

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

I. Call to Order: 3:35 pm

Volunteer to take Minutes:

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	Wilson Tam	
12	Carol Cruz	
11	Rose Nanpei (Chairperson-Elect)	
12	Norma Guerrero (Chairperson)	
13	Patricia Terlaje (Past-Chairperson)	

II. Approval of Prior Minutes May 09 2013

- Motion by , Seconded by

III. Old Business

- ACALOG Implementation Status and Training
- Curriculum Manual
- Curriculum Review: Mentors' Training
- Curriculum Writing- Training for Faculty
- General Education Committee
- Distance Education
- Secondary Program Issues
 - Work Experience Course
 - Secondary Course Names

IV. New Business

- Voting on AY14-15 Meeting Dates and Curriculum deadlines.
- Draft Bylaws- Review and Vote
- Draft IOPs & Goals
- Dyad Review Teams- Let Rose Nanpei know of our team.
- Curriculum Compliance with the 5-year Rule

V. Documents for Consideration

None

VI. Open Discussion

VII. Announcements

Next LOC Meeting, Friday, September 26, 2014, 3:30 pm, A29

VIII. Adjournment

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Agenda
Friday, September 26, 2014 3:30 p.m.
Location: A-29

I. Call to Order: 3:30 pm

Volunteer to take Minutes:

Attendance:

	Name	Present
1	Sandy Balbin	
2	Theresa Datuin	
3	Tressa Dela Cruz	
4	Yvonne Flores	
5	Catherine Leon Guerrero	
6	Brian Muna	
7	Rose Marie Nanpei	
8	Anthony Jay Sunga	
9	Desiree Ventura	
10	Wilson Tam	
11	Carol Cruz	
12	Melissa Palomo	
13	Rose Nanpei (Chairperson-Elect)	
14	Norma Guerrero (Chairperson)	
15	Patricia Terlaje (Past-Chairperson)	

Volunteer: Eric Ji, Faculty, Lodging & Management

II. Approval of Prior Minutes August 29, 201

III. Old Business (To be tabled for next meeting)

- A. ACALOG Implementation Status and Training
- B. Curriculum Manual
- C. Curriculum Review: Mentors' Training
- D. Curriculum Writing- Training for Faculty
- E. General Education Committee Report
- F. Distance Education Report
- G. Voting on AY14-15 Meeting Dates and Curriculum deadlines.
- H. Draft Bylaws- Update status
- I. Draft IOPs & Goals- Update status
- J. Dyad Review Teams

IV. New Business (To be tabled for next meeting)

V. Documents for Consideration : None at this date

VI. Guest: Marlana Montague, AIER Assistant Director

VII. Curriculum Review Training: Conducted by LOC Past Chairs; Eric Chong and Amada Manzana

VIII. Chairman Report on recent activities.

IX. Special Acknowledgement to Cathy Leon Guerrero, Coordinator of Faculty Training Workshop, September 24, 2014

X. Announcements

Next LOC Meeting, Friday, October 24, 2014, 3:30 pm, A29

XI. Adjournment

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Agenda
Friday, October 24, 2014 3:30 p.m.
Location: A-29

I. Call to Order:

Attendance:

	Name	Present
1	Sandy Balbin	
2	Tressa Dela Cruz	
3	Yvonne Flores	
4	Catherine Leon Guerrero	
5	Brian Muna	
6	Anthony Jay Sunga	
7	Desiree Ventura	
8	Wilson Tam	
9	Carol Cruz	abs
10	Melissa Palomo	
11	Rose Nanpei (Chairperson-Elect)	Abs-exc
12	Norma Guerrero (Chairperson)	
13	Patricia Terlaje (Past-Chairperson)	
	Therese Datuin, Gen Ed Rep.	

Volunteer: Eric Ji, and Eric Chong, Faculty, Lodging & Management

II. Approval of Prior Minutes September 26, 2014

III. Old Business

- A. ACALOG Implementation Status and Training
 - Oct 21 9:30 am, No response back for room location from registrar's
 - Oct 31 3:30 pm Awaiting for room location
- B. Curriculum Review: Mentors' Training
 - Completed : Sept 26, 2014, A-29 3:30 Trainers: Eric Chong, Amada Manzana. 11 in attendance.
- C. Curriculum Writing- Training for Faculty
 - 1. Fall 2014: Completed: Sept 24, 2015 Foundations Bldg, Rm6112, Trainers Dr. Clare Camacho, Sara LG, 6 Attendance.
 - 2. Spring 2015: February 12, 2015 3:30 Foundations Building, Rm to be announced. Trainers: Amada Manzana, Eric Chong
- D. General Education Committee Report
- E. Distance Education Report
- F. Draft Bylaws- Update status
- G. Draft IOPs & Goals- Need signatures
- H. Dyad Review Teams

IV. New Business:

- A. Curriculum Manual Update for 2015-2016
 - 1. SLO sheet by Dr. Liz Diego
 - 2. BTA... 30 days (pg. 8) needs to be brought to other pages.
 - 3. Open Discussion items:
 - A. Checklists for course & program, page 1 – delete bulleted item #3 “In no changes are recommended based on thorough course review...”
 - B. Recommends discussion with what constitutes BTA and publish to authors/DCs

C. Begin feedback with “I recommend...”

D. Authorship of documents. Suggestion to add Key Collaborators

B. Faculty Training in

C. Fall Program Deadline Extension and Spring Deadline Date (March 11, 2015) to be enforced.

D. 2015-2018 LOC’s Adoption of Assessment Alignment

V. Documents for Consideration :

A. ASL100 American Sign Language I: WC- w/ minor corrections~~Dyad 1~~

B. Adult Education (Program): Not assigned yet, need approval to forward to dyad.

VI. Chairman’s Report

VII. Announcements

Next LOC Meeting, Friday, November 14, 2014, 3:30 pm, A29

VIII. Adjournment

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Agenda
Friday, November 14, 2014 3:30 p.m.
Location: A-29

I. Appeals to Committee, Program Reviews:

- A. Dr. Gina Tudela : Cancelled. Dr. Juan Flores for Adult High School Adoption
- B. Ricky Tyquiencho, DC, Electronics Program
- C. Gil Yanger

Attendance:

	Name	Present
1	Sandy Balbin	
2	Tressa Dela Cruz	
3	Yvonne Flores	
4	Catherine Leon Guerrero	
5	Brian Muna	
6	Anthony Jay Sunga	
7	Desiree Ventura	
8	Wilson Tam	
9	Carol Cruz	
10	Rose Nanpei (Chairperson-Elect)	
11	Norma Guerrero (Chairperson)	
12	Patricia Terlaje (Past-Chairperson)	
	Therese Datuin, Gen Ed Rep.	

II. Call to Order

III. Approval of Prior Minutes October 24, 2014

IV. Old Business

- A. ACALOG Implementation Status and Training
 - 1. LOC Chair to continue to email and ask Registrar's.
 - 2. Proactive stance: Have our own refresher/update on Acalog
- B. Curriculum Writing- Training for Faculty
 Spring 2015: February 12, 2015 3:30 Foundations Building, Rm to be announced. Trainers: Amada Manzana, Eric Chong
- C. BTA suggestions from Committee- Working document on Google docs, Invites to members sent out. Updates to be discussed in mtgs.
- D. General Education Committee Report
- E. Distance Education Report

V. New Business:

- A. Curriculum Manual Update for 2015-2016
 - 1. SLO sheet by Dr. Liz Diego
 - 2. Suggestion to use Curriculum Manual Update as a working document, Invites to be sent to members. Updates to be discussed in mtgs.
- B. 2015-2018 LOC's Adoption of Assessment Alignment: Open discussion.
- C. SLO quality monitoring. CCA asking for meeting.
- D. Notes from AVP on ASL100.

