

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Minutes
Friday, September 2, 2011
Location: A-28

1) **Call to Order:** 3.37 p.m. by LOC chair-Eric Chong

Attendance:

	Name	E-mail	Present
1	John Armstrong	john.armstrong@guamcc.edu	
2	Sandy Balbin	sandy.balbin@guamcc.edu	✓
3	Dr. Lisa Baza-Cruz	lisa.bazacruz@guamcc.edu	✓
4	Eric Chong (Chairperson)	eric.chong@guamcc.edu	✓
5	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	✓
6	Frank Evangelista	frank.evangelista@guamcc.edu	
7	Yvonne Flores	yvonne.flores@guamcc.edu	✓
8	R. Gary Hartz (Chairperson-Elect)	ronald.hartz@guamcc.edu	✓
9	Polli Huseby	polli.huseby@guamcc.edu	✓
10	John Michael Jocson	johnmichael.jocson@guamcc.edu	
11	Paul Kerner	paul.kerner@guamcc.edu	✓
12	Amada Manzana	amada.manzana@guamcc.edu	✓
13	Rose Marie Nanpei	rosemarie.nanpei@guamcc.edu	✓
14	Paul Parvin	paul.parvin@guamcc.edu	
15	Nenita Perez	nenita.perez@guamcc.edu	✓
16	Tonirose Realica	tonirose.realica@guamcc.edu	
17	Vicky Schrage	marivic.schrage@guamcc.edu	
18	Patricia Terlaje	patricia.terlaje@guamcc.edu	✓
19	Dr. Frank Tung	frank.tung@guamcc.edu	✓
20	Desiree Ventura	desiree.ventura@guamcc.edu	✓

Others in attendance: None

Minutes taken by: Lisa Baza-Cruz

2) **Approval of Prior Minutes:**

A. Minutes from 5.6.11-approved (Motioned by Gary/2nd Amada)

3) **Old Business:**

A. Postsecondary Labs Document update:

- Document submitted to AVP/Faculty Senate President in May 2011.

B. General Education update:

- John/Lisa/Polli request to be removed from this sub-committee until further direction provided regarding its responsibilities, and recognition of a chair responsibility with the faculty evaluation

C. Curricula for Review (dyads):

- Will be assigned today-new members will be aligned with seasoned members

D. DCAPS Update:

- Needs to be formalized; is included within the Curriculum Manual

4) **New Business:**

A. Training on How to Review Curricula:

- Formal presentation of Overview to be provided by LOC at the next meeting.

B. Faculty Senate—documents needed from LOC (Bylaws, action plan, Internal Operating Procedures)

- Concept of flow chart for Internal Operating Procedures to be developed; review bylaws and submit recommendations to Gary by next meeting.

C. Accreditation visit—March 2011

- revisions of course guides older than 5 years a priority by administration and DCs have been informed-thus, may expect an influx of course guides for review by Nov. 2011

5) **Open Discussion:**

- New membership—the process for new member request/ensure members from last year want to continue to ensure membership numbers remain viable for LOC endeavors
- Chairperson elect-Gary announced that if anyone would like to run for this position, he would gladly step down (no takers)
- Kevin—based on concerns regarding his discipline, recommends that within the Course Guide Template, a section needs to be added to identify grading criteria/criteria for passing a course.
- Kevin—announced that Patrick Clymer would like to meet with LOC regarding Acalog

6) **Next Meeting:** 3:30 p.m. Friday, September 23, 2011 in A-28

7) **Volunteer to take minutes for next meeting:** Paul K.

