

Curriculum Committee
Agenda
3/7/08 @3:30 pm rm 1108

- I. Call to Order/Attendance
- II. Approval of prior minutes from 2/15/08
- III. Old Business
Feedback from PDD

Template/Curriculum Manual Changes
- IV. New Business
Next SLO/Mini-Refresher Session 3/28 @ 2:45pm in D7
* need volunteers to help lead session.

Course Review

MK298 Co-op/Work Learn (BTA - author made changes)

NU220 Adult Med-Surgical Nursing (reviewers: Ray, Clare, Carol)

Certificate in PN (reviewers: Doreen, Ron, Frank)

Syllabi Template

- V. Summarize Meeting/Closure

Spring Schedule of Meetings

Fri. 1/25/08 @ 3:30 pm

Fri. 2/1/08 @ 3:30 pm

Fri. 2/15/08 @ 3:30 pm

Fri. 3/7/08 @ 3:30 pm

Fri. 3/28/08 @ 3:30 pm

Fri. 4/4/08 @ 3:30 pm

Rotating Secretary

Bunny S.

Carol Cruz/Marsha Postrozny

Cecilia delos Santos

Lani Gamble

Carl Torres

Nenita Perez

Curriculum Committee
9/21/07 @ 3:30 – 5:00 pm room 1108
Agenda

- I. Call to Order/Roll Call
- II. Approval of Prior Minutes
- III. Old Business

Training Ideas (Professional Development Day 10/8 and Beyond)

IV. New Business

Brief discussion on how small groups are working:

- | | |
|---------------------------------|--------------------------------------|
| (1.) Training | *Carol, Theresa, Tony, Julie |
| (2.) SLO incorporation | *Marsha, Doreen, Lani |
| (3.) Update Outdated Curricula | *Donna, Frank, Ray, Nenita, Ron |
| (4.) Curriculum Manual Revision | *Clare, Cecilia, Donna, Tony? |
| (5.) Electronic Template | *Paul, Carl |

Review Committee By-Laws

9/28 @3:30 pm room 1106 Banner rep. will give a 20-30 minute preview on electronic version of templates that align class assignments to course SLOs to program SLOs (as required by ACCJC)

V. Summary of Meeting & Adjournment

Curriculum Committee
Minutes
January 25, 2008
Room 1108, GCC

I. Call to Order/Attendance

Meeting was called to order at 3:30 pm by Marsha P., Chairperson.

Members Present: (list from Paul P's sign-in notebook)

II. Approval of prior minutes—A/S Tony SN and Paul P.

III. Old Business

IV. New Business

Memo from Dr. Ray (12/3/07) addressed to Curriculum Committee and all DCs

Key issue: prerequisites. Bunny suggested the curriculum process has a point for quality assurance. Before the DC signs off the cover page DC shall ensure prerequisites have been addressed and accounted for in their respective departments.

Course Review Results

HS158 MICE, reviewers: Marsha, Carl, Clare—approved

HS265 Ecotourism, reviewers: Marsha, Carl, Clare—approved

HS260 The Travel Profession, reviewers: Marsha, Carl, Clare—approved

IN230 Sign to Voice, reviewers: Ray, Frank, Ron—approved

AC240 Certified Bookkeeper, reviewers: Ray, Frank, Ron—approved

ASL100 I, reviewers: Chuck, Lani Nanita—approved

VA298 Vis Com Co-op/Work Learn, reviewers: Tony, Paul, Cecilia—
tabled

V. Summarize Meeting/Closure

Tony—DC Mini-Training

Tony and Marsha conducted DC Mini training. Marsha reminded DCs training is an accreditation standard—not only a curriculum workshop activity. Electronics wants training. Carl and Teresa agreed to conduct training;

Marsha—Professional Development

Administrators want Curriculum Committee to present SLO training during Professional Development—Marsha recommended one-half hour presentation;

Marsha—2008 Curriculum Manual

Access draft via “My GCC-Student Excellence.” Marsha wants feedback from members—email;

Carol attended the Association for Career and Technical Education Conference (ACTE) from December 11-16, 2007 in Las Vegas, NV. She received some information from NOCTI that can provide funding towards CTE programs through the Carl Perkins Act. Alignment with the Carl Perkins Act could provide a steady stream of federal funds towards secondary programs.