VI. Documents for Consideration :

- A. ASL110 American Sign Language II:

VII. Announcements **Next LOC Meeting, Friday, January 23, 2015, 3:30 pm, A29**

VIII. Adjournment

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting:
Friday, January 23, 2015 3:30 p.m.
Location: A-29
MINUTES

Attendance:

	Name	Present
1	Sandy Balbin	✓
2	Tressa Dela Cruz	✓
3	Yvonne Flores	✓
4	Catherine Leon Guerrero	Abs-Exc
5	Brian Muna	✓
6	Anthony Jay Sunga	Absent
7	Desiree Ventura	✓
8	Wilson Tam	✓
9	Carol Cruz	✓
10	Rose Nanpei (Chairperson-Elect)	✓
11	Norma Guerrero (Chairperson)	✓
12	Patricia Terlaje (Past-Chairperson)	Abs-Exc
	Therese Datuin, Gen Ed Rep.	

I. Call to Order: 3:35pm

II. Approval of Prior Minutes November 14, 2014, Special Mtg: Friday, November 21, 2014

❖ *Motion to accept both minutes (November 14 and November 21, 2014)*

➤ **Motioned by: D. Ventura; 2nd by: T. Dela Cruz; Motion carries: Accepted by all members**

III. Old Business

a. ACALOG Implementation Status and Training

1. LOC Refresher Training: January 30, 2015, Tech Bldg. Rm1110/ 3:00-5:00pm

- Please advise Chair of your attendance/non-attendance as room accommodates only 10.
- Email N. Guerrero or R. Nanpei if you will be attending.

2. Proactive stance: Have our own refresher/update on Acalog

- If refreshers are needed for LOC mtg(s), please advise and a date will be set for after one of the meetings.
- LOC refresher meetings can be accommodated. Dates needed.

b. Curriculum Writing- Training for Faculty

Spring 2015: February 12, 2015 3:30pm at Foundations Building, Room to be announced. Trainers: Amada Manzana and Eric Chong

- Tentative location at Tech Center. C. Leon Guerrero working on location and will provide feedback. Forthcoming.

c. BTA suggestions from Committee- Working document on Google docs, Invites to members sent out. Updates to be discussed in mtgs.

- Members encouraged to use Google Drive for any suggested updates to Manual
- (LOC Chair) – Any suggestions for manual update. Please provide to incorporate for next year's manual.
- Authors noted some changes for manual review.
- Suggested changes to be circulated during each meeting for members to review.

d. General Education Committee Report

- General Education Representative is not present in today's meeting. Tabled.

e. Distance Education Report

- (T. Dela Cruz) – Pilot programs for Distance Education in English (EN110), Math (MA110) and Keyboarding (OA101). Weekly committee meetings are ongoing.

IV. New Business:

- a. Curriculum Manual Update for 2015-2016: Review by Chair-Elect will be on LOC's last mtg of the year, March 27, 2015.
 - Presentation to committee on March 27, 2015.
 - b. Election of Chair-Elect: Nominations will take place March 27 meeting. Election: April 17, 2015.
 - c. Gen. Education course reviews (AHS Documents)
 - (LOC Chair) – General Education Committee should take the lead of reviewing General Education documents for post secondary.
 - (LOC Chair) – Consideration to have General Education Committee incorporate secondary general education courses to review as part of DCAPS. Secondary /continuing education offerings: AHS – Math, English, Science, Social Studies.
 - Incorporating all general education courses thru the General Education Committee will deter future problems.
- ❖ ***Motion – To have all general education related courses for all programs offered at GCC reviewed by the General Education Committee.***
- **Motioned by: S. Balbin; 2nd by: W. Tam; Motion Carried: Accepted by all members**

V. Documents for Consideration :

- a. Electronics Program (Secondary)
 - **Final review by LOC Chair to get documents in during Christmas break**
 - b. CTPV079 Photovoltaic Design & Installation (Secondary)
 - **Part of Electronics Program**
 - c. CTEC051 Early Childhood Ed, Orientation 2
 - **Approved with corrections**
 - d. CD285 Childcare Management
 - **Approved**
- ❖ ***Motion – To approve documents for consideration***
- **Motioned by: T. Dela Cruz; 2nd by: D. Ventura; Motion Carries – Accepted by all members.**

VI. Discussion

- (T. Dela Cruz) – Review of course guide for pilot EN110 on-line class.
- (S. Balbin) – Keep course guide but make changes to Methodology under Course Design to add “On-line”
- (LOC Chair) – Add changes to manual. Wait until program is already in pilot mode.

VII. Announcements **Next LOC Meeting, Friday, February 20, 2015, 3:30 pm, A29**

- **Guest:** Simone Bollinger – General Education Committee Chair
- Deadline for LOC for Spring 2015 is March 11, 2015
- LOC Meetings will be published again in MyGCC

VIII. Adjournment

- Motion by: C, Cruz; 2nd by: W. Tam; Motion carries: Accepted by all members
- Meeting adjourned at 4:02pm

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting: Proposed Agenda
Friday, February 20, 2015 3:30 p.m.
Location: A-29

Attendance:

	Name	Present
1	Sandy Balbin	
2	Tressa Dela Cruz	
3	Yvonne Flores	
4	Catherine Leon Guerrero	
5	Brian Muna	
6	Anthony Jay Sunga	
7	Desiree Ventura	
8	Wilson Tam	
9	Carol Cruz	
10	Rose Nanpei (Chairperson-Elect)	
11	Norma Guerrero (Chairperson)	
12	Patricia Terlaje (Past-Chairperson)	
	Therese Datuin, Gen Ed Rep.	

- Guests: 1. Dr. Liz Diego: SLO Workshop for DC's
2. Eric Chong: Appeal for Program Review
3. Steve Lam: Appeal for Program Review

I. Call to Order:

I. Approval of Prior Minutes: January 23, 2015

II. Old Business

- A. ACALOG Implementation Status and Training
 - 1. LOC Refresher Training: January 30, 2015 Report
- B. Curriculum Writing- Training for Faculty
Spring 2015: February 12, 2015 3:30pm D9 Report
- C. BTA suggestions from Committee
- D. Simone Bollinger:
General Education Report, General education course reviews

III. New Business:

- A. Curriculum Manual Update for 2015-2016: (Final Review by Chair-Elect will be on LOC's mtg March 27, 2015).
 - 1. Financial Aid Requirements
 - 2. Acalog Flow Chart, SOP discussion
- B. Election of Chair-Elect: (Nominations will take place March 27 meeting. Election: April 17, 2015).
- C. Interim Course & Program Committee Approvals/Disapprovals prior to March & April 2015 Mtg.
- D. Committee Membership 2015-2016: Pls. email your intentions to continue membership to Chair and Chair-Elect no later than March 26, 2015.

