

GUAM COMMUNITY COLLEGE  
Learning Outcomes Committee Meeting Minutes  
Friday, September 7, 2012  
Location: A-29

**1) Meeting was called to order at 3:32 p.m. by Chairperson R. Gary Hartz.**

Attendance:

	NAME	E-MAIL	Present
1	John Armstrong	<a href="mailto:john.armstrong@guamcc.edu">john.armstrong@guamcc.edu</a>	✓
2	Sandy Balbin	<a href="mailto:sandy.balbin@guamcc.edu">sandy.balbin@guamcc.edu</a>	✓
3	Dr. Lisa Baza-Cruz	<a href="mailto:lisa.bazacruz@guamcc.edu">lisa.bazacruz@guamcc.edu</a>	✓
4	Simone Bollinger	<a href="mailto:simone.bollinger@guamcc.edu">simone.bollinger@guamcc.edu</a>	✓
5	Frank Evangelista	<a href="mailto:frank.evangelista@guamcc.edu">frank.evangelista@guamcc.edu</a>	
6	Yvonne Flores	<a href="mailto:yvonne.flores@guamcc.edu">yvonne.flores@guamcc.edu</a>	✓
7	Norma Guerrero	<a href="mailto:norma.guerrero@guamcc.edu">norma.guerrero@guamcc.edu</a>	✓
8	R. Gary Hartz (Chairperson)	<a href="mailto:ronald.hartz@guamcc.edu">ronald.hartz@guamcc.edu</a>	✓
9	Polli Huseby	<a href="mailto:polli.huseby@guamcc.edu">polli.huseby@guamcc.edu</a>	✓
10	John Michael Jocson	<a href="mailto:johnmichael.jocson@guamcc.edu">johnmichael.jocson@guamcc.edu</a>	✓
11	Paul Kerner	<a href="mailto:paul.kerner@guamcc.edu">paul.kerner@guamcc.edu</a>	✓
12	Rose Marie Nanpei	<a href="mailto:rosemarie.nanpei@guamcc.edu">rosemarie.nanpei@guamcc.edu</a>	✓
13	Nenita Perez	<a href="mailto:nenita.perez@guamcc.edu">nenita.perez@guamcc.edu</a>	
14	Esther Rios	<a href="mailto:esther.rios@guamcc.edu">esther.rios@guamcc.edu</a>	✓
15	Sally Sablan	<a href="mailto:sally.sablan@guamcc.edu">sally.sablan@guamcc.edu</a>	✓
16	Ben Sison	<a href="mailto:benjamin.sison@guamcc.edu">benjamin.sison@guamcc.edu</a>	✓
17	Patricia Terlaje (Chairperson-Elect)	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	✓
18	*Eric Chong	<a href="mailto:eric.chong@guamcc.edu">eric.chong@guamcc.edu</a>	✓
19	*Kevin Dietrichs	<a href="mailto:kevin.dietrichs@guamcc.edu">kevin.dietrichs@guamcc.edu</a>	
20	*Amada Manzana	<a href="mailto:amada.manzana@guamcc.edu">amada.manzana@guamcc.edu</a>	
21	*Vicky Schrage	<a href="mailto:marivic.schrage@guamcc.edu">marivic.schrage@guamcc.edu</a>	

\*\*\*"informal" LOC member

Member assigned to take Minutes: Esther Rios

**2) Welcome and Introductions:**

New member Esther Rios was introduced at this meeting. Recognition was given to Past-President Eric Chong and President-Elect Patricia Terlaje.

**3) Updates: Membership Concerns and Committee Structure**

Chairperson Hartz addressed concerns regarding the recent announcement of the halting of pay increments and its affect on committee involvement. As the Vice-President of the Faculty Union, he encouraged members to bring up any issues with him or Karen Sablan, President. He thanked the members for their participation in the LOC committee in the midst of ambiguity. He

acknowledged that members are acting in good faith. The union will focus attention on the subject of retroactive increment payment.

At this meeting, it was affirmed that all participants listed on the agenda as members, without an asterisk next to their names, are recognized as formal members.

Baza-Cruz asked, as per contract, how many LOC members were allowed, and if informal members are allowed to vote. Hartz responded at present the count is 12-15; however, a request has been submitted to Faculty Senate to increase that number to 20. Informal members cannot vote. Hartz is anticipating that within a week of the convening of the Faculty Senate, the LOC should have an answer regarding membership numbers.

#### **4) Approval of Prior minutes:**

A draft of the prior meeting minutes had not been submitted as of this meeting. Hartz is urging the minutes taker to submit them immediately.

#### **5) Old Business**

Regarding the LOC request for a separation of its General Education and Curricular functions, Chairperson Hartz indicated that the LOC is awaiting Faculty Senate approval for the change, as requested in the spring of 2012.

##### **A. General Education update**

Huseby reported that data on Institutional Learning Outcomes was received this fall, with most all General Education instructors participating. The data will be summarized and interpreted this fall.

##### **B. Curriculum Manual Update**

Chong reported that the new program and course guide templates were complete. Appreciation given to Tonirose Realca for making these documents clean and user-friendly. Archiving will come later. The key change is that GCC will no longer use the non-substantive revision memo. Jocson asked if document authors would have to rewrite everything. Chong confirmed that Authors would have to complete all parts of the template, in order to ensure that all of the current course / program content could be found on the same document. Regarding revision of the Manual, Chong suggested we divvy up the parts among

members. The main changes have been made. Armstrong reported that the General Education members reviewed and updated the Appendices.

Sablan asked if there was a mechanism in place to ensure that all documents, catalogs and course descriptions are made consistent with any changes made. Chong replied that there is a section that requires authors to indicate all programs impacted and that ACALOG will catch it. Balbin added that in the past there was a separate committee responsible for identifying inconsistencies and maintaining quality control.

Chong stated that the informal members will be active in working with the Curriculum Manual, Mentoring and Training. They do not plan, though, to attend all regular meetings.

Chairperson Hartz closed the discussion by stating he hoped to have this completed by mid-October.

#### C. ACALOG Planning

Due to the absence of Registrar Patrick Clymer, this discussion was tabled.

#### D. Creation of Dyads

Chairperson Hartz plans to establish Dyads which will place members in numbered groupings. The intent is to ensure confidentiality of authors, and to allow the LOC to respond to queries as a whole. Assignments will be kept confidential. Jocson requests that assignments be sent to members electronically as opposed to just having the documents posted on the Group Studio site. Chairperson Hartz agreed to provide reviewers with electronic copies.

A sign-up sheet for the following sub-committees was circulated:

1. General Education
2. Curriculum

### 6) New Business

#### A. Training on how to review curricula

Chairperson Hartz shared his expectation for all members to attend training, with the exception being General Education subcommittee members, who are also encouraged to attend.

**B. Review/Approval of By-Laws (Annual)**

Chairperson Hartz asked that members review the by-laws. Jose Munoz, Faculty President submitted recommendations relating to the finalization of Faculty Senate committee membership during the spring before each upcoming academic year.

**C. Distance Education**

The Accreditation team recommended an increase to the minimal class offerings in Distance Education.