Meeting adjourned 5:00 pm.

Prepared by Bunny Sgambelluri

Curriculum Committee Meeting Minutes
February 18, 2008 (Friday)
Location: Room 1108

I. Called to Order/Attendance

The meeting was called to order by Chairperson Marsha Postrozny at 3:31p.m.

Present were the following: Doreen Blas, Donna Cruz, Cecilia Delos Santos, Teresa Hormillosa, Paul Parvin, Marsha Postrozny, Anthony San Nicolas, Bunny Sgambelluri, and Carl Torres III.

II. Approval of Prior Minutes

Jan 25, 2008

- List of members' names are still missing, but the rest is o.k.
- Paul and Bunny have the list of names, and will provide them to Marsha.
- Motion to approve was made by Theresa, and seconded by Cecilia.

Feb. 1, 2008 (e-meeting)

- Chairperson Marsha asked for feedback if members liked the e-meeting.
- Some members indicated they like e-meetings on certain occasions such as when it is a brief meeting.
- Jeopardy game was produced.
- Member provided input and Carol put them together (power point presentation).
- Motion to approve was made by Carl, and seconded by Donna.

III. Old Business

Finalize Jeopardy Game

- Group previewed the jeopardy game.
- Cecilia indicated an error on one of the slides, and Marsha will try to make correction.
- Discussed and decided who will do what.
- Marsha will talk briefly about the work of the Committee and purpose of jeopardy game, and to get prizes for the winners.
- Paul Parvin will be the emcee. Carl Torres is the back-up emcee. Since Marsha is able to get approval from Dean Ridgell for a substitute teacher for Paul's classes, Paul will be the emcee.
- Teresa will give out prizes/paper money.
- Judges: Bunny, Cecilia, Donna, and Doreen.
- Cecilia to make signs out of construction papers/poster boards with hilarious and fun remarks for right and wrong answers.
- Bunny suggested a survey at the end of the game how the participants like the presentation.
- Marsha to generate a short and simple survey.

Curriculum Manual

- Bunny brought up that the manual does not have the current GCC mission statement.
- Marsha encouraged members to continue looking at the manual and make recommendations/suggestions for needed revisions.

Mini-workshop on SLOs

- Marsha indicated the no workshop was conducted today because no one called to sign-up.

IV. New Business

Curriculum Issue (What do we do when author is also DC?)

- Marsha discussed SOP when reviewing documents.
- Concerns were brought up: some courses do not go through departmental review, even though department chair is responsible for making sure that all faculty in the department look at/review course guides it doesn't always happen, authors writing course guides who are not experts on the field, etc.
- Members agreed on the importance of course documents to have contents with substance.
- Some suggestions: adding a signature line for at least three department members, adding a signature line for subject matter expert, etc.
- Plan: to look at the existing parts of the course documents IV D and XII E, in particular, that will take care of this issue. This was tabled for discussion next meeting.

Course Review

MK298 Marketing:	Back to Author
JA110 Japanese I:	Approved with Minor Revisions
JA111 Japanese II:	Approved (with no changes)
EE266 Computer Net II:	Approved with Minor Revisions

V. Summarized Meeting/Closure

Next meeting: March 7, 2008

Meeting was adjourned by Marsha at 4:55 p.m.

Minutes prepared by Cecilia Delos Santos.

Curriculum Committee Meeting Minutes

March 7, 2008 (Friday)

Location: Room 1108

I. Called to Order/Attendance

The meeting was called to order by Chairperson Marsha Postrozny at 3:30 p.m.

Present were the following: Doreen Blas, Carol Cruz, Donna Cruz, Julie Cruz-Jones, Cecilia Delos Santos, Theresa Hormillosa, Paul Parvin, Nenita Perez, Marsha Postrozny, Bunny Sgambelluri, and Ray Valenzuela.

II. Approval of Prior Minutes

Nenita made a motion to approve the minutes of Feb. 15, 2008 meeting.

Theresa seconded the motion.

III. Old Business

Feedback from PDD

-Marsha shared that all the comments she received were all positive. PDD participants indicated that it was a different, lively, and interesting presentation.

-Marsha thanked the committee for their good work and participation. She recognized Carol for doing the first version of jeopardy, and Paul for the second version.

