Motion: Made electronically by Gary Hartz, 2nd by Lisa Baza-Cruz to approve the growth budget and forward it to the College Governing Council.

Oversight Chair Reports

Institutional Excellence

1. No report.

Student Learning Excellence

1. No report.

Faculty Excellence

1. No report.

Open Discussion

1. The Faculty Senate discussed the August 2007 Convocation.
2. The Faculty Senate discussed finishing the Faculty Senate office.
Action Item: Frank is going to email Dr. Rider and the Resources and Budget Committee about finishing the Faculty Senate office.
3. The Deans are going to start reviewing the committees' minutes and come up with an IFP.

Next meeting to be held Monday, April 30, 2007 in room C2 at 1:30 p.m.

Agenda Items

1. General Education recommendations.

Motion to adjourn meeting. Vote all aye.

Meeting adjourned at 2:31 p.m.

Faculty Senate MINUTES

Tuesday, November 21, 2006

Call to Order - 8:19 a.m.

Roll Call

Members present: John Armstrong, Frank Blas, Lisa Baza-Cruz, Elaine Fejerang, Barry Mead, and Dave Moran

Also present: Dr. John Rider, Ray Somera, and Danielle Gualtieri
4 students from University of Guam (observers)

Approval of prior minutes

Motion made by John Armstrong, 2nd Elaine Fejerang to approve the November 14, 2006 minutes. All aye. Motion carried.

Old Business

1. Dr. Rider, Faculty Senate Assessment Clarification
 - a. Assessment Instrument
 - 1) Purpose is to be able to talk to data in April
 - 2) Member assessment of FS and Committees can be done at a later time, but still needs to be performed.
 - b. Barry reiterated that committee membership is part of our workload. Eventually we need to gather data of members' impressions of how we are doing. IFP related.
 - c. Elaine stated that we need a survey of members regarding member effectiveness.
 - d. John Armstrong would like a template for chairpersons to do the report in addition to the faculty survey. That way, we cover all aspects of assessment.

Motion made by Elaine Fejerang, 2nd by John Armstrong to withdraw previous motion of November 14. All aye.

Dr. Somera recommends changing the frequency to 2x's during next semester.

Motion made by John Armstrong, 2nd by Lisa Baza-Cruz that Part 1 of the IFSE instrument should be reformatted for individual members to complete. The rest of IFSE will remain the same. All aye.

2. Committee Report Updates

- a. TAC submitted memorandum dated 11/20/2006 which stated the following:
 - 1) Members are in agreement to design for open platform as it fits into the enterprise architecture. (In other words, this needs to be planned for...(i.e. – nature, scope, costs, ability to deliver)

- 2) Program requirement for alternative platforms will be assessed by TAC when the information is received from Program Coordinators.
3. Secondary faculty participation
 - a. Tabled until next meeting
4. PDRC plans for next Professional Development Day
 - a. Dr. Rider stated the Mr. John O'brien is willing to come out to be the keynote speaker. February 19, 2007 is Professional Development Day.
 - b. Senate needs information on how best to assess PDDay and what types of information we need to gather to do so.

New Business

1. Meeting of Chairpersons
 - a. Wednesday, December 6, 2006 is the tentative date set for a meeting of the Chairpersons of all subcommittees of the Senate.
 - b. Please send anticipated agenda items to Secretary Dave Moran or President Frank Blas.

Next meeting to be held Tuesday, November 28, 2006 in room C2 at 8:15 a.m.

Motion to adjourn meeting. Vote all aye.

Meeting adjourned at 9:32 a.m.

**Faculty Senate
Minutes of Meeting
August 15, 2006**

Meeting called to order at 0816.

Members present: F. Blas, Pres., John Armstrong, Lisa Baza-Cruz, Elaine Ferejang, Gary Hartz, Jose Munoz

Discussion: Proper means to conduct meeting and reporting procedures that committees should adopt (i.e. – committees to Senate)

Pres. Blas had to excuse himself.

Pres. Elect Armstrong assumed chair of the meeting.

Union Chair Barry Mead joined in at 0843.

Chair Armstrong recommended that all senators get a copy of the following:

- Accreditation report
- BOT/Faculty Agreement
- Self-Study Master Plan

Decision: It was unanimously approved that the format for Agendas and Minutes be as presented by Dave Moran (guidelines attached).

Meeting adjourned at 0935.

Faculty Senate

Writing an Agenda

Having an agenda for a meeting is the only way to make sure that you keep the participants on-task and make the most of your valuable time. Standardizing your agenda format is a good start. Starting your meetings on time and ending on time requires a fair amount of discipline if we are going to complete the work that needs to be accomplished. Agendas are a great guide, developed by the chairperson of the committee, to keep everyone on task and should include:

- Call to order/Roll call. Allow for a check-in/sign-in period so that everyone can begin the process of focusing on the agenda items that need to be taken care of at this meeting. Maybe have the agenda displayed on the screen with a projector so that your committee members can see it and know the objective of the meeting.
- Approval of previous minutes. Committee members should have received a copy of the minutes via email or other means and already given input for corrections to the committee recorder.
- Update on action items.
- Old Business to include the issues that were discussed at the previous meeting but not resolved.
- New Business that the committee needs to address.
- Summary. Chairperson should leave some time to summarize the work and decisions that were made by the committee.
- Next meeting time, date and place.
- Adjournment.