Baza-Cruz reported that the Education department teaches 3 courses via Distance Education: 2 full classes and 1 hybrid. Sablan stated that new distance classes have been halted per Dr. Somera until additional curricular guidelines for Distance Education are specified. The LOC will work on this issue for 2012-13. Hartz asked for a volunteer to act as a liaison with Dr. Somera regarding Distance Education. He will send out the request electronically as there were no volunteers.

**D. College Technology Committee's new subcommittee: Academic Technology Strategic Plan:**

Sablan will act as the liaison between the LOC and this CTC subcommittee. One purpose of the subcommittee is to establish a process by which faculty needs are shared and fully considered in the college's technology planning processes. Terlaje asked about the membership of the subcommittee? Members include Sablan, Wes Gima, Elaine Fejerang, Troy Lizama, Clare Camacho, and Jayne Flores.

**7) Open Discussion**

Flores requested that a memo be sent out to remind potential authors that the new templates are available on MyGCC.

**8) Meeting Schedule for Fall 2012**

Training (to be led by Amada Manzana): September 21 (with September 28 to be reserved if needed)

Fall Meetings: October 5, November 9 and November 30

Chong suggested that LOC members serve as mentors to curricular authors. Hartz will solicit member interest in mentorships via e-mail.

## **9) Adjournment**

Jocson motioned to adjourn the meeting; seconded by Kerner.

Meeting adjourned at 4:35pm.

GUAM COMMUNITY COLLEGE  
Learning Outcomes Committee, Meeting Minutes  
Friday, October 5, 3:30 p.m.  
Location: A-29

**1) Call to Order:**

Attendance:

	Name	E-mail	Present
1	John Armstrong	<a href="mailto:john.armstrong@guamcc.edu">john.armstrong@guamcc.edu</a>	√
2	Sandy Balbin	<a href="mailto:sandy.balbin@guamcc.edu">sandy.balbin@guamcc.edu</a>	√
3	Lisa Baza-Cruz	<a href="mailto:lisa.bazacruz@guamcc.edu">lisa.bazacruz@guamcc.edu</a>	Exc.
4	Simone Bollinger	<a href="mailto:simone.bollinger@guamcc.edu">simone.bollinger@guamcc.edu</a>	Exc.
5	Frank Evangelista	<a href="mailto:frank.evangelista@guamcc.edu">frank.evangelista@guamcc.edu</a>	x
6	Yvonne Flores	<a href="mailto:yvonne.flores@guamcc.edu">yvonne.flores@guamcc.edu</a>	√
7	Lani Gamble	<a href="mailto:helen.gamble@guamcc.edu">helen.gamble@guamcc.edu</a>	n/a
8	Norma Guerrero	<a href="mailto:norma.guerrero@guamcc.edu">norma.guerrero@guamcc.edu</a>	√
9	R. Gary Hartz (Chairperson)	<a href="mailto:ronald.hartz@guamcc.edu">ronald.hartz@guamcc.edu</a>	√
10	Polli Huseby	<a href="mailto:polli.huseby@guamcc.edu">polli.huseby@guamcc.edu</a>	√
11	John Michael Jocson	<a href="mailto:johnmichael.jocson@guamcc.edu">johnmichael.jocson@guamcc.edu</a>	√
12	Paul Kerner	<a href="mailto:paul.kerner@guamcc.edu">paul.kerner@guamcc.edu</a>	Exc.
13	Rose Marie Nanpei	<a href="mailto:rosemarie.nanpei@guamcc.edu">rosemarie.nanpei@guamcc.edu</a>	Exc.
14	Nenita Perez	<a href="mailto:nenita.perez@guamcc.edu">nenita.perez@guamcc.edu</a>	Exc.
15	Esther Rios	<a href="mailto:esther.rios@guamcc.edu">esther.rios@guamcc.edu</a>	√
16	Sally Sablan	<a href="mailto:sally.sablan@guamcc.edu">sally.sablan@guamcc.edu</a>	Exc.
17	Ben Sison	<a href="mailto:benjamin.sison@guamcc.edu">benjamin.sison@guamcc.edu</a>	Exc.
18	Anthony J. Sunga	<a href="mailto:anthony.sunga@guamcc.edu">anthony.sunga@guamcc.edu</a>	√
19	Patricia Terlaje (Chairperson-Elect)	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	√

Others in attendance: Patrick Clymer, GCC Registrar

Volunteer to take Minutes: Norma R. Guerrero

**2) Welcome and Introductions**

Meeting called to order at 3:35pm by Committee Chair Gary Hartz. Welcome to Patrick Clymer, GCC Registrar

**3) Approval of Prior Minutes:**

Motion to approve minutes from last meeting made by John Armstrong and seconded by Anthony Sunga.

**4) Updates from the Chair:**

**Committees:**

For the past two years, the LOC has received permission from Faculty Senate to have up to 20 members, even though other committees have not been full. This semester, the request has been denied. The Chair announced he will be in a meeting with campus leaders to resolve this issue, and to reconcile committee numbers with faculty workload sheets. Workload sheets have already have been signed. The LOC is concerned that we have enough members to able to complete our work. This is especially the case if our request to split our curricular and general education functions is approved. If so, and 6 people leave, There would be but 9 members completing the curricular work. If any member is interested in not being on this committee, please let the Chair know in case it is necessary to decrease membership. Otherwise the Chair will work to remove members who are not participating fully, in a way that does not compromise their work load.

**5) ACALOG Planning – Guest: Patrick Clymer, GCC Registrar**

Patrick Clymer conducted a presentation on how ACALOG will be used in the curricular approval process. He clarified login procedures and provided a PowerPoint presentation detailing a recommended process for curricular approval. The goal is to have a new system in place for spring semester, 2013. The suggested

process would shorten the approval timeline from weeks to as little as 4-5 days. In Acalog, there is a three-tiered Review Model: the roles are that of an editor, manager, or reviewer, and catalog manager. Editors (for LOC, editors are the Chair and Chair-elect) make changes to submitted documents, and once their changes are made, the next individual in the approval process edits, as a document moves through the process. Attachment of documents would be allowed. All revisions to original documents would be tracked as follows:

1a. Addition: Bolded and Bracketed  
Please [**add this text**] to the document

1b. Deletion: Bolded, struck through, and bracketed.  
Please [~~**delete this text**~~] from the document

Unresolved issues include how documents are entered into TracDat, and moving to an annual deadline instead of having semester deadlines. There would be one catalogue per year, possibly with an Errata indicating changes.

LOC members are urged to go through the relevant ACALOG tutorials. To do so, enter to the ACALOG site, go to GCC's section, and view documents within the Program and Cores Module training section. LOC members will need to go through a two-hour training process. Dates will be determined.

The LOC discussed the change to ACALOG, concluding that many issues are involved in the change. A recommendation was made to hold off on training until November, when the ACALOG process was more resolved. It was recommended that training be held in "working sessions" with actual documents.

#### 6) **Old Business:**

##### A. General Education Update:

The General Education group reported that they are in the process of interpreting the data received from the Fall survey.

##### B. Curriculum Manual Update:

The Chair reported that he needs to consult with Eric Chong on this.

