

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Minutes
Friday, October 4, 2013, 3:30 p.m.
Location: A-29

I. Call to Order: 3:33 p.m.

Volunteer to take Minutes: C. Leon Guerrero

Attendance:

	Name	Present
1	Sandy Balbin	√
2	Theresa Datuin	
3	Tressa Dela Cruz	√
4	Frank Evangelista	√
5	Yvonne Flores	√
6	Catherine Leon Guerrero	√
7	Brian Muna	EXC
8	Rose Marie Nanpei	√
9	Anthony Jay Sunga	
10	Desiree Ventura	√
11	Norma Guerrero (Chairperson-Elect)	√
12	Patricia Terlaje (Chairperson)	√

II. Approval of Prior Minutes April 5, 2013

N. Guerrero made a motion to approve minutes. 2nd by R. Nanpei. Motion carried.

III. Old Business

A. General Education Working Group Update

They are officially a group as of today.

B. Curriculum Manual

Available online under MyGCC Work Life Tab (pdf format) and Group Studio (Word format). The Word document has been sent to the DC's and announced on MyGCC.

C. ACALOG Implementation/Training/Re-Training

Will be implemented this Fall 2013. Because of online-technical issues with this week's training, further training will be announced at a later date. Members asked that the training not take place the next two weeks due to other commitments.

IV. New Business

A. Chair-Elect Report on Faculty Senate Meeting

Goals and End-of-the-Year Report must be turned into Faculty Senate on the assigned due date.

B. Ratify Bylaws & IOPs

D. Taimanglo made a motion to ratify AY13-14 Bylaws, IOPs, and Goals. 2nd by T. Dela Cruz. Motion carried.

C. LOC Attendance Meetings/Trainings/Document Review Timeline

Let Chairperson know when you are going to be absent prior to meeting. End of the Year Report of members' tasks will be aligned with goals.

D. Standard 2 Committee Recommendation: LOC provide standards for grading, strengthen the language in the Curriculum Manual

It was recommended that a standardized grading scale be placed in the College Catalog and not in the Curriculum Manual. S. Balbin will write the verbiage and share among members for input which will be forwarded to Faculty Senate.

E. DC concern with Non-Substantive Revision process with submitting new document

After much discussion, the Committee decided that the process will remain as is and authors will need to submit NRS with new curriculum documents.

F. Curriculum Development Mentors: Post-Secondary – Sarah LG. & Clare C. Secondary – Eric C. & Amada M. (First Training: Thursday, October 17, 2013, 10-11:00 am & Friday, October 18, 2013, 1:30-2:30 pm , room 6221)

The training will be held in the Foundation bldg.

V. Documents for Consideration:

Date Dyad Rec'd	Documents	Status
9/27/13	OA211: Business Communications	WC
9/27/13	OA240: Machine Transcription	WC

R. Nanpei made a motion to accept documents with corrections. 2nd by N. Guerrero. Motion carried.

VI. Open Discussion

None

VII. Announcements

Next LOC Meeting, Friday, November 8, 2013, 3:30 pm, A29

VIII. Adjournment

T. Dela Cruz made a motion to adjourn meeting at 4:01 p.m. 2nd by D. Ventura. Motion carried.

.

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

I. Call to Order: 3:30pm

Volunteer to take Minutes: R. Nanpei

Attendance:

	Name	Present
1	Sandy Balbin	√
2	Theresa Datuin	
3	Tressa Dela Cruz	√
4	Frank Evangelista	EX
5	Yvonne Flores	√
6	Catherine Leon Guerrero	√
7	Brian Muna	√
8	Rose Marie Nanpei	√
9	Anthony Jay Sunga	√
10	Desiree Ventura	√
11	Norma Guerrero (Chairperson-Elect)	√
12	Patricia Terlaje (Chairperson)	√

II. Approval of Prior Minutes October 4, 2013

- Motioned by R. Nanpei, 2nd by D. Ventura. All members agreed to accept minutes.

III. Old Business

A. Curriculum Manual – Grading standards letter to Faculty Senate

- Tabled – S. Babin will provide information at later date.