Standard Requirements for Minutes

Committees of the Faculty Senate are required to submit agendas and minutes of meetings to the Executive Committee for the purpose of recording and consolidating the work being performed. It is imperative that we all use the same format. In an effort to simplify the procedures that committees will use to maintain a record of their meetings, the following guidelines will give everyone a basic understanding of what we need included in your meeting minutes.

At a minimum, the recorder should keep a summary of the meeting that includes action items, decisions and open issues.

- *Action items.* Action items are to-do's assigned to attendees at the meeting. Record the task, the person responsible and the date agreed upon to complete the task.
- *Decisions.* All decisions that may affect future choices of the group should be recorded.
- *Open issues.* New issues raised at the meeting but not resolved there should be recorded so they can be carried over to a future meeting.

If you asked each person at a meeting what they thought was said and agreed upon, you would have as many differing opinions as there are people attending. Minutes allow committees to create and agree upon a visual group memory. Once the committee has approved the minutes, they will be forwarded to the Executive Committee for archiving and posting on the Faculty Senate website.

Helpful Hints

- Always remember to listen for and capture the decisions, action items and open issues from a meeting.
- When capturing an action item, get the person to whom it is assigned to help you word it and set the due date - that way you know they've accepted the "to-do."

At the end of the meeting recap the decisions, action items and open issues for the group and ask if anything important has been overlooked.

**Faculty Senate
Minutes of Meeting
September 12, 2006**

Meeting called to order at 8:16 a.m. by Pres. Blas

Members present: John Armstrong, Frank Blas, Lisa Baza-Cruz, Gary Hartz, Jose U. Munoz, Elaine Fejerang and Secretary Dave Moran.

Members absent: Barry Mead

Approval of prior minutes – Motion to approve the minutes of the August 29, 2006 and the September 5, 2006 meetings by John Armstrong, 2nd by Jose Munoz. All aye.

Old Business:

- Elaine discussed and clarified procedures for accessing Moodle site.
- Oversight Chairs will contact Sub-committee Chairs regarding Friday meeting of Chairs.
- Discussion regarding paper flow, responsibilities, etc. were discussed.
- Dave will develop an action file folder.
- It was stated the Dr. Somera will give a presentation on Friday and set up a Senate Assessment page.
- Dave will revise agenda for Friday re: timeline

New Business:

Some items that we would like to present on Faculty Development Day:

- Introduce Moodle website
- Information processes (how to get reports where they need to go)
- How do issues get addressed and resolved in the Senate?
- How to establish goals and objectives.
-

September 15 meeting will include OC's and Sub-committee chairs and be held in room 1107/1106 at 3 pm.

Next meeting will be on Tuesday, September 26, 2006 at 8:15 a.m. in C2.

Agenda items:

Old Business

Faculty Development update

Moodle update

New Business

Office hours vs. # of Releases

TAC Charter

Pay issues

Meeting adjourned at 9:21 a.m.

Faculty Senate MINUTES

Tuesday, October 10, 2006

Call to Order - 8:25 a.m.

Roll Call

Members present: John Armstrong, Lisa Baza-Cruz, Frank Blas, Elaine Fejerang, Gary Hartz, Dave Moran and Jose Muñoz. **Also present:** Barry Mead.

Approval of prior minutes

Motion to approve the October 3, 2006 minutes by John Armstrong, 2nd Gary Hartz. All aye. Motion carried.

Old Business

1. Barry Mead started discussion regarding a 14% pay adjustment. It was recommended that this should be addressed in the Resources & Budget Committee (R&B). It was further recommended and unanimously agreed upon that the pay adjustment should be inclusive of all employees of Guam Community College and not exclusive to faculty. The exact percentage of the adjustment is not set at 14% and research needs to be performed so that the pay adjustment requested reflects a fair amount, taking into consideration that it has been about 16 years since our last one.

Motion made by Dave Moran to allow Frank Blas and Barry Mead to represent the faculty on the R&B committee regarding the issue of pay adjustment. 2nd by John Armstrong. Barry agreed to put together the numbers. Vote all aye. Motion carried.

2. The Committee on College Assessment (CCA) minutes reflect support of moving the committee to the purview of Student Learning Excellence.

Motion made by Gary Hartz to move CCA from Institutional Excellence Oversight to the Student Learning Excellence Oversight. 2nd by John Armstrong. All aye. Motion carried.

New Business

1. Administrative participation on committees is encouraged. The intent of the Faculty Senate was to have effective dialog take place at the committee level. The extent of participation should be determined by the individual committees and reviewed by the Senate and Union for potential conflicts with the contract.
2. Discussion regarding the suggestion by Drs. Somera and Rider that there should be staggered terms on committees to allow for continuity should be

addressed in the committee SOP/Bylaws, as the need will vary for each individual committee.

3. **Action Item** – Gary will send out an email to “ALL” regarding the recommendations made by the General Education Committee with a deadline to respond. An invitation will be proffered to Dr. Rider to attend the next meeting to be held on Wednesday, October 10, 2006 at 8:00 a.m. in room C25 to get input on the recommendations from him.
4. It was decided that based on Anthony Roberto’s concerns regarding reporting the attendance of committee members to administration, a standard format (attendance sheet) could be implemented as a matter of course. This sheet would be available for review by whoever wished to see it. It would simply be a form reflecting the members present/absent at the meetings.
5. Update on WP Secretary: Interview committee members will be Elaine Fejerang, Frank Blas, Lisa Baza-Cruz and Joey Muñoz. Time and date of the interviews to be announced.

