

**Guam Community College
Curriculum Committee
Agenda**

Meeting Date:

Location:

Present:

Old Business:

The following are the approved curriculum committee's agenda for the remainder of 2006-07 school year:

February 09, 2007	Official meeting / Preparation and presentation of course guide examples with SLOs.
February 19, 2007	SLOs presentation during the Professional development day and distribution of copies and examples of course guide with SLOs to participants.
March 9, 2007	Official meeting/ Review of the final Course Guide Template
April 13, 2007	Official meeting and finalizing of: SLOs Template Curriculum Committee's Constitution and By-laws
Remainder of the semester	Review and approval of existing course guide on file with the curriculum committee.

Next meeting: February 09, 2007 in room 1108 at 3:30PM

Adjournment:

Guam Community College
Agenda from the Curriculum Committee
Feb. 9, 2007 at RM1108
3:30-5:30 pm

- I. Called to order
- II. Minutes
- III. Old Business
- IV. New Business
- V. Adjournment

Recorded by:

Marsha Postrozny & Doreen Blas, members

Carol Cruz, Chairperson
Curriculum Committee

Curriculum Committee

AGENDA

Meeting Date: Friday, March 9, 2007

Time: 3:30 p.m. – 4:30 p.m.

Place: Room 1108

Call to Order

Roll Call

Approval of prior minutes – February 9, 2007

Old business

1. Ratification of Curriculum (Electronic Voting)
2. Course Guide Template/Curriculum Manual
3. Work Group Update: By-Laws

New business

1. Curriculum Review: Electronics
2. Other

Summary of meeting

Next meeting – March 23, 2007 (proposed)

Adjournment

Curriculum Committee Agenda

Meeting Date:

Location:

Present:

Old Business:

- 1 The Committee Mission Statement. Discussion concerning the original draft and revisions to the language of the previous draft developed in the November 17 meeting. Revisions and discussions followed the outcome and responsibilities of the committee to ensure the “high quality and relevance” of the curriculum reviewed and uphold the mission of the college. Revisions to the mission statement followed the discussion. The proposed mission statement was constructed:

In support of Guam Community College’s mission, the Curriculum Committee is responsible for ensuring the quality and relevance of curricula in the development and revision of policies, programs, and courses to include recommendations to the Faculty Senate and other entities as appropriate.

- 2 Objectives and By-Laws were discussed.

Adjournment:

**Guam Community College
Curriculum Committee
Minutes**

Meeting Date: January 12, 2007

Location: Rm 1108 Technology Room

Present: Doreen Blas, Carol Cruz, Frank Evangelista, Lani Gamble, Paul Parvin, Nenita Perez, Marsha Prostrozny, & Ray Valenzuela.

Carol called the meeting to order at 3:40PM. She welcomes everybody in attendance and mentioned that the committee was overwhelmed with different tasks last Fall 06 and she looks forward to accomplish more this Spring 07 semester.

Enough time was allowed for everybody to read the minutes of December 01, 2006. A motion was made by Frank to approve the minutes and seconded by Ray.

Discussions were centered towards the two motions under the "Old Business" of the 12-01-06 meeting regarding the mission statements.

Paul is concerned as to which of the two motions will be used. Marsha specified that one motion only need to be chosen and that is to put the mission statement after the motion.

Nenita, who was absent from the last meeting, wants some clarifications regarding the proposed mission statement.

Carol reiterated that the committee is also looking forward into new policies and contract and not just revising curriculum.

Finally, after a long discussion the minutes of Dec.01, 2006 was approved unanimously with minor revision.

Old Business:

Carol outlined the different goals and objectives that the curriculum committee will be doing for the remainder of the school year such as revising the course guides templates as well as the modification of the existing curriculum manual. The question of the body was... Can we update the curriculum?

Carol said that it is feasible to all if we can present new and modified course guide template.

Nenita wants involvement of all people concerned.

Carol said that all departments within the college will be encouraged to participate and give importance to the SLOs, which the visiting WASC will be looking into upon their visit.

Paul is concerned about the SLOs if it is meeting the industry standards. His question was "What are we hoping to accomplish and what will the end result be"?

Nenita answered by saying "As per WASC requirement, do the step by step procedures to come up with a template and present it to Carol next meeting.