##### C. Creation of dyads: No issues were reported with the Dyads created.

##### D. Follow-up on Training on How to Review Curricula. Any questions or issues? There were none on the floor.

##### E. Review / Approval of By-Laws (Annual)

1. Administration received a list 19 LOC members and four informal members. There was concern with use of the "informal member" title, and the use of the word "subcommittee" to indicate groups working within a governance committee. It was recommended to use the term "working groups" instead of subcommittees.

Motion to approve the bylaws based on the above changes was made by John Armstrong, John Jocson seconded. Motion approved unanimously. The Chair will circulate a final copy of the ByLaws to ensure they reflect the above-mentioned changes.

##### F. Curricular Guidelines for Distance Education: Tabled.

#### 7) **New Business:**

##### A. Goals for AY2012-13

The LOC needs to set annual goals that are based on the committee's Charge (from the Agreement) and that represent the core of what the committee does. The LOC developed and unanimously approved use of the following four goals:

a. To establish an independent General Education Committee

b. To train stakeholders on how to participate in the process of improving General Education at GCC.

a. To participate in the migration of GCC's curricular review system to Acalog.

b. To review curricula in a timely and efficient manner.

**8) Review / Approval of Curricular Documents**

- A. CD180 – pending full review
- B. CT158 BTA
- C. MA107 BTA. While the Dyad approved the document with minor changes, the General Education review raised questions. Specifically:
  - The Course Numbering process raises concern. MA107 is for credit, but MA108 is a non-credit course.
  - The verbiage in the Introduction and Description, related to Gened, is confusing.
  - What is entailed in establishing a substitute relationship between MA085 / MA095 and MA107? Since this General Education Substitution affects specific programs, should each program be involved?
- D. FS103/104 BTA. Several questions were raised, requiring document to be sent back to authors.
- E. SM211 (NSR) ANC.

Motion to accept the status of the above documents as indicated by the Chair, made by J. Jocson. Seconded by Anthony Sunga. Motion passed unanimously.

- 9). Open Discussion: Esther Rios will bring a list of DCAPS courses to the next meeting.
- 10). Remaining Meetings for FA12: November 9, 30
- 11) Adjournment: 4:57pm



GUAM COMMUNITY COLLEGE  
Learning Outcomes Committee, Meeting Minutes  
Friday, November 9, 3:30 p.m.  
Location: A-29

**1) Call to Order:**

Attendance:

	Name	E-mail	Present
1	John Armstrong	<a href="mailto:john.armstrong@guamcc.edu">john.armstrong@guamcc.edu</a>	e
2	Sandy Balbin	<a href="mailto:sandy.balbin@guamcc.edu">sandy.balbin@guamcc.edu</a>	√
3	Lisa Baza-Cruz	<a href="mailto:lisa.bazacruz@guamcc.edu">lisa.bazacruz@guamcc.edu</a>	√
4	Simone Bollinger	<a href="mailto:simone.bollinger@guamcc.edu">simone.bollinger@guamcc.edu</a>	√
5	Frank Evangelista	<a href="mailto:frank.evangelista@guamcc.edu">frank.evangelista@guamcc.edu</a>	e
6	Yvonne Flores	<a href="mailto:yvonne.flores@guamcc.edu">yvonne.flores@guamcc.edu</a>	√
8	Norma Guerrero	<a href="mailto:norma.guerrero@guamcc.edu">norma.guerrero@guamcc.edu</a>	√
9	R. Gary Hartz (Chairperson)	<a href="mailto:ronald.hartz@guamcc.edu">ronald.hartz@guamcc.edu</a>	√
10	Polli Huseby	<a href="mailto:polli.huseby@guamcc.edu">polli.huseby@guamcc.edu</a>	√
11	John Michael Jocson	<a href="mailto:johnmichael.jocson@guamcc.edu">johnmichael.jocson@guamcc.edu</a>	√
12	Paul Kerner	<a href="mailto:paul.kerner@guamcc.edu">paul.kerner@guamcc.edu</a>	e
13	Rose Marie Nanpei	<a href="mailto:rosemarie.nanpei@guamcc.edu">rosemarie.nanpei@guamcc.edu</a>	e
14	Nenita Perez	<a href="mailto:nenita.perez@guamcc.edu">nenita.perez@guamcc.edu</a>	e
15	Esther Rios	<a href="mailto:esther.rios@guamcc.edu">esther.rios@guamcc.edu</a>	√
16	Sally Sablan	<a href="mailto:sally.sablan@guamcc.edu">sally.sablan@guamcc.edu</a>	√
17	Ben Sison	<a href="mailto:benjamin.sison@guamcc.edu">benjamin.sison@guamcc.edu</a>	√
18	Anthony J. Sunga	<a href="mailto:anthonyjay.sunga@guamcc.edu">anthonyjay.sunga@guamcc.edu</a>	√
19	Patricia Terlaje (Chairperson-Elect)	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	√

Volunteer to take minutes: Patty Terlaje

**2) Welcome and Introductions**

Meeting called to order at 3:36pm by Committee Chair Gary Hartz.

**3) Approval of Prior Minutes:**

Motion to approve minutes from last meeting made by John Jocson and seconded by Esther Rios. Motion carried unanimously.

**4) Updates from the Chair:**

**Committees:**

-Job Specifications & Faculty Eval. Committee meetings have concluded. Faculty feedback has been considered and/or incorporated.

-Union meeting, Friday, November 16, 2012, 3:30 pm, venue forthcoming, agenda items include concerns about increments.

-The LOC has been approved to have up to 20 members for AY2012-13. All current members are official.

-Eric Chong and Amada Manzana have revised the Course Checklist Template. Please use it, and let the Chairperson know of any concerns.

**5) Old Business:**

**A. General Education Update:**

The General Education group reported that they are in the process of interpreting the data received from the survey.

- B. Acalog:  
Sign-in sheets for training distributed. If you can't make the training, note your name and time preferred
- C. Goals/Bylaws:  
Revised with noted changes from last meeting. Motion to approve Goals/Bylaws from last meeting made by Sally Sablan and seconded by Simone Bollinger. Motion carried.
- D. Distance Education:  
Need to refine policies to offer more Distance Education classes. Question on whether GCC has the infrastructure for course offerings. Chair asked for volunteer to work with him and Dr. Rey. Norma Guerrero volunteered.

**6) New Business:**

- A. Inconsistency grading criteria among same course sections brought up by Dr. Clare Camacho via Chair:  
Questions: college adopt a grading system, developing rubrics within department, instructors' academic freedom, will continue discussion at next meeting.
- B.

**7) Review / Approval of Curricular Documents**

Course/Program	Action Taken
HL202	WC
HLS101	WC
CD180	WC
SO099	WC
MA107	NC
CT158	WC
SII30A and B	NC*

Previously AWC for spring 2012. Changes made, now approved.

Motion to accept the status of the above documents as indicated by the Chair, made by Lisa Baza Cruz.  
Seconded by Norma Guerrero. Motion carried.