Agenda Items for next meeting

1. Recommendations from the General Education Committee regarding civic engagement.
2. Others to be announced.

Next meeting to be held Tuesday, October 17, 2006 in room C2 at 8:30 a.m.

Motion to adjourn made by John Armstrong, 2nd by Elaine Fejerang. All aye.

Meeting adjourned at 9:39 a.m.

Faculty Senate MINUTES

Tuesday, October 31, 2006

Call to Order - 8:15 a.m.

Roll Call

Members present: John Armstrong, Lisa Baza-Cruz, Frank Blas, Elaine Fejerang, Gary Hartz, Dave Moran and Jose Muñoz.

Approval of prior minutes

Motion to approve the October 24, 2006 minutes by John Armstrong, 2nd Jose Munoz. All aye. Motion carried.

Old Business

1. Technical Advisory Committee (TAC) submitted bylaws and charter for review and feedback.

Recommendations from the Senate:

- a. TAC desires that votes for recommendations and on issues need to be unanimous by the committee. Although this is the ideal, Senators viewed this as a possible hindrance to progress on issues of importance. If there are “No” votes for an issue/s, there should also be an accompanying document from the voter/s stating their concerns. In this way, the concerns are able to be documented and addressed by the committee and by the Senate. It would also serve as a useful reference point in terms of assessment of the work and effectiveness of the committee.
- b. A reference to the Student Learning Outcomes (SLO's) should be included in the charter addressing the need for support from TAC.
- c. It would be helpful for TAC to obtain departmental 5-year plans from departments in order to be able to anticipate the technical support needs of faculty/students.

2. Word Processing Secretary II update

- a. Interviews are complete and one of the applicants has been selected. Next step is the HR processing of the applicant.

New Business

1. Petition submitted by Jonathan Quan entitled: “Petition For Open Computer Platform At The Guam Community College.”
 - a. After discussion by the Senate, a Motion to move document to TAC for review and recommendations for outcomes and processes to follow. 2nd by John Armstrong. All aye. Next meeting of TAC will

be on November 13, 2006 at 3:00 p.m. in room 1210. All interested persons are encouraged to attend.

Oversight Chair Reports:

1. Institutional Excellence Oversight Chair – Elaine Fejerang
 - a. Reports that the new Sungard/Luminus portal will be mygcc and be the gateway for Banner. The launch date will be in June 2007 with testing and training to take place earlier.
 - b. Elaine recommended that training take place on the next Professional Development Day to be held in February. She thought that 1-1.5 hours would be needed.

Action Item: Lisa Baza-Cruz will write up the request for addition to the agenda, send it to PDRC with a recommendation that Sungard be the primary focus of Professional Development Day activities/workshops.

Senate will also recommend that Dr. Ray Somera be put on the agenda to discuss the issues and results of our last assessment cycle.

2. Student Learning Excellence Oversight Chair – Gary Hartz
 - a. Asked Curriculum Committee for agenda time to further the discussion regarding strategies for dealing with General Education issues.
 - b. Data regarding Civic Engagement should be available early next year and be included in the recommendations.
 - c. Announced that he will be on the agenda of the next meeting of Department Chairs and Program Directors to be held in December
 - d. Requested to speak to COPSA but has not heard back from them yet.
 - e. Administration Assessment Report – requested that the Senate receive a copy for review and discussion. We are missing what happened as a result of the information/report.

Announcements

1. Jose Munoz will be off-island next week.

Agenda Items for next meeting

1. To be announced.

Next meeting to be held Tuesday, November 14, 2006 in room C2 at 8:15 a.m.

Motion to adjourn meeting. Vote all aye.

Meeting adjourned at 9:39 a.m.

Faculty Senate MINUTES

Tuesday, November 14, 2006

Call to Order - 8:19 a.m.

Roll Call

Members present: John Armstrong, , Frank Blas, Lisa Baza-Cruz, Elaine Fejerang, Gary Hartz, Barry Mead, Dave Moran and Jose Muñoz.

Also present: Dr. Ray Somera

Approval of prior minutes

Motion to approve the October 31, 2006 minutes by John Armstrong, 2nd Gary Hartz. All aye. Motion carried.

Old Business

1. President Frank Blas introduced Danielle Gualtieri to the Executive Committee. Welcome to GCC.
2. Technical Advisory Committee (TAC) met on Monday November 13 and shared the need to include SLO's into their charter. Members were tasked to review and be ready to contribute at the next meeting.
 - 1) Concerns of the Senate were addressed by TAC and it was decided to leave the wording as 'unanimous' vs. consensus. They have a strong belief that it will not be a hindrance to progress.
 - i. Further concern expressed that persons opposed to change could possibly block initiatives. It was decided that opposition to initiatives needs to be in writing.
 - 2) Next meeting of TAC will be Monday, November 20, at 3:00 p.m. in room 1210.
3. Dr. Ray Somera submitted his proposed assessment model titled *Indicators of Faculty Senate Effectiveness* to the Senate. It is necessary to assess the effectiveness of leadership in relation to Faculty Senate ideals. Assessment needs to be done at multiple levels:
 - 1) Member level of involvement
 - 2) Committee level of involvement and effectiveness
 - 3) Overall governance of the Senate and Council

Recommendations:

- 1) Instrument should be administered periodically. Possibly 3 or 4 times per year.
- 2) Caution must be exercised to prevent the appearance of faculty being in the position of supervising or evaluating fellow faculty.
- 3) First round should be as soon as feasible.