Carol mentioned that she would invite people to come into our next meeting to participate and find out from them their input regarding the new template.

Doreen suggested to have an example of a modified course guides for them to see.

Nenita suggested bringing copies of different course guides and finding out if those are aligned with SLOs.

Carol suggested doing some exercises using poster, screen or anything that will make it easier for them to follow since this is new to them.

Nenita suggested that the committee must meet before the open forum so as not to rush it during the regular meeting.

Frank suggested a joint meeting and not individual.

Nenita proposed February 09 for a meeting for opinion and suggestions with regards to SLOs.

Marsha suggested that February 19, an open forum day, be used for the faculty to be trained on SLOs.

Paul suggested getting the opinion first from the teachers concerns with regards to SLOs.

Nenita wants the time and place so that examples of course guide with SLOs can be viewed and examined.

Lani indicated that it is to the best of everybody in the GCC community that a website or even a webpage be dedicated as a model for the course guide with SLOs to see.

Marsha indicated that a motion could be made on February 19, a professional development day for GCC.

Lani asked if handouts on SLOs be given to participants.

Carol will make copies of SLOs that will be distributed to participants and they will be asked to review and give their input to it.

The following are the approved curriculum committee's agenda for the remainder of 2006-07 school year:

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March 9, 2007	Official meeting/ Review of the final Course Guide Template
April 13, 2007	Official meeting and finalizing of:
	SLOs Template
	Curriculum Committee's Constitution and By-laws
Remainder of the semester	Review and approval of existing course guide on file with the curriculum committee.

Re: VISCOM Course guide.

Carol stated that these course guides need to be resubmitted back to the committee for reexamination.

Paul made a motion and seconded by Lani to rescind the following motion from the December 1, 2006 minutes to read as:

To revise the curriculum template and add an addendum to the manual to include the addition of student Learning Outcomes in the sections of Course Goals, Catalog Description, and Program Outcomes. All newly submitted curricula documents must incorporate these changes on or after January 12, 2007.

It was further stated that the committee members needed more time to prepare the revised templates and manual.

Motion was unanimously approved.

Next meeting: February 09, 2007 in room 1108 at 3:30PM

Adjournment:

Being no further discussion, the meeting was adjourned at 4:55PM.

Recorded by:

Ray F. Valenzuela, Member
Curriculum Committee

Carol Cruz, Chairperson
Curriculum Committee

Guam Community College
Minutes from the Curriculum Committee
Feb. 9, 2007 at Rm 1108
3:30-5:30 pm

I. Meeting was called to order by Carol at 3:35 pm.

Members Present: Ray Valenzuela, Carol Cruz, Doreen Blas,
Paul Parvin, Nenita Perez, Kelly Sukola, Marsha Postrozny
Others present: Gary Hartz

II. Minutes

Discussion on template changes – Paul asked for clarification as to what exactly we're going to change. Carol reiterated that based on what the committee decided last meeting we are going to get feedback from an open forum/workshop at the Professional Development day on 2/19/07 before making any permanent changes.

Motion was made to approve minutes from 1/12/07 from Paul and seconded by Doreen.

III. Old Business

Carol summarized the Curriculum Committee's long term agenda. The dates set aside for regular meetings are:

2/9 (topic: plan workshop and review Viscom)

2/19 Professional Dev. Day (workshop)

3/19 (topic: revision of templates/manual)

4/13 (topic: develop and vote on by-laws)

and one more meeting if needed

In addition to the regularly scheduled meetings, the committee members are required to participate and plan the workshop forum for the professional development day on 2/19.

Carol asked members to remind faculty that they should have course guides/program documents in 2 weeks prior for committee to review at the next scheduled meeting.

Gary Hartz espoused that the Faculty Senate needs to hear input from the Curriculum Committee on the Civic Engagement Committee's Recommendations.

Kelly Sukola suggested the committee review each Viscom course/program document separately due to the many revisions that the author had to correct.

VisCom Program Document

Paul cited concern that was not corrected in document: author didn't change the option of having CS151 or CS152.

Students in the program are required only to have Macintosh basics not PC. Paul engaged members in a lengthy discussion as to why it would behoove students to have the option of both.