**8) Open Discussion:**

- A. Esther Rios will email list of DCAPS courses.
- B. Dr. C. Camacho requested that the LOC discuss concerns about students not passing EN100R/EN100W and nearing program completion. Discussion on the following points: Only DCs should be waiving pre-requisites but others may have done so. English DC and instructors do not have access to Placement Test Scores to verify appropriate placement with courses. An option to resolve this concern is to ask students for their copy of Placement Test scores. Also, students receiving a "D" are not flagged by the Banner system and are allowed to continue to register for courses they should not take. The Chair will follow up on these concerns with Patrick Clymer.
- C. Dyads: The Chair will, over the course of the year, ask reviewers to review a similar number of documents. The Chair stressed timely review and return of checklist with the dyad's number instead of names included.
- D. MA107: After speaking with Patrick Clymer and the author, the Chair announced that concerns of GenEd reviewers were resolved; all language regarding substitutions was removed from the document. Instead, the course substitution form will be used as appropriate.
- E. Catalogs: The Chair requested copies for members, and will do so again.

**9) Next Meeting:** November 30, 3:30 p.m.

**10) Adjournment:** Motion to adjourn by John Jocson and seconded by Anthony Sunga. Motioned carried.  
Meeting adjourned at 4:38 pm

**GUAM COMMUNITY COLLEGE**  
Learning Outcomes Committee Meeting Minutes  
Friday, November 30, 2012, 3:30 p.m.  
Location: A-29

**1) Call to Order:** 3:34 p.m.

Attendance:

	<b>Name</b>	<b>E-mail</b>	<b>Present</b>
1	John Armstrong	<a href="mailto:john.armstrong@guamcc.edu">john.armstrong@guamcc.edu</a>	
2	Sandy Balbin	<a href="mailto:sandy.balbin@guamcc.edu">sandy.balbin@guamcc.edu</a>	
3	Lisa Baza-Cruz	<a href="mailto:lisa.bazacruz@guamcc.edu">lisa.bazacruz@guamcc.edu</a>	
4	Simone Bollinger	<a href="mailto:simone.bollinger@guamcc.edu">simone.bollinger@guamcc.edu</a>	
5	Frank Evangelista	<a href="mailto:frank.evangelista@guamcc.edu">frank.evangelista@guamcc.edu</a>	
6	Yvonne Flores	<a href="mailto:yvonne.flores@guamcc.edu">yvonne.flores@guamcc.edu</a>	
7	Norma Guerrero	<a href="mailto:norma.guerrero@guamcc.edu">norma.guerrero@guamcc.edu</a>	
8	R. Gary Hartz (Chairperson)	<a href="mailto:ronald.hartz@guamcc.edu">ronald.hartz@guamcc.edu</a>	
9	Polli Huseby	<a href="mailto:polli.huseby@guamcc.edu">polli.huseby@guamcc.edu</a>	
10	John Michael Jocson	<a href="mailto:johnmichael.jocson@guamcc.edu">johnmichael.jocson@guamcc.edu</a>	
11	Paul Kerner	<a href="mailto:paul.kerner@guamcc.edu">paul.kerner@guamcc.edu</a>	
12	Rose Marie Nanpei	<a href="mailto:rosemarie.nanpei@guamcc.edu">rosemarie.nanpei@guamcc.edu</a>	
13	Nenita Perez	<a href="mailto:nenita.perez@guamcc.edu">nenita.perez@guamcc.edu</a>	
14	Esther Rios	<a href="mailto:esther.rios@guamcc.edu">esther.rios@guamcc.edu</a>	
15	Sally Sablan	<a href="mailto:sally.sablan@guamcc.edu">sally.sablan@guamcc.edu</a>	
16	Ben Sison	<a href="mailto:benjamin.sison@guamcc.edu">benjamin.sison@guamcc.edu</a>	
17	A.J. Sunga	<a href="mailto:anthonyjay.sunga@guamcc.edu">anthonyjay.sunga@guamcc.edu</a>	
18	Patricia Terlaje (Chairperson-Elect)	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	

Others in attendance: None

Volunteer to take Minutes: John Jocson

**2) Welcome and Introductions**

**3) Approval of Prior Minutes**

- a. Motion made by J. Armstrong, seconded by AJ Sunga; unanimously approved.
- b. E. Rios noted the need to eliminate the substantive/non-substantive box on the review form.

**4) Updates: Committee Structure:**

- a. Upon official approval of the request for new committee template, a request will be originated for separation of LOC and the reconvened General Education Committee.

**5) Old Business:**

A. General Education Update

B. Curriculum Manual Update

- a. Manual Revision is an on-going process.

C. ACALOG Training follow-up

- a. The Chair and Chair Elect will serve as Editors, who will work on the ACALOG site. Members will share review information and outcomes with the Editors, who will enter this content into ACALOG.
- b. J. Armstrong indicated that ACALOG needs to be integrated with Banner
- c. S. Sablan shared of the advantages of ACALOG
- d. G. Hartz.: The “yellow envelope” protocol will continue so that there is a paper trail, tracking changes and approval. LOC members will cross-train those who missed training.

D. Distance Education

- a. G. Hartz via Dr. Ray: The LOC will take action after Distance Education questions of scope are resolved by the GCC administration. Actions will address information from the ACCJC Evaluation Report, p. 9. Timeline has not been established.

E. Dyad Changes

- a. Please see the new Dyad sheet, which is updated based on membership changes.

**6) Documents for Considerations**

- (1) MA 095: ANC
- (2) ASL 130 CESL 001, 005, 006: Changes made to course number only. ANC

**7) Open Discussion:**

- (1) A discussion was held on how to keep course documents current, and who is responsible to ensure currency. It was generally agreed that this is a collaborative process with DCs and the AVP at the center., with the AVP empowering Deans to work with DCs.
- (2) Name change of Liberal Studies Program to Interdisciplinary Arts and Sciences
  - (a) Concerns were discussed regarding the substance of the name change; concerns were resolved.
  - (b) A concern was raised that the program only requires completion of 55 credits
- (3) G. Hartz will resign the LOC Chairpersonship upon assuming the Union Presidency at the end of the secondary semester.
  - (a) P. Terlaje will become Chairperson.
  - (b) J. Armstrong. made motion to open nominations for chair elect, seconded by E. Rios. Motion passed unanimously.
  - (c) Nominations will remain open until the January 25 meeting.
  - (d) On January 25, the LOC will vote on a new Chairperson-Elect.

**8) Next Meeting / Meeting Schedule for Spring 2013:**

- (1) The next LOC meeting will occur on January 25. Subsequent meetings: February 15, March , 1, and Mar 22. All meetings will be held at 3:30 p.m. in room A29.

**9) Adjournment:**

- (1) Meeting adjourned at 4:40 p.m.