MOTION: Elaine Fejerang moved to follow the process established and send the recommendation to the Assessment Committee and then to the Faculty Evaluation Committee for review and input and returned via the Assessment Committee for submission to the Faculty Senate. 2nd Gary Hartz. Vote all aye. Timetable for resubmission to the FS should be NLT 11/28/06.

New Business

NONE.

Oversight Chair Reports:

1. Faculty Excellence Oversight Chair – Lisa Baza-Cruz
 - a. Lisa spoke to Tico Tenorio of PDRC. Karen Sablan will be organizing the schedule for the Professional Development Day to be held in February. Call for presentations will be going out shortly.
 - b. In response to the Faculty Senate request for data regarding participation and assessment of our last PR Day, Christine Matson is compiling the data and will be reporting on results.
 - c. Mr. O'Brien is currently being solicited to be the keynote speaker at the next event.
2. Institutional Excellence Oversight Chair – Elaine Fejerang
 - a. TAC is reviewing the petition submitted by Jonathan Quan on behalf of a faculty petition. They will be looking at the extent of changes needed, the estimated cost of open platforms, etc. TAC will submit a draft response to the Faculty Senate at the 11/21 meeting of the Senate.
 - b. Strategic Plan addressed the open platform concept. It was stated that it needs to be well-planned and designed to make sure it works properly once implemented.
 - c. Technology Fee – TAC is looking at the dollars budgeted vs. expenses to determine effectiveness and in order to make recommendations for the future.
3. Student Learning Excellence Oversight Chair – Gary Hartz
 - a. GenEd Committee is currently working on the second draft of their bylaws.
 - b. Curriculum Committee is currently feeling overwhelmed due to the amount of work and short deadlines that they are working under. They are working on their bylaws but work is delayed due to time constraints.
 - c. Evaluation of committee needs and staffing requirements should be performed by the Chairs of respective committees to allow us to plan for the next cycle of committee sign-ups.

Recommendation:

- 1) Possibly hire faculty as adjuncts over the winter break to help reduce the backlog of work currently found in the Curriculum Committee.

- 2) Set priorities with reasonable timelines for tasks assigned to committees in general. Several large projects will require large amounts of time and effort to implement properly. It is possible that some of this work may need to be done outside of normal working hours. Senate and Council should address this issue.

Announcements

1. Jose Munoz will be off-island next week.

Agenda Items for next meeting

1. Secondary faculty survey
2. Open platform report from TAC.
3. Discussion of IFSE assessment tool.
4. Meeting of Chairs

Next meeting to be held Tuesday, November 21, 2006 in room C2 at 8:15 a.m.

Motion to adjourn meeting. Vote all aye.

Meeting adjourned at 9:50 a.m.

MINUTES

Tuesday, November 28, 2006

Call to Order - 8:16 a.m.

Roll Call

Members present: John Armstrong, Frank Blas, Lisa Baza-Cruz, Elaine Fejerang, Gary Hartz, Barry Mead, Dave Moran, and Joey Munoz

Also present: Daniele Gualtieri

Approval of prior minutes

Motion made by John Armstrong, 2nd Elaine Fejerang to approve the November 21, 2006 minutes. All aye. Motion carried.

Old Business

1. PDRC update

- a. PDRC will extend an invitation to Dr. Ray O'brien to be the keynote speaker at the next professional development day.

Action Item – Barry Mead will write PDRC a letter stating the contractual issue regarding reporting and assessment requirements of pd day activities.

2. IFSE Indicators of Faculty Senate Effectiveness

Motion made by John Armstrong, 2nd Dave Moran to approve the IFSE instrument and proceed with survey. All aye.

3. Meeting of the chairs to be held on Wednesday, December 6, 2006.

- a. Agenda items to include: year long agenda, attendance, reporting, assessment, by laws, IFSE, and staggered terms.

New Business

1. Flu shots for faculty

Action item – Frank Blas to send email request to Dr. Rider by today to reschedule flu shots for faculty on a day other than Friday.

Oversight Chair Reports

Institutional Excellence

- 1. TAC report lacking timelines and to be discussed on the 12/04/06 meeting.

Student Learning Excellence

- 1. Curriculum, Academic Advising, and General Ed by laws in final stages of completion.
- 2. Gary presented to COPSA and will hopefully get feedback by Friday.

Faculty Excellence

1. No report.

Open Discussion

Action Item Frank Blas to send notice of meeting to chairs and include information about IFSE part 1. ASAP

Action Item Frank Blas to request what action has been taken or what plan for improvement will be implemented based on the administrator assessment surveys.

Next meeting to be held Tuesday, December 5, 2006 in room C2 at 8:15 a.m.

Agenda Items

1. Pay adjustments
2. Update IFSE
3. Review and refine December 6th agenda

Motion to adjourn meeting. Vote all aye.