Carol responded that a concern of not approving the Viscom program was that it put several students in limbo.

Members voted unanimously to approve the Associate of Science in Visual Communications program with minor revisions.

Another concern of Paul's was that certain English courses were removed from the list of required courses for the VisCom Program. Kelly motioned that the Curriculum Committee recommend to address the 2 concerns (the issue with CS151 & 152 and the deleted English courses) at the department level and possibly with the new advisory committee in place. The motion was seconded by Nenita and passed.

IV. New Business

Course Document Approval

Kelly mentioned that if 2 reviewers concur in their comments on a particular document, there isn't much more committee members need to do with it. Carol suggested members voting on approval of documents electronically. Gary gave an example of how members in the _____ Committee handle their decision-making and voting by posting a date and time votes must be submitted electronically. Carol said she would send out guidelines to all members for voting on-line.

SLO Forum Preparation for Professional Development, February 19, 2007

A draft SLO writing booklet created by Marsha was distributed. Carol began discussing how best to organize the forum (i.e., whether to post SLO samples around the room, use flipcharts). Members decided on 3 to 5 SLOs for both program and course documents with the wording for each beginning as follows:

Program	"Upon completion of this program, graduates will be able to..."
Course	"Upon completion of this course, students will be able to..."

Examples of SLOs were examined from the Certificate in Sign Language Interpreting program guide, and JA110 Beginning Japanese I and VC172 Imaging Concepts and Elements course guides. Members made suggestions on how to improve the SLOs . At the forum members would share these examples with faculty and get their feedback. Members would speak with faculty individually and explain about SLOs and where in the documents they are supposed

to be added. Suggestions were made to have copies of sample SLOs and a list of verbs from Bloom's Taxonomy available as handouts, and to use a multimedia projector to display the SLOs on screen.

A motion to adjourn was made at 5:23 p.m. by Kelly, seconded by Ray and passed.

Recorded by:

Marsha Postrozny & Doreen Blas, members

Carol Cruz, Chairperson
Curriculum Committee

Curriculum Committee MINUTES

Meeting Date: August 25, 2006
Place: Room C2

Meeting was called to order at 3:00 p.m.

Roll Call

Present: Carol Rivera, Kelly Sukola, Marsha Postrozny, Donna Cruz, Cecilia DelosSantos, Doreen Blas, Ray Valenzuela, Frank Evangelista, Paul Parvin, Nenita Perez

Absent: Ron Abshire, Helen Lani Gamble

Guests: Dr. John Rider, Dr. Ray Somera, and Gary Hartz

Approval of Prior Minutes

None

Old Business

None

New Business

- **ACCJC Evaluation Report Presentation**

Dr. Rider gave a presentation about the WASC evaluation report particularly in the area regarding the Student Learning Outcomes (SLOs). Although many positive comments were given about our college, one of the issues is that the SLOs are not defined. This has been a repetitive issue that needs to be addressed before the next WASC visitation which will occur six years from now. At that time, WASC will most definitely review what progress has been made.

- Dr. Rider would like us (AAC) to develop a plan on how to address this issue. Through our relationship with all the course programs, we are the committee that could easily resolve this. While the college is in the transition of switching its database system from NIAS to SUNGUARD, he suggested that:
- When we deal with the senate, we should move all the routine items through the faculty senate (possibly in a formatted report).
- Require everyone to include the SLOs in the catalogue. In the catalogue, the SLOs may be general but at the course level, they should be more specific.
- Link the SLOs to the catalogue and the curriculum guides, take them and force them into each course syllabus (especially when we get into the electronic environment)...so the student who looks at the catalogue will see that the SLOs in the

catalogue match the syllabus SLO's. By doing this, we communicate to the instructor (adjunct or permanent) of the course (who may have not written the curriculum) a clear view of what the student can do after completion of the course.

- We review the 6th Annual Report which contains all the data needed to guide our committee in planning our agendas for each meeting. We could use the information to understand what the visiting WASC committee saw and perceived (the 6th Annual Report is available on the GCC website). Part 3 in the Assessment Report is where our committee can focus; this has the most impact on the curriculum.
- Target the Academic calendar as a guide.
- When we enter the electronic environment, we track the SLOs.