GUAM COMMUNITY COLLEGE  
Learning Outcomes Committee Meeting Minutes  
Friday, January 25, 2012, 3:30 p.m.  
Location: A-29

**I. Call to Order 3:39 by Chairperson Patricia Terlaje**

Volunteer to take Minutes: Norma Guerrero

Attendance:

	<b>Name</b>	<b>E-mail</b>	<b>Present</b>
1	John Armstrong	<a href="mailto:john.armstrong@guamcc.edu">john.armstrong@guamcc.edu</a>	√
2	Sandy Balbin	<a href="mailto:sandy.balbin@guamcc.edu">sandy.balbin@guamcc.edu</a>	√
3	Lisa Baza-Cruz	<a href="mailto:lisa.bazacruz@guamcc.edu">lisa.bazacruz@guamcc.edu</a>	E
4	Simone Bollinger	<a href="mailto:simone.bollinger@guamcc.edu">simone.bollinger@guamcc.edu</a>	
5	Frank Evangelista	<a href="mailto:frank.evangelista@guamcc.edu">frank.evangelista@guamcc.edu</a>	E
6	Yvonne Flores	<a href="mailto:yvonne.flores@guamcc.edu">yvonne.flores@guamcc.edu</a>	E
7	Norma Guerrero	<a href="mailto:norma.guerrero@guamcc.edu">norma.guerrero@guamcc.edu</a>	√
8	Polli Huseby	<a href="mailto:polli.huseby@guamcc.edu">polli.huseby@guamcc.edu</a>	√
9	John Michael Jocson	<a href="mailto:johnmichael.jocson@guamcc.edu">johnmichael.jocson@guamcc.edu</a>	√
10	Paul Kerner	<a href="mailto:paul.kerner@guamcc.edu">paul.kerner@guamcc.edu</a>	
11	Rose Marie Nanpei	<a href="mailto:rosemarie.nanpei@guamcc.edu">rosemarie.nanpei@guamcc.edu</a>	E
12	Nenita Perez	<a href="mailto:nenita.perez@guamcc.edu">nenita.perez@guamcc.edu</a>	
13	Esther Rios	<a href="mailto:esther.rios@guamcc.edu">esther.rios@guamcc.edu</a>	√
14	Sally Sablan	<a href="mailto:sally.sablan@guamcc.edu">sally.sablan@guamcc.edu</a>	√
15	Ben Sison	<a href="mailto:benjamin.sison@guamcc.edu">benjamin.sison@guamcc.edu</a>	√
16	A.J. Sunga	<a href="mailto:anthonyjay.sunga@guamcc.edu">anthonyjay.sunga@guamcc.edu</a>	√
17	Patricia Terlaje (Chairperson)	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	√

**II. Approval of Prior Minutes**

- Motion made by J. Armstrong, seconded by Sally Sablan. Motion passed.

**III. Guest Speaker: Karen M.S. Sablan, Ed.D. Associate Dean**

- Looks forward to working with LOC, specifically the General Education working group towards the development of a General Education Core Curriculum as well as looking at a process for adding and deleting courses and further refining what has been started.
- The curriculum manual does not address General Education as a core curriculum. Do we start that process here or do we begin the dialogue here? Karen's hope is work with the individuals in the General Education working group within LOC to explore further discussion and to accommodate her request to join in with us.

**Questions/Discussions on the floor:**

1. Is there any direction the Executive team would like to take? Answer: Not at this time.
2. What was the process before? Answer: Historically, an informal group would get together with no formal structure. The objective is to form a Common Core curriculum for our Associate degree programs along with a process for revisiting/reviewing for some programs (example: the Culinary program) to follow a method (flow sheet, curriculum manual, etc...) institutionalizing the process.
3. Comments from committee members:
  - The goals stated are certainly achievable.
  - It is crucial that the General Education working group within LOC receives support and recognition from the Executive team in that the process needs to be formalized as a process and that the composition of the group be cohesive.
4. Will all other programs have to adapt or will they be able to choose from options? Answer: It depends on the governance process.
5. According to Karen, next week, faculty evaluation training will be conducted and the Job Specs committee will formalize and take care of the placement of this General Education

Committee formation process most likely in the Appendix J, K, L, or M portions. Noted that members of this committee should be circumspectly selected

#### IV. Old Business

A. General Education Working Group update:

- Polly Huseby commented in an area the committee feels is important which is reading and writing across the curriculum. Faculty input to this area is very important.

B. Curriculum Manual and documents update

- The work on this has come to a temporary halt as the password (it is password protected) has been lost. It is hopeful that Eric will be done by the end of the semester. Chairperson requests for LOC liaison to assist Eric and Amada with expediting manual, Esther Rios volunteered as they work at the same work site (Simon Sanchez).

C. ACALOG training follow-up with members who missed training

- Due to the inter-workings of the system that still needs to establish process, flowchart, updates, and fixing, LOC will postpone training for those members who missed the training.

D. Nominations for LOC New Chairperson-Elect

- John Jocson nominated Patty Terlaje who is currently LOC Chairperson for AY13-14 Chairperson. John Armstrong seconded. Motion passed. Election for AY13-14 Chairperson-Elect needed.

#### V. Documents for Consideration:

Courses	Status
CESL002	Approved without changes
CESL003	Approved without changes
CESL004	Approved without changes
AA-Interdisciplinary Arts and Sciences	Approved with minor changes

#### VI. Open Discussion

A. With regards to the Interdisciplinary Arts and Sciences Program Changes:

- **Question (John Jocson): Are we out of the <50 credits danger?**  
**Answer (Sally Sablan): An approval has been made for the 6 credits of electives. The issue is with the UOG biology courses in which only two of our courses articulate to UOG, otherwise, all of the courses in our Interdisciplinary Arts and Science articulate as Gen. Ed to UOG. Author has mentioned that changes to the Science options will change as articulation agreements are made with those Science classes excluded.**

VII. **Next Meeting:** Friday, February 15, 2013, 3:30 pm, A29

VIII. **Adjournment at 4:15 pm.** Motion made by John Jocson, seconded by Polly Huseby. Motion passed.

GUAM COMMUNITY COLLEGE  
Learning Outcomes Committee Meeting Minutes  
Friday, February 15, 2013, 3:30 p.m.  
Location: A-29

## I. Call to Order 3:36 by Chairperson Patricia Terlaje

Volunteer to take Minutes: Anthony Jay Sunga

Attendance:

	Name	E-mail	Present
1	John Armstrong	<a href="mailto:john.armstrong@guamcc.edu">john.armstrong@guamcc.edu</a>	√
2	Sandy Balbin	<a href="mailto:sandy.balbin@guamcc.edu">sandy.balbin@guamcc.edu</a>	√
3	Lisa Baza-Cruz	<a href="mailto:lisa.bazacruz@guamcc.edu">lisa.bazacruz@guamcc.edu</a>	√
4	Simone Bollinger	<a href="mailto:simone.bollinger@guamcc.edu">simone.bollinger@guamcc.edu</a>	√
5	Frank Evangelista	<a href="mailto:frank.evangelista@guamcc.edu">frank.evangelista@guamcc.edu</a>	E
6	Yvonne Flores	<a href="mailto:yvonne.flores@guamcc.edu">yvonne.flores@guamcc.edu</a>	√
7	Norma Guerrero	<a href="mailto:norma.guerrero@guamcc.edu">norma.guerrero@guamcc.edu</a>	E
8	Polli Huseby	<a href="mailto:polli.huseby@guamcc.edu">polli.huseby@guamcc.edu</a>	√
9	John Michael Jocson	<a href="mailto:johnmichael.jocson@guamcc.edu">johnmichael.jocson@guamcc.edu</a>	√
10	Paul Kerner	<a href="mailto:paul.kerner@guamcc.edu">paul.kerner@guamcc.edu</a>	
11	Rose Marie Nanpei	<a href="mailto:rosemarie.nanpei@guamcc.edu">rosemarie.nanpei@guamcc.edu</a>	√
12	Nenita Perez	<a href="mailto:nenita.perez@guamcc.edu">nenita.perez@guamcc.edu</a>	E
13	Esther Rios	<a href="mailto:esther.rios@guamcc.edu">esther.rios@guamcc.edu</a>	√
14	Sally Sablan	<a href="mailto:sally.sablan@guamcc.edu">sally.sablan@guamcc.edu</a>	√
15	Ben Sison	<a href="mailto:benjamin.sison@guamcc.edu">benjamin.sison@guamcc.edu</a>	√
16	A.J. Sunga	<a href="mailto:anthonyjay.sunga@guamcc.edu">anthonyjay.sunga@guamcc.edu</a>	√
17	Patricia Terlaje (Chairperson)	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	√