Meeting adjourned at 9:13 a.m.

Faculty Senate MINUTES

Tuesday, October 17, 2006

Call to Order - 8:25 a.m.

Roll Call

Members present: John Armstrong, Lisa Baza-Cruz, Frank Blas, Elaine Fejerang, Gary Hartz, Dave Moran and Jose Muñoz.

Also present: Dr. Rider and Barry Mead.

Approval of prior minutes

Motion to approve the October 10, 2006 minutes by Jose Munoz, 2nd John Armstrong. All aye. Motion carried.

Old Business

1. Pay Adjustment
 - a. Concerns were represented regarding Staff in the request for a pay adjustment. They are covered under the Civil Service Commission (CSC) pay scales and any pay adjustments would have to take place through the CSC.
 - b. Pay adjustment request needs to be backed up with data and should go to the Resources & Budget committee to be addressed.
2. Concern was expressed about the issue of pay scale vs. rank when hiring new faculty. Dave Moran represented that assignment of rank is based on sustained superior performance at the community college level and that such determinations should be left to the Promotions Committee. There is no problem with Human Resources determining pay levels, but faculty should be included in the review/determination of assignment of professorial ranks. It was advised that this should go to Job Specs to get a clarification regarding hiring practices and assignment of rank.
3. Faculty Senate still needs:
 - a. Committee member listings with contact information
 - b. Copies of minutes and agendas to determine meeting frequency and participation (we could use the sign-in sheet and action folder to easily make these determinations). Remember, we need documentation to be able to have a meaningful assessment of the Senates efforts.
4. The Committee on College Assessment (CCA) will be moved on the website as well as on the Senate structure diagram to the Student Learning Excellence Oversight committee as moved and approved at the previous meeting.

New Business

1. **PDRC** Faculty Development Day activities were deemed to be very well organized. How do we determine the effectiveness of their efforts? We could start by looking at the total counts and sign-in sheets to determine percentage participation in the workshops and develop an assessment approach to making a determination of effectiveness.
2. **GenEd Committee** Chair Gary Hartz sent out a draft letter reflecting the GenEd Committees' belief that we need to put more emphasis on Civic Engagement (CE) in our curriculum. Efforts and recommendations include:
 - a. The gathering of data on the number of students participating in CE activities.
 - b. Application for the next cycle of grants to fund operations.
 - c. Recommend that a separate office be identified that would house a dedicated CE person.

It was suggested that the issue needs to be addressed in the GenEd and Curriculum committees, and then be forwarded to the Resources and Budget committee to address funding, grant management, etc. Then there should be a position paper from the Senate with the evidence of the dialog attached below it. Discussion, recommendations, and decisions should be driven by data, with identifiable collection points.

Gary estimated the deadline to possibly be by the end of the semester.

3. **Friday Workshop**
There will be a workshop for committee chairpersons to be held in the Tech building room 1107 at 3:00 p.m. on Friday, October 20. The agenda has been posted via email. All non-chairpersons are also invited to attend.

Announcements

1. Tentative date for interviews for the Word Processing Secretary will be on Thursday, October 19.
2. Technical Advisory Committee has approved their Bylaws and Charter.

Agenda Items for next meeting

1. To be announced.

Next meeting to be held Tuesday, October 24, 2006 in room C2 at 8:30 a.m.

Motion to adjourn made by John Armstrong, 2nd by Dave Moran. All aye.

Meeting adjourned at 9:40 a.m.

Faculty Senate

Minutes

Tuesday, September 26, 2006

8:15 a.m. – 9:45 a.m.

GCC Campus, Room C-2

- I. Establishment of a Quorum (Five voting members required)
- II. Call to Order by John Armstrong at 8:15 a.m.
- III. Members Present: John Armstrong, Lisa Baza-Cruz, Elaine Fejerang, Gary Hartz & Jose Munoz
- IV. Old Business
 - All old business tabled till next meeting.
- V. New Business
 - a. Recommendation by Senate to send card and flowers of condolences to Dave Moran.
 - b. Frank Blas to speak with Barry Mead for strategy to identify proper Salary increase percentage to recommend to Shared Governing Council. Frank's update expected at next meeting.
 - c. Reported that Frank Blas is Chairperson for Facilities & Budget Committee.
 - d. Elaine Fejerang will email all chairs of committees to identify Administrators and Staff who are active participants of their committees. Elaine will report her findings at next meeting.
 - e. Motion to use 10 minutes of Faculty Senate time during Professional Development day for Curriculum Committee was passed.
 - f. Lisa Baza-Cruz will contact PDRC Chair to inquire about Advisement Committees need for time on Professional Development day.
 - g. Motion to move Committee on Assessment from Institutional Excellence to Student Excellence was tabled.
 - h. Motion for Faculty Senate meetings to be held on Tuesdays from 8:15 am through 9:45 am was passed.
- VI. Agenda items for next meeting
 - i. Determine role of Faculty Senate during Professional Development day
 - j. Review of tabled old business
 - k. Review of Action items
- VI. Next Meeting: October 3 at 8:15 in Faculty Senate office, Room C2
- VII. Meeting Adjourned 9:45 am

**Faculty Senate
Minutes of Meeting
August 29, 2006**

Meeting called to order at 8:20 a.m. by Pres. Blas

Members present: Frank Blas, John Armstrong, Lisa Baza-Cruz, Jose U. Munoz, Gary Hartz, Elaine Fejerang and Secretary Dave Moran.

