

Guam Community College

General Education Committee Minutes

September 12, 2014
GCC Room C-3

I. Call to Order — 1:15 pm

II. Roll Call –L. Baza Cruz, S. Bollinger, B. Sison, Joni Kerr, Datuin, Teresa
Quorum Present

III.
Old Business

a) Discussion on Memorandum delivered to Faculty Senate. Committee Members informed by chairperson Bollinger that she had been in contact with faculty Senate President Tony Roberto. One issue brought up regarding the memo was the provision limiting membership to a maximum of five (5). Chairperson Bollinger was informed by Roberto that the five (5) limit was simply a “recommendation” and not binding.

IV. New Business

(a) New Members

- a. Two new members Joni Kerr and Teresa Datuin introduced.
- b. Member Baza-Cruz informed the committee that Sally Sablan will join the general education committee next year.

(b) Immediate goals of the Gen-Ed Committee:

- a. Establish Criteria for Gen Ed Courses and Procedures for Assessment
Criteria of Gen Ed Courses
 - i. Chairman recommends maintaining categories for General Education courses as it currently exists in the GCC handbook rather than establish or reorganize new categories.
 - ii. For the next scheduled meeting for the committee, members should be prepared with questions to ask counselors Sally and Troy. This includes reviewing broad purposes for General Education courses as provided in GCC’s E-Catalog.

(c) Future Meetings of the Gen-Ed Committee

- a. Meetings will be scheduled at 9:00 am on Thursdays in room C-3 as follows:
 - i. October 2, 2014
 - ii. October 30, 2014
 - iii. November 13, 2014

(d) Required English Courses for 100 and 200 level courses (Proposal)

- a. For 100 Level Courses: Completion of EN100R and EN100W (or testing out on GCC Placement Test) or placement into EN110
 - b. For 200 Level Courses: Completion of EN110 with a grade of C or better.
 - (e) Nomination and Election of Chair-Elect position for the Gen-Ed Committee
 - a. Sison nominated Joni Kerr for the position, which was seconded by Baza-Cruz. Unanimous vote of Members for Kerr to serve as Chair-Elect.
 - (f) Revised Bylaws
 - a. Bollinger will submit revised Bylaws to committee members via e-mail for member review. Voting to approve bylaws may be conducted electronically.
 - (g) Open Discussion
 - a. Issues involving reorganization of departments and its effect on the committee.
 - b. Consider changing the name of the Gen-Ed committee to avoid confusion
 - c. Uploading of relevant committee documents to MyGCC website.
- VI. Adjournment at 2:05 p.m . Next Meeting October 2, 2014 at 9:00 a.m, GCC room C-3.

Guam Community College

General Education Committee Minutes

October 2, 2014
GCC Room C-3

I. Call to Order — 9:05 am

II. Roll Call –L. Baza Cruz, S. Bollinger, B. Sison, J. Kerr
Quorum Present

Guests:
Tonirose Concepcion
Sally Sablan
Troy Lizama

III. New Business

- a. Discussion with Concepcion from Standards Committee
 - a. Concepcion wants to know if any standardization tools identified for proposed Gen-Ed Courses.
 - b. Discussion as to whether Gen Ed Classes should have service learning component
 - i. Recommendation that other instructor' courses with service learning component be provided surveys and/or questionnaires how the service learning is employed in their courses and how they comply with ILOs.
 - ii. Concepcion insists that Gen-Ed Committee must establish standardization tools.
 - c. Question by Bollinger, “what is role of Standards Committee II”
 - i. Concepcion indicates that their role is simply to report to accreditation committee on progress to meet standards. Information gathered from outside sources.
- b. Discussion with Sablan and Lizama:
 - i. Question from Bollinger what they want to see from our committee.
 - ii. Lizama indicates that he doesn't want increase in required number of credits. But wants more options for students including but not limited to:
 - 1. Science
 - 2. Computer Literacy or Statistics (UOG)
 - 3. English and Math
 - iii. Sablan indicated that Statistics not offered at GCC but course taken at UOG accepted from UOG as computer