B. ACALOG Implementation/Training/Re-Training

- Suggestion to defer implementation until issues are sorted out regarding – user/password access, clean copy of documents, clarification on document process with P. Clymer.
- Invite to next LOC meeting - English DC, registrar and ACALOG administrators to discuss ACALOG document process and issues

C. Curriculum Development Mentors' Training

- Training next Wednesday, November 20th at 3:30pm in Foundation Bldg. Room 6221. Eric Chong and Amada Manzana will facilitate training.
- Suggestion from feedback of previous training – provide more detail rather than overview of curriculum writing process.

IV. New Business

- **Gen Ed.** – Gen. Ed. Committee now complete with addition of Steve Lam as Math representative. Two additional members awaiting placement in committee.
- **Non-Substantive Revision (NSR)** – LOC vote is not needed for NSR, need to revisit form as it requires LOC signatory

V. Documents for Consideration

- None

VI. Open Discussion

- 15 documents pending review on ACALOG as per P. Clymer, members can't access yet until Dean's approval

VII. Announcements

- Next LOC Meeting, Friday, November 22, 2013, 3:30 pm, A29
- Last meeting for the semester.

VIII. Adjournment

- Motioned by T. Dela Cruz, 2nd by C. Leon Guerrero. All members agreed to adjourn.
- Meeting adjourned at 4:00pm.

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Minutes
Friday, November 22, 2013, 3:30 p.m.
Location: A-29

I. Call to Order: 3:40pm

Volunteer to take Minutes: R. Nanpei

Attendance:

	Name	Present
1	Sandy Balbin	√
2	Theresa Datuin	√
3	Tressa Dela Cruz	√
4	Frank Evangelista	√
5	Yvonne Flores	√
6	Catherine Leon Guerrero	EX
7	Brian Muna	√
8	Rose Marie Nanpei	√
9	Anthony Jay Sunga	√
10	Desiree Ventura	√
11	Norma Guerrero (Chairperson-Elect)	EX
12	Patricia Terlaje (Chairperson)	√

II. Approval of Prior Minutes November 8, 2013

- Motioned by R. Nanpei, 2nd by T. Datuin. All members agreed to accept minutes.

III. Old Business

- A. Curriculum Process- ACALOG Implementation Status: **Guests:** Anna Mari (AVP Office), Lisa Baza Cruz – English Department DC **Guest Speaker:** P. Clymer (ACALOG Manager)

Discussion:

- AVP Office - NSR process – discrepancy between process and manual, suggestion by AVP to return to using the old NSR one document, LOC doesn't need to review documents only DCs, Registrar, and Deans
 - Suggestion to re-visit form and make changes to ensure process and manual are aligned.
 - DC Suggestion to have most current course guide in TracDat and use NSRs after course guides.
 - LOC stance on NSR – status quo: authors would need to copy all contents of curriculum document to latest LOC document, no need to review or vote on NSR, Administrators review
 - LOC chair stated the documents/manual will be revisited as changes to process may occur due to ACALOG implementation
 - ACALOG access to documents without tracking provided by P. Clymer
 - P. Clymer will provide screen shot of instructions for ACALOG and send it to LOC members.
 - DC mentioned the ACALOG process seems convoluted and confusing for authors/DCs
 - DC stressed the need for DCs/authors to be trained on accessing/inputting ACALOG
 - P. Clymer will address the ACALOG documents online via LOC.Chair1 that don't need LOC review: i.e. NSR documents, Archived requests, etc. and route appropriately
 - Access to ACALOG was temporarily halted due to company maintenance schedule
 - LOC Chair will route course guides for review to Dyads via ACALOG
 - How can LOC Chair be alerted via guamcc.edu email address of pending documents for LOC review? Patrick will follow up with technical part of emailing alerts.
 - P.Clymer offered members to seek his assistance if having trouble accessing document
- B. Curriculum Manual – Grading standards letter to Faculty Senate
- Hardcopy disseminated to members.
 - S. Balbin - Only change made is addition of percentage equivalent.

- Motioned by D. Ventura to accept grading standards, 2nd by T. Datuin. All members agreed to accept.
 - LOC chair will forward the document to Faculty Senate and DC Council
- C. Curriculum Development Mentors' Training
- No one showed up for the Wednesday, November 20, 2013 training, only LOC chair/chair-elect
 - Amada & Eric offered to reschedule the training for the following day/time:
Wednesday, February 11, 2014, 3:30 pm, 6219, Foundation Building

IV. New Business

- None

V. Documents for Consideration:

- Motioned by R. Nanpei, 2nd by AJ Sunga. All members agreed to pass documents with corrections.