8) **Adjournment:** Meeting was adjourned at 4:30 p.m. (Motioned by Paul K. and 2nd by Lisa)

LBC

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Minutes
Friday, September 30, 2011, 3:30 p.m.
Location: 1102 Tech Center

1) **Call to Order:** 3:35pm by LOC chair – Eric Chong

Attendance:

	Name	E-mail	Present
1	John Armstrong	john.armstrong@guamcc.edu	✓
2	Sandy Balbin	sandy.balbin@guamcc.edu	✓
3	Lisa Baza-Cruz	lisa.bazacruz@guamcc.edu	✓
4	Eric Chong (Chairperson)	eric.chong@guamcc.edu	✓
5	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	✓
6	Frank Evangelista	frank.evangelista@guamcc.edu	
7	Yvonne Flores	yvonne.flores@guamcc.edu	✓
8	R. Gary Hartz (Chairperson – Elect)	ronald.hartz@guamcc.edu	✓
9	Polli Huseby	polli.huseby@guamcc.edu	✓
10	John Michael Jocson	johnmichael.jocson@guamcc.edu	
11	Paul Kerner	paul.kerner@guamcc.edu	
12	Amada Manzana	amada.manzana@guamcc.edu	✓
13	Rose Marie Nanpei	rosemarie.nanpei@guamcc.edu	✓
14	Nenita Perez	nenita.perez@guamcc.edu	
15	Tonirose Realica	tonirose.realica@guamcc.edu	✓
16	Vicky Schrage	marivic.schrage@guamcc.edu	
17	Ben Sison	benjamin.sison@guamcc.edu	✓
18	Patricia Terlaje	patricia.terlaje@guamcc.edu	✓
19	Dr. Frank Tung	Frank.tung@guamcc.edu	✓
20	Desiree Ventura	desiree.ventura@guamcc.edu	

Others in attendance: None

Minutes taken by: Rose Marie Nanpei

2) **Approval of Prior Minutes:**

A. Minutes from 09.02.11 approved (Motioned by J. Armstrong/2nd by Dr. F. Tung)

3) **Old Business:**

A. Dyad assignment

- E. Chong will shuffle dyad assignments for this semester and put four (4) Tourism faculty together so they do not review their department's curricula (22 course guides that need to be revised by November). It is estimated that there will be 40 course guides that are over 5 years old that need to be revised by November 4, 2011.
- Dyad assignments will be given at later date. E. Chong will work on dyads assignments.

B. Internal Operating Procedures

- Draft Internal Operating Procedures (IOP) reflects LOC by-laws.
- Changes to draft document: Discussion on #1 revise from a quorum of 50% to more than 50%; #5 added to draft; #6 revised from 10 days to 7 days for curricula review.
- Approved with corrections (Motioned by G. Hartz/2nd by Dr. F. Tung)

C. Bylaws update

- Both J. Armstrong and Dr. Baza-Cruz submitted written documentation for revision of the bylaws.
- Discussion on by-laws and changes suggested by J. Armstrong's review of by-laws and LOC committee feedback.

- By-laws tabled until next meeting to allow for more committee discussion.
- By-laws (as is) approved for submission to faculty senate (Motioned by A. Manzana/2nd by J. Armstrong)

4) New Business:

A. Training on How to Review Curricula

- A. Manzana provided presentation/training to LOC members on how to review course guides.
- Program guide presentation/training tabled until next meeting.

B. Curricula for review:

courses	status
NU160	AWC
NU110	AWC
OA101	NC
OA103	NC
OA210	NC

- Courses reviewed approved (Motioned by Dr. Baza-Cruz/2nd by J. Armstrong)

5) Open Discussion:

- G. Hartz recommended that the core General Education task for the LOC this year be to finalize and utilize a “General Education Matrix” which cross references Gened courses with operationalized ILOs, in order to determine which ILOs are introduced, emphasized, and/or reinforced in each Gened course. G. Hartz, Dr. Baza-Cruz, and P. Huseby will further develop this initiative.
- E. Chong will discuss with FS president Dr. Postronzy regarding Norma Guerrero’s request to join LOC even though the 20 membership has been reached.

6) Next Meeting: 3:30pm, Friday, October 7, 2011; Paul Kerner will take the minutes at this meeting.

7) Adjournment: (Motioned by G. Hartz/2nd by J. Armstrong) at 4:50 p.m.