Template/Curriculum Manual Changes

-Each member was provided with a copy of Curriculum Manual.

-Marsha asked members to go over and edit the manual (encouraged to refer to the handout on Curriculum Manual/Final Edit) before it is sent to Faculty Senate.

-Feedback has to be provided to Marsha via email by next week Friday.

-Need to look at the checklists (particularly appendixes E & F).

-Course guides should not be more than five years old.

-Recommendation in the future: If there are no substantive changes or revisions are needed, a checklist is to be completed and attach to a new cover sheet and curriculum material goes through regular process.

-Checklists can be used to determine what kind of revision is needed (substantive or non-substantive).

-Marsha shared what happened at the DC meeting: there was a huge outcry re: curriculum writing and that Assoc. Dean Sukola advised DCs to have their respective departments to start doing SLO mapping.

-Marsha had a meeting with the DCs on curriculum manual, specifically on the use of checklists and from this meeting the statement to use on the checklist came up.

IV. New Business

SLO Mini-refresher Session

-Next one is scheduled on March 28 at 2:45 p.m. in D-7.

-Bunny volunteered to help lead the session with Marsha.

Course Review

MK 298 (Approved with Corrections/Revisions)

-Comments/Suggestions: SLOs can't be realistically measured such as "work harmoniously," and was suggested to change the word harmoniously, has to clarify if course is a requirement or an elective, needs to refer to rubric and rating scale. Author will be directed to check Bloom's Taxonomy.

-Concern: a VisCom course guide with somewhat similar SLOs was approved.
-Marsha stressed to remember the changes/corrections on course guides being reviewed, so the same measures are also used on others. This is to make sure that there are consistencies and fairness.

-Concern: Since non-substantive revision does not have to go the Curriculum Committee, how can we make sure SLOs are measurable? How can the Curriculum Committee (the group responsible for making sure that certain standards are met in curriculum materials) meet its responsibilities, if there are course documents that do not have to go through the Committee such as the ones that need non-substantive revision. Marsha indicated that the registrar has been good in sending courses back if there are problems with SLOs, and the course material will also have to go to the Dean, the DC, and the AVP. Marsha stressed it depends upon the Committee if we want the current process in approving non-substantive revision be changed. Carol mentioned that WASC cited that Curriculum Committee many times that we are responsible for ensuring SLOs are in place.

NU220 (Approved with Minor Revisions)

-Comments: duplication of SLOs and other minor corrections

Certificate in PN (Approved with Minor Revisions)

-Comments/Suggestions: change the phrase “be proficient” to demonstrate proficiency and “be eligible” to demonstrate eligibility.

Syllabi Template

-Marsha reported that AVP Dr. Somera and the deans assigned the Curriculum Committee to come up with the syllabi template to standardize the syllabi.

-Discussion resulted in the curriculum committee deciding that the current syllabi review process through the DC and Deans are adequate. Therefore, any changes made to the syllabi template should come from the administrative level.

-Recommendation of ACCJC/WASC: 100% of syllabi must have SLOs written on them.

-Will be reported by Asst. Director of Assessment Dr. Tudela to ACCJC that 30% of SLOs will have to be published on-line (catalog) by Fall 2008.

V. Summarized Meeting/Closure

Next meeting: March 28, 2008

Paul made a motion to close the meeting and seconded by Theresa.

Marsha adjourned the meeting at 4:50 p.m.

Minutes prepared by Cecilia Delos Santos.

GUAM COMMUNITY COLLEGE

Curriculum Committee

Minutes

Friday, March 28, 2008

03:30 PM

{ Building C / room C2 }

DRAFT

- 1) Call to Order: 03:30 AM

Attendance:

Name	Present	Participated Electronically
Ron Abshire		
Doreen Blas	X	
Clare Camacho		X
Carol Cruz		X
Donna Cruz	X	
Julie Cruz-Jones	X	
Cecilia Delos Santos		X
Frank Evangelista	X	
Lani Gamble	X	
Theresa Hormillosa		
Chuck Meno		
Paul Parvin	X	
Nenita Perez		
Marsha Postrozny	X	
Bunny Sgambelluri		
Tony San Nicolas		
Carl Torres		
Ray Valenzuela	X	

Others present:

- 2) Approval of Prior Minutes March 7, 2008
- **R. Valenzuela made motion approve the minutes, seconded by J. Cruz-Jones. Motion passed unanimously.**
- 3) Old Business:
- Review Results of Electronic Voting

- SLO Changes
 - SLO is tabled till next semester.
- Mandatory Training
 - The mandatory training is tabled to next semester.
- Template/Curriculum Manual Changes (Signatory Responsibilities)
 - **P. Parvin made a motion to submit the curriculum manual to the faculty senate and posted on MyGCC by Wednesday 4/2/08. Seconded by L. Gamble. Motion carried by majority vote.**
 - **J. Cruz-Jones made a motion to remove the word “course description” from Registrar’s responsibility. Seconded by P. Parvin. Motion passed unanimously.**

4) New Business

- Votes for Chair Elect:
 - P. Parvin is nominated and elected for chair-elect.
 - **Motion passed unanimously.**
- Review of Bylaws:
 - **P. Parvin made a motion to review Bylaws before the next meeting to make it timeless and seamless. Seconded by D. Cruz. Motion passed unanimously.**
- Compensation for summer reviewers:
 - Summer reviewers of curriculum to get paid.
- Next SLO/Mini-Refresher Session_____.
New volunteers can choose date and time.
 - L. Gamble will lead the next training.
- Course Review
 - Reviewers to pay closer attention to detailed SLO and using measurable verbs.
 - JA108 Japan for Tourism (Donna, Bunny, Julie)
 - **J. Cruz-Jones made a motion to approve with minor corrections. Seconded by L. Gamble. Motion passed unanimously.**
 - MK224 Advertisement (Donna, Bunny, Julie)
 - **J. Cruz-Jones made a motion to approve with minor corrections. Seconded by L. Gamble. Motion passed unanimously.**
 - VEME061A (Clare, Carol, Cecilia)
 - **D. Cruz made a motion to approve with minor corrections. Seconded by F. Evangelista. Motion passed unanimously.**

- VEME061B (Clare, Carol, Cecilia)
 - **D. Cruz made a motion to approve with minor corrections. Seconded by F. Evangelista. Motion passed unanimously.**
- VEME071A (Theresa, Paul, Ray)
 - BTA
- VEME071B (Theresa, Paul, Ray)
 - BTA

5) Summarize Meeting/ Closure:

- Spring Schedule of Meetings/Rotating Secretary:
 - Friday 1/25/08 @ 3:30pm – Bunny S.
 - Friday 2/1/08 @ 3:30pm – Carol Cruz/ Marsha Postrozny
 - Friday 2/15/08 @ 3:30pm – Cecilia Delos Santos
 - Friday 3/7/08 @ 3:30pm – Cecilia Delos Santos
 - Friday 3/28/08 @ 3:30pm – Rose Hormillosa (from Faculty Senate)
 - Friday 4/4/08 @ 3:30pm – Nenita Perez

6) Agenda Items for Next meeting:

7) Next Meeting: April 4, 2008 @ 3:30pm

8) Adjournment: **D. Cruz made a motion to adjourn, seconded by R. Valenzuela. Motion carried and meeting ended at 4:45pm.**

Curriculum Committee Agenda
4/18/08 @ 3:30 – 4:14 pm
Hybrid Meeting (part online)

Attendance: Ron Abshire, Doreen Blas, Clare Camacho, Carol Cruz, Donna Cruz, Cecilia Delos Santos, Frank Evangelista, Lani Gamble, Theresa Hormillosa, Paul Parvin, Nenita Perez, Marsha Postrozny, Bunny Sgambelluri, Carl Torres, Bob Balajadia (new member)

- I. Approval of prior minutes from 4/4/08 – send an email whether or not you approve the minutes (or post on our Groups Page).
Cecilia made motion to approve minutes and Carol second.
- II. Old Business
Choose date/time and presenters for May's mini-refresher session on SLO/New Templates
Priscilla Johns has volunteered to be one of the presenters to help with SLO topic in Tracdat.
Bunny suggests having faculty RSVP via their Dean/ also to have our committee come up with a prescheduled training plan incorporating each department.
- III. New Business
Course Review: ANC=Approved with no corrections, AWC=Approved with Minor Corrections, or BTA=Back to author)

CJ107 Intro to Corrections – Bunny and Lani
Bunny recommends ANC (approved with no corrections)

HS251B Internet Travel – Paul and Marsha AWC and author made changes

JA210 Intermediate Japanese I – Ron and Donna
Donna ANC and Ron AWC SLOs are not in line, may be template problem.