## II. Approval of Prior Minutes

- Motion to approve minutes of January 25, 2013 made by J. Armstrong, seconded by J. Jocson. Motion carried.

## III. Old Business

### A. General Education Working Group update:

- Question: what is the purpose of the group? Whether group is a dyad or working group? Chair was told by previous Chair that all general education courses/program submissions are reviewed by working group
- S. Sablan questioned how past GenEd committee reviewed documents. J. Armstrong mentioned presently that there is no framework on GenEd courses; no guidelines on how to become a GenEd. How are courses evaluated?
- FA110: EN100R/W prerequisite recommended, FA201: Some 200 level classes don't have EN110 as a prerequisite
- L. Baza-Cruz suggested to set a GCC standard and not follow UOG standards; EN110 prerequisite for all 200 level classes, (exclusive of CTE courses)
- J. Jocson made a motion for L. Baza-Cruz to be LOC Liaison for the DC Council; J. Armstrong seconded the motion, Motion carried. L. Baza-Cruz will present the LOC recommendation to the DC Council and provide feedback to LOC.

### B. Curriculum Manual and documents update

- Esther meeting with Eric & Amada. Chair asked that draft be provided before next meeting.

### C. Nominations for LOC AY13-14 Chairperson-Elect

- J. Armstrong nominated Norma Guerrero; Email requesting for nominations will be sent off, election for AY13-14 Chairperson-Elect will be conducted at next meeting.

#### IV. Documents for Consideration:

Document	Status
<b>CJ204</b>	<b>WC</b>
<b>CJ206</b>	<b>WC</b>
<b>FA110</b>	<b>Tabled</b>
<b>FA201</b>	<b>Tabled</b>
<b>FA192</b>	<b>NC * pending reinstitution memo</b>
<b>Certificate in Family Services</b>	<b>NC* pending reinstitution memo</b>

J. Armstrong made the motion to approve the LOC review findings with above curriculum documents. L. Baza-Cruz seconded the motion. Motion carried.

#### V. Open Discussion

- L. Baza-Cruz questioned status of GenEd committee, Chair was told that a memo/template would be used with Gary's and Dr. Ray's signature to add to the BOT-Faculty Agreement, Chair will follow up
- J. Armstrong suggests we add the LOC mission, vision, charge, etc. and add to Curriculum Manual
- J. Jocson suggested that in the drop down menu for new document, to unlock to change the "ALL CAPS" function, which implies shouting
- AAVP meeting with LOC Chairperson  
Tracking number will be assigned to documents by Registrar, wants Acalog implemented in Fall 2013, members want written digital editing process/flowchart before anymore training or implementation, authors must be a GCC employee, need consistency with class size, course description aligned with catalog, Dr. Karen tapped to work with LOC on GenEd core curriculum, more UOG articulation

**VI. Next Meeting:** Friday, March 8, 2013, 3:30 pm, A29

**VII. Adjournment at 4:38 pm.** Motion made by J. Jocson, seconded by P. Huseby. Motion carried.



GUAM COMMUNITY COLLEGE  
Learning Outcomes Committee Meeting Agenda  
Friday, March 8, 2013, 3:30 p.m.  
Location: A-29

**I. Call to Order**

Volunteer to take Minutes:

Attendance:

	<b>Name</b>	<b>E-mail</b>	<b>Present</b>
1	John Armstrong	<a href="mailto:john.armstrong@guamcc.edu">john.armstrong@guamcc.edu</a>	
2	Sandy Balbin	<a href="mailto:sandy.balbin@guamcc.edu">sandy.balbin@guamcc.edu</a>	
3	Lisa Baza-Cruz	<a href="mailto:lisa.bazacruz@guamcc.edu">lisa.bazacruz@guamcc.edu</a>	
4	Simone Bollinger	<a href="mailto:simone.bollinger@guamcc.edu">simone.bollinger@guamcc.edu</a>	
5	Frank Evangelista	<a href="mailto:frank.evangelista@guamcc.edu">frank.evangelista@guamcc.edu</a>	
6	Yvonne Flores	<a href="mailto:yvonne.flores@guamcc.edu">yvonne.flores@guamcc.edu</a>	
7	Norma Guerrero	<a href="mailto:norma.guerrero@guamcc.edu">norma.guerrero@guamcc.edu</a>	
8	Polli Huseby	<a href="mailto:polli.huseby@guamcc.edu">polli.huseby@guamcc.edu</a>	
9	John Michael Jocson	<a href="mailto:johnmichael.jocson@guamcc.edu">johnmichael.jocson@guamcc.edu</a>	
10	Paul Kerner	<a href="mailto:paul.kerner@guamcc.edu">paul.kerner@guamcc.edu</a>	
11	Rose Marie Nanpei	<a href="mailto:rosemarie.nanpei@guamcc.edu">rosemarie.nanpei@guamcc.edu</a>	
12	Nenita Perez	<a href="mailto:nenita.perez@guamcc.edu">nenita.perez@guamcc.edu</a>	
13	Esther Rios	<a href="mailto:esther.rios@guamcc.edu">esther.rios@guamcc.edu</a>	
14	Sally Sablan	<a href="mailto:sally.sablan@guamcc.edu">sally.sablan@guamcc.edu</a>	
15	Benjamin Sison	<a href="mailto:benjamin.sison@guamcc.edu">benjamin.sison@guamcc.edu</a>	
16	Anthony Jay Sunga	<a href="mailto:anthonyjay.sunga@guamcc.edu">anthonyjay.sunga@guamcc.edu</a>	
17	Patricia Terlaje (Chairperson)	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	

**II. Guest Speakers: Gil Yanger**

**III. Approval of Prior Minutes**

**IV. Old Business**

- A. General Education Working Group update
- B. Curriculum Manual and documents update
- C. DC Council Update with EN110 prerequisite for 200 level classes
- D. Nominations for LOC AY13-14 Chairperson-Elect