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Minutes
Friday, October 21, 2011, 3:30 p.m.
Location: 1102 Tech Center

- 1) **Call to Order:** 3:35pm by LOC chair – Eric Chong

Attendance:

	Name	Present
1	John Armstrong	✓
2	Sandy Balbin	✓
3	Dr. Lisa Baza-Cruz	✓
4	Eric Chong (Chairperson)	✓
5	Kevin Dietrichs	✓
6	Frank Evangelista	✓
7	Yvonne Flores	✓
8	R. Gary Hartz (Chairperson – Elect)	✓
9	Polli Huseby	✓
10	John Michael Jocson	✓
11	Paul Kerner	✓
12	Amada Manzana	excused
13	Rose Marie Nanpei	✓
14	Nenita Perez	excused
15	Tonirose Realica	✓
16	Vicky Schrage	excused
17	Ben Sison	excused
18	Patricia Terlaje	✓
19	Dr. Frank Tung	✓
20	Desiree Ventura	✓

Others in attendance: None

Minutes taken by: Paul Kerner

2) **Approval of Prior Minutes:**

- A. Minutes from 10.21.11 approved with corrections (Motioned by Dr. Lisa Baza-Cruz /2nd by Sandy Balbin).

3) **Old Business:**

- A. Fall Semester Course guides

- Dyad assignments for fall semester are in place.
- Norma Guerrero, though not a LOC member, will help us to review course guides.

- B. Bylaws update

- Discussion on by-laws.
- LOC's goals are to review curriculum.

4) New Business:

A. Course approval Template

- Dr. Clare Camacho recommended the removal of the signature line for advisory committee in the cover page to expedite the process for curricula review.
- Approved (Moted by John Michael Jocson /2nd by Dr. Frank Tung).

B. Accreditation matters: Gary Hartz recommended LOC members to review the ISER final draft concerning LOC matters (pages 101-103).

C. Curricula for review:

courses	status
MA052	AWC
MA085	AWC
MA095	AWC
MA110a	AWC
OA292	AWC
PY120	AWC
EN067	NC

- Courses reviewed were approved (Moted by G. Hartz/2nd by John Michael Jocson).

5) Open Discussion:

- Course Guide Templates are protected; request for procedure to unprotect.
- Tonirose Realica offered to send steps to unprotect document.
- Committee work for faculty evaluation: our LOC documentation will be our evidence.
- Documentation covers how members contributed to meet LOC goals, attendance record and a matrix of committee work done.
- Gary Hartz will discuss and clarify with Dean Reilly Ridgell regarding committee goals as they pertain to faculty evaluation.

6) Next Meeting: 3:30pm, Friday, November 4, 2011; Patty Terlaje will take the minutes at this meeting.

7) Adjournment: (Moted by Sandy Balbin/2nd Dr. Lisa Baza-Cruz) at 4:15 p.m.

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Minutes
Friday, November 4, 2011, 3:30 p.m.
Location: 1102 Tech Center

I. Call to Order: 3:31pm by LOC chair – Eric Chong

Attendance:

	Name	Present
1	John Armstrong	✓
2	Sandy Balbin	✓
3	Dr. Lisa Baza-Cruz	ex
4	Eric Chong (Chairperson)	✓
5	Kevin Dietrichs	✓
6	Frank Evangelista	ex
7	Yvonne Flores	✓
8	R. Gary Hartz (Chairperson – Elect)	✓
9	Polli Huseby	✓
10	John Michael Jocson	ex
11	Paul Kerner	✓
12	Amada Manzana	✓
13	Rose Marie Nanpei	✓
14	Nenita Perez	✓
15	Tonirose Realica	ex
16	Vicky Schrage	ex
17	Ben Sison	ex
18	Patricia Terlaje	✓
19	Dr. Frank Tung	✓
20	Desiree Ventura	✓

Others in attendance: None

Minutes taken by: Patty Terlaje

II. Approval of Prior Minutes:

A. Minutes from 10.21.11

- Kevin Dietrichs motioned to approve minutes with corrections. John Armstrong 2nd the motion. Motioned carried.
- Eric Chong thanked Paul Kerner for taking the previous meeting's minutes.