- literacy. Explore offering here at GCC
- iv. FA110 and FA201 review of course guide
- v. FA110 Humanities to FA201 to Social and Behavioral Science
- vi. Issue if there is new category created, will this result in increased credits. Possible option is to rename categories.
- vii. Question from Baza-Cruz- When in discussion with other colleges re Gen-Ed, Do they see broader categories? Lizama indicated that other colleges have more categories. GCC tries to fit into existing 6 categories.
- viii. Bollinger stated that Students want to take Gen-Ed here to transfer into other colleges such as UOG. How can we expand?
- ix. Discussion of IAS Program as an example regarding Gen-Ed courses and transfer into UOG. UOG offers more Gen-Ed.
- x. What students have been asking for:
 - 1. Music- Teach to Play Instruments;
 - 2. Fine Art—Art Appreciation
- xi. IAS program ending in UOG. GCC students usually just take Gen-Ed and pursue other programs.
- xii. Interpersonal Relations do not transfer but Personal Adjustment transfers. Why?
- xiii. Intro to Speech Course EN125 should be Gen-Ed. Which category?
- xiv. General Discussion of Gen-Ed courses articulating into UOG.
 - 1. Science Courses only 2 transfer. Need to get approval at UOG. Have any contacts?
- xv. Open Discussion on what new Gen-Ed should be offered.
 - 1. Physical Education
 - 2. Music
 - 3. Other Science Courses
 - 4. Mixology/Cooking Courses
- c. Discussion on Patrick Clymer requiring Memo for FA110 and FA201. Decision be made retroactive. Create template for future courses? J. Kerr to create the memo.
- d. Alternative to “c” above: Make recommendation to LOC to include in course guide check boxes for Gen-Ed and Category of Gen-Ed indicating approval of course guide by Gen-Ed committee.
- e. Motion to approve FA110 and FA201 as Gen-Ed Courses by Baza-Cruz. Seconded by Sison. Motion approved unanimously.
- f. Discussion as to criteria for approving Gen-Ed Courses

- a. Do not create new categories
- b. Recommendation to Change name of Computer Literacy Course to Quantitative Reasoning Course
- c. What is the standardize criteria for deciding Gen-Ed?
 - i. Look at SLO and attach to ILO?
 - ii. Look at forms Polli and Armstrong prepared for each course.

VI. Adjournment at 10:45 a.m. Next Meeting October 30, 2014 at 9:00 a.m. GCC room C-3.

Guam Community College

General Education Committee Minutes

October 30, 2014
GCC Room C-3

- I. Call to Order — 9:10 a.m.
- II. Roll Call –S. Bollinger, B. Sison, Trisha Unten, T. Datuin, J. Kerr
Quorum Present
- III. Old Business
 1. Review of Minutes of Previous Meeting
 2. Datuin requested clarification on the discussion of Statistics Course being offered at GCC as Gen-Ed Course. Discussion ensued.
 - a. UOG cutting AIS program, Chemistry (rumour), and Math Programs
 3. Motion to Approve Minutes by Datuin, seconded by Sison, unanimously carried.
- IV. New Business
 1. Welcome to new committee member Unten.
 2. Bollinger relayed details about her meetings with Gary Hartz and Ray Somera
 - a. Issue raised regarding Gen-Ed committee having limited members. Hartz indicated that because we are the newest committee, we can be reassigned to other committees as necessary. Hartz recommended embedding ourselves more strongly with LOC committee
 - b. Discussion as to extent of coordination of Gen-Ed course guides review with LOC committee.
 - c. Bollinger informed Hartz of Gen-Ed's plan of action as per last meeting and Hartz' responses.
 - i. Discussion Re FA110 and FA201 and need to give retroactive effect as a Gen-Ed course. Issue is Course Guide approved did not state "On Guam". Hartz requested need data as to whether students aware it was Gen-Ed. Committee questioned the necessity of undertaking so much work and bureaucracy to fix the minor error. Issue raised concerning articulation of the courses with UOG because of course title being also listed as an "HS" and may cause confusion with UOG articulation agreement.
 - d. Bollinger will e-mail an updated memo to Somera.
 3. Division of Categories for Description
 - a. Suggestion by Somera to look at California Colleges concerning categories.
 - b. Recommendation by Bollinger for each member to undertake a category

and provide a draft memo regarding each category and how a course would qualify (establish criteria) as a Gen-Ed course under such a category. Discussion of memos at next meeting.