IV. Documents for Consideration :

- A. HS215 Housekeeping Management
- B. HS211 Front Office Management
- C. CTTT064 Lodging Mgmt Program II
- D. CTTT074 Lodging Mgmt Program III
- E. Adult High School Program and all courses
(ASL110, AESI60, AESI50, AEMA60, AEMA50, AELA70, AELA60, AELA50, AELA40, AEHS60, AEHS50)

V. Discussion

VI. Announcements **Next LOC Meeting, Friday, March 27, 2015, 3:30 pm, A29**

VII. Adjournment

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting: Proposed Agenda
Friday, March 27, 2015 3:30 p.m.
Location: C-22

Attendance:

	Name	Present
1	Sandy Balbin	
2	Tressa Dela Cruz	
3	Yvonne Flores	
4	Catherine Leon Guerrero	
5	Brian Muna	
6	Anthony Jay Sunga	
7	Desiree Ventura	
8	Wilson Tam	
9	Carol Cruz	
10	Rose Nanpei (Chairperson-Elect)	
11	Norma Guerrero (Chairperson)	
12	Patricia Terlaje (Past-Chairperson)	
	Therese Datuin, Gen Ed Rep.	

Guests: 1. Norman Aguilar: Appeal for Program/Courses Review
2. Faculty Senate

I. Call to Order:

I. Approval of Prior Minutes: February 20, 2015

II. Documents for Consideration :

- A. HS215 Housekeeping Management
- B. HS211 Front Office Management
- C. HS266 Intl Hotels, Development & Management
- D. CD260 Social & Emotional Development
- E. CI110 Beginning Mandarin Chinese I
- F. CJ113 Orientation to Law Enforcement Equipment
- G. ED220 Human Growth & Development
- H. HS292 Hospitality Industry Practicum 3
- I. OA101 Keyboarding & Document Processing
- J. Environmental Tech Certificate
- K. SI125 Scientific Methods & Data Analysis
- L. SI155 Waste Site Worker Safety HAZWOPER
- M. Education Certificate
- N. Office Tech Certificate
- O. CTMK070 Marketing III (Secondary)
- P. Marketing Secondary Program
- Q. AST110 Engine Repair & Rebuilding
- R. AST210 Theory/Practicum Engine Repair
- S. CS152 MacIntosh Applications
- T. CS203 Systems Analysis & Design
- U. CS205 Network Communications Course Guide
- V. CS206 Java I
- W. Hotel Operations & Mgmt, A.S.
- X. Computer Science, A.S.
- Y. Practical Nursing Certificate
- Z. Computer Science Certificate

- AA. EE112 Electrical Devices
- BB. HL135 Heartsaver First Aid CPR, AED
- CC. HS160 Hospitality & Supervision
- DD. HS217 Hotel Security Mgmt
- EE. HS219 Training & Dev in the Hospitality Industry
- FF. HS278 Fundamentals of Destination Mgmt & Marketing

III. Old Business

- A. ACALOG Implementation Status and Training
 - 1. LOC Refresher Training still continues with Johanna. Please be sure to attend if you need further assistance.
- B. Committee Work Report to be sent by Chair by early next week.
- C. Interim Course & Program Committee Approvals/Disapproval prior to April 2015 Mtg.
- D. Committee Members. Intentions now closed for next year. Will open to Faculty Senate listing.

IV. New Business:

- A. Curriculum Manual Update for 2015-2016: (Final Review by Chair-Elect).
 - 1. Financial Aid Requirements
 - 2. Acalog Flow Chart, SOP discussion
 - 3. Registrar's input on manual
 - 4. CCA's input on manual
 - 5. General Education's input on manual
- B. Nominations for Chair-Elect:
 - 1. Election: April 17, 2015

V. Discussion

VI. Announcements Next LOC Meeting, Friday, April 17, 2015, 3:30 pm, Rm to be announced

VII. Adjournment

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting: Proposed Agenda
Friday, April 17, 2015 3:30 p.m.
Location: C-22

Attendance:

	Name	Present
1	Sandy Balbin	Abs-Exc
2	Tressa Dela Cruz	
3	Yvonne Flores	Abs-Exc
4	Catherine Leon Guerrero	
5	Brian Muna	
6	Anthony Jay Sunga	
7	Desiree Ventura	
8	Wilson Tam	
9	Carol Cruz	
10	Rose Nanpei (Chairperson-Elect)	
11	Norma Guerrero (Chairperson)	
12	Patricia Terlaje (Past-Chairperson)	
	Therese Datuin, Gen Ed Rep.	

Guests: 1. Doris Perez, Planning & Development. USDE Overview: Adult education and CTE related to curriculum

I. Call to Order:

II. Approval of Prior Minutes: March 27, 2015

III. Election: Voting by Ballot

IV. Old Business

- A. Committee Work Report to be sent by Chair.
- B. Curriculum Manual Update for 2015-2016: (Final Review by Chair-Elect).
 1. Financial Aid Requirements
 2. Acalog Flow Chart, SOP discussion
 3. Registrar's input on manual
 4. CCA's input on manual
 5. General Education's input on manual
 6. Distance Education: Need to move forward with ensuring curriculum content is not compromised by delivery method, Special Sub-Committee?

V. New Business:

- A. Preference of meeting date(s) in Fall? Which Fridays?
- B. First meeting date preference?
- C. Deadline date(s) in Fall.

VI. Documents for Consideration :

- a. HS266 Intl Hotels, Development & Management WC, APD
- b. CJ113 Orientation to Law Enforcement Equipment WC, APD
- c. HS292 Hospitality Industry Practicum 3 WC
- d. OA101 Keyboarding & Document Processing WC
- e. Environmental Tech Certificate WC
- f. Education Certificate BTA
- g. Office Tech Certificate WC
- h. AST210 Theory/Practicum Engine Repair BTA
- i. CS152 MacIntosh Applications WC

- j. CS203 Systems Analysis & Design
- k. CS205 Network Communications Course Guide BTA
- l. Hotel Operations & Mgmt, A.S., BTA
- m. Computer Science Certificate WC
- n. EE112 Electrical Devices BTA
- o. HL135 Heartsaver First Aid CPR, AED WC
- p. HS160 Hospitality & Supervision BTA
- q. HS278 Fundamentals of Dest. Mgmt & Marketing, WC
- r. HS217 Hotel Security Mgmt WC
- s. MA161a College Algebra & Trigonometry I BTA
- t. MA110 Finite Mathematics WC
- u. ED220 Human Growth & Development BTA
- v. JA108 Speak Japanese for Tourism WC
- w. KE110 Beginning Korean BTA
- x. Computer Networking, A.S., WC
- y. Computer Science Certificate WC
- z. Culinary Arts, AA
- aa. CM104 Cosmetology III, WC
- bb. Industry Certification in Cosmetology
- cc. IN145 Vocab.Dev. & Intercultural Communication, BTA

VII. Election Results

VIII. Adjournment

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Minutes
Friday, August 29, 2014, 3:30 p.m.
Location: A-29

I. Call to Order: 3:35 pm

Minutes Taken by Patty Terlaje, LOC Past-President

Attendance:

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

II. Approval of Prior Minutes May 9, 2014

- Motion to accept minutes by Cathy, Seconded by Tressa. Motion Carried.