Members absent: Barry Mead

Approval of prior minutes – Motion by John Armstrong, 2nd Gary Hartz.
All aye. Motion carried.

Old Business:

Concerns by Senate that Administrative representatives have not yet been selected or have not attended meetings for which their presence is necessary.

ACTION: Dave Moran will send out email all chairpersons about referring to the Constitution regarding administrative/staff/student representation.

ACTION: Dave Moran will email Dr. Rider requesting a list of administrative/staff/student representation for committees.

ACTION: Dave Moran will request committee member listing and contact information from all committee chairs.

ACTION: Dave Moran will inform all committees to send out meetings times/dates/places and to forward all agendas and minutes to facultysenate@guamcc.edu for archiving.

New Business:

ACTION: Elaine Fejerang will develop a system that will standardize agendas & minutes. This system will also automatically populate an action listing.

Elaine stated that all mail should now be going to facultysenate@guamcc.edu This mail will be automatically routed to the senate.

Frank submitted a proposed budget for review and editing. Be prepared to discuss and revise at the next meeting.

All other new business tabled.

Oversight Chair reports:

Faculty Excellence – Lisa Baza-Cruz

PDRC & Advisement are interested in Faculty Development Day and need to know if there is a budget and what procedures do they use for getting a caterer, etc.

PDRC requested an extension for the submission of SOP's.

Student Learning Excellence - Gary Hartz

Steve Lam is replacing Klem Kio on General Education Committee

There is a formal motion from Curriculum Committee for additional members. Currently 12 members, need more to accomplish the work.

Discussion: Accessibility of assessment documents.

Institutional Excellence – Elaine Fejerang

TAC committee is writing charters and working out the details of how they will operate.

Next meeting will be on Tuesday, September 5, 2006 at 8:15 a.m. in C2.

Meeting adjourned at 9:48 a.m.

**Faculty Senate
Minutes of Meeting
August 18, 2006**

Meeting called to order at 9:09 a.m. by Pres. Blas

Members present: Patty Terlaje, Lisa Baza-Cruz, Jose U. Munoz, Gary Hartz, Anthony Roberto, Bunny Sgambelluri, Tico, Tenorio, Elaine Fejerang and Secretary Dave Moran.

Members absent: Carol Cruz, Kevin Dietrichs, Norm Aquilar, Lani Gamble, Steve Lam, Barbara Bouchard-Miller and Barry Mead.

Discussion commenced on the format that we should use to conduct our meetings.

MOTION by Tico Tenorio that we have some training in Roberto's Rules of Order. Bunny Sgambelluri 2nd. Discussion followed with an amendment to the motion to conduct the training of Friday, August 25, 2006 at 9:00 a.m. in the Tech Building Lecture Hall. John Armstrong will be asked to conduct the training. VOTE: All aye. Motion carried.

ACTION: Dave Moran will send out electronic copies of the Bylaws to all chairpersons.

It was highly recommended that all committee chairpersons keep a log or a journal reflecting the amount of time spent on committee work. This information will be useful for assessment purposes.

MOTION to adjourn by Liza Baza-Cruz, 2nd by Bunny Sgambelluri. All aye.

Next meeting will be on Friday, August 25, 2006 at 9:00 a.m. in the Tech Building Lecture Hall.

Meeting adjourned at 10:09 a.m.

Faculty Senate

MINUTES

Tuesday, January 30, 2007

Call to Order - 8:40 a.m.

Roll Call

Members present: Frank Blas, Lisa Baza-Cruz, Elaine Fejerang, Gary Hartz, Barry Mead, Dave Moran, and Joey Munoz

Also present: Daniele Gualtieri

Approval of prior minutes

Awaiting approval of prior minutes

Old Business

1. PDRC plans for the next Professional Development
 - a. Tico is currently off island and Karen is on leave until February 5, 2007. They are in the process of collecting submittals from the faculty regarding PDD workshops.
2. CJ's request for Maclab
 - a. The committee has decided that the Maclab is a departmental issue.
 - b. TAC has gone over all of the procedures needed to implement the CJ Maclab.
 - c. Concerns regarding an industry standard were discussed.
 - d. Faculty Senate and TAC approve that this request be forwarded to the College Governing Council.
3. Update on college's financial condition
 - a. There are currently no plans to take the next extreme step of implementing the FEC.

New Business

1. Need to update committee meeting times
 - a. Committee chairs need to inform Faculty Senate of where and when they are holding their committee meetings.
2. New Faculty Senate meeting time
 - a. The members of the committee have decided to meet on Mondays starting at 1:30p.m. in C2.
3. New faculty committee placement
 - a. The committee decided that it is in the best interest to place new faculty in the committees that are in need of members.

4. Committee membership length
 - a. The committee suggested holding a meeting with the committee chairs during PDD to discuss issues regarding committee membership and attendance.
 - b. The committee wants to discuss bylaws with the committee chairs regarding staggered terms and the resignation of committee members.
5. Pay adjustment memo
 - a. Dave submitted a memo for the members of the faculty to sign regarding the faculty pay adjustment.
 - b. Members of the committee signed the memo and it will be forward to the College Governing Council.