Dr. Somera wants AAC to keep in mind the alignment with the institution, mission goals, and assessment. One of the items that he read in the report is that there is not enough interaction between assessment and the curriculum committee. More interaction can be achieved by looking at the big picture and the relationships between curriculum, the SLOs, and assessment.

There is a difference between the course competencies and the SLOs and they need to be made clear to college faculty at all levels. On October 9, 2006, the college will have its first professional development day (professional development days are one per semester). All the committees will give a presentation. It is during this day that the curriculum committee should give a presentation (including samples) to educate the faculty about the differences. Kapiolani College's website has great samples from which we may be able to use. According to Dr. Somera, the SLOs should include the cognitive, affective, and psychomotor domains.

The clarity of the SLOs becomes a legal bind between the college and the student. If an instructor does not fulfill the SLOs, the student could come back and challenge our institution and therefore retake the course for free.

After Dr. Rider's presentation, Kelly brought to light that the task at hand is too big for the number of members in Committee to handle. Carol stated that our Committee should develop a list of realistic goals to accomplish for the year and strategic goals for next few years to include the preparation of the next WASC visit in 2009. Paul stated that others who will join our committee should be informed of the task-at-hand. Dr. Rider and Dr. Somera will prepare a document to outline suggestions on how to approach the WASC recommendations. Upon review, Carol suggested that the Faculty Senate be informed about the necessity to increase committee membership.

• **Course Guides/Programs**

It was decided that we do not necessarily need to meet to review course guides; we can review them via email/internet.

Carol suggested that the author of a course guide should be present during the review process to explain items that the committee may want clarified.

Although an electronic template is available, the major concern of the committee is that when a course guide is return back to the committee, individuals have found a way to alter the protected areas of the template which makes it harder to properly review the document.

We need to begin developing a new course guide template that will include the SLOs. While this will be ongoing, the course guides presently submitted should still be accepted until a new template could be presented at the next professional development day.

Motion was made by Kelly to keep the current template until the new one is revised along with training. Paul seconded the motion. No discussion. Motion passed.

- **Course Guides Reviewed**

Carol included two course guides in the agenda so that all committee members (new and veteran) will have the opportunity to comment on the changes and share concerns. Kelly noted that the old course documents need to be submitted along with the new ones for all courses/programs. Since all curriculum documents will be sent via electronically for review, Carol informed the committee of the challenges in sending attachments via email. The committee agreed that the Curriculum Manual needs to be reviewed to reflect changes made under the Faculty Senate.

Certificate in Cosmetology

Kelly and Donna agreed to review all nine of the course guides that have been submitted and the program document. They will also work with author in making any necessary changes.

Motion was made by Kelly and seconded by Donna to table this program document. Motion passed.

HS203 Sanitation and Safety

Committee reviewers submitted comments for minor revisions.

The motion was made by Paul and seconded by Nenita to return this course guide to the author to identify what the student will be able to do. Motion passed.

- **AAC Final Report**

Carol distributed the AAC Final Report to the Committee who were present.

- **Student Excellence Oversight Chairperson**

Gary Hartz, Oversight Chairperson and Faculty Senator, will represent our committee to the faculty senate. Any concerns that our committee may have should be communicated to him. To help support our committee, Gary will:

- Create the space that we will need in order to work with other committees.
- Review the changes made in the contract and will inform our committee.

In order to effectively represent us, he will need copies of our meeting agendas and minutes a few days in advance before the faculty senate meeting which meets every Tuesday at 8:15 a.m. in room C1.

Gary will contact Dave Moran to plan a time for us to give the presentation about the student learning objectives.

- **Internal Operating Procedures**

Carol emailed a copy of the internal operating procedures to all committee members.

A motion was made by Kelly and seconded by Paul to implement the internal operating procedures as submitted. Motion passed.

- **Next Meeting**

The next meeting is on September 22, 2006 at 3:30 p.m. in room C1. Agenda will be specific to the student learning outcomes and the main goals of course/program documents. The remainder of course documents will be tabled until after the presentation given on professional development day (October 9, 2006). We should be able to prepare to launch the training.

Secretary for the next meeting will be Marsha Postrozny.