MK 123 - AWC

MK205 Entrepreneurship – Doreen and Frank

– Doreen approved with minor corrections (lessen the number of main SLOs to 3 or 4 and change “understand” in section X (1.3.1, 2.4.4, 3.1.4), correct spelling of “adequate”. Frank - ANC

MK206 Retailing – Carl and Ray (ANC)

MK207 E-Marketing – Carl and Ray

Ray - (ANC)

Carol - AWC replace words used in the SLO's mainly "understand". suggestion would be maybe to "navigate" or "demonstrate".

MK208 – Bunny approved with minor corrections (replace “appreciate” “gain” and “understand” with a Bloom action verb.

MK123 Principles of Marketing – Ron and Donna

-Donna AWC

Ron AWC SLOs are not in line, may be template problem.

MK124 Selling – Doreen and Frank

Doreen AWC (change “understand in Sections III & VII to other verb like comprehend/identify, in sections VIII and XI change instructor to lower case ‘i’ and align 5.0 Section X with rest of text.)

Frank - ANC

IV. Summarize Meeting/Closure

Curriculum Committee Minutes

Meeting Date: August 10, 2007 (Convocation)

Location: Multi-Purpose Room, GCC

Meeting was called to order: The meeting was called to order around 12:30 p.m. by Chairperson Marsha Postrozny.

Membership and Attendance:

- | | |
|----------------------------------|---|
| 1. Marsha Postrozny, Chairperson | 9. Donna Cruz |
| 2. Tony San Nicolas, Chair-Elect | 10. Ronnie Abshire |
| 3. Carol Cruz | 11. Clare Camacho |
| 4. Cecilia Delos Santos | 12. Julie Cruz-Jones |
| 5. Frank Evangelista | 13. Ray Valenzuela |
| 6. Paul Parvin | 14. Carl Torres (Absent) |
| 7. Nenita Perez | 15. Lani Gamble (2 nd committee) |
| 8. Doreen Blas | |

Minutes: This is the first meeting held for the new school year. There are no previous minutes.

Old Business: None

New Business:

1. Committee members were asked for nominations to the Chair-Elect position. Kelly Sukola was to serve as Chairperson for this year but accepted the position of Adjunct Associate Dean effective August 2007. Therefore, Marsha, who was Chair-Elect this year, assumed her new title.

Tony San Nicolas and Paul Parvin were nominated. By majority vote, Tony San Nicolas was elected as Chair-Elect.

Motion Carried.

2. **Chair-Elect San Nicolas made a motion to request funding from the Faculty Senate to develop an online curriculum template. Carol seconded the motion.**

Chairperson Postrozny informed the members that the course guide and program templates were revised last year. These new templates will allow authors to include Student Learning Outcomes (SLOs). The purpose of developing an online application is so that the information can be easily shared electronically in order to produce standardized syllabi and to be incorporated into the catalog. Discussion between members ensued.

Motion Carried.

3. Committee Goals and Objectives

Carol, last year's Committee Chairperson, gave a brief history of the committee's goals, accomplishments and recommendations from last year. A copy of the end of the year report was given to Chairperson Postrozny. Carol also reminded everyone that Dr. Rider's initial meeting with the Committee last year emphasized the incorporation of SLOs to be an institution-wide effort.

Paul suggested that the committee receive training at the next meeting on how to use "Group" on MyGCC.

Carol commented that the Student Excellence Committees share the same voice when it comes to SLOs and we all need to start to work together.

Based on further discussion among Committee members, the Committee has outlined three goals and its objectives:

- 1) The Committee will develop an electronic template.
 - i. Request funding from the Faculty Senate
 - ii. Contract the development of the online application
- 2) The Committee will encourage all programs and courses to update their curriculum documents so that they are not more than five years old.
 - i. Training
 - ii. Encouragement
 - iii. Consolidation
 - iv. Gather institutional data as to the total % of outdated courses.
- 3) The Committee will ensure that all programs and courses will have SLOs.
 - i. Train faculty
 - ii. Disseminate information on SLOs

The next meeting date: As a point of information, all Committee meetings will be held every 1st and 3rd of the month in Room 1108 or as otherwise stated. The next meeting will be held at 3:30 p.m., Friday, September 7, 2007 in Room 1108.