**V. Documents for Consideration:**

<b>Documents</b>	<b>Status</b>
<b>FA110: Intro to Community Service</b>	
<b>FA201: Social Welfare a World View</b>	
<b>FS103: Firefighter I</b>	
<b>CHLS102: Intelligence Analysis &amp; Security Management</b>	
<b>CJ292: Practicum</b>	
<b>Certificate in Criminal Justice</b>	
<b>Certificate of Completion/Mastery in Early Childhood</b>	
<b>Associate of Arts in Education</b>	
<b>SI120: Introduction to Island Ecology &amp; Resource</b>	
<b>SI051: Earth Science</b>	
<b>CTSI050: Applied Anatomy &amp; Physiology</b>	
<b>CTHC050: Health Careers &amp; Science</b>	
<b>Health Careers &amp; Science Secondary</b>	
<b>CTE080: IT Essentials I</b>	
<b>CTE081: IT Essentials II</b>	

- VI. Open Discussion**
- VII. Next Meeting: Friday, April 5, 2013, 3:30 pm, A29**
- VIII. Adjournment**

GUAM COMMUNITY COLLEGE  
Learning Outcomes Committee Meeting Minutes  
Friday, April 5, 2013, 3:30 p.m.  
Location: A-29

**I. Call to Order: 3:30pm**

Volunteer to take Minutes: R. Nanpei

Attendance:

	<b>Name</b>	<b>E-mail</b>	<b>Present</b>
1	John Armstrong	<a href="mailto:john.armstrong@guamcc.edu">john.armstrong@guamcc.edu</a>	✓
2	Sandy Balbin	<a href="mailto:sandy.balbin@guamcc.edu">sandy.balbin@guamcc.edu</a>	✓
3	Lisa Baza-Cruz	<a href="mailto:lisa.bazacruz@guamcc.edu">lisa.bazacruz@guamcc.edu</a>	✓
4	Simone Bollinger	<a href="mailto:simone.bollinger@guamcc.edu">simone.bollinger@guamcc.edu</a>	✓
5	Frank Evangelista	<a href="mailto:frank.evangelista@guamcc.edu">frank.evangelista@guamcc.edu</a>	Excused
6	Yvonne Flores	<a href="mailto:yvonne.flores@guamcc.edu">yvonne.flores@guamcc.edu</a>	✓
7	Norma Guerrero	<a href="mailto:norma.guerrero@guamcc.edu">norma.guerrero@guamcc.edu</a>	✓
8	Polli Huseby	<a href="mailto:polli.huseby@guamcc.edu">polli.huseby@guamcc.edu</a>	✓
9	John Michael Jocson	<a href="mailto:johnmichael.jocson@guamcc.edu">johnmichael.jocson@guamcc.edu</a>	✓
10	Paul Kerner	<a href="mailto:paul.kerner@guamcc.edu">paul.kerner@guamcc.edu</a>	
11	Rose Marie Nanpei	<a href="mailto:rosemarie.nanpei@guamcc.edu">rosemarie.nanpei@guamcc.edu</a>	✓
12	Nenita Perez	<a href="mailto:nenita.perez@guamcc.edu">nenita.perez@guamcc.edu</a>	
13	Esther Rios	<a href="mailto:esther.rios@guamcc.edu">esther.rios@guamcc.edu</a>	✓
14	Sally Sablan	<a href="mailto:sally.sablan@guamcc.edu">sally.sablan@guamcc.edu</a>	✓
15	Benjamin Sison	<a href="mailto:benjamin.sison@guamcc.edu">benjamin.sison@guamcc.edu</a>	✓
16	Anthony Jay Sunga	<a href="mailto:anthonyjay.sunga@guamcc.edu">anthonyjay.sunga@guamcc.edu</a>	✓
17	Patricia Terlaje (Chairperson)	<a href="mailto:patricia.terlaje@guamcc.edu">patricia.terlaje@guamcc.edu</a>	✓

**II. Guest Speakers:** Dr. Ray Somera (IMSP & Mission), Gil Yanger (*Cancelled*), & Cathy Leon Guerrero (WE Coordinator)

A. GCC Mission Statement Feedback (see hardcopy handout)

- Proposed changes to mission statement will be accepted until September 2013.
- “My Group Studio” repository for feedback from students, faculty and administration.
- AIER will compile feedback.
- January 2014 – launching of new mission statement and ISMP.
- Review of mission statement done every six years for accreditation.

B. Big Picture Goals (see hardcopy handout)

- For accreditation March 2018
- Committees and faculty encouraged to go to portal and provide feedback/suggestions.

LOC Suggestions:

- J. Armstrong – Strengthening democratic values; empower students to transform their lives; evaluative judgment; transform lives as a higher learning institution.
- L. Baza-Cruz – Remove fear of college, reading and writing across curriculum, honoring Chamorro culture and integrate into curriculum (discussion with Dr. Somera), maintain high standards.
- S. Sablan – Student-centered

C. ACALOG

- SOP/Flowchart not established
- No Fall 2013 implementation due to LOC final meeting for the year.

**Guest Speaker** – Cathy Leon Guerrero (WE Program)

A. Course Guide and or Program Guide for Work Experience Program

- C. LG soliciting input from LOC members on whether WE Program should have its own program/course documents.

- Presently, WE as a program in assessment component used in evaluating service provided by WE Coordinators.
- Various skills assessment used to evaluate students in different programs are provided by individual instructors/departments for their respective programs or if they don't provide, WE coordinators create the skills assessment

Discussion:

- Suggestion by J. Jocson to adapt a blanket template for various disciplines and skills serviced by WE.
- Individual departments should provide skills checklist to assess students' skill levels.
- WE course guides should come from each department for each WE course
- Suggestion by P. Terlaje and J. Armstrong for C. LG to present this issue to DC's.

**III. Approval of Prior Minutes**

- J. Armstrong motioned; 2<sup>nd</sup> by P. Huseby. Motion carried.

**IV. Old Business**

- A. General Education Working Group update
- J. Armstrong – no word on GE Committee reinstitution status; P. Terlaje will follow up
- B. Curriculum Manual and documents update/Voting on Manual
- J. Armstrong motioned; 2<sup>nd</sup> by J. Jocson. Motion carried.
  - J. Armstrong motioned to add curriculum manual as goal #5; 2<sup>nd</sup> by S. Sablan. Motion carried.
- C. Election of Chairperson-Elect
- Election held for Chair-elect. Facilitated by Bobbie (LOC administrative aide).
  - Paper ballot – N. Guerrero 11 votes; Donald Duck – 1 vote
  - Official: AY13-14 LOC Chairperson-Elect: Norma Guerrero

**V. Documents for Consideration:**

- J. Armstrong motioned to accept documents reviewed with recommendations noted; 2<sup>nd</sup> by AJ. Sung. Motion carried.