III. Old Business

A. ACALOG Implementation Status and Training

Patrick & Johanna requested training after 2nd meeting, no mention of any changes but LOC Chair will follow up. **Concern:** if there are no changes, returning members don't need to attend, **Concern:** if there are documents LOC is already receiving via ACALOG, we need training as soon as possible to avoid inundation in Nov & Dec. **Concern:** DCs/Authors still have no training, they need to tract documents flow, the trainings were agreed on during the AAVP, Patrick, et al. Chair will follow up. **Concern:** ACALOG access via Patick/MIS for new and returning LOC members, Chair will follow up.

B. Curriculum Manual

With changes/upgrades it was difficult to post manual with documents MyGCC (May), DCs were emailed copy as well with deadlines, Chair will email again DCs as well as post meeting dates/deadlines on MyGCC **Concern:** group studio not in MyGCC, new format, Chair will follow up with Marlena with new set up, Past Chair will be responsible for uploading LOC Word documents, agenda, & minutes on new group site.

C. Curriculum Review: Mentors' Training

Training set for next LOC meeting, Friday, September 26, 2014, 3:30 pm, A29 by Eric Chong & Amada Manzana

D. Curriculum Writing- Training for Faculty

Let Chair know if you are interested, she will ask Eric, Amada, Clare, or Sarah.

E. General Education Committee

LOC representative: No report as group didn't meet yet. Gen Ed committee will need to develop SOPs based on the agreement, curriculum manual, LOCs bylaws & IOPs. Share with LOC **Concern:** Liaison's position, is it counted as member in both LOC committee & GenEd committee, Chair will discuss with Faculty President, Last year's LOC members voted no to the request by GenEd for additional members to help group. Suggestion to ask Faculty President for additional members as stated in the agreement.

F. Distance Education

LOC representatives: No report as group didn't meet yet.

G. Secondary Program Issues

1. Work Experience Course

Chair & Cathy LG working on the curriculum document

2. Secondary Course Names

MOA - GDOE&GCC group meeting, GCC Secondary Counselors' **Concern:** unaware of the course name/no. changes which causes confusion, work in progress, don't know where/status GCC/GDOE memorandum of agreement, Chair will have a follow up email from last year to remind AAVP of deadline this semester.

IV. New Business

A. Voting on AY14-15 Meeting Dates and Curriculum deadlines.

Chair presented list of LOC meeting dates & deadlines. Correction with Nov 21 moved to Nov 14
Motion to accept dates & deadlines by Desiree, Seconded by Anthony Jay. Motion carried.

B. Draft Bylaws- Review and Vote

Copies of the draft bylaws were provided.

Motion to accept bylaws by Sandy, Seconded by Cathy. Motion carried.

C. Draft IOPs & Goals

Copies of IOPs & Goals were provided, note the goals are reported at end of year report with each members' activities addressing the goals

Motion to accept the IOPs & Goals Brian, Seconded by Sandy. Motion carried.

D. Dyad Review Teams- Let Rose Nanpei know of our team.

LOC Chair & Chair-Elect will provide final dyad list soon.

E. Curriculum Compliance with the 5-year Rule

Chair received an email with a list of non-compliant curriculum docs regarding the 5 year updates. **Concern:** LOC isn't an enforcing entity, but the committee did emphasize the 5 year update in the manual, p.11. Ultimately, the Deans are the evaluators and should work with the DCs regarding the enforcement.

V. Documents for Consideration

None

VI. Open Discussion

A. Student concern that instructor is using a workbook solely for the class as a form of assessment.

LOC recognizes instructors academic freedom to utilize supplemental materials in class to enhance the SLOs; however, LOC is concerned that the workbook may be used as a sole source and if the workbook went through the department's textbook review and adoption process as outlined in the curriculum manual.

B. Confidentiality within LOC meetings

LOC meetings are confidential. Members shouldn't share discussions outside the committee's meetings. The confidentiality statement should be in the committee's IOPs and signed by every member. Chair will revise the IOPs to include the statement and signatory page.

Motion to include the confidentiality statement/clause/ signatory page in the IOPs by Anthony Jay, Seconded by Tressa. Motion carried.

VII. Announcements

Next LOC Meeting, Friday, September 26, 2014, 3:30 pm, A29

VIII. Adjournment

Motion to adjourn by Tressa, Seconded by Sandy. Motion carried.

Meeting ended: 4:24 p.m.

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Minutes
Friday, September 26, 2014 3:30 p.m.
Location: A-29

	Name	Present
1	Sandy Balbin	
2	Theresa Datuin	
3	Tressa Dela Cruz	
4	Yvonne Flores	
5	Catherine Leon Guerrero	
6	Brian Muna	
7	Rose Marie Nanpei	
8	Anthony Jay Sunga	
9	Desiree Ventura	
10	Wilson Tam	
11	Carol Cruz	
12	Melissa Palomo	
13	Rose Nanpei (Chairperson-Elect)	
14	Norma Guerrero (Chairperson)	
15	Patricia Terlaje (Past-Chairperson)	

Guest Speaker: Marlena Montague, AIER Assistant Director

CCA – stresses that curriculum foundation to assessment & curriculum needs to be current & relevant for assessment to be done, more than 65% curricula older than 5 years, development of assessment cycle (provided to LOC, missing 2nd page) with memorandum by Dr. Somera.

LOC Concerns:

The impact on our review of documents, based on cycle: 10 associate program documents, 126 department course documents, 126 associate program courses, & 9 certificate program documents due for review this AY – asked why documents not spread out to 2016?

LOC Training/Re-Training: Amada Manzana & Eric Chong

- Checklists for course & program, page 1 – delete bulleted item #3 “ In no changes are recommended based on thorough course review...”
- Recommends discussion with what constitutes BTA and publish to authors/DCs
- Begin feedback with “I recommend...”
- SLOs – attitude, skills, knowledge
- Assessment - artifacts

I. Called to Order 4:40 pm

II. Approval of Prior Minutes August 29, 2014 (tabled)

III. Old Business (Tabled for next meeting)

- ACALOG Implementation Status and Training
- Curriculum Manual
- Curriculum Review: Mentors' Training
- Curriculum Writing- Training for Faculty
- General Education Committee Report
- Distance Education Report
- Voting on AY14-15 Meeting Dates and Curriculum deadlines.
- Draft Bylaws- Update status

I. Draft IOPs & Goals- Update status

J. Dyad Review Teams

IV. Special Acknowledgement to Cathy Leon Guerrero, Coordinator of Faculty Training Workshop, September 24, 2014

6 Faculty members attended

V. New Business (Tabled for next meeting)

VI. Documents for Consideration : None at this date

VII. Chairman Report on recent activities

A. Meeting with AAVP, Deans, AIER, CCA

1. Dr. Ray needs to approach committee as a body regarding curriculum matters. LOC Chairperson will bring this concern to Faculty Senate,
2. The lack of LOC members' input/ feedback on the cycle prior to announcement,

B. Extension for October 8, 2014

T. Datuin made a motion to extend deadline. Motion failed.

VIII. Announcements

Next LOC Meeting, Friday, October 24, 2014, 3:30 pm, A29

IX. Adjournment

C. Leon Guerrero made the motion to adjourn meeting. S. Balbin seconded the motion. Motion carried. Meeting adjourned at 5:04 pm.