- i. English Composition—Baza-Cruz
 - ii. Mathematics--Unten
 - iii. Natural and Physical Sciences--Kerr
 - iv. Social and Behavioral Sciences--Sison
 - v. Computer Literacy--Datuin
 - vi. Humanities and Fine Arts—Bollinger
 4. Committee Reviewed Service Learning in Gen-Ed Courses
 - a. Discussion of specific courses with service learning and most were not General Education Courses.
 - b. Discussed Midterm Report on Accreditation regarding Gen-Ed courses
 - c. Bollinger will update report concerning Committee efforts re Service Learning/Civic Engagement and will send to Marlena and Tonirose.
 5. Open Discussion
 - a. Does Gen-Ed have substantive and non-substantive revisions?
 - b. English 110 requirement as prerequisite for classes
- VI. Adjournment at 10:30 a.m. Next Meeting November 13, 2014 at 9:00 a.m. GCC room C-3.

Guam Community College

General Education Committee Minutes

November 13, 2014
GCC Room C-3

- I. Call to Order — 9:12 a.m.
- II. Roll Call –S. Bollinger, B. Sison, T. Unten, T. Datuin, J. Kerr, and L. Baza-Cruz

Quorum Present

- III. Old Business

- 1. Review of Minutes of Previous Meeting
 - a. Bollinger requested change to paragraph C, it was Somera not Hartz
 - b. Unten requested spelling change to first name is Trisha
 - c. Reflect when someone is off-island on roll call.
 - d. Clarification on 110 as pre-requisite.
 - 2. Motion to Approve Minutes by Baza Cruz with corrections, seconded by Datuin, unanimously carried.

- IV. New Business

- 1. Course Guide on Gen Ed Courses
 - a. Bollinger recommended a one-page addendum/template on LOC Course Guides just for Gen Ed, requiring signature from Gen-Ed. Bollinger work on the one-page template to be delivered by end of Semester.
 - 2. Discussion on separate categories of Gen-Ed:
 - a. Datuin on Computer Literacy
 - b. Unten-Quantitative Reasoning/Mathematics
 - i. Found that many Community Colleges not requiring individual math courses as Gen-Ed.
 - ii. Questions on how to structure categories
 - iii. Discussion on “Essential Skills”.
 - iv. Quantitative reasoning should be part of math or computer literacy?
 - v. Discussion on words and language on criteria (eg. “college-level” vs “program math” or “culinary math”)
 - vi. Discussed proposed criteria for mathematics.

- c. Kerr on Science
 - i. Looked at Allan Hancock and Long Beach City college and UC Schools samples
 - ii. Discussed different requirements in different schools
 - iii. Will continue research on other schools
- d. Bollinger- Fine Arts/Humanities
 - i. Looked at descriptions from colleges rather than specific Gen-Ed Descriptions
 - ii. Discussion on certain criteria language
 - iii. Baza Cruz to talk to Rick Castro at UOG to discuss about art class to articulate to UOG (eg. Art for Non-Art Majors).
 - iv. Discussion on Ethics as Gen-Ed.
- e. Discussion on articulation of courses to other institutions
- f. Sison- Social and Behavioral Sciences
 - i. Discussion re Structuring of Categories
 - ii. Hand out proposed criteria and discussion
 - iii. Issue re use of description between community colleges and university level
- g. Baza-Cruz-English Composition
 - i. Will focus on GCC Catalog and Course Guides and SLOs in establishing criteria.
- 3. Open Discussion
 - a. Discussion on Tentative Spring Schedule
 - b. Discussion on Course Numbering System-What numbers will be deemed “college-level”)
 - c. Description of Categories place in catalog, Criteria for Curriculum Manual, Checklist for Gen Ed Courses, 1-Page Addendum (Justification Form/Gen-Ed Approval Form), will be worked on for Spring 2015.
- VI. Adjournment at 10:30 a.m. Next Meeting January 12 2015 at 10:00 a.m. GCC room C-3.