Adjournment: Motion to adjourn was made by Frank Evangelista and seconded by Cecilia Delos Santos. The motion passed by unanimous vote.

The meeting was adjourned at around 2:30 p.m.

Minutes was prepared by Carol Cruz.

Curriculum Committee Minutes

Meeting Date: 09/07/2007

Location: Tech Bldg room 1108, GCC

Meeting was called to order: 3:30pm by Chairperson Marsha Postrozny

Membership & Attendance

1. Marsha Postrozny, chairperson
2. Tony S. N, chair-elect
3. Carol Cruz
4. Cecilia Delos Santos
5. Frank Evangelista
6. Paul Parvin
7. Nenita Perez
8. Doreen Blas
9. Donna Cruz
10. Ronnie Abshire (abs)
11. Clare Camacho (abs)
12. Julie Jones (abs)
13. Ray Valenzuela
14. Carl Torres
15. Lani Gamble (abs)
16. Theresa Hormillosa

Minutes:

Old Business:

1. Website for Curriculum is on My Groups moved under Shared Governance/Student Excellence
2. Committee Goal Reporting Matrix was distributed

New Business:

1. Committee members signed up into the following subgroups
 - Training
 - SLO Incorporation
 - Update of Old Curricula
 - Revision of Curriculum Manual/ TemplatesPaul Parvin and Carl Torres were tasked with the goal of starting the processes necessary for conversion to an electronic template.
2. Donna Cruz made a motion to make minor template changes. Cecilia Delos Santos seconded the motion.
 - Chairperson Postrozny informed the members about the minor changes needed for the template. Members discussed changes needed for the different parts of the template.

- Motion Carried.

Minor Template/Curriculum Manual Change

- (1.) Requiring authors to write prerequisites for courses within catalogue course description (will help display information properly on Banner)
- (2.) Keeping verbiage consistent with AIE/AACJC “students will be able to”

Discussion on textbook/course material selection (Instructor Concern)

Curricula Review

SM205 Purchasing (Barbara B-Miller)
VEEE080 IT Essentials (Heesuk Lee)

CURRICULUM COMMITTEE

Minutes

9/21/07 Meeting @ 3:37 P.M. Room# 1108

IN ATTENDANCE: Marsha, Carol, Julie, Donna, Theresa, Doreen,
Lani, Carl, Paul, Tony

ABSENT: Clare, Nenita, Ray, Ron

- I. Meeting Call to Order By Chair Ms. Marsha @ 3:37 P.M.
- II. Approval of Prior Minutes: Motion was made by Tony to TABLE last Meetings MINUTES. Seconded by Paul. **Motion carried.**
- III. Old Business: Training Ideas (**Professional Development Day 10/08 and Beyond**) Discussions were made by Chair Ms. Marsha for CC Members to come up with a plan for SLO's Training for the upcoming PDD on 10/08. Will formulate and finalize plans before 10/08 PDD. Chair/Marsha handed-out the Faculty Senate's Goal Reporting Matrix 2007-2008 for the Curriculum Committee Members.
- IV. New Business:

Brief discussion on how small groups are working for each CC Subgroup:

(1) Training Sub-Group: Carol, Theresa, Julie and Tony.

Tony explained that the small group for training have been meeting for the past week @ Denny's in Hagatna @ 2:00 p.m. to discuss relative issues of training Faculty on SLO's pertaining to the 10/08 PDD. Carol also, indicated that we are looking @ possibly offering SLO Refresher Training and New/Improved Course Guides Templates Training for Faculty.

Paul explained that SLO's are somewhat dynamic, but were not able to distinguished upon significance of SLO's as oppose to competencies or intended SLO's. Carol indicated that some Faculty have taken Vocational Methods to understand SLO's, and that the CC can set some guidelines, possibly training year long. Julie explains; that we need to identify our target audience for SLO's and author for certain Course Guides.