Oversight Chair Reports

Institutional Excellence

1. TAC will now be making the decisions regarding the usage of technology fees.
2. There will be no Resources and Budget meeting this Friday.

Student Learning Excellence

1. No report.

Faculty Excellence

1. No report.

Open Discussion

Action Item Frank will send a memo to Dr. Rider stating that the Faculty Senate agrees that CJ's request for a Maclab is a departmental issue.

Action Item Lisa will talk to Karen about setting up an afternoon committee chair meeting during PDD.

Next meeting to be held Monday, February 12, 2007 in room C2 at 1:30 p.m.

Agenda Items

1. Please email Frank regarding proposed agenda items

Motion to adjourn meeting. Vote all aye.

Meeting adjourned at 9:30 a.m.

Faculty Senate

MINUTES

Monday, March 12, 2007

Call to Order - 1:34 p.m.

Roll Call

Members present: Frank Blas, Lisa Baza-Cruz, Elaine Fejerang, Gary Hartz, and Dave Moran

Also present: Imelda Clymer, Daniele Gualtieri, John Rider, Karen Sablan, Katherine Salzer, Michelle Santos, and Patricia Terlaje

Approval of prior minutes

There was no meeting the previous week.

Old Business

1. By Law Updates.
 - a. Committees will be able to pick members in the order that they submit their By Laws.
- Action Item:** Frank will develop a check list for assessing By Laws.

New Business

1. Academic Advisement Committee Chair, SLO's discussions.
 - a. There was a discussion of whether or not the Academic Advisement Committee should include SLO's in their By Laws.
 - b. Faculty Senate agreed that for the most part committee By Laws should make mention of SLO's but do not need to be specific.
 - c. Dr. Rider suggested putting SLO's in GCC's catalogue.
 - d. There was a discussion of whether or not AOU's and year long agendas should be used as a way of assessment instead of SLO's.
 - e. Patty passed out a handout explaining what the Academic Advisement Committee's SLO's were and another handout with a list of action items and member attendance.
 - f. There was some concern over the communication among committee's members and the Academic Advisement Coordinator. Mel agreed to be present at committee meetings when issues concerning her role are addressed.
 - g. Frank would like to have a training session with the Academic Advisement Committee regarding departmental representation.
 - h. Patty is going to take Faculty Senate's recommendations back to the Academic Advisement Committee, and the committee will continue to work on their By Laws at their next meeting in which Gary will attend.

Oversight Chair Reports

Institutional Excellence

1. No report.

Student Learning Excellence

1. No report.

Faculty Excellence

1. No report.

Open Discussion

None

Next meeting to be held Monday, March 19, 2007 in room C2 at 1:30 p.m.

Agenda Items

1. Faculty Senate will edit and return the By Laws of the Calendar Committee, Resources and Budget Committee, and General Education Committee.
2. Faculty Senate will review the five year academic calendar.

Motion to adjourn meeting. Vote all aye.

Meeting adjourned at 2:55 p.m.

Faculty Senate

MINUTES

Monday, April 16, 2007

Call to Order - 1:36 p.m.

Roll Call

Members present: Frank Blas, Lisa Baza-Cruz, Elaine Fejerang, Gary Hartz, and Jose Munoz

Also present: Daniele Gualtieri

Approval of prior minutes

Motion to approve the April 9, 2007 minutes by Gary Hartz, 2nd Elaine Fejerang. All aye. Motion carried.

Old Business

1. By Law Updates and Review Process
 - a. The Faculty Senate discussed what the responsibilities of the co-chair should be.

Motion: Made by Gary Hartz, 2nd by Elaine Fejerang to approve the By Laws of the Resources and Budget Committee, the Calendar Committee, the Curriculum Committee, the General Education Committee, the Professional Ethics Committee, and the Academic Advisement Committee with the corrections to be made the Curriculum Committee's By Laws. All Aye. Motion carried.
2. Plans for the April 20th Meeting

Action Item: Frank is going to send out a second email to all of the committee members stating that the Faculty Senate encourages them to stay in their respective committees for one more year, but if they want to change committees they are able to do so and should list their top three choices of which committees they would like to switch to.
3. Elections for Fac. Senate
 - a. The Oversight Chairs have to be in the Executive Committee.

Action Item: Gary is going to elect Jose as the Faculty Senate Chair Elect.
4. Governing Council Items
5. End of Year Report for Fac. Senate

New Business

1. This Friday's Format

Action Item: The Faculty Senate will meet on April 20, 2007 at 2:00pm to set up the multipurpose auditorium.

Action Item: Frank will come up with an agenda for the April 20, 2007 meeting and email it to Dr. Rider.

Action Item: Frank will email the President asking him to attend the April 20, 2007 meeting.

Oversight Chair Reports

Institutional Excellence

1. No report.

Student Learning Excellence

1. The Curriculum Committee has approved the new course and program guides.

Faculty Excellence

1. No report.

Open Discussion

Action Item: Gary is going to email the faculty a pot luck sign up sheet for Dave's going away party to be held on May 16, 2007 at 6pm at Dave's house.

Next meeting to be held Monday, April 23, 2007 in room C2 at 1:30 p.m.

Agenda Items

1. General Education recommendations.

Motion to adjourn meeting. Vote all aye.