Documents for Review	Action Taken
C_CM110: Health Certification/Infection Control	WC
EN110: Freshman Composition	WC

VI. Open Discussion

- None

VII. Announcements

Next LOC Meeting, Friday, February 7, 2014, 3:30 pm, A29

VIII. Adjournment

- Motioned by F. Evangelista, 2nd by T. Dela Cruz. All members agreed to adjourn meeting.
- Meeting adjourned at 4:38pm

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Minutes
Friday, February 7, 2013, 3:30 p.m.
Location: A-29

I. Call to Order: 3:35 pm

Volunteer to take Minutes: N. Guerrero

Attendance:

	Name	Present
1	Sandy Balbin	Ex
2	Theresa Datuin	Ex
3	Tressa Dela Cruz	√
4	Frank Evangelista	
5	Yvonne Flores	√
6	Catherine Leon Guerrero	√
7	Brian Muna	√
8	Rose Marie Nanpei	√
9	Anthony Jay Sunga	
10	Desiree Ventura	√
11	Norma Guerrero (Chairperson-Elect)	√
12	Patricia Terlaje (Chairperson)	√

II. Approval of Prior Minutes November 22, 2013

- Motion by B. Muna, 2nd by D. Ventura. All members agreed to accept minutes.

III. Old Business

A. ACALOG Implementation Status:

1. LOC Chair P. Terlaje reported that she checked ACALOG all week and as of today, there are no new documents to review and no yellow folders. We are also still awaiting the flowchart/SOPs from the registrar. Chair P. Terlaje to continue to follow up on the flowchart.
2. Screenshots of Acalog training: P. Terlaje will email out to us.
3. New docs: P. Terlaje will alert us of new documents. Continue to fill in the checklist, if you are having problems accessing ACALOG, please email Patrick or Johanna Camacho, cc P. Terlaje and N. Guerrero,

B. Curriculum Manual

1. Last update was in 2013, and prior to that it was 2011, so it appears changes are updated every two years. If there are any changes you would like to suggest to the manual, we will place into a checklist. Please email N. Guerrero. Manual Revision Checklist so far:
 - a. ACALOG SOPs/Flowchart
 - b. DE (Distance Education) may be an item we will need to address but we are unclear on this process. DE consultants will provide report last this semester for implementation in Fall 2014.
 - c. Grading standards criteria

C. Curriculum Development Mentors' Training: still scheduled for February 11, 2014. To be conducted by Amada Manzana and Eric Chong.

IV. New Business

A. Distance Education

1. LOC volunteers will be T. Dela Cruz and D. Ventura. P. Terlaje asked that they be the two liaisons with N. Guerrero kept informed on DE updates.

B. Nominations - Election for Chairperson-Elect on April 25, 2014, LOC meeting. Deadline for nominations is on April 04, 2014. You can email your nominations in to P. Terlaje.

C. Past-Chair: The position of Past-Chair to our committee was brought up so that we can follow the new stipulation in the Job Specs promotion qualification of holding a Chair position of three years as a minimum qualification for promotion. P. Terlaje asked to check with faculty senate President if we can include into our bylaws. Norma will ask Robin.

V. Documents for Consideration

There were no documents to vote on.

VI. Open Discussion

VII. Announcements

Next LOC Meeting, Friday, March 7, 2014, 3:30 pm, A29

Upcoming meetings: April 4, 2014, 3:30 pm
 April 25, 2014, 3:30 pm

***Last day for LOC to accept curriculum documents for review: Friday, March 21, 2014**

Reminder: Committee members asked that if they are approached after the March 21 deadline, they would refer them to LOC. The documents must be already approved by Dean, in Acalog, and be accompanied by the yellow plastic file.

VIII. Adjournment

The motion was made to adjourn by C. Leon Guerrero and seconded by T. Dela Cruz. Motion carried and meeting was adjourned at 3:55 p.m.