Marsha emphasized that the Secondary Teachers (Satellites High School) are not mandated to attend. She further added that we must require Deans and DC's and Faculty must attend the New/Improved Templates Workshop. Incorporating SLO's into the Banner electronically; to include assignments in order to meet the ACCJC/WASC Mid-Term Accreditation Requirements.

Paul showed a Power-Point SLIDES on Course Templates relative to OHIO University. He further asked, who is collecting DATA for CC? Carol emphasized that SLO's need to be in TRACDET Assessment. Asking support; that Deans and DC's allow program instructors to bring program Course Guides for the PDD Training Workshops on 10/08. She further asked, is the CC meeting it's intended goals and objectives?

(2) Update Outdated Curricula Sub-Group: Donna, Frank, Ray, Nenita, Ron

Donna explained that their Sub-Group Committee have met, and are gathering and compiling information pertinent to revising the Old Curricula to meet the New and Improved Curriculum Manual. The Curricula Sub-Group continues to meet, in order to improvise ways to write the Curriculum Manual. Need guidance from CC Chair and members of the CC. Marsha explains to the CC Members that utilizing the MAPPING Spreadsheet into the Course Guide Template will validate meeting the MANDATED Requirements from the ACCJC/WASC for Curriculum Committee.

Lani and Paul explained that Flow-Charting Tools must be investigated and established in order that we align ourselves with Institutional goals relative to the Organizational Chart of the College.

Marsha emphasized that possibly training is needed next summer for Banner and Electronic Course Guide Template, and that Paul and Carl will probably attend the training. This will allow the CC to meet its' goals in lieu of the New and Improved Curricula Manual.

Motion was made by Tony that the **SLO MAPPING** be included in the Templates as an attachment to the Course Guide Template electronically. Seconded by Carol.

Motion carried.

Marsha explains that the Review Committee By-Laws will be conducted next week on 9/28 @ 3:30 p.m. room 1106 Banner Rep. will give a 20-30 minute preview on electronic version of templates that align class assignments to course SLOs to program SLOs (as required by ACCJC).

Paul makes the motion to adjourn the meeting. @ 5:45 p.m. Seconded by Donna.

Motion carried.

Meeting adjourned. @ 5:45 p.m.

Curriculum Committee
10/5/07 @ 3:30 – 4:30 pm room 1108
Minutes

I. Call to Order/Roll Call

Members present: Julie Cruz-Jones, Paul Parvin, Lani Gamble, Nenita Perez, Carl Torres, Teresa Hormillosa, Donna Cruz, Doreen Blas, Carol Cruz, Tony San Nicolas, Marsha Postrozny

Guest: Johanna Camacho

II. Approval of Prior Minutes: Tony made motion to approve minutes from 9/7/07 and 9/21/07 and Julie seconded.

III. Old Business

Training Ideas (Professional Development Day 10/8 and Beyond): Marsha shared copy of letter sent out to all department chairs to encourage attendance at our SLO workshops. DCs to attend the New Template/SLO Mapping and new faculty plus those teaching from outdated course guides to attend the SLO refresher workshop presented by Clare Camacho.

Review Committee By-Laws

IV. New Business

Course Guide Review

AC150 Federal Income Tax I - Not Approved

EE265 Computer Networking I – Approved with Minor Corrections

IN145 Vocabulary Development – Approved with Minor Corrections

IN220 Voice to Sign Interpreting – Approved with Minor Corrections

V. Summary of Meeting & Adjournment

CURRICULUM COMMITTEE

MINUTES

October 19, 2007

Room 1108, GCC

PRESENT: Paul Parvin, Marsha Postrozny, Theresa Homillosa, Tony San Nicolas, Julie Jones, Donna Cruz, Doreen Blas, Carl Torres.

The meeting was called to order at 3:30 by Marsha.

The minutes from the 10/5/2007 meeting were tabled.

The next scheduled meeting was set for November 16th due to the November 2nd holiday.

Tony made a motion for members to approve any forth-coming course guides by an electronic vote. Paul seconded. All in favor.

Members were asked to get alternate email addresses for Ray Valenzuela and Frank Evangelista, or have them contact Marsha for committee updates.