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Minutes
Friday, October 24, 2014 3:30 p.m.
Location: A-29

I. Call to Order: 4:15 pm

Attendance:

	Name	Present
1	Sandy Balbin	
2	Tressa Dela Cruz	Abs –exc.
3	Yvonne Flores	
4	Catherine Leon Guerrero	
5	Brian Muna	
6	Anthony Jay Sunga	Abs
7	Desiree Ventura	Abs –exc.
8	Wilson Tam	
9	Carol Cruz	Abs
10	Rose Nanpei (Chairperson-Elect)	Abs-exc.
11	Norma Guerrero (Chairperson)	
12	Patricia Terlaje (Past-Chairperson)	

Volunteer: Eric Ji, and Eric Chong, Faculty, Lodging & Management

Guest Speaker (3:35 pm) : Esther Rios, Financial Aid Coordinator

Handouts: “Eligibility and Certification Approval Report” (ECAR)

“Adding Programs” slides

- Explained the Certificate of Pre-Nursing Program ineligibility situation
- Informed of consequences -students and/or college may pay back USDOE
- Provided some examples of criteria for program approval shared – at least 10-weeks instructional time in length, 8 semesters, 12 quarter hours, 600 clock hours, prepares students for employment, state mandates, etc.
- Requested for LOC to review documents incorporating USDOE criteria
- Suggested criteria be placed on LOC documents
- Suggested by LOC members – Registrar/Dean have a checklist to ensure USDOE requirements are met for financial aid

II. Approval of Prior Minutes September 26, 2014,

Cathy made the motion to accept minutes of 9/26/14, Brian seconded the motion, Motion carried unanimously.

III. Old Business

A. ACALOG Implementation Status and Training

Oct 21 9:30 am, -No response back for room location from Registrar’s, LOC Chair apologized to members waiting for room

Oct 31 3:30 pm Awaiting for room location, LOC Chair will inform members

B. Curriculum Review: LOC Members’ Training

Completed : Sept 26, 2014, A-29 3:30 Trainers: Eric Chong, Amada Manzana. 11 in attendance.

C. Curriculum Writing- Training for Faculty

1. Fall 2014: Completed: Sept 24, 2015 Foundations Bldg, Rm 6112, Trainers Dr. Clare Camacho, Sara LG, 6 Attendance.
2. Spring 2015: February 12, 2015 3:30 Foundations Building, Rm to be announced. Trainers: Amada Manzana, Eric Chong, LOC Chair will announce on MyGCC
- D. General Education Committee Report - Tabled
- E. Distance Education Report - Tabled
- F. Draft Bylaws- Update status, Faculty Senate approved
- G. Draft IOPs & Goals- Members' signatures were collected.
- H. Dyad Review Teams, lost members – Melissa & Theresa – disapproved by Dr. Somera, total of 12 members left.

IV. New Business:

- A. Curriculum Manual Update for 2015-2016
 1. SLO sheet by Dr. Liz Diego, Brian made the motion to include the SLO sheet developed by Dr. Diego in next update of manual. Wilson seconded the motion. Motion carried unanimously. LOC Chair will ask Dr. Diego for approval.
 2. BTA... 30 days (pg. 9) needs to be brought to other pages in curriculum manual. Cathy made the motion to have the BTA language repeated with course and program narratives in the next curriculum manual update. Yvonne seconded the motion. Motion carried unanimously.
 3. Open Discussion items:
 - a. Checklists for course & program, page 1 – delete bulleted item #3 “In no changes are recommended based on thorough course review...” -Tabled for more clarification from Eric.
 - b. Recommends discussion with what constitutes BTA and publish to authors/DCs – Detailed SLOs incomplete and/or inconsistent/misaligned with prior reporting of SLOs in documents, missing SLO map, DECAPS, mentioning of non-existent/archived courses – Members agreed to have a written list for review; however no need to publish in manual
 - c. Begin feedback with “I recommend...” status quo – place comments in bold and leave blank if no comments
 - d. Authorship of documents. Suggestion to add Key Collaborators – status quo
- B. Fall Program Deadline Extension and Spring Deadline Date (March 11, 2015) to be enforced. LOC chair mentioned there were documents for adoption submitted but didn't make the LOC deadline to reach LOC by October 13, 2014. Members were reminded that Spring 2014 meeting with VP, Deans, & Registrar, administrators requested for the fall deadline for catalog purposes and for students to be informed accordingly. During the meeting, Deans & Registrar acknowledged that they had to have their deadlines weeks ahead and inform authors so LOC can receive documents prior to its deadline.
Committee recommends not to extend the LOC Fall deadline for program/course adoption. Motion to approve by Sandy. Seconded by Cathy. Motion carried unanimously.
- C. 2015-2018 LOC's Adoption of Assessment Alignment
Members emphasized LOC's deadline for documents, Chair will be meeting with CDC regarding the issues, VP – memorandum, ACALOG training for LOC, DCs, & Authors, LOC deadlines – no extension.

V. Documents for Consideration :

- A. ASL100 American Sign Language I: WC- w/ minor corrections
Sandy made the motion to approve ASL100 with minor corrections. Brian seconded the motion. Motion carried unanimous.
- B. Adult Education (Program): Not assigned yet, need approval to forward to dyad. – No extension
* Note: previous voting

VI. Chairman's Report

Will continue discussion with assessment cycle provided by Marlena at next meeting, received comments by authors/DCs regarding Registrar's requirements – "Track changes, etc. " will bring it up with CDC

VII. Announcements

Next LOC Meeting, Friday, November 14, 2014, 3:30 pm, A29

VIII. Adjournment - Sandy made the motion to adjourn the meeting. Cathy LG seconded the motion. Motion carried unanimously.

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Minutes
Friday, November 14, 2014 3:30 p.m.
Location: A-29

Attendance:

	Name	Present
1	Sandy Balbin	√
	Tressa Dela Cruz	√
3	Yvonne Flores	√
4	Catherine Leon Guerrero	√
5	Brian Muna	√
6	Anthony Jay Sunga	√
7	Desiree Ventura	√
8	Wilson Tam	√
9	Carol Cruz	√
10	Rose Nanpei (Chairperson-Elect)	√
11	Norma Guerrero (Chairperson)	√
12	Patricia Terlaje (Past-Chairperson)	√
	Therese Datuin, Gen Ed Rep.	√

Volunteer: Eric Ji, and Eric Chong, Faculty, Lodging & Management

Appeals to Committee, Program Reviews:

A. Dr. Juan Flores, Adult High School Adoption

- Dr. Flores appealed his request for LOC to review Adult High School Program Adoption aligned with College Career Readiness Standards (CCRS) for implementation in Spring 2015.
- Order of new textbooks aligned with College Career Readiness Standards (CCRS) pending Program approval. Shortage of textbooks for Adult High School Students.

B. Ricky Tyquienco, DC, Electronics Program - **Absent**

C. Gil Yanger - **Absent**

I. Call to Order: 3:45pm

- Committee discussion on appeal by Dr. Flores to review AHS documents (time period for review, Gen. Ed's role in reviewing documents, impact of program adoption on current AHS students and impact of textbook shortage)
- ❖ *To review Adult High School (AHS) program and course guides in good faith for students.*
 - **Motioned: Cathy LG, 2nd: B. Muna; Approved by all members – motion carries.**

II. Approval of Prior Minutes October 24, 2014

- **Motioned: Cathy LG; 2nd: B. Muna; Approved by all members – motion carries**

III. Old Business

A. ACALOG Implementation Status and Training

1. LOC Chair to continue to email and ask Registrar

- LOC Chair has not heard from Registrar's Office regarding training schedules. Chair will continue to request training.