III. Old Business:

A. Accreditation; Institutional Self Evaluation Report

- pp. 109-111 statements, Eric Chong will clarify with Standard Committee
- Curriculum approval process unclear, archived and/or to un-archive curriculum, DCs need to submit a memo (Curriculum Manual Appendix), suggestion: dialogue (DC meeting) needed with DCs to make sure process is clear
- GenEd Courses: To add/delete/change courses, process/form needed
- Gary Hartz motioned for LOC to create a form to add or remove from GenEd requirements, the form will include a distribution list, and form will be added to Curriculum Appendix. John Armstrong 2nd the motion. Motion carried

- Gary Hartz, John Armstrong, and Kevin Dietrichs will work together on the form. Group meeting on Friday, 5:00 pm
- B. LOC goals: update on faculty evaluation
- Based on contract charge, Eric Chong reworded the following committee goals.

SY2011-12 LOC Goals

The Guam Community College Learning Outcomes Committee seeks to:

1. Review proposed and updated course documents, ensuring that GCC's curriculum is academically sound, comprehensive, and responsible to the evolving needs of the community.
2. Review curriculum-related systems and procedures to ensure that they function in ways that allow for curricular excellence.
3. Review, explore and assess GCC's General Education policies and procedures, as related to the College's Institutional Learning Outcomes.
4. Review Curriculum Manual to ensure its currency.

- The goals will be added to the committee's end of the year matrix form (members' participation log)
- Paul Kerner made a motion to approve goals. Nenita Perez 2nd the motion. Motion carried.

IV. New Business:

A. Curriculum Manual

- After deluge of curriculum document submittal, committee will review and update manual.

B. Curricula for review:

courses	status
HS145	AWC
HS208	AWC
HS150	AWC
HS160	AWC
HS237	AWC
HS238	AWC
HS248	BTA
HS249	BTA
CD292	NC
ED292	NC
MA065	NC
CS242 (884)	BTA
CS240 (885)	BTA
CS241 (888)	BTA
CS243 (883)	BTA
CS244 (887)	BTA
CS252	NC
MA161B	AWC

- 18 checklists course review returned, dyads working well together and have a balance
- C. Still time to submit course guides for approval for implementing Spring 2012

V. Open Discussion:

A. Template/Checklist

- Recommend the template be revised to become a true template, gray shading areas missing in some areas. Area to provide a check mark in grey areas is missing.
- The checklist does not match the course/program approval form. Section III. Incomplete in checklist.
- Various methods used when citing, textbook sources, etc. Dr. Frank Tung will provide a standardize citation method for upload on template for authors to follow.
- Eric Chong will work with Tonirose Realica on recommendations.
- Gary Hartz made a motion for LOC to support the recommendations for changes to the template.

Amada Manzana 2nd the motion. Motion carried.

B. GenEd

- Last year, John Armstrong, Dr. Lisa Baza Cruz, and Polli Huseby created a draft template outlining how ILOs are addressed by GenEd courses
- GenEd outcomes were not fully outlined by ILOs.
- Suggestion: ask Michael Chan for a copy of a similar ILOs matrix

- C. Reminder: Eric Chong reminds members to go on MyGCC groups studio, LOC group, click on “Diamond” icon to access documents.

VI. Next Meeting: November 18, 2011, 3:30 pm 1102

VII. Adjournment:

- Amada Manzana motioned to adjourn the meeting. Kevin Dietrichs 2nd the motion. Motion carried. Meeting adjourned at 4:25 pm.