Guam Community College
Learning Outcomes Committee
Friday, March 7, 2014 Meeting Minutes
A-29

- I. The meeting was called to order at 3:35 p.m.
T. Dela Cruz volunteered to record the minutes.
Attendance:

	Name:	Present
1.	Sandy Balbin	✓
2.	Theresa Datuin	✓
3.	Tressa Dela Cruz	✓
4.	Frank Evangelista	Excused
5.	Yvonne Flores	✓
6.	Catherine Leon Guerrero	✓
7.	Brian Muna	Excused
8.	Rose Marie Nanpei	✓
9.	Anthony Jay Sunga	✓
10.	Desiree Ventura	Excused
11.	Norma Guerrero (Chairperson-Elect)	✓
12.	Patricia Terlaje (Chairperson)	✓

- II. February 7, 2014 minutes were approved. C. Leon Guerrero/T. Datuin – Motion/Second/Carried (M/S/C)
- III. Old Business
- A. As of Wednesday, March 5, 2014, no documents were on ACALOG for review. There was a discussion of which passwords to use and if there is an overflow of documents to review, they will be evenly distributed.
- B. No Curriculum Manual Revisions were received; however, the following was discussed: LOC would like clarification on how to address the GenEd Committee process; update on grading standards approval; an inquiry was received regarding revisions for LRC.
- C. Curriculum Development Mentors' Training was held on February 11, 2014; six people attended.
- D. Distance Education (DE) report: LOC DE volunteer members attended initial DE meeting, student forum, and faculty forum – the focus was to gather information on GCC community perceptions of DE; where the college is now regarding DE – capabilities, staff, students, faculty; needs assessment, and marketing. LOC DE volunteers will continue to report discussions from DE meetings.
- E. R. Nanpei was nominated for Chairperson-Elect. Motion to close nominations: S. Balbin/T. Datuin – M/S/C.
- IV. There was no New Business.
- V. There were no Documents for Consideration.
- VI. The next LOC meeting is Friday, April 4, 2014 at 3:30 p.m. in A29.
- VII. Motion to adjourn: S. Balbin/T. Dela Cruz – M/S/C. The meeting was adjourned at 3:53 p.m. a

**Guam Community College
Learning Outcomes Committee
Friday, April 4, 2014 Meeting Minutes
Location: A-29**

- I. The meeting was called to order at 3:35 p.m.
Brian Muna volunteered to record the minutes.
Attendance:

	Name:	Present
1.	Sandy Balbin	√
2.	Theresa Datuin	√
3.	Tressa Dela Cruz	√
4.	Frank Evangelista	Ex
5.	Yvonne Flores	√
6.	Catherine Leon Guerrero	√
7.	Brian Muna	√
8.	Rose Marie Nanpei	√
9.	Anthony Jay Sunga	√
10.	Desiree Ventura	√
11.	Norma Guerrero (Chairperson-Elect)	√
12.	Patricia Terlaje (Chairperson)	√

- II. Guest Speaker(s): Associate Deans Elizabeth Duenas, Gary Hartz, & DC Norman Aguilar
- A. Associate Dean was introduced to the committee by Gary Hartz, prompting the following questions and concerns from Associate Dean Elizabeth:
1. How do we measure the depth of understanding in SLOs? Measurable SLOs needed.
 2. Is there a need to revisit SLOs? The Associate Dean stated some instructors are revising them on certain syllabi. What's stated in the catalog is different in the syllabi.
 3. Do all instructors know that they should maintain SLOs? Instructors are required to submit syllabi to DCs.
 4. LOC recommends that it be addressed at the DC council meeting for DCs to review syllabi carefully. LOC will focus future curriculum writing trainings on measurable SLOs.
- B. Guest speaker Norman Aguilar:
1. Requested an appeal from the committee to extend deadline for review of new Culinary Program and Course Guides. Mr. Aguilar hopes to implement the course guides by the fall of 2014 to meet accreditation standards under the American Culinary Federation.
 2. Patrick still has the documents needed for review and has stated that it would be another week or two before the documents are submitted to the Dean.
- III. Approval of Minutes
March 7, 2014 minutes were approved. Theresa made motion. Second motion by AJ. Motion carried.
- IV. Old Business
- A. ACALOG implementation Status
1. DCs' documents have been backlogged. A meeting with VP Somera, Dean Tudela, and LOC Chair and Chair-Elect was held on Monday to discuss the backlog. Patrick created a list of all documents submitted after deadline to the Deans/AAVP/LOC which was sent through email. 12 courses and 4 programs are still pending and with Patrick.
 2. Concerning Acalog, the frustration is that the DCs/Authors are losing ownership of documents. They don't have access to Acalog.
 3. Patrick had mentioned during the meeting that beginning Fall 2014, refresher and beginner training will commence for all stakeholders.

