

## MEMORANDUM

TO: Dr. R. Ray Somera, Academic Vice President

FROM: Trisha Danielle Unten, General Education Committee Chairperson

DATE: April 8, 2016

SUBJECT: General Education Committee Year End Report for AY 2015-2016

- **Name:** General Education Committee
- **Committee Members:**
  - Trisha Danielle Unten (Chairperson)
  - Jonita Kerr (Chairperson- Elect)
  - Simone Bollinger (Past Chairperson)
  - Benjamin Sison (Secretary)
  - Dr. Lisa Baza-Cruz (Member)

Initiatives		Completed	Carried Forward	Will Not Pursue	Status Description
1.	Update Bylaws	X	<input type="checkbox"/>	<input type="checkbox"/>	Bylaws have been updated and amended based on Faculty Senate recommendations.
2.	Establish Coherent Guidelines for General Education Course	X	<input type="checkbox"/>	<input type="checkbox"/>	Established criteria were reviewed and utilized for each GE course assessment.
3.	Establish Internal Operating Procedures for approving courses as General Education	<input type="checkbox"/>	X	<input type="checkbox"/>	The initial version was null and void due to misinterpretation of Charge #3. The committee submitted recommendations to contract negotiations, which will determine if the initial version will be reinstated next academic year.
4.	Create and Establish Checklist for Approving and Reviewing Courses that Meet the General Education Criteria	X	<input type="checkbox"/>	<input type="checkbox"/>	Forms have been created, tested, and modified for further use.

5.	Assess Current General Education Courses AY15-16	X	<input type="checkbox"/>	<input type="checkbox"/>	All current GE courses have been assessed. A report has been compiled and published in MyGCC sites. DCs will be notified by the end of the academic year.
6.	Review and Approve General Education Courses	<input type="checkbox"/>	X	<input type="checkbox"/>	As of April 7 <sup>th</sup> , the committee did not receive any course guides that needed to be reviewed.

### Self Assessment

- To what degree has the committee met its roles and responsibilities?

The General Education Committee has met majority of its initiatives as the newest GCC committee and still within the development stage. In addition to these initiatives, the General Education Committee has submitted recommendations to the negotiation teams to ensure quality control in the curriculum process and all other issues are addressed in the contract.
- How could the committee improve its effectiveness in regard to meeting its roles and responsibilities?

All General Education Committee members must continue to be kept abreast of current General Education curriculum processes and procedures at Guam Community College and of those nationwide to ensure our courses meet the highest quality for our students.
- How effective was the committee in completing its initiatives?

The General Education Committee was effective in accomplishing its initiatives. Once the committee completed its initiatives, modifications and amendments were required due to misinterpretations of the Committee's Charge #3 and other issues. Nevertheless, the General Education Committee responded and completed each task in a timely matter.
- How might the committee improve its effectiveness in regard to accomplishing its initiatives?

Due to the misinterpretations and other issues the committee has experience this academic year, recommendations were submitted to the negotiations team for the upcoming union contract. Based on the final outcome, the committee's IOPs and forms will be finalized and defined, which will eliminate any more delays in completing the committee's charges.
- What resources are needed to assist the committee in achieving its initiatives

No additional resources needed.

## Recommendations

- What topics should be addressed by this committee next year?  
Outcomes of the contract negotiations  
Follow-up on recommendations made in SP16 with each department  
Nationwide practices and concerns regarding General Education  
GE courses that are not articulated to other accredited community colleges or universities
- Are there any additional roles or responsibilities the committee should be addressing?  
Depending on the outcomes of negotiations, the committee does recommend additional members who are CTE and a counselor to provide insights on the effects of general education courses to student degree programs.
- What issues, initiatives or work has the committee identified that other committee(s) and/or departments should address next year?  
Based on AY15-16 General Education course assessments, the following issues, initiatives, and/or work has been identified for other departments to address next year.

### Allied Health Department:

Course Recommended to be GenED	HL202
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### Criminal Justice and Social Science Department:

Courses in Need of Updates	HI121 HI122 HU120 HU220 PI101 (Currently in ACALOG) PY100 PY120 PY125 SO130
Courses Recommended to be GenED	EC110 PS140

### Education Department:

Courses in Need of Updates	ASL100 ASL 110 (Currently in ACALOG)
Courses Recommended to be GenED	ASL120 ASL130 HM110 HM201

**English Department:**

Courses in Need of Updates	EN111 EN210 TH101
Course Recommended to be GenED	EN125

**Math and Science Department:**

Courses in Need of Updates	MA161A MA161B SI105&L SI141
Course Recommended to be GenED	SI142

**Technology Department:**

Course in Need of Updates	CS151
Course Recommended to be GenED	CS101

**Tourism and Hospitality; Chamorro and Foreign Languages Department:**

Courses in Need of Updates	CH110 CH111 JA110 JA111
Courses Recommended to be GenED	CI110 JA108 JA210 JA211 KE110

**Visual Communication Department:**

Course in Need of Updates	VC101
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