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Minutes
Friday, November 18, 2011, 3:30 p.m.
Location: 1102 Tech Center

1.) Call to Order: 3:30 p.m. by Gary Hartz

Attendance:

	Name	Present
1	John Armstrong	X
2	Sandy Balbin	X
3	Dr. Lisa Baza-Cruz	X
4	Eric Chong (Chairperson)	E
5	Kevin Dietrichs	A
6	Frank Evangelista	E
7	Yvonne Flores	X
8	R. Gary Hartz (Chairperson – Elect)	X
9	Polli Huseby	X
10	John Michael Jocson	X
11	Paul Kerner	A
12	Amada Manzana	X
13	Rose Marie Nanpei	E
14	Nenita Perez	E
15	Tonirose Realica	X
16	Vicky Schrage	X
17	Ben Sison	X
18	Patricia Terlaje	X
19	Dr. Frank Tung	E
20	Desiree Ventura	X

Others in attendance: Norma Guerrero, Marsha Postrozny, Clare Camacho, Tony San Nicolas

Minutes taken by: Desiree Taimanglo-Ventura

2.) Approval of Prior Minutes

A. Minutes from 11/04/11

- i. Minutes should be amended in order to change Paul Parvin's name to Paul Kerner's name within the last bullet in section 3.
- ii. Motion to approve minutes by Vicki Schrage, 2nd by John Armstrong. Motion carried.

3.) Old Business

A. GCC class size statement

- i. Clare Camacho and Marsha Postrozny presented LOC with recommendation that lecture class sizes be addressed to establish consistent number of students per class. LOC generally discussed keeping lecture class size at 30 unless the course guide contains justification for lowering class size.

B. Curriculum Manual Updates

- i. Vicki Schrage volunteered to track changes to curriculum manual.

C. Lab / Credit Update

- i. John Jocson presented findings regarding lab credits to LOC. Jocson explained that when researching credits, there were inconsistencies in how credit hours were defined and that the final definition of a credit hour used was more flexible.
- ii. Updates to Appendix C can be found online within the Board-Union Contract.
- iii. Jocson will e-mail the LOC changes to the lab report before the next LOC meeting in order for members to vote.

4.) New Business

A. Curricula for Review

courses	status
CS240	AWC
CS241	AWC
CS242	HOLD
CS243	HOLD
CS244	HOLD
HS248	AWC
HS249	AWC
CS104	HOLD
CS151	HOLD
SO130	AWC
VEMK050	HOLD
VEMK060	HOLD
CE213	BTA
CE214	BTA
CE222	BTA
CE224	BTA
AS Civil Eng Tech	HOLD*
MA 108	AWC
EN110	AWC
EN111	BTA
EN194	HOLD
EN210	HOLD
VEEC050	AWC
VEEC051	AWC
Cert ECE	AWC

AS ECE	AWC
AA Education	HOLD
MA161B	AWC

- CS242, CS243, CS244, CS104, CS151, VEMK050, VEMK060, EN194, EN210, AA Education are awaiting responses from the other half of the dyad.
- S. Balbin requests that AS Civil Tech be held until all the related courses are reactivated and approved.
- G. Hartz makes motion to accept all recommendations for documents. All recommendations approved unanimously.
- E. Chong sent in request for G. Hartz to present to LOC that the committee expedite their review of course guides and dyads keep him informed of the status of course guides sent to them for review.

5.) Open Discussion

A. Template / Checklist

- T. Realica was acknowledged for the work she did on the template.

B. Course and Program Information Online

- P. Terlaje requested that Jayne Flores be asked not to post information regarding courses and programs until they have completed the official LOC review process.
- Motion to approve by J. Armstrong, 2nd by L. Baza-Cruz. Motion carried.

C. Grading Criteria

- J. Armstrong initiated discussion regarding vagueness of grading criteria and asked that it be addressed as an open agenda topic.

D. Gen Ed

- Gen Ed team created a draft template outlining how ILOs are addressed in Gen Ed courses. Draft will be shared at the LOC meeting after Thanksgiving Break.
- Gen Ed team will be routing document for changes made to courses in order to indicate the nature of the changes.