- B. Curriculum Manual Revisions
 - 1. Curriculum manual needs to be updated to include ACALOG logo/phrase with the ACALOG process.
 - 2. Substantive-Adoption Submissions only every FALL LOC deadline to allow for students and advisors to prepare and advise students accordingly as well as met catalog timelines.
 - 3. Manual deadline must be completed before academic year 2013-2014 ends.
 - 4. Johanna and Ana Mari to assist with curriculum manual as well as Faculty Senate AA, Bobbie.
 - 5. Recommendation from committee to include ACALOG as an appendix as well as the existing flow chart with the date implemented along with its origin. Norma Guerrero will take the lead with assistance from Rose Marie Nanpei.
 - 6. Draft due to LOC Friday, April 25, 2014, Electronic voting by April 30, 2014. LOC Chair will solicit input from others.
- C. Curriculum Development Mentor's training
 - 1. Important for members to continue with trainings next academic year.
 - 2. Emphasis on the development of SLOs was recommended by the committee.
- D. Distance Education
 - 1. Unable to attend meeting today due to a backup on conference calls but will get information for updates for next LOC meeting.
- E. Election for Chairperson-Elect AY14-15 next LOC Meeting, April 25, 2014.
- V. New Business
 - A. AAVP & Registrar's Request to accept late documents on Registrar's desk.
 - 1. Committee reviewed email from Patrick Clymer requesting courses and programs pending for Culinary to be included in this review period. The issues are timelines; LOC is backed up with documents and may have to extend meeting dates extending duties beyond the LOC deadline, LOC Chair recommended to the committee members to consider the appeal given that Mr. Aguilar ensures the documents from Patrick and the Dean reach LOC by April 18, 2014. Failure to meet the deadline will result in cancellation of the appeal. Committee members were in favor of the recommendation. Rose Marie made motion to approve. Cathy second the motion. Motion carried.
 - 2. Total of 47 documents received by LOC March 25-27. Average dyad is reviewing 9-8 documents.
 - B. Grading standards still in discussion with Faculty Senate according to Robin, Faculty Senate President.
 - C. General Education Committee Process
 - 1. General Education in the past had been absorbed by LOC as working group.
 - 2. To date, they have been functioning on their own and have expressed an interest in becoming a "stand alone" committee.
 - 3. LOC will seek the committee's input with their status and process and how it relates to LOC processes.
 - D. EN110: Pre-requisite for 200 level courses (stated in 2013 Curriculum Manual)
Email from Lisa Baza Cruz regarding the development of a policy. LOC will let General Ed. take the lead. LOC will provide a letter of support after reviewing the position of the Gen Ed committee and DC council. Cathy made the motion and Norma second the motion. Motion carried.

VI. Documents for Consideration

Documents for Review	Action Taken
CS102: Computer Operations	WC
CS204: C++Programming	WC
CS266: Advanced Java	WC
CM102: Cosmetology II	BTA
CTMK050: Marketing I (Secondary)	WC

AC110: Payroll Accounting	WC
AC210: Intro to Financial Management	NC
EMS103: Emergency Medical Technician	BTA
Marketing Program (Secondary)	Tabled
CTMK060: Marketing II (Secondary)	NC
CTEC050: Early Childhood Orientation (Secondary)	WC
CTEC060: Language Arts in Early Childhood 1 (Secondary)	WC
CTEC061: Language Arts in Early Childhood 2 (Secondary)	WC
Lodging and Management Program (Secondary)	WC
CTTT054 LMP I (Secondary)	WC
CS101: Introduction to Computer Systems and Information Technology	Tabled
SC202: COBOL	WC
EE265: Computer Networking I	WC
EE266: Computer Networking II	WC
HM150: Human Diversity	WC
HM205: Foundations of Case Management	WC
HM225: Substance Abuse Prevention	WC
HM250: Ethics and Values in Human Services	WC

Cathy made the motion to approve LOC actions on the above documents. Tressa second the motion. Motion carried.

VII. Open Discussion

- A. Secondary Programs Marketing and LMP coming in without Work Experience documents. Eric will revise program document to include SLOs. Course has not been developed yet. LOC Chair will inform Dean as motioned by LOC committee members to approve secondary programs with mandatory deadline Fall 2014 to submit course documents. AJ made the motion. Norma second the motion. Motion carried. LOC chair will email Dean Flores about the issue as well as the inconsistencies with course number/title and gave Fall 2014 deadline to resolve issues.

