

MEMORANDUM

TO: President's Office

FROM: Rose Marie D. Nanpei

DATE: May 2, 2016

SUBJECT: Governance Committees' Year End Report for AY 2015-2016

Instructions: Update the committee's accomplishments for the 2015-2016 year. Complete the self-assessment. Make recommendations for 2016-2017 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.

- **LEARNING OUTCOMES COMMITTEE (LOC)**
- **LOC Members:** Sandy Balbin, Jonah Concepcion, Carol Cruz, Yvonne Flores, John Jocson, Catherine Leon Guerrero, Brian Muna, Melissa Palomo, Anthony Jay Sunga, Patricia Terlaje, Desiree Ventura, Norma Guerrero (Past-Chair), Tressa Dela Cruz (Chair-Elect), Rose Marie Nanpei (Chair)

| | Initiatives/Goals | Completed | Carried Forward | Will Not Pursue | Status Description |
|----|--|-------------------------------------|--------------------------|--------------------------|--|
| 1. | Review curricula and respond in a timely manner | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 100% attendance and participation from members |
| 2. | Attend trainings and participate with GCC's curricular review process via ACALOG | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 100% attendance and participation from members |
| 3. | Provide training on curricula process and development | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 100% attendance and participation from members |
| 4. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

******Please see attached narrative to answer self-assessment and recommendations.***

Self Assessment

- To what degree has the committee met its roles and responsibilities?
- How could the committee improve its effectiveness in regard to meeting its roles and responsibilities?
- How effective was the committee in completing its goals?
- How might the committee improve its effectiveness in regard to accomplishing its initiatives?
- What resources are needed to assist the committee in achieving its goals?
- List the committee's recommendations for changing the description or composition of the committee to achieve its initiatives addressed for next year.

Recommendations

- What topics should be addressed by this committee next year?
- Are there any additional roles or responsibilities this committee should be addressing?
- What issues, initiatives or work has the committee identified that other committee(s) and/or departments should address next year?

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 aiер@guamcc.edu

Guam Community College
Learning Outcomes Committee
AY2015-2016
Narrative End of the Year Report for Faculty Senate

The Learning Outcomes Committee members achieved the committee goals for AY2015-2016. Members reviewed and approved a total of 39 program and course documents. The members worked arduously in providing feedback and ensuring that documents moved forward in the review process. In addition, a total of 2 curriculum writing training sessions for authors were conducted (one in the fall and one in the spring). Curriculum mentors were identified and assisted authors during these sessions. Committee members also participated in ACALOG trainings and a presentation by the Financial Aid Office to clarify financial aid components in the curricular approval documents.

The LOC faced challenges in AY2015-2016. First and foremost is the perplexity of roles between LOC and the General Education Committee. Since AY2014-2015, LOC has been working with the Faculty Senate to resolve the concerns of both committees' charge pertaining to curricular review. LOC has been operating in status quo mode and was unable to pass its by-laws and IOPS for this academic year due to the pending issue. The revision of LOC's Curriculum Manual is also hindered. Despite the many meetings and clarifications from the Faculty Senate, Faculty Union and the AVP, there is still no definitive resolution.

Another challenge is retaining members. LOC saw a decline in membership at the start of the Academic year as some were members of more than two committees and were informed by their administrators that membership can only be in one committee. At the end of this academic year, LOC had 14 members and one member unable to actively participate in meetings due to conflict as a result of the ongoing issues between LOC and the General Education Committee.

In addition, secondary curriculum documents were still being routed manually, wherein all postsecondary programs are in ACALOG, which provides for more efficiency in the review process. For consistency, LOC is recommending that all secondary documents be routed through ACALOG.

The LOC commends its members for remaining steadfast to its charge despite the numerous setbacks that the committee has encountered. For LOC to do its job effectively, the above areas need to be addressed before the start of the new academic year. The upcoming two years leading to accreditation will be a critical time for LOC. It is anticipated that more documents will be routed to LOC for review, thereby increasing the workload of its members. The Faculty Senate will need to look at increasing the membership of LOC to accommodate the volume of documents.

Rose Marie Nanpei, LOC Chair AY2015-2016

GUAM COMMUNITY COLLEGE

Faculty Accountability Report for Committee Work, 2015-2016

COMMITTEE NAME: LEARNING OUTCOMES COMMITTEE

| Member | Attdnc c | Excuse d Abs. | Goal 1 ** | Goal 2** | Goal 3** | Attdnc c % | Participatio n % |
|----------------------------------|-------------|---------------------|--------------|-------------|-------------|------------------|------------------------|
| 1 Sandy Balbin | 8 | | Y | Y | Y | 100% | 100% |
| 2 Jonah Concepcion | 8 | | Y | Y | Y | 100% | 100% |
| 3 Carol Cruz | 5 | 3 | Y | Y | Y | 100% | 100% |
| 4 Yvonne Flores | 8 | | Y | Y | Y | 100% | 100% |
| 5 John Jocson | 8 | | Y | Y | Y | 100% | 100% |
| 6 Catherine Leon Guerrero | 8 | | Y | Y | Y | 100% | 100% |
| 7 Brian Muna | 7 | 1 | Y | Y | Y | 100% | 100% |
| 8 Melissa Palomo | 8 | | Y | Y | Y | 100% | 100% |
| 9 Anthony Jay Sunga | 7 | 1 | Y | Y | Y | 100% | 100% |
| 10 Patricia Terlaje | 4 | 4 | Y | Y | Y | 100% | 100% |
| 1 Desiree Ventura | 3 | 5 | Y | Y | Y | 100% | 100% |
| 2 Tressa Dela Cruz (Chair-Elect) | 5 | 3 | Y | Y | Y | 100% | 100% |
| 3 Rosemarie Nanpei (Chair) | 8 | | Y | Y | Y | 100% | 100% |
| 4 Norma Guerrero (Past Chair) | 7 | 1 | Y | Y | Y | 100% | 100% |

*Number of meetings attended out of __8__ meetings (Up until 04/15/16)

**Full Participation in Specific Committee Goals.

SY2015-2016 Committee Goals and Plan of Action

1. Review curricula and respond in a timely manner
2. Attend trainings and participate with the GCC's curricular review process via ACALOG.
3. Provide training on curricula process and development

Rosemarie Nanpei 4-27-16
ROSEMARIE NANPEI