Prior to our next meeting, all committee members need to plan for an informational training and read the Kapiolani model. Paul has agreed to make copies for the Committee.

Recorded by/Date:

Committee Chairperson/Date:

Frank Evangelista

Carol Rivera Cruz

**Curriculum committee
Minutes 9/22/06
Faculty Lounge**

Members Present:

Nenita Perez, Paul Parvin, Ray Valenzuela, Frank Evangelista, Gary Hartz, Cecilia Delos Santos, Doreen Blas, Joel Egana, Joseph Flores, Donna Cruz, Kelly Sukola, and Marsha Postrozny

Called to Order:

Meeting was called to order by Carol Cruz at 3:37pm.

Approval of Prior Minutes:

Ray made a motion to approve 8/25 minutes and it was seconded by Cecilia.

Old Business:

Carol lead discussion on the need to prioritize committee's goals and asked if there were any questions on the SLO document that was shared from Cabrillo College. Cecilia asked if we need to include the rubrics programs use when completing course guides? Most responses were no.

Cabrillo's SLO Workbook: Paul looked at another college's plan and it took approximately 8 hours – He stated that the SLO outcomes are very comprehensive. Carol responded that the goal of getting everyone updated in writing and using SLOs may take 1-2 years. Paul stressed that to get everyone on track each member in the committee would have to read about 10 documents a week as there are about 500 course guides! Carol confirmed that after speaking with Ray there is indeed 487 courses at GCC. Nenita mentioned that she would like to see an actual course guide from Cabrillo College. She suggested that during our next meeting we can bring course guides from other colleges to see how they wrote them.

Dr. Rider's Memo to Committee: Carol mentioned that the committee could respond to Dr. Rider/Administration that the curriculum committee will need 2-3 years to accomplish all of the tasks in his memo. Carol suggested that to help tackle such tasks we can increase membership in the committee or break into subcommittees. Carol mentioned that the committee can decide whether or not it would be beneficial to bring in (fly in) somebody who is well versed to speak to the faculty and college on curriculum writing. Nenita – Is there someone on island we can use? A few members suggested Ray Somera.

Paul – The purpose of putting curriculum manuals/training together is to serve as a guide. If we do training we need to include everyone (adjuncts). Ray said that it is difficult with automotive as they pull adjuncts from the industry making it time constraining to get involved with curriculum writing. Cecilia made a point about how

adjuncts do not get compensated for writing course guides making them not so committed.

New Business:

Carol redirected committee members for their input on Professional Development Day. Cecilia recommended that the committee let faculty know Dr. Rider's plan - to let faculty know about the committee's objectives and direction.

SLOs: A few members voiced that Dr. Ray Somera would be an expert on island to conduct rubric/SLO training. Kelly stated that the rubrics are a completely separate thing compared to course guide writing and SLO's. She thinks that understanding SLOs is not difficult and mentioned that there are several people who write good SLO's on campus. The accreditation team recommended that SLOs be voiced not only in our catalog but to the public and that this will take maybe 3-5 years to reach all the goals set forth for this committee. Kelly recommended that we help faculty/adjuncts understand and differentiate competencies from SLOs... focus on DC training first and ask DC's to help create a timeline. The timeline should be developed at the department level. Paul disagreed stating that he believes the SLO's are more complicated.

Marsha was asked by a member to conduct training using old power point presentation. She said that is old material and very basic on how to write Intended Learning Outcomes. Marsha stated she is willing to do a workshop once the committee decides what new information to include. Donna stated that there is faculty at all levels. Some still need basic training in what is an SLO. We are not on the same page college-wide.

Paul recommended we focus on a simple level and put energy into creating a manual/training guide. He also stressed that there's no evidence of tying community/advisory members into our curriculum.

Doreen cited ways she used the Cabrillo College's manual to get ideas of SLO's for teaching Japanese and thinks there are faculty ready to move ahead with training on what are SLOs and what are competencies. Doreen said she was able to find a lot of SLO's for teaching Japanese online. It helped looking at what other colleges were doing and showed me how to narrow it down to just 5 or 6 SLOs.

Carol questioned, "Should we put together a task force to put together a template and manual for course guide/SLO writing?" Majority of members wanted to first ask Ray Somera (expert in SLO/curriculum writing) to speak to group and possibly do a workshop.