VIII. Announcements

Next LOC meeting on Friday, April 25, 2014, 3:30pm, A29

- IX. Meeting Adjourned: 4:47p.m Norma made motion. Cathy second motion. Motion carried.

**Guam Community College
Learning Outcomes Committee
Friday, April 25, 2014 Meeting Minutes
Location: A-29**

- I. Call to Order: 3:30
Volunteer to record the minutes: Desiree Ventura
Attendance:

	Name:	Present
1.	Sandy Balbin	√
2.	Theresa Datuin	Excused
3.	Tressa Dela Cruz	√
4.	Frank Evangelista	√
5.	Yvonne Flores	√
6.	Catherine Leon Guerrero	Excused
7.	Brian Muna	√
8.	Rose Marie Nanpei	√
9.	Anthony Jay Sunga	√
10.	Desiree Ventura	√
11.	Norma Guerrero (Chairperson-Elect)	√
12.	Patricia Terlaje (Chairperson)	√

II. Guest Speaker(s)

A. Dean Juan Flores:

1. Made a request that the LOC reconsider decision not to review Adult High School Diploma Program guide.
2. Stressed the importance of approving the guide in efforts to revamp the program to meet college and career readiness standards. New course guides which will be proficiency based will be developed during the summer by contractual writers and submitted in the Fall 2014. Faculty development planned for Spring 2015.
3. P. Terlaje expressed LOC's concern regarding the ability to have a quorum over the summer.

B. Simone Bollinger:

1. Gen Ed Committee is seeking clarification from Faculty Senate on their designation as a subsidiary of LOC.
2. Suggested Gen Ed will review Gen Ed course guides after the LOC, then return to LOC. Gen Ed will develop a rubric or criteria for documents and work directly with authors.
3. Gen Ed Bylaws are being authored and will be incorporated into manual.
4. LOC would like Gen Ed to take lead on EN110 prerequisite policy.
5. Gen Ed has a membership max of 5. Does that 5 come from LOC's 15?
6. Gen Ed would like permission for more than 5, volunteers from LOC's 15 to accommodate workload and balance representation from departments.

III. Approval of Minutes

April 4, 2014: MTA – T. Dela Cruz, 2nd – R. Nanpei, Motion Carried

IV. Old Business

A. ACALOG Implementation Status

1. J. Camacho seeking confirmation of Acalog process and screen shots of page 5 in reviewer's guide. Need to be user friendly and process oriented. Some screen shots missing steps.
2. Issue still exists regarding absence of authors in process. Authors don't have Acalog access.

3. Discussion with P. Clymer's email (copies provided) - would like LOC dyads to edit using track changes. LOC would not like to use track changes and prefers a clean document for review. Motion not to use track changes by B. Muna, 2nd – A. Sunga, Motion Carried.
 4. Also on the email, P. Clymer noted that Word format (minimum of 2007 for PC or 2008 for Mac) will be required. Documents will be returned if Word format not used. LOC stresses that the institution provide the necessary tools (Word software upgrade) for departments as not all departments have the budget for software upgrades. It isn't fair to require format. If the departments don't have the software required, Acalog managers should assist authors with the development of their documents.
 5. Dyads are only to use Acalog for reviewing purposes. Dyad emails Review Checklist to LOC Chair and sends off an audit alert.
 6. P. Clymer has submitted a work order to help R. Nanpei and B. Muna log into aalog from satellite schools.
- B. Curriculum Manual Revisions
1. On pg. 9, language will be reworded to articulate submission to Registrar is required 4 weeks prior to LOC deadline and to Dean 2 weeks prior to LOC's deadline. The registrar and dean will be required to provide faculty with feedback within 1 week.
 2. On pg. 8, SR and Adoption changes must be submitted the fall prior to the deadline.
 3. Include the LRC as a resource in program and course approval forms.
 4. Grading Standards- Define TF and TW
 5. Credit Hour Policy 345
 6. General Education Committee's charge, purpose, and process.
 7. Stress measurable outcomes.
 8. AVP requested to put aalog logo on document and is in the process of getting permission to do so.
 9. Exempt LOC from being a signatory on NSR documents.
 10. LOC agrees to include aalog guide with suggested revisions in curriculum manual as an appendix.
 11. LOC chair-elect will provide final list of LOC approved items for revisions to the manual and LOC chair will call for electronic vote or vote at next meeting for 2014 Curriculum Manual.
- C. General Education Committee
1. Process
 - a. Gen Ed to review course guides after LOC and work with authors, then returns documents to LOC
 2. EN110 Prerequisite
 - a. LOC prefers Gen Ed to take lead and handle policy on EN110 prerequisite.
- D. Distance Education
1. Last DE conference call attended by D. Ventura. DE task force is still in process of ranking strategic plan goals.
- E. Secondary Program Issues
1. Work Experience Course – follow up beginning AY14-15
 2. Course Names – follow up beginning AY14-15
- F. Election for Chairperson-Elect AY14-15: Votes collected by V. San Nicolas, GCC staff
- V. New Business
- A. End of the Year Report
- A. Report due to faculty senate next week. P. Terlaje will email members for feedback and submit to faculty senate when documents are finalized.
- B. Dr. Flores' Request AHS Diploma Program
1. New Courses must be submitted with program document. P. Terlaje will remind Dr. Flores of requirement to turn in courses with program documents. LOC unanimously agreed to deny Flores' request based on curriculum manual requirement. Committee recommends that based on Section X. Content, page 39 of 87 of 2014 curriculum manual, course guides be attached and submitted. MTA – T. Dela Cruz, 2nd – A. Sunga