OLD BUSINESS

Feedback from PDD Workshops

- 1) There were 21 participants for the DC SLO mapping workshop. Most participants stayed for over an hour and stated that they preferred to continue working in their office. The participants were asked to complete the mapping for at least one of their department programs by the end of this semester and to submit them directly to Johanna.
- 2) It was recommended that there be more SLO training after Clare's SLOs? What are Those? workshop. There would probably be a need for departmental training as inadequate curriculum are submitted.

As a future goal, it was mentioned that GCC should be polling industries about what is going on in their particular areas so that we could more effectively teach employable skills. Advisory committees could then better guide departments based on the information gathered in the polls. Our ultimate goal would be to tie industry standards into our courses and SLOs.

NEW BUSINESS

1) Course Guide Review

AC150 Federal Income Tax I. The document was sent back to the author for changes and then was resubmitted to the committee. Donna recommended its approval, Paul seconded it, and the document was approved by all.

2) Career Clusters Education – Secondary Programs

Paul made a presentation on Career Clusters out of concern for the future direction of GCC programs. He suggested that GCC look into Career Clusters to more effectively emphasize employability and technical skills integrated with rigorous academic content. As the college is presently, GCC is already losing program opportunities to other training institutions. This combined with the upcoming military impact on the island, GCC needs to prepare students for a global economy in order to succeed as an educational institution. Paul recommended that members read the handout he distributed for a better understanding of Career Technical Education (CTE) and Career Clusters. It was suggested that Paul present at the next Professional Development Day on this topic.

3) Opportunities for off-island Professional Development for Curr. Committee members

Tony suggested that we look at other training sites off-island. How do SLOs and CTE fit into what we're doing at GCC? Either curriculum members could attend conferences off-island and present to faculty upon return, or a trainer could be brought to Guam for all faculty.

Julie recalled the success of mandatory training for all faculty that was conducted years previous when a trainer presented at GCC.

Members were asked to do research on what conferences are available that would meet our curriculum needs, or to suggest a trainer that could possibly come to GCC for a presentation.

4) Marsha announced that Chuck Meno joined the Curriculum Committee.

5) There was a discussion on how to efficiently and fairly carry out the tasks of subcommittees with only a few members actively participating, especially with meeting times scheduled to accommodate all members' schedules. Members were asked to document their Curriculum Committee activities and time spent on curriculum-related work, and to submit this documentation at the December 7th meeting.

The next meeting was scheduled for 11/16 @ 3:30 p.m.

A motion was made to adjourn by Julie and seconded by Donna at 4:45 p.m.

Minutes recorded by Doreen J. Blas

Curriculum Committee
Agenda
11/16/07 @3:30 pm
RM 1108

I. Call to Order/Attendance

CC meeting was called to order at 3:45 pm by the CC Chairperson, Marsha. CC Members that attended are: Nenita, Carol, Donna, Theresa, Julie, Doreen, Paul

II. Approval of prior minutes

Julie motioned to approve minutes from 10/5 and 10/19. Donna seconded the motion.

III. Old Business

Tony and Marsha reviewed two course guides: NU110 and NU160. Nenita volunteered to also review these course guides. Course guide eval. can be approved electronically.

IV. New Business

A. Discuss plan to update old curricula

Members discussed on the continuation of updating old curricula. Donna's small group will resume its task in the spring. The group will follow up on the list of curricula documents that were previously submitted to CC Chairperson.

B. Ongoing training for SLO/curriculum writing

Members discussed ideas about year-round SLO trainings.

Ideas from CC members:

1. to request that authors get compensated either with money or by reducing (or substituting) workload/classes,
 - a. e.g. 1- 45hr course is equivalent to revise a course guide
2. get the dean involved by

- a. motivating the departments to revise their curricula by a certain deadline,
 - b. asking the departments to come up with a plan to update curricula
3. set time deadlines for updated curricula per department,
4. have at least 1 person per department to attend a scheduled SLO training session, and then that person can relay the information to the rest of the department.

V. Summarize Meeting/Closure

A. Next meeting CC should:

1. formulate an SLO training plan
2. schedule at least 2-3 departments/ programs each month in 2008 thru 2009 for SLO training

B. Theresa motioned to move CC meeting forward to 11/30/07. Julie seconded the motion.

C. Meeting was adjourned at 4:45pm

Minutes prepared by Theresa Hormillosa