2. Proactive stance: Have our own refresher/update on Acalog

- Suggestion by Chair that members conduct their own refresher/training session during meeting dates.

- B. Curriculum Writing- Training for Faculty
Spring 2015: February 12, 2015 3:30pm at Foundations Building, Room to be announced.
Trainers: Amada Manzana and Eric Chong
 - LOC Chair request via Faculty Senate for DCs and authors to attend training.
 - LOC Chair will also send out invitation to DCs.
- C. BTA suggestions from Committee- Working document on Google docs, Invites to members sent out. Updates to be discussed in mtgs.
 - Members encouraged to use Google Drive for any suggested updates to Manual
- D. General Education Committee Report
 - Request by Gen Ed. to review Adult High School (AHS) documents (T. Datuin).
- E. Distance Education Report
 - Recommendations by Distance Education Committee forwarded to Ellucian. No feedback received yet (D. Ventura).

IV. New Business:

- A. Curriculum Manual Update for 2015-2016
 1. SLO sheet by Dr. Liz Diego
 - Approval given by Dr. Diego to include SLO sheet in Curriculum Manual.
 - Suggestions – Brown Bag sessions for DCs and authors on SLOs, video on “How to write good SLOs”
 2. Suggestion to use Curriculum Manual Update as a working document, Invites to be sent to members. Updates to be discussed in mtgs.
 - LOC Chair emailed members suggested updates via Google Drive to be used as working document.
- B. 2015-2018 LOC’s Adoption of Assessment Alignment: Open Discussion
To ensure that all documents are turned in prior to accreditation.
 - Institutional Initiative. LOC can still make their committee plan for review.
 - Suggestion for Program Review - End of Fall Semester; Course Reviews – Spring Semester (end of March).
 - Suggestion - Leave institutional deadlines and leave to authors to meet deadlines.
- C. SLO quality monitoring. CCA asking for meeting.
 - Chair opinion – everyone is responsible for SLO quality.
 - LOC Committee – Department is responsible for quality SLO; training should be provided. Suggestion for Dr. Diego to provide training.
- D. Notes from AVP on ASL 100
 - See email regarding AVP notes on document.

V. Documents for Consideration :

- A. ASL110 American Sign Language II:
 - ❖ *To approve ASL100 document*
 - **Motion: S. Balbin; 2nd: Cathy LG; Approved by all members – motion carries.**

VI. Discussion

- Committee member continued absence. Consideration for member to step down from committee if unable to attend meetings.

VII. Announcements **Next LOC Meeting, Friday, January 23, 2015, 3:30 pm, A29**

VIII. Adjournment

- **Motioned: B. Muna; 2nd: W. Tam; all members approve – motion carries.**
- Meeting adjourned at 5:00pm

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee **Special Meeting** Minutes
Friday, November 21, 2014 3:00 p.m.
Location: 601

I. Call to Order: 3:20 pm

Attendance:

	Name	Present
1	Sandy Balbin	√
2	Tressa Dela Cruz	√
3	Yvonne Flores	√
4	Catherine Leon Guerrero	√
5	Brian Muna	√
6	Anthony Jay Sunga	√
7	Desiree Ventura	√
8	Wilson Tam	√
9	Carol Cruz	Abs
10	Rose Nanpei (Chairperson-Elect)	√
11	Norma Guerrero (Chairperson)	√
12	Patricia Terlaje (Past-Chairperson)	√

II. Electronics Secondary Program Appeal

Guest Speaker: Ricky Tyquiengco, DC

- Appealed to LOC to review program document with new course (adoption), Fall 2014 Deadline not met.
- Apologized for not showing up during the LOC meeting November 14, 2014.
- Thought documents were submitted on time.
- President will not approve the continued employment of instructors for Spring 2015 if program/course not approved by LOC.
- LOC reminded DC that even if LOC approves appeal to review program/course documents, final approval may not occur before Spring 2015.

III. Vote – Electronics Secondary Program

W. Tam made motion to accept Electronics Secondary Program document for LOC review.
A.J. Sunga seconded the motion.
Motion carried.

IV. Announcements

Next LOC Meeting, Friday, January 23, 2015, 3:30 pm, A29

V. Adjournment

B. Muna made motion to adjourn.
Y. Flores seconded the motion.
Motion carried.

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting:
Friday, January 23, 2015 3:30 p.m.
Location: A-29
MINUTES

Attendance:

	Name	Present
1	Sandy Balbin	✓
2	Tressa Dela Cruz	✓
3	Yvonne Flores	✓
4	Catherine Leon Guerrero	Abs-Exc
5	Brian Muna	✓
6	Anthony Jay Sunga	Absent
7	Desiree Ventura	✓
8	Wilson Tam	✓
9	Carol Cruz	✓
10	Rose Nanpei (Chairperson-Elect)	✓
11	Norma Guerrero (Chairperson)	✓
12	Patricia Terlaje (Past-Chairperson)	Abs-Exc
	Therese Datuin, Gen Ed Rep.	

I. Call to Order: 3:35pm

II. Approval of Prior Minutes November 14, 2014, Special Mtg: Friday, November 21, 2014

❖ *Motion to accept both minutes (November 14 and November 21, 2014)*

➤ **Motioned by: D. Ventura; 2nd by: T. Dela Cruz; Motion carries: Accepted by all members**

III. Old Business

a. ACALOG Implementation Status and Training

1. LOC Refresher Training: January 30, 2015, Tech Bldg. Rm1110/ 3:00-5:00pm

- Please advise Chair of your attendance/non-attendance as room accommodates only 10.
- Email N. Guerrero or R. Nanpei if you will be attending.

2. Proactive stance: Have our own refresher/update on Acalog

- If refreshers are needed for LOC mtg(s), please advise and a date will be set for after one of the meetings.
- LOC refresher meetings can be accommodated. Dates needed.

b. Curriculum Writing- Training for Faculty

Spring 2015: February 12, 2015 3:30pm at Foundations Building, Room to be announced. Trainers: Amada Manzana and Eric Chong

- Tentative location at Tech Center. C. Leon Guerrero working on location and will provide feedback. Forthcoming.

c. BTA suggestions from Committee- Working document on Google docs, Invites to members sent out. Updates to be discussed in mtgs.

- Members encouraged to use Google Drive for any suggested updates to Manual
- (LOC Chair) – Any suggestions for manual update. Please provide to incorporate for next year's manual.
- Authors noted some changes for manual review.
- Suggested changes to be circulated during each meeting for members to review.

d. General Education Committee Report

- General Education Representative is not present in today's meeting. Tabled.

e. Distance Education Report

- (T. Dela Cruz) – Pilot programs for Distance Education in English (EN110), Math (MA110) and Keyboarding (OA101). Weekly committee meetings are ongoing.