C. Documents for Consideration

Documents for Review	Action Taken
Marketing Program	WC
CS101: Intro to Computer Systems & Info Tech	WC
CTEE051A: Electronics I (Secondary)	WC
CTEE051B: Electronics II (Secondary)	WC
Electronics Technology Program (Secondary)	BTA
CUL120: Foodservice Safety & Sanitation	WC
CUL280: Culinary Capstone	WC
EE112: Electronic Devices	BTA
HFB215: Purchasing & Receiving	WC
HM180: Human Services Practicum Orientation	WC
HS150: Welcome to Hospitality	WC
HS278: Fundamentals of Destination Mgmt & Mkt	WC
IN145: Vocabulary Development	BTA
JA108: Speak Japanese for Tourism	WC
MK124: Selling	BTA
OA220: Spreadsheet Systems	WC
OA230: Advanced Information Processing	NC
AS Automotive Service Program – General Service	WC
AS Automotive Service Program – Master	WC
AS Computer Networking Program	BTA
AS Human Services Program	WC
AS Office Technology Program	NC
HL135: Heartserver First Aid CPR AED	BTA
AE170: Revit Essentials	WC
AA Culinary Arts	BTA
CUL140: Culinary Foundations I	WC
CUL145: Culinary Math	BTA
CUL160: Culinary Foundations II	WC
CUL180: Garde Manger	WC
CUL200: Baking I: Breads and Baking	WC
CUL220: Baking II: Patisserie	WC
CUL240: Pacific and Asian Cuisine	WC
CUL293: Culinary Practicum	WC

1. Y. Flores to check on status of renaming practicum course HM292.
2. MTA findings – N. Guerrero, 2nd – B. Muna, Motion Carried

D. Open Discussion

1. LOC needs to address discrepancies in dyad review of course guides. Training session to be offered next semester to insure standardized responses.

E. Announcements

Next LOC meeting on Friday, May 9, 2014, 3:30pm, A29

F. Adjournment

1. MTA – T. Dela Cruz, 2nd – B. Muna, Motion Carried

**Guam Community College
Learning Outcomes Committee
Friday, May 9, 2014 Meeting Minutes
Location: A-29**

- I. Call to Order: 3:32 pm
Volunteer to record the minutes: Ajay Sunga
Attendance:

	Name:	Present
1.	Sandy Balbin	√
2.	Theresa Datuin	√
3.	Tressa Dela Cruz	√
4.	Frank Evangelista	√
5.	Yvonne Flores	√
6.	Catherine Leon Guerrero	√
7.	Brian Muna	√
8.	Rose Marie Nanpei	√
9.	Anthony Jay Sunga	√
10.	Desiree Ventura	√
11.	Norma Guerrero (Chairperson-Elect)	√
12.	Patricia Terlaje (Chairperson)	√

- II. Approval of Minutes: MTA minutes Brian Muna, 2nd: Therese Datuin; Motion Carries
April 25, 2014

III. Old Business

Guest Speaker: 4/25/14: *Letter was sent to Dr. Flores regarding the Program and accompanying courses that are required as per 2013 Curriculum Manual

A. ACALOG Implementation Status

- a. How to guide sent to members for review
- b. Still waiting on the development of the SOPs to correspond with the LOC workflow
 - i. Currently the SOP does not reflect how LOC views documents.
- c. How to guide will also be place in the front of the manual.