<b>Date Dyad Rec'd</b>	<b>Documents</b>	<b>Status</b>
2/25/13	<b>FS103: Firefighter I</b>	<b>WC</b>
2/25/13	<b>CHLS102: Intelligence Analysis &amp; Security Management</b>	<b>NC</b>
2/27/13	<b>Certificate of Completion/Mastery in Early Childhood</b>	<b>WC</b>
2/27/13	<b>Associate of Arts in Education</b>	<b>WC</b>
2/27/13	<b>CTSI050: Applied Anatomy &amp; Physiology</b>	<b>WC</b>
2/27/13	<b>CTHC050: Health Careers &amp; Science</b>	<b>WC</b>
2/27/13	<b>Certificate of Completion/Mastery Health Careers &amp; Science Secondary</b>	<b>WC</b>
3/4/13	<b>CTE080: IT Essentials I</b>	<b>BTA</b>
3/4/13	<b>CTE081: IT Essentials II</b>	<b>BTA</b>
3/8/13	<b>FS104: Firefighter II</b>	<b>WC</b>
3/13/13	<b>CD110: Early Childhood Orientation</b>	<b>WC</b>
3/13/13	<b>CJ209: Concept of Police Operations</b>	<b>WC</b>
3/12/13	<b>CTHC060: Health Careers &amp; Science II</b>	<b>WC</b>
3/12/13	<b>CTHC070: Health Careers &amp; Science III</b>	<b>WC</b>
3/12/13	<b>Adult High School Diploma Program</b>	<b>WC</b>
3/22/13	<b>Associate of Arts in Culinary Arts</b>	<b>WC</b>
3/22/13	<b>Associate of Science in Early Childhood</b>	<b>NC</b>
3/22/13	<b>CJ101: Juvenile Justice Process</b>	<b>NC</b>
3/22/13	<b>CJ148: Traffic Law</b>	<b>WC</b>

3/22/13	CTTT055: Prostart	WC
3/22/13	CTTT065: Prostart II	WC
3/22/13	CTTT075: Prostart III	WC
3/22/13	HS154: Nutrition for Foodservice Professionals	WC
3/22/13	HS237: Principles of European Cuisine	WC
3/22/13	HS244: Fundamentals of Breads and Baking	WC
3/22/13	IN170: Introduction to Interpreting	WC
3/22/13	HS247: International Cuisine	WC
3/22/13	HS248 Patisserie	WC
3/22/13	HS203: Food Service Safety & Sanitation	WC
3/22/13	HS245: Food Production Principles	WC

## VI. Open Discussion

### A. Request to extend curriculum document deadline

- About 10 documents pending in Dean's Office. No volunteers to read/to meet during summer.
- Last day for LOC meeting is today. Deans will return pending documents to authors/DCs who will resubmit documents during AY13-14.

### B. LOC's First Meeting AY13-14

- Friday, August 30. First meeting, committee will review by-laws and goals for the year.
- Recruitment after P. Terlaje follow-up on status of Gen. Ed. Committee

### C. End of the AY12-13 Report Matrix

- Committee members will report the documents they reviewed and verify attendance. P. Terlaje will forward final copy for members to review once more before forwarding to Faculty Senate. The document will be posted on "My Group" for members to use for evaluation purposes.

### D. AY12-13 Attendance Matrix

- N. Guerrero passing around master list of attendance/report matrix for members to verify.

## VII. Adjournment

- S. Sablan motioned to adjourn; 2<sup>nd</sup> by S. Bollinger. Motion carried.
- Meeting adjourned at 4:33pm

GUAM COMMUNITY COLLEGE  
Learning Outcomes Committee Meeting Minutes  
Friday, April 13, 2012, 3:30 p.m.  
Location: A-29

**1) Meeting was called to order at 3:36 p.m. by E. Chong**

**Attendance:**

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

Others in attendance: Norma Guerrero

Minutes taken by Ben Sison, Jr.

**2) Approval of Prior Minutes:**

(Minutes from 3/21/12) Armstrong motioned to approve the Minutes of the March 21, 2012 meeting; seconded by Perez. No discussion on the Minutes ensued and the motion was carried.

**3) Old Business:**

**A. GenEd subcommittee update**

Huseby reported that the Subcommittee sent out the Matrix on Tuesday. Departments Chairs will disseminate to instructors and report at the end of the Semester. Huseby commented that it is better to get instructor input at the end of the semester. A proposed cover letter with the matrix will be placed in a packet and delivered.

**B. Curriculum Manual revision assignments**

Baza-Cruz indicated that Armstrong, Jocson and Armstrong should be removed from the Table Row (from the Previous Minutes) under “Course Approval Process” and placed in a new Row under “General Education Group”. Chong noted that there are only two LOC meetings remaining for the Semester, April 27, 2012 and May 11, 2012. Chong requested that the LOC members look over their sections of the manual so that the committee can discuss these over the next two LOC meetings.

**4) New Business:**

**A. LOC Chair-elect nomination**

Hartz informed the committee that people should consider running for Chair of the LOC committee. Nominations and Election for the position will be held at the LOC meeting on April 27, 2012.

#### B. LOC Committee assisting Instructors on Writing Course Guides

Chong proposed the idea of having the LOC offer itself as a coach/mentor to any instructor working on revising a course guide. Hartz suggested that a memorandum be delivered to instructors of the mentoring opportunity. It was recommended by Baza-Cruz that Balbin's Course Guide Template should be sent to Instructors to be used as a guide when writing Course Guides.

Baza-Cruz and Armstrong also inquired as to whether the LOC is still limited to just 20 members. Baza-Cruz opined that the current GenEd membership is limited to 3-4 persons and that since the LOC is limited to 20 members, perhaps persons interested in joining the LOC committee can be encouraged to join the GenEd Committee. Chong and Baza-Cruz agreed that people from other disciplines be encouraged to join the GenEd Committee.

#### C. Curricular for Review

Course/Program	Status
VECT080	NC
VECT081	NC
EE267	AWC
EE271	AWC
EE275	AWC
HL131	AWC
NU101	AWC
VEMK062	pending
VEMK072	pending
VEEE080	AWC
VEEE081	AWC
EN100W	pending
CM101	AWC
CM102	AWC
CM104	AWC
CM292	AWC
HS143	AWC
CH110	AWC
CH111	AWC
VETT055	AWC
VETT065	AWC
VETT075	AWC
ProStart program	AWC
SII01	AWC
SII01L	AWC
CD110	NC

Hartz motioned to approve Curricular Reviews, Nanpei Seconded. Unanimously Carried.

## **5) Open Discussion**

### **A. Interview with Accreditation Group**

Chong informed the Committee about his and Hartz interview with the Accreditation Group. Dr. Somera delivered a memo requesting what nature of the questions from the Accreditation Group and responses provided. Chong indicated that the interview went well and that they provided Somera with the requested information.

### **B. Issues concerning routing to GenEd Committee**

Huseby informed the committee that Chamorro Courses were not sent to Gen Ed. Chong and Armstrong agreed that Course Guides and Checklists should have a checkbox for Gen-Ed Review. Armstrong also indicated that GenEd is assessing courses at this point in time to insure that ILOs are strongly supported. No results as yet. Manzana inquired of courses SI100 and SI100L being sent to GenEd. Some confusion regarding whether courses are SI110 and SI110L was discussed. Clarification will be provided.

### **C. Class Sizes**

Baza-Cruz inquired as to the status of requirement of class size being set at 30. Questioned whether there is place to justify lower numbered class size. Was informed there was none.

**6.** The next meeting will be held on Friday, April 27, 2012, at 3:30 p.m. in Room A-29.

### **7. Adjournment**

Perez motioned to adjourn the meeting at 4:14 p.m.; seconded by F. Tung. Unanimously Carried.