IV. New Business:

- a. Curriculum Manual Update for 2015-2016: Review by Chair-Elect will be on LOC's last mtg of the year, March 27, 2015.
 - Presentation to committee on March 27, 2015.
 - b. Election of Chair-Elect: Nominations will take place March 27 meeting. Election: April 17, 2015.
 - c. Gen. Education course reviews (AHS Documents)
 - (LOC Chair) – General Education Committee should take the lead of reviewing General Education documents for post secondary.
 - (LOC Chair) – Consideration to have General Education Committee incorporate secondary general education courses to review as part of DCAPS. Secondary /continuing education offerings: AHS – Math, English, Science, Social Studies.
 - Incorporating all general education courses thru the General Education Committee will deter future problems.
- ❖ ***Motion – To have all general education related courses for all programs offered at GCC reviewed by the General Education Committee.***
- **Motioned by: S. Balbin; 2nd by: W. Tam; Motion Carried: Accepted by all members**

V. Documents for Consideration :

- a. Electronics Program (Secondary)
 - **Final review by LOC Chair to get documents in during Christmas break**
 - b. CTPV079 Photovoltaic Design & Installation (Secondary)
 - **Part of Electronics Program**
 - c. CTEC051 Early Childhood Ed, Orientation 2
 - **Approved with corrections**
 - d. CD285 Childcare Management
 - **Approved**
- ❖ ***Motion – To approve documents for consideration***
- **Motioned by: T. Dela Cruz; 2nd by: D. Ventura; Motion Carries – Accepted by all members.**

VI. Discussion

- (T. Dela Cruz) – Review of course guide for pilot EN110 on-line class.
- (S. Balbin) – Keep course guide but make changes to Methodology under Course Design to add “On-line”
- (LOC Chair) – Add changes to manual. Wait until program is already in pilot mode.

VII. Announcements **Next LOC Meeting, Friday, February 20, 2015, 3:30 pm, A29**

- **Guest:** Simone Bollinger – General Education Committee Chair
- Deadline for LOC for Spring 2015 is March 11, 2015
- LOC Meetings will be published again in MyGCC

VIII. Adjournment

- Motion by: C. Cruz; 2nd by: W. Tam; Motion carries: Accepted by all members
- Meeting adjourned at 4:02pm

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting:
Friday, February 20, 2015 3:30 p.m.
Location: A-29
MINUTES

Attendance:

	Name	Present
1	Sandy Balbin	✓
2	Tressa Dela Cruz	✓
3	Yvonne Flores	✓
4	Catherine Leon Guerrero	✓
5	Brian Muna	✓
6	Anthony Jay Sunga	Absent
7	Desiree Ventura	✓
8	Wilson Tam	✓
9	Carol Cruz	✓
10	Rose Nanpei (Chairperson-Elect)	✓
11	Norma Guerrero (Chairperson)	✓
12	Patricia Terlaje (Past-Chairperson)	✓
	Therese Datuin, Gen Ed Rep.	Absent

Guests: (3:30 pm)

1. Eric Chong: appealed to LOC to accept documents for review, submitted documents in October 2014 to Patrick before LOC deadline
2. Steve Lam: appealed to LOC to accept documents for review, provided an ACALOG timeline, submitted to Patrick October 3, 2014, approved October 8, 2014, returned by Dean Chan
3. Dr. Liz Diego: asking if LOC can assist with SLO training with departments, LOC would like to utilize the curriculum writing mentors for these activities as LOC reviews/approves documents which conflicts which may conflict with their role.

I. Call to Order: 4:12 pm

January 23, 2015 C. Cruz made 1st motion to approve minutes with corrections, B. Muna 2nd the motion. Motion carried.

II. Old Business

- A. ACALOG Implementation Status and Training
 - Johanna continues to conduct training.
- B. Curriculum Writing- Training for Faculty (Eric & Amada)
 - Well attended by AIER, administrators but need more faculty
- C. BTA suggestions from Committee- Working document on Google docs
 - Need input for BTA
- D. General Education Committee Report
 - Simone B. reported that committee working on process, would like LOC to review documents first and submit to GenEd group, deadline for group to submit for manual – March 20, 2015

III. New Business:

- A. Curriculum Manual Update for 2015-2016: Review by Chair-Elect will be on LOC's last mtg of the year, March 27, 2015.
 - Include Financial Aid information in manual and documents
 - ACALOG flow chart, SOP discussion, noticed that NSRs are directed to LOC, Chair will follow up
- B. Election of Chair-Elect: Nominations will take place March 27 meeting. Election: April 17, 2015.
- C. Interim Course & Program Committee Approvals/Disapprovals prior to March & April 2015 mtg.

D. Committee Membership 2015-2016

- Email Chair/Chair-Elect your intentions to continue membership no later than March 26, 2015.

IV. Documents for Consideration :

- A.** HS215: Housekeeping Management – tabled
- B.** HS211 Front Office Management – tabled
- C.** CTTT064 Lodging Management Program II – NC
- D.** CTTT074 Lodging Management Program III – WC
- E.** Adult High School Program and all courses – BTA, missed February 1, 2015 deadline, would need to resubmit prior to LOC's Fall 2015 adoption deadline
- S. Balbin made 1st motion to approve the LOC findings for the above documents for consideration.
- B. Muna 2nd the motion. Motion carried.

V. Discussion

- Eric & Steve documents for LOC review
- C. LG made 1st motion to accept Eric's & Steve's documents for LOC's review.
- D. Ventura 2nd the motion. Motion carried.

VI. Announcements **Next LOC Meeting, Friday, March 27, 2015, 3:30 pm, A29**

VII. Adjournment

- D. Ventura made 1st motion to adjourn meeting.
- B. Muna 2nd the motion. Motion carried.

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting
Friday, March 27, 2015 3:30 p.m.
Location: C-22
MINUTES

Attendance:

	Name	Present
1	Sandy Balbin	√
2	Tressa Dela Cruz	√
3	Yvonne Flores	√
4	Catherine Leon Guerrero	√
5	Brian Muna	√
6	Anthony Jay Sunga	
7	Desiree Ventura	√
8	Wilson Tam	√
9	Carol Cruz	
10	Rose Nanpei (Chairperson-Elect)	√
11	Norma Guerrero (Chairperson)	√
12	Patricia Terlaje (Past-Chairperson)	√
	Therese Datuin, Gen Ed Rep.	

3:39 pm

Guests:

- Norman Aguilar: Appeal for Culinary & Hotel Operations Program/Courses Review, seeking ACF 3 year accreditation
- Sarah Leon Guerrero: Appeal for Cosmetology Certificate program, to comply with USDOE financial aid standards
- Faculty Senate: Robin Roberson & Sarah Leon Guerrero, clarification with process with LOC and subsidiary committee GenEd, GenEd courses returned to LOC for review , want to ensure there is no duplication, will continue discussion with GenEd/LOC at Faculty Senate meetings

I. Call to Order: 4:10 pm

II. Approval of Prior Minutes: February 20, 2015

Cathy LG made 1st motion, and Wilson T. made 2nd motion. Motion carried.

