

Guam Community College

P.O. Box 23069, Barrigada, Guam 96921

www.guamcc.edu

MEMORANDUM

TO: President’s Office

FROM: Simone Bollinger, Chairperson General Education Committee

DATE: 4/15/16

SUBJECT: Governance Committees’ Year End Report for AY 2014-2015

*Instructions: Update the committee’s accomplishments for the 2014-2015 year. Complete the self-assessment. Make recommendations for 2015-2016 for this or other committees.*

*NOTE: The committee chair (co-chairs) is (are) responsible for completing reports following dialogue with the committee. As a committee, please assess progress toward these goals. Assessment of the committee’s progress toward these goals is a critical part of the annual cycle of assessment where outcomes lead to change and improvement.*

* **General Education Committee**
* **Simone Bollinger (chair), Trisha Unten (chair-elect), Joni Kerr, Ben Sison, Lisa Baza-Cruz, Theresa Datuin**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Initiatives | Completed | Carried Forward | Will Not Pursue | Status Description |
| 1. | Recruit members | [x]  | [ ]  | [ ]  | Trisha Unten, Joni Kerr, Sally Sablan |
| 2. | Set criteria for general education | [x]  | [ ]  | [ ]  | Documents submitted to LOC |
| 3. | Create descriptions of Gen Ed categories | [x]  | [ ]  | [ ]  | Documents submitted to LOC |
| 4. | Make recommendations for LOC Curriculum Manual and Course Approval Form | [x]  | [ ]  | [ ]  | Documents submitted to LOC |
| 5. | Approve Gen Ed curriculum documents | [x]  | [ ]  | [ ]  | 3 documents have been reviewed |
| 6. |  | [ ]  | [ ]  | [ ]  |  |
| 7. |  | [ ]  | [ ]  | [ ]  |  |
| 8. |  | [ ]  | [ ]  | [ ]  |  |
| 9. |  | [ ]  | [ ]  | [ ]  |  |
| 10. |  | [ ]  | [ ]  | [ ]  |  |

This year, the General Education Committee met all of its goals and has been working to establish the foundation for future goals and projects. More specifically, members have established criteria for each of the six categories of General Education based on research from other community colleges, primarily in California. We have also made recommendations to the Curriculum Manual which include the criteria and changes to the process that general education curriculum documents follow. We have reviewed the three courses that were marked specifically for inclusion into General Education.

As it is in its early stages of development, there are a few issues that its members have been working on, specifically defining its charge as it relates to the Learning Outcomes Committee. Currently, our recommendations for revisions of the Curriculum Manual are with the LOC, and we are awaiting feedback from them. This is a critical point for the two committees, as the specific wording and sections of the Curriculum Manual will reflect a clearer understanding of the roles and responsibilities of the two committees and the route that curriculum documents follow.

One recommendation that the Committee makes is that the word *subsidiary* be clearly defined or removed from the description of the General Education Committee in the Contract.

 Next year the Committee will continue to research general education programs to contemplate whether or not a program is needed here at GCC that will allow students to transfer to 4-year institutions with all the necessary general education credits to enter as third-year students (junior year). We will be working with the Liberal Studies program to help us answer these questions. We will also discuss the role that the Committee plays in the assessment of general education courses. Finally, once the Curriculum Manual has been updated to reflect a working understanding of the route of curriculum documents, we will work with the Registrar to gain access to General Education curriculum documents in Acalog and request training.

 To meet the scope of future projects, we will be requesting more members in hopes that once all committees are full, we can accommodate the two faculty members who have requested to join the Committee.

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