Guam Community College

General Education Committee Minutes

January 30, 2015
GCC Room E-204

- I. Call to Order — 1:05 p.m
- II. Roll Call –S. Bollinger, B. Sison, T. Unten, T. Datuin, J. Kerr, L. Baza-Cruz, D. Ventura, (prospective member)

Quorum Present
- III. Old Business
 - 1. Review of Minutes of Previous Meeting
 - 2. Motion to Approve Minutes by Unten, seconded by Datuin, unanimously carried.
- IV. New Business
 - 1. Discussion Re LOC and Gen Ed Interrelationship and Coordination of Operations
 - a. Issue again raised as to whether Gen-Ed is stand-alone or subsidiary of LOC.
 - 1. Terlaje of LOC informed numerous occasions that we are subsidiary committee of LOC.
 - 2. Hartz, Roberto and Somera acknowledged LOC committee stands alone, committee evaluated separately
 - 3. Issue raised re changes made in Committee Establishment Charge Form and Memorandum sent to Faculty Senate
 - a. Tupaz made changes without consulting Gen-Ed Committee; Our understanding was AVP required changes.
 - b. Never received response to Memo.
 - c. Discussion as to Committee's next step re Memo (TO BE TABLED)
 - i. Inform Faculty and Administration on February 2, 2015 of our standalone status?
 - ii. Bollinger to meet with Roberto and Tupaz?
 - iii. Push for Changes to Charge or Table issue until changes to Contract?
 - 2. Recommendation that a Standard Operating Procedures/flow chart be made as to the process for Gen-Ed course approval; Checklist/Appendix.
 - 3. Bollinger to meet with Norma Guerrero re proposed operations of Gen-Ed

- Committee.
4. Discussion Re Description of Categories/Category Description of 1st Drafts/Rubric/Checklist for Gen-Ed Courses and Timelines
 - i. Everyone will email proposed description to other committee members on or before February 21, 2015. Comments to be provided by February 26, 2015.
 - ii. Discussion by Kerr on her Description/Criteria
 - iii. Discussion by Bollinger on her Description/Criteria
 - iv. Discussion by Sison on his Description/Criteria
 - v. Agreement for Descriptions/Criteria to be sent through Google Docs allowing for commenting.
 5. Committee Meeting Schedule
 - a. Friday Afternoons agreed
 6. Open Discussion
 - a. Changes to Catalog Descriptions
 - b. AVP recommendation that all courses articulate with UOG
 - c. Informing authors re Gen-Ed processes and discussion re prerequisites and co-requisites
 - d. Research and Going through Course Guides of Gen-Ed
 - e. Obama Free Community College Proposal
 - f. Faculty Survey Re Prerequisites/Requisites
 - g. Need new chair-elect for Gen-Ed Committee. Unten expressed interest.
 - i. Sison nominates, Unten Accepts, Passed Unanimously.
 - V. Adjournment at 2:30 p.m. Next Meeting on February 27, 2015 at 1:00 pm at E-204.

Guam Community College

General Education Committee Minutes

February 26, 2015
GCC Room E-204

- I. Call to Order — 1:09 p.m
- II. Roll Call –S. Bollinger, B. Sison, T. Unten, T. Datuin, J. Kerr, L. Baza-Cruz
Guest: Dr. Liz Diego

Quorum Present
- III. Old Business
 - 1. Review of Minutes of Previous Meeting
 - 2. Motion to Approve Minutes by Datuin, seconded by Baza-Cruz, unanimously carried.
- IV. New Business
 - 1. Discussion on SLOs with Dr. Liz Diego, TPS Associate Dean
 - a. SLO Handbook
 - i. 2 question Test
 - 1. Is it measurable?
 - 2. Is learning being demonstrated.
 - b. Dr. Baza Cruz raised questions on SLO Training-Which departments having problems with SLOs Are these departments even aware of the need to review and revise SLOs? Issue of LOC's role in quality assurance for SLO establishment. Who is in charge of SLOs? CCA committee in charge?
 - c. Dr. Baza Cruz recommends emailing LOC stating "will you accept responsibility for SLO training?" Report to faculty senate regarding charge of LOC. Issue of 5-year accreditation coordination with SLO development. Dr. Baza Cruz willing to assist those with immediate need in this regard. CTE department should have one administrative assistant to help in this regard.
 - d. Dr. Diego will make recommendations to Dean of necessity for assistance and faculty willing to help.
 - e. Dr. Baza Cruz question- "Is there any kind of directive that may be coming down from administration regarding assessment?" Adds that faculty should have discretion concerning assessment.
 - 2. Bollinger report on meeting with LOC.