6.) Next Meeting: December 2, 2011 at 3:30pm

7.) Adjournment

- G. Hartz motioned to adjourn meeting. L. Baza-Cruz 2nd motion. Motion carried.
- Meeting adjourned at 4:35 pm

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Minutes
Friday, December 2, 2011, 3:30 p.m.
Location: 1102 Tech Center

1) Call to Order:

Attendance:

	Name	E-mail	Present
1	John Armstrong	john.armstrong@guamcc.edu	✓
2	Sandy Balbin	sandy.balbin@guamcc.edu	✓
3	Dr. Lisa Baza-Cruz	lisa.bazacruz@guamcc.edu	✓
4	Eric Chong (Chairperson)	eric.chong@guamcc.edu	✓
5	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	✓
6	Frank Evangelista	frank.evangelista@guamcc.edu	
7	Yvonne Flores	yvonne.flores@guamcc.edu	✓
8	R. Gary Hartz (Chairperson – Elect)	ronald.hartz@guamcc.edu	✓
9	Polli Huseby	polli.huseby@guamcc.edu	✓
10	John Michael Jocson	johnmichael.jocson@guamcc.edu	✓
11	Paul Kerner	paul.kerner@guamcc.edu	✓
12	Amada Manzana	amada.manzana@guamcc.edu	✓
13	Rose Marie Nanpei	rosemarie.nanpei@guamcc.edu	✓
14	Nenita Perez	nenita.perez@guamcc.edu	
15	Tonirose Realica	tonirose.realica@guamcc.edu	✓
16	Vicky Schrage	marivic.schrage@guamcc.edu	
17	Ben Sison	benjamin.sison@guamcc.edu	✓
18	Patricia Terlaje	patricia.terlaje@guamcc.edu	✓
19	Dr. Frank Tung	Frank.tung@guamcc.edu	✓
20	Desiree Ventura	desiree.ventura@guamcc.edu	✓

Others in attendance: Norma Guerrero

Volunteer to take Minutes: John Jocson

Call to order: 3:35 p.m.

2) Approval of Prior Minutes:

A. Minutes from 11/18/11

Changes to the minutes: AS Civil Engineering Technology program approval will be on hold until all courses have been reactivated and approved (per recommendation by Gary Hartz).

Motion to approve minutes was made by Kevin and seconded by Amada. Minutes were approved by unanimous vote.

3) Old Business:

A. Class Size

Gary made a motion to have an open discussion in group studio and address the issue by next Spring break. Motion was seconded by Kevin. Kevin gave example of class size for other culinary programs. Currently GCC's culinary classes have a higher student count per class than other culinary programs.

B. Lab/Credit

Eric will post the Credit/Lab document to group studio and send new cover letter to Faculty Senate.

C. Grading Criteria

John A. made a motion for LOC to review and revise grading criteria scale with percentages attached to each letter grade and make this recommendation to Faculty Senate. Motion was seconded by Dr. Lisa B.

4) New Business:

A. Curricular for review:

Course/program	Status
CS242	NC
CS243	NC
CS244	NC
CS104	AWC
CS151	AWC
VEMK050	AWC
VEMK060	NC
EN111	BTA
EN194	AWC
EN210	AWC
AA Education	NC
CE213	AWC
CE214	AWC
CE222	AWC
CE224	AWC
SII20	AWC

Motion to approve courses by Amada and seconded by Polli; approved by unanimous vote.

B. Scope of Committee

John A.: Scope is evolving and is noted in LOC by-laws. John A. recommended to further address scope and LOC roles in the latter part of Spring 2012 semester.

5) **Open Discussion:**

- A. Topics of routing documents and ILO document mapping template were discussed. Gary to email LOC the ILO matrix.
- B. John A. made a motion that all Gen Ed course guides be forwarded to the Gen Ed subcommittee for review. Seconded by Dr. Frank T.
- C. In the beginning of the meeting Patty discussed about GCC's acquisition of the ACALOG software. This software creates a digital catalog for students to access courses. ACALOG training is ongoing.

6) **Next Meeting: 1/20/12**

7) **Adjournment:** Motion to adjourn by Kevin, seconded by Patty.