B. Curriculum Manual Revisions: Presented by Norma Guerrero

- a. Johanna inadvertently provided an uncompleted Curriculum Manual Revision list to the AVP and deans. This list was not approved by LOC.
- b. Norma created a Checklist of the new additions, pages, and changes to the 2013 Curriculum Manual and went through each revision via powerpoint presentation.
- c. Questions/Comments provided by the committee
 - i. T. Datuin and F.Evangelista asked to add " additional comments" to the Form Checklist
 - ii. "Measureable" to be added for the SLOs.
 1. Language to be added, " Outcomes should be "Measurable", See Bloom's Taxonomy in Appendix J.
 - iii. T. Datuin: request to add, Outcomes are based on " National and or Local" Professional Standards of Excellence.
 - iv. T. Datuin: Remove "Roman Numeral" on 13B, 13D
 - v. P. Terlaje: Request to add into the revision list the request made by Patrick to add items in the curriculum document regarding "type", under course design.
 - vi. In the manual to include "Authors" to receive notification after the final approval
 - vii. Give VP office a deadline or timeframe to get the notification to the author.
 - viii. "The Author will be notified by the AAVP, "One Week", after final approval.
- d. VOTE on List of changes to 2013 Curriculum Manual : MTA: Cathy Leon Guerrero; 2nd Therese Datuin, Motion carries.

C. General Education Committee

- a. The General Ed Committee will remain on the agenda because it is still a Subcommittee of the LOC.
 - b. T. Datuin had reiterated S. Bollinger's request for LOC to "donate" members from LOC to help the Gen Ed Committee when there is an overload of documents to review.
 - i. Agreement for the creation of Gen Ed is to have five members.
 - ii. If more is needed, then Gen Ed can request through the Faculty Senate to increase their members.
 - iii. Requesting members to move to Gen Ed from LOC will put a strain on LOC workload.
 - iv. Gen Ed members need access and user's training to ACALOG
- D. Distance Education
 - a. Final Meeting on May 8th.
 - b. Still finalizing the strategic plan for the college.
- E. Secondary Program Issues
 - * No new issues. Tabled discussion.
 - 1. Work Experience Course
 - 2. Secondary Course Names
- F. Results of Election for Chairperson-Elect AY14-15
 - a. Congratulations to Rose Marie Nanpei as the elected Chair-elect for LOC.
- IV. New Business
 - A. AY14-15 LOC Meeting Dates
 - a. Scheduled date was provided. Approval/Voting by new members will take place on first meeting date, August 29, 2014 of the school year.
 - B. Draft Bylaws
 - a. Draft of Bylaws was provided
 - b. Article VIII was the new addition to the Bylaws.
 - c. Article XIII: 5.1, 5.2, 5.3 was added
 - d. Faculty President Name will be changed to "Anthony Roberto"
 - C. Draft IOPs & Goals
 - a. "Fourteen days (14)" was added on IOP #4
 - b. #8 is a new addition
 - c. Goals for the LOC remains the same
 - d. Members must "help" by being present at the training events for other members of the college.
 - e. Mission Statement: There is NO Change.
- V. Documents for Consideration
 - a. MTA: Desiree Ventura; 2nd Cathy Leon Guerrero
 - b. AS Culinary Arts Program have until Monday (May 12th) for resubmission, Electronic Voting will take place on May 16th.

Documents for Review	Action Taken
HM292: Human Services Practicum	WC
AS Culinary Arts Program	BTA
CUL145: Culinary Math	WC

- VI. Open Discussion
- VII. Announcements
 - Next LOC meeting on Friday, August 29, 2014, 3:30pm, A29
- VIII. Adjournment : 5:03 pm
 - Frank Evangelista 1st
 - Cathy Leon Guerrero 2nd