III. Documents for Consideration :

A. HS215 Housekeeping Management	WC
B. HS211 Front Office Management	WC
C. HS266 Intl Hotels, Development & Management	BTA
D. CD260 Social & Emotional Development	WC
E. CI110 Beginning Mandarin Chinese I	WC
F. CJ113 Orientation to Law Enforcement Equipment	BTA
G. ED220 Human Growth & Development	WC
H. HS292 Hospitality Industry Practicum 3	BTA
I. OA101 Keyboarding & Document Processing	Tabled
J. Environmental Tech Certificate	BTA
K. SI125 Scientific Methods & Data Analysis	WC
L. SI155 Waste Site Worker Safety HAZWOPER	WC
M. Education Certificate	Tabled
N. Office Tech Certificate	Tabled
O. CTMK070 Marketing III (Secondary)	WC
P. Marketing Secondary Program	WC
Q. AST110 Engine Repair & Rebuilding	WC
R. AST210 Theory/Practicum Engine Repair	BTA

S.	CS152 MacIntosh Applications	WC
T.	CS203 Systems Analysis & Design	Tabled
U.	CS205 Network Communications Course Guide	Tabled
V.	CS206 Java I	WC
W.	Hotel Operations & Mgmt, A.S.	Tabled
X.	Computer Science, A.S.	WC
Y.	Practical Nursing Certificate	BTA
Z.	Computer Science Certificate	Tabled
AA.	EE112 Electrical Devices	Tabled
BB.	HL135 Heartsaver First Aid CPR, AED	Tabled
CC.	HS160 Hospitality & Supervision	BTA
DD.	HS217 Hotel Security Mgmt	Tabled
EE.	HS219 Training & Dev in the Hospitality Industry	WC
FF.	HS278 Fundamentals of Destination Mgmt & Marketing	WC
GG.	MA161a College Algebra & Trigonometry I	BTA

Desiree V. made the 1st motion to approve the results of the LOC's review of the above curricula, and Brian M. made 2nd motion. Motion carried.

IV. Old Business

- A. ACALOG Implementation Status and Training
 - 1. LOC Refresher Training still continues with Johanna. Please be sure to attend if you need further assistance. Contact Johanna or Chair for assistance.
- B. Committee Work Report to be sent by Chair by early next week.
- C. Interim Course & Program Committee Approvals/Disapproval prior to April 2015 Mtg.
- D. Committee Members. Intentions now closed for next year. Will open to Faculty Senate listing.

V. New Business:

- A. Curriculum Manual Update for 2015-2016: (Final Review by Chair-Elect).
 - 1. Financial Aid Requirements
 - 2. Acalog Flow Chart, SOP discussion
 - 3. Registrar's input on manual
 - 4. CCA's input on manual
 - 5. General Education's input on manual

*Deadline April 10, 2015

- B. Nominations for Chair-Elect:
 - 1. Election: April 17, 2015

Rose Marie nominated Tressa D. for chair-elect AY15-16. Tressa D. accepted nomination. Rose Marie made 1st motion to close nomination, and Cathy LG 2nd the motion. Motion carried.

VI. Discussion

VII. Announcements **Next LOC Meeting, Friday, April 17, 2015, 3:30 pm, Rm to be announced**

VIII. Adjournment

Tressa D. made 1st motion to adjourn, and Brian 2nd the motion. Motion carried. Meeting adjourned at 4:58 pm.

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting
Friday, April 17, 2015 3:30 p.m.
Location: C-22
Minutes

Attendance:

	Name	Present
1	Sandy Balbin	Abs-Exc
2	Tressa Dela Cruz	√
3	Yvonne Flores	Abs-Exc
4	Catherine Leon Guerrero	√
5	Brian Muna	√
6	Anthony Jay Sunga	√
7	Desiree Ventura	√
8	Wilson Tam	√
9	Carol Cruz	√
10	Rose Nanpei (Chairperson-Elect)	Abs-Exc
11	Norma Guerrero (Chairperson)	√
12	Patricia Terlaje (Past-Chairperson)	√
	Therese Datuin, Gen Ed Rep.	

3:41 pm Guests: Doris Perez, Planning & Development

Passed out handout with brief overview information on the following:

- Carl D. Perkins Funds (CTE Secondary/Post Secondary Programs) \$665,000.00
* Common Core & College & Career Readiness Standards integrate into curriculum
- Workforce Investment Act Funds (Adult Education and Family Literacy Programs) \$360,000.00
* College & Career Readiness Standards integrate into curriculum
* GED/HiSet already incorporated standards
* Insular Conference training for educators with standards, will include LOC members as they review and approve curriculum to integrate these standards, conference in July 2015, will provide more information
- Sustainability –implement with curriculum/classroom activities

I. Call to Order: 4:04 pm

II. Approval of Prior Minutes: March 27, 2015, Desiree V. made 1st motion, and Tressa made 2nd motion. Motion carried.

III. Election: Voting by Secret Ballot

IV. Old Business

A. Committee Work Report

Some members received report for their evaluation. Others will receive by next week Monday.

B. Curriculum Manual Update for 2015-2016: (Final Review by Chair-Elect).

1. Financial Aid Requirements

2. Acalog Flow Chart, SOP discussion

3. Registrar's input on manual

4. CCA's input on manual

5. General Education's input on manual (tabled until LOC-GENEd meet with Faculty Senate to resolve curriculum review process.

Brian M. made 1st motion to accept revisions to manual with the exception of General Education's input. Anthony Jay S. made 2nd motion. Motion carried.

- C. Distance Education: Need to move forward with ensuring curriculum content is not compromised by delivery method, Special Sub-Committee?
Members discussed that the delivery isn't what LOC reviews/approves but curriculum content/SLOs. The changes to curriculum with delivery is Non-Substantive.

V. New Business:

- A. Preference of meeting date(s) AY15-16:

Fall 2015: August 28, September 25, October 16, November 20

Spring 2016: January 22, February 19 March 18, April 15

Deadline to submit Adoption/Substantive - October 30, 2015

Deadline for all other documents for AY15-16m – March 4, 2016

Desiree V. made the 1st motion to accept the AY15-16 LOC meeting/deadlines, and Cathy LG made the 2nd motion. Motion carried.

VI. Documents for Consideration :

- a. HS266 Intl Hotels, Development & Management WC, APD
- b. CJ113 Orientation to Law Enforcement Equipment WC, APD
- c. HS292 Hospitality Industry Practicum 3 WC
- d. OA101 Keyboarding & Document Processing WC
- e. Environmental Tech Certificate WC
- f. Education Certificate BTA
- g. Office Tech Certificate WC
- h. AST210 Theory/Practicum Engine Repair BTA
- i. CS152 MacIntosh Applications WC
- j. CS203 Systems Analysis & Design BTA
- k. CS205 Network Communications Course Guide BTA
- l. Hotel Operations & Mgmt, A.S., BTA
- m. Computer Science Certificate WC
- n. EE112 Electrical Devices BTA
- o. HL135 Heartsaver First Aid CPR, AED WC
- p. HS160 Hospitality & Supervision BTA
- q. HS278 Fundamentals of Dest. Mgmt & Marketing, WC
- r. HS217 Hotel Security Mgmt WC
- s. MA161a College Algebra & Trigonometry I BTA
- t. MA110 Finite Mathematics WC
- u. ED220 Human Growth & Development BTA
- v. JA108 Speak Japanese for Tourism WC
- w. KE110 Beginning Korean BTA
- x. Computer Networking, A.S., WC
- y. Computer Science Certificate WC
- z. Culinary Arts, AA BTA
- aa. CM104 Cosmetology III, WC
- bb. Industry Certification in Cosmetology - Tabled
- cc. IN145 Vocab.Dev. & Intercultural Communication, BTA

*Concern that the track changes need to be accepted/revised by author before the Dyad reviews. Need a clean copy especially if track changes indicate a change in content such as SLOs or document is returned as BTA.

VII. Election Results

Tressa Dela Cruz won unanimously for the AY15-16 LOC Chairperson-Elect

VIII. Adjournment

4:46 pm

Cathy LG. made the 1st motion to adjourn the meeting, and Carol C. made the 2nd motion. Motion carried.