- a. Informed LOC we can assist but its not Gen-Ed's charge to review course guide checklist.
 - b. Process of coordinating with LOC and Gen-Ed discussed.
 - c. LOC agreed to Gen-Ed add-on to checklists.
 - 3. New Membership. In order of preference based on timing of request to Gen-Ed committee; new members to be enlisted as follows: Sally Sablan and Desiree Ventura.
 - a. Issue raised re: charge requiring other committees first being filled before Gen-Ed. This issue should be open for negotiation in new contract. Gen-Ed should have same standing as other committees regarding membership requirements.
 - b. Questions raised: How many members would be workable for Gen-Ed? What disciplines should members be from? Interdisciplinary?
 - c. Datuin to prepare Memo re Membership.
 - 4. Held group workshop on Criteria/Descriptions on Gen-Ed Categories.
- V. Adjournment at 4:00 P.M. Next Meeting March 13, 2015 at 1:00 p.m. at GCC Room E-204.

Guam Community College

General Education Committee Minutes

March 13, 2015
GCC Room E-204

- I. Call to Order — 1:00 p.m
- II. Roll Call –S. Bollinger, B. Sison, T. Unten, T. Datuin, J. Kerr, L. Baza-Cruz

Quorum Present
- III. Old Business
 - 1. Review of Minutes of Previous Meeting
 - 2. Motion to Approve Minutes by Datuin, seconded by Unten, unanimously carried.
 - 3. New Members for next fall discussed. Sally Sablan will be joining.
- IV. New Business
 - 1. Discussion on Leadership Positions: Is Secretary a leadership position? If not, revise bylaws? Chair-Elect Position; Past-Chair Elect;
 - 2. Discussion Re: Chemistry Course Guide: Course Guide being routed. Cannot discuss until formally received by the Committee. By end of semester, provide list of Gen-Ed approved courses to AVP Somera. No other deadlines at this point in time re approval of Gen-Ed courses.
 - 3. Workshop finalizing descriptions of Gen-Ed Categories.
 - 4. Discussion and recommendations on updates to the Curriculum Manual and Flowchart.
 - 5. Workshop on Gen-Ed course guide template.
- V. Adjournment at [TIME] P.M. Next Meeting [DATE] at [TIME] p.m. at GCC Room E-204.

**Guam Community College
General Education Committee
Agenda for Working Session
March 20, 2015
1 pm in E-201**

I. Call to order: 1:30pm

II. Roll Call- L. Baza-Cruz, S. Bollinger, T. Datuin, J. Kerr, B. Sison, T. Unten
Minutes to be taken by: S. Bollinger

III. Revisions and finalization of LOC Curriculum Manual Updates

VII. Adjournment: 3pm

Guam Community College

General Education Committee Minutes

April 24, 2015
GCC Room E-204

- I. Call to Order — 2:00 p.m.
- II. Roll Call –S. Bollinger, B. Sison, T. Unten, J. Kerr, L. Baza-Cruz

Quorum Present
- III. New Business
 - 1) Guests: Tony Roberto and Troy [name]
 - a. Committee and Tony Roberto representing faculty senate and Troy [name], counselor, discussed issues regarding charge of General Education Committee. Still have clarification issues regarding the nature of Gen-Ed and relationship with LOC Committee. Tony Roberto will be working to clarify relationship with Dr. Ray Somera and Fred Tupaz. LOC is of impression that we are a “subsidiary “ of their committee and we should be doing some of their work reviewing course guides. LOC tabled Gen-Ed’s proposed revisions to curriculum manual until relationship is clarified between the committees.
 - b. Updated Roberto on Committee’s proposed agenda and vision for the future and Committee’s understanding as to Gen-Ed’s charge.
- IV. Adjournment at [TIME] P.M. Next Meeting [DATE] at [TIME] p.m. at GCC Room E-204.