Nenita made a motion to for the Curriculum Committee to request just 10 minutes for an informative presentation on the Presentation Development Day." Ray seconded motion.

All were in favor.

Curriculum Documents:

Certificate of Cosmetology: Returned back to author because of Dean's request. Tabled until next week.

HS203- Approved with minor corrections
EE280 tabled for next meeting
SM220 tabled for next meeting
HS248 Not approved – return to author.

MA145 Approved with no corrections.
HS244 Not approved – return to author
HS293 Not approved – return to author

Other:

Carol asked if anyone wanted to comment on Dr. Rider's memo. Most members agreed that it was a lot but it was good advice that helps give committee a more clear direction. Kelly mentioned that the committee has never before looked at syllabi. Creating a standardized syllabus is something completely new. Paul stated that we may get resistance. Gary said that maybe the whole syllabus doesn't need to be controlled – only a part of it. The SLO's aren't really evident in the course guide. Kelly stated that in the states there are colleges moving toward standardizing their syllabus. To entertain syllabi before fine tuning the curriculum is jumping ahead. Furthermore, Kelly suggested we ask Dr. Somera if he can do a presentation on SLO's on behalf of the committee.

Carol shared a format that is used for strategic planning and asked members to think about how this can help us organizing and establishing future goals. Carol will ask Dr. Somera if he is available to conduct training on behalf of the committee and invite him to the next meeting.

Gary said that the Faculty Senate committee would like the curriculum committee to review their goals before it is forwarded to the Senate again and will email members the goals that the general education committee put together.

Next Meeting

Next meeting will be on Friday, September 29 at 3:30pm. The agenda will be to come up with the committee's goals and objectives and also to invite Ray Somera to hear input on SLO training.

Adjournment: Meeting was adjourned at 5:04 pm.

Minutes prepared by Marsha Postrozny

Curriculum Committee
Meeting Minutes: Friday, 9/29/06
Faculty Lounge

Members Present:

Paul Parvin, Ray Valenzuela, Nenita Perez, Gary Hartz, Doreen Blas, Joel Egana, Donna Cruz, Marsha Postrozny

Called to Order:

Meeting was called to order by Carol Cruz at 3:38 pm

Approval of Prior Minutes:

Ray made a motion to approve the 9/22/06 minutes and it was seconded by Nenita.

Old Business:

Carol started discussion about strategic planning and the need for the committee to have clear goals and objectives for the year. She indicated that she would like to be able to turn in a mid-year report outlining the committee's accomplishments. An end of the year report is also due in the summer. Carol also mentioned that the WASC Recommendations be noted when planning the group's goals and objectives.

The committee brainstormed on several items that could be the group's objectives and goals. The following were listed on the white board and they were discussed: SLO training and incorporate SLO in syllabi.

Paul recommended stronger communication between committees and that the committees and senate need to define roles to avoid overlapping. Carol stated that there is a need to define ourselves clearly. She pointed out that this year is an experimental year for the different committees and the new senate. She also stated that the committee needs to plan for something that the group could achieve.

Marcia suggested that a minor change be made in the course guide template to add the SLO requirement. Paul also suggested that course guides SLO be industry related or driven.

Carol wrote the committee's recommended main goal on the white board. The Curriculum Committee's goal this year is to **incorporate Student Learning Outcomes into the programs/course guides and syllabi**. The two (2) objectives are 1) SLO training and 2) update and revise course guides.

Carol mentioned that any new additions and changes on the goals and objectives of the committee just be added to future meeting agenda to be discussed.

New Business:

Carol brought the Gen Ed Committee Recommendations to the table to be discussed. Most members had copies of the recommendations. Gary gave background information

and answered questions concerning the recommendations. Marcia commented on the recommendation with the “writing across curriculum” requirement. And, that it is not just the writing that students really need to focus and learn but also speaking and math. Paul mentioned that even the automotive students might need to write technical reports. Joel agreed that automotive students are required in class to write technical reports. Donna questioned the need for Gen Ed to recommend “writing across curriculum” if it is up to the department to implement it. Carol questioned about the possible implications of approving the Gen Ed Recommendations and the effects that it could bring to curriculum review, accreditation, assessment, and enrollment. Gary explained that Gen Ed Committee would like the Curriculum Committee’s support on the recommendations.