Meeting adjourned at 2:46 p.m.

**Faculty Senate
Minutes of Meeting
September 05, 2006**

Meeting called to order at 8:20 a.m. by Pres. Blas

Members present: Frank Blas, Lisa Baza-Cruz, Gary Hartz, Jose U. Munoz, Elaine Fejerang and Secretary Dave Moran.

Members absent: Barry Mead & John Armstrong

Approval of prior minutes – Tabled until minutes are sent out

Old Business:

Lines of communication are still a concern. Senate (Elaine) is putting together a Moodle site on guamcc.edu for committees to input agendas, minutes & correspondence.

We still need the names and contact information from some committees.

New Business:

Faculty Development Day

- Introduce Moodle website
- Information processes (how to get reports where they need to go)
- How do issues get addressed and resolved in the Senate?
- How to establish goals and objectives.

September 15 meeting will include OC's and Sub-committee chairs and be held in room 1107 at 3 pm.

Oversight Chair reports:

Faculty Excellence – Lisa Baza-Cruz

PDRC & Advisement are interested in Faculty Development Day and need to know if there is a budget and what procedures they use for getting a caterer, etc.

Student Learning Excellence - Gary Hartz

General Education committee chair Gary Hartz submitted recommendations to the Senate for review. Gary Hartz will take the recommendations to the Curriculum committee for review and comment.

Next meeting will be on Tuesday, September 12, 2006 at 8:15 a.m. in C25.

Meeting adjourned at 9:25 a.m.

Faculty Senate

MINUTES

Monday, February 12, 2007

Call to Order - 1:35 p.m.

Roll Call

Members present: Frank Blas, Lisa Baza-Cruz, Elaine Fejerang, Gary Hartz, Dave Moran, and Joey Munoz

Also present: Daniele Gualtieri, and Karen Sablan

Approval of prior minutes

Awaiting approval of prior minutes

Old Business

1. PDRC plans for the next Professional Development
 - a. Faculty Senate discussed its concerns regarding Ray's presentation about the Faculty Senate.
 - b. Karen handed out a tentative schedule but still needs more presenters.
 - c. Culinary will be catering the event.
 - d. Frank will say a few words and introduce Mr. O'brien.
2. Need to update committee meeting times, Fac. Senate Calendar.
 - a. The oversight chairs are contacting their committee chairs in regards to committee meeting times.
3. New faculty committee placement.
 - a. New faculty will be placed in committees who are in need of members.

New Business

1. Meeting of Chairs: Topics for Discussion, - Feb. 19
 - a. By Laws.
 - b. Committee staffing levels.
 - c. Terms.
 - d. Committee jobs.
 - e. Procedural changes.
 - f. Activity schedules.

Action Item: Frank will email all committee chairs a list of proposed discussion topics for the meeting being held on PDRC development day.

Oversight Chair Reports

Institutional Excellence

1. No report.

Student Learning Excellence

1. No report.

Faculty Excellence

1. No report.

Open Discussion

1. Faculty Senate discussed whether or not they should present a memento of appreciation to Mr. O'brien.

Next meeting to be held Monday, February 26, 2007 in room C2 at 1:30 p.m.

Agenda Items

1. Please email Frank regarding proposed agenda items

Motion to adjourn meeting. Vote all aye.

Meeting adjourned at 2:40 p.m.

**Faculty Senate
Minutes
Tuesday, October 3, 2006
8:25 a.m. – 9:48 a.m.**

GCC Campus, Room C-2

- I. Establishment of a Quorum (Five voting members required)
- II. Call to Order by Frank Blas at 8:25 a.m.
- III. Members Present: Frank Blas, John Armstrong, Lisa Baza-Cruz, Elaine Fejerang, Gary Hartz & Jose Munoz
- IV. Old Business
 - a. Barry Mead is unable to attend today due to family emergency. Report on his findings tabled.
 - b. Amount of participation by Staff and Administration on Faculty Senate committees was also tabled.
 - c. Frank Blas reported that the next Resource and Budget Committee will be October 6, 2006 at 10:30 am in C-2.
 - d. Elaine Fejerang has received responses from some committees regarding participation of Administrators and Staff. She anticipates more responses.
- V. New Business
 - a. Request by Dean to move a Faculty member to another Committee has been denied. Frank Blas will contact Deans. Faculty Senate will establish protocols for these occurrences.
 - b. Memo from Dr. Ray Somera concerning Committee on College Assesment will be forwarded to appropriate committee.
- VI Oversight Chair report
 - Institutional Excellence, Chair Elaine Fejerang
 - a. TAC charter has yet to be approved.
 - Institutional Excellence, Chair Lisa Baza-Cruz
 - a. Presentation of Professional Development Day(PDD) Agenda
 - b. Chairs of Committee on Advisement and PDRC have met to coordinate their presentations on PDD
 - Student Learning Excellence, Chair Gary Hartz
 - a. General Education committee recommendations have been supported by Curriculum committee, with the exception of Writing across the Curriculum.
 - b. General Education will make presentation on PDD.
 - c. Request from committee that Faculty Senate ask for input on General Education recommendations approved. Frank Blas to coordinate.
- VI. Next Meeting: October 10 at 8:15 in Faculty Senate office, Room C2
- VII. Meeting Adjourned 9:48 am