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Agenda
Friday, January 20, 2012, 3:30 p.m.
Location: A-29

1) Call to Order:

Attendance:

	Name	E-mail	Present
1	John Armstrong	john.armstrong@guamcc.edu	✓
2	Sandy Balbin	sandy.balbin@guamcc.edu	✓
3	Dr. Lisa Baza-Cruz	lisa.bazacruz@guamcc.edu	✓
4	Eric Chong (Chairperson)	eric.chong@guamcc.edu	✓
5	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	✓
6	Frank Evangelista	frank.evangelista@guamcc.edu	✓
7	Yvonne Flores	yvonne.flores@guamcc.edu	✓
8	R. Gary Hartz (Chairperson – Elect)	ronald.hartz@guamcc.edu	✓
9	Polli Huseby	polli.huseby@guamcc.edu	✓
10	John Michael Jocson	johnmichael.jocson@guamcc.edu	✓
11	Paul Kerner	paul.kerner@guamcc.edu	✓
12	Amada Manzana	amada.manzana@guamcc.edu	✓
13	Rose Marie Nanpei	rosemarie.nanpei@guamcc.edu	excused
14	Nenita Perez	nenita.perez@guamcc.edu	✓
15	Tonirose Realica	tonirose.realica@guamcc.edu	excused
16	Vicky Schrage	marivic.schrage@guamcc.edu	✓
17	Ben Sison	benjamin.sison@guamcc.edu	✓
18	Patricia Terlaje	patricia.terlaje@guamcc.edu	excused
19	Dr. Frank Tung	Frank.tung@guamcc.edu	✓
20	Desiree Ventura	desiree.ventura@guamcc.edu	Excused

Others in attendance: Patrick Clymer

Volunteer to take Minutes: Nenita R. Perez

2) Approval of Prior Minutes:

A. Minutes from 12/2/11

Change to the minutes. Dr. Lisa Baza-Cruz's attendance need to be changed to present.

Motion to approve minutes was made by Kevin D. and seconded by Dr. Frank T. Minutes were approved by unanimous vote.

3) Old Business:

A. DCAPS

Gary Hartz gave updates from Dr. Mike Chang that DCAPS has been approved by Dr. Somera. John J. brought up a question about how it might affect placement test.

4) New Business:

A. Acalog Presentation

Registrar Patrick Clymer made a presentation about Acalog and gave general information about the company and use of the software. Tentative date of the soft launch maybe in mid-March or early April. Possible committee use of Acalog was discussed. Training and further committee discussion are needed for successful implementation. Dr. Lisa B. brought up questions concerning department use of the software and how this would affect the Committee. Expected full software implementation is set for Fall 2012. More updates to come.

B. Curricular for review:

Course/Program	Status
ASL120	AWC
HS244	AWC
HS245	AWC
HS246	BTA
HS247	BTA

Motion to approve courses/programs by John A. and seconded by John J.; approved by unanimous vote.

5) Open Discussion

John A. mentioned about Acalog and the curriculum manual. Eric C. added that updates usually happen in the Spring semester.

6) Next Meeting: 2/3/12

7) Adjournment: 4 p.m. Motion to adjourn by Kevin D., seconded by Dr. Lisa B.

GUAM COMMUNITY COLLEGE

Learning Outcomes Committee Meeting Minutes
Friday, March 9, 2012, 3:30 p.m.
Location: A-29

I. Call to Order

Meeting was called to Order at 3:32 p.m. by E. Chong.

Attendance:

	Name	E-mail	Present
1	John Armstrong	john.armstrong@guamcc.edu	GenEd
2	Sandy Balbin	sandy.balbin@guamcc.edu	√
3	Dr. Lisa Baza-Cruz	lisa.bazacruz@guamcc.edu	GenEd
4	Eric Chong (Chairperson)	eric.chong@guamcc.edu	√
5	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	√
6	Frank Evangelista	frank.evangelista@guamcc.edu	
7	Yvonne Flores	yvonne.flores@guamcc.edu	√
8	R. Gary Hartz (Chairperson – Elect)	ronald.hartz@guamcc.edu	√
9	Polli Huseby	polli.huseby@guamcc.edu	GenEd
10	John Michael Jocson	johnmichael.jocson@guamcc.edu	√
11	Paul Kerner	paul.kerner@guamcc.edu	√
12	Amada Manzana	amada.manzana@guamcc.edu	√
13	Rose Marie Nanpei	rosemarie.nanpei@guamcc.edu	√
14	Nenita Perez	nenita.perez@guamcc.edu	
15	Tonirose Realica	tonirose.realica@guamcc.edu	√
16	Vicky Schrage	marivic.schrage@guamcc.edu	√
17	Ben Sison	benjamin.sison@guamcc.edu	√
18	Patricia Terlaje	patricia.terlaje@guamcc.edu	√
19	Dr. Frank Tung	Frank.tung@guamcc.edu	√
20	Desiree Ventura	desiree.ventura@guamcc.edu	√

Others in attendance: Norma Guerrero

Minutes taken by Sandy Balbin

II. Approval of Prior Minutes

J. Jocson motioned to approve the Minutes of the February 3, 2012 meeting; seconded by A. Manzana. No discussion on the Minutes ensued and was approved by the members.

III. Old Business

A. GenEd Subcommittee Update

1. G. Hartz reported that the GenEd Subcommittee is in the process of developing a matrix for the GenEd courses that is tied to the ILOs. Full-time faculty will be requested to complete the matrix and identify if the SLOs are Introduced (I), Reinforced (R), and/or Emphasized (E) based on the ILOs being assessed. Adjunct faculty will work with the Department Chairs to complete the matrix.

G. Hartz also indicated that a cover letter will be included to explain the purpose of the matrix and how the results will be used. Discussion followed that instructors need to have the same clear cut definition of what the indicators I, R, and E represent. In addition, suggestions were made that

that there should be operational ILOs—are ILOs (a) relevant and (b) transferable from course to course.

2. Based on the recommendation from last year's committee, the LOC needs to revisit at the end of the year if there is a need to have the GenEd Subcommittee as a separate committee. Discussion of this issue will take place at the next meeting.

B. Accreditation Visit—LOC Meeting Date/Location/Tasks

1. The next LOC meeting will be held on Wednesday, March 21, 2012, at 3:30 p.m. in Room 3108 (Allied Health Building). Those who are unable to attend this meeting because of scheduled classes are tasked to review and provide input/recommendations of changes to be made to the Curriculum Manual.
2. The AV equipment in Room 3108 works, however, K. Dietrichs suggested that the Chair may need to make sure that it is compatible with the computer that will be used.

C. Reminder: Last Day for Submission of Curricula Documents

1. The last day for submission of curricula documents by departments to the Registrar is March 30, 2012.

IV. New Business

A. Career Cluster and Career Pathway Clarification

1. A handout containing a listing and brief description of the 16 Career Clusters was provided to be used as a reference when reviewing curricula for CTE courses.

B. Curricular for Review:

Course Program	Status
SI141	NC
SI142	NC
VECT080	BTA
VECT081	BTA
EE267	BTA
EE271	BTA
EE275	BTA
CJ205	AWC
CJ250	AWC
EN081	AWC
Adult High School Diploma Program	NC
HS292A	AWC
HS292B	AWC
HS155	NC

J. Jocson motioned to approve the course status as recommended by reviewers; seconded by K. Dietrichs.

V. Open Discussion

A. *Assessment*

1. A. Manzana addressed the issue of the collection of assessment artifacts to be included in the course guide. Adjunct faculty are not required to do assessment and/or it is difficult to obtain artifacts from the adjunct instructors. Discussion followed. G. Hartz suggested that a statement be included in the Curriculum Manual that Department Chairs be responsible to ensure that Assessment gets done. He will also confer with Chris Dennis who is the Chairperson of the Council of Chairs if this would be possible.

VI. Next Meeting

The next meeting will be held on Wednesday, March 21, 2012, at 3:30 p.m. in Room 3108 (Allied Health Building).

VII. Adjournment

A.. Manzana motioned to adjourn the meeting at 4:00 p.m.; seconded by K. Dietrichs.