Paul made a motion to support Gen Ed’s Spring 2006 Recommendation #1 and it was seconded by Marcia. Motion passed.

Doreen made a motion to support Gen Ed’s Spring 2006 Recommendation #3 and it was seconded by Paul. Motion passed.

Paul made a motion to support Gen Ed’s Spring 2006 Recommendation #5 and it was seconded by Donna. Motion passed.

Ray made a motion to support Gen Ed’s Spring 2006 Recommendation #2 and it was seconded by Joel. Most agreed that any substitutions should be reflected. Motion passed.

Paul made a motion to request Gen Ed to provide more specific information on Gen Ed’s Spring 2006 Recommendation #4 and it was seconded by Joel. Gary mentioned that he would discuss the request to Gen Ed Committee.

Next Meeting:

Next meeting will be on Friday, October 6, 2006. Dr. Rider and Dr. Somera will be conducting a training on SLO for the Committee. Carol reminded everyone to get ready for the training and to bring questions and course guides that could be used as exercises to learn about SLO.

Adjournment:

Meeting was adjourned at 4:42 pm by Paul and seconded by Marcia.

Minutes prepared by Nenita Perez

CURRICULUM COMMITTEE MINUTES

Meeting date: November 3, 2006

Place: Room C2

Meeting called to order at 3:34 p.m.

Present: R. Valenzuela, L. Gamble, P. Parvin, D. Blas, G. Hartz, M. Prostrozny,
N. Perez, K. Sukola, C. Cruz.

Approval of Prior Minutes: Motion by Lani to approve 9/29 minutes. Seconded by Ray.
Passed by unanimous vote.

OLD BUSINESS

Members discussed the October 6, 2006 SLO training by Dr. Rider and Dr. Somera.
Comments included:

- Why are we including SLOs now?
For accreditation.
- Bothered because it (writing SLOs) is not “just a matter of semantics,” as was repeated at the presentation.
- It IS a matter of words. We’ve been using SLOs all along, but putting them in our course guides clearly makes the courses student-centered.
- DCs want to keep the same format in the course guides; hopeful to just add SLOs than to change the format.
- SLOs should be put in the Course Goals section of course guides. They will be included in the catalog description.
- SLOs are industry driven.
- It is stated in the WASC report that we are not meeting often enough with our advisory committees to meet industry needs.

The committee chair concluded that members seemed ready to take on the task of including SLOs in future course guides.

NEW BUSINESS

The Faculty Senate requires that committees submit bylaws, therefore, members of the Curriculum Committee need to discuss and decide on what items to include in the articles and sections. They should define the roles of the committee and give it a clear vision for the rest of the academic year.

As a start, the committee chair distributed a draft of the bylaws which included parts of the old contract under the AAC, and parts from Calendar Committee and Faculty Senate documents. At present the Curriculum Committee is following old contract guidelines, but has been given new tasks. Discussion on how to proceed with the writing of the bylaws included:

- have a vision statement
- the Curriculum Committee bylaws do not have to follow the same format as other committees
- should be consistent with the Faculty Senate; needs to show continuity from year to year and among committees
- leave items of the bylaws general so members do not get locked into something; have enough structure to guide, but not restrict.

More specific comments included:

- Sections 7 & 8 as drafted are from the Standard Operation Procedures (SOPs).
- Section 7, 3. Add "in order to be included in the next meeting's agenda," for clarification.
- Change "will" to "shall" throughout the bylaws.
- Section 3, 1. Change to only "Review curriculum development."
- Course guide authors should be using the current course document approved in April 2004.
- Terms of members should be addressed.
- Bylaws should be reviewed every so often.
- Need to include the committee's tasks of creating a new course guide template, providing training for DCs, and reviewing course/program documents.
- Members will continue to be available to assist authors when necessary.
- There should be some way to protect against program deletions as in the past with the deletions of ESL program courses and the Fire Science Program. Program Deletion Review should take place (find out what the program is lacking, where it needs improvement, community need, etc.) before any program is deleted.

The next committee meeting will be to work only on the bylaws. Members should bring mission and vision statements and any other ideas for the bylaws for discussion.

Date/time/place of next meeting: 11/17/06 , 3:30 p.m. Room 1108. (Kelly - minutes)

December meeting: 12/1/06, 3:30 p.m. Room 1108. (Paul – minutes)
Review documents received up to 11/3/06.

Meeting adjourned 4:53. Motion by Kelly. Seconded by Lani.

Minutes by Doreen J. Blas

Curriculum Committee Minutes

Meeting Date: December 1, 2006

Location: 1108 Technology Building, Main Campus

Meeting called to order: 3:32 pm

Present: Paul Parvin, Gary Hartz, Kelly Sukola, Frank Evangelista, Ray Valenzuela, Lani Gamble, Marsha Prostrozny, Doreen Blas, Carol Cruz

The call for approval of the prior minutes for meeting 11/3/2006: Motion by Ray, seconded by Lani. No discussions were heard and approval of prior minutes passed by unanimous vote.

Old Business:

- 1 The Committee Mission Statement. Discussion concerning the original draft and revisions to the language of the previous draft developed in the November 17 meeting. Revisions and discussions followed the outcome and responsibilities of the committee to ensure the "high quality and relevance" of the curriculum reviewed and uphold the mission of the college. Revisions to the mission statement followed the discussion. The proposed mission statement was constructed:

In support of Guam Community College's mission, the Curriculum Committee is responsible for ensuring the quality and relevance of curricula in the development and revision of policies, programs, and courses to include recommendations to the Faculty Senate and other entities as appropriate.

Discussions followed concerning the wording and impact of the statement of "**other entities as appropriate**" to unforeseen structure (s) of other committees' purposes as the college develops and adopts new senate structures. Additional discussions were made concerning structures of the AAC, LRC, Gen Ed, and others...as the organization is changing by expanding or reducing the number of committees meeting. It was determined, in view of the mission of the college today, to propose the adaptation of the change.

Motion: To adopt the revision as proposed was made by Marsha. No additional discussion was offered. Seconded by Doreen. The motion passed by unanimous vote.

Motion: To adopt the mission statement was made by Marsha. No additional discussion was offered. The motion was seconded by Doreen and passed by unanimous vote.

- 2 Objectives and By-Laws were discussed.
As the Faculty Senate requires that committees submit bylaws, membership of the Curriculum Committee will need to discuss and decide on what items to include in the articles and sections. Kelly Sukola suggested starting by looking at the old By-Laws with modifications and offered to review them for the next meeting. The committee chair favored this recommendation to be expedient and purposeful. It was decided to follow this recommendation. Discussions and review to be made for the next meeting.
- 3 Goals and Course Guides. The discussions concerning the goals and Course Guides revisions revolved around the requisite inclusion of SLO's. (Combining the two remaining points of Old Business on the agenda.)
 - How do the course guides need to be changed to encourage inclusion of SLO's?
 - How do we perceive the modifications in terms of their eventual utilization?
 - How well will the move be understood or perceived?
 - Where will revisions be necessary?
 - What forms (electronic or paper) will affect the documents?

After discussions concerning the issues to proposed Goals and Course Guide revisions the Revisions of the following were recorded:

- To incorporate Student Learning Outcomes in our programs, course guides, and syllabi.
- To review existing curriculum, proposed substantive curriculum changes, and all proposed new instructional programs as submitted to the Curriculum committee.

Motion: To revise the curriculum template and add an addendum to the manual to include the addition of Student Learning Outcomes in the sections of Course Goals, Catalog Description, and Program Outcomes. All newly submitted curricula documents must incorporate these changes on or after January 12, 2007. Doreen made the motion. Seconded by Ray. The motion passed by unanimous vote.

Discussions followed concerning the next meeting. Given the late hour, the chairperson purposed the next meeting date of January 12, 2007, in the same location of the new Tech building, room 1108. Further, in brief, the agenda for the next meeting to include: the review and revision of the template in detail, review of revisions to the By-Laws and proposals to the senatorial council.

Motion: To adjourn was made by Kelly. The motion was seconded Lani. The motion passed by unanimous vote.

The meeting adjourned at 5:16 pm