

GUAM COMMUNITY COLLEGE

Curriculum Committee

Agenda

Friday, January 22, 2010

3:30pm-7:30pm

GCC Tech Center, Room 1102

1) Call to Order:

Attendance:

	Name	E-mail	Present
1	Ron Abshire	ronnie.abshire@guamcc.edu	
2	Robert Balajadia	robert.balajadia@guamcc.edu	
3	Katherine Chargualaf	katherine.chargualaf@guamcc.edu	
4	Doreen Blas	doreen.blas@guamcc.edu	
5	Theresa H. Datuin	theresaanndatuin@guamcc.edu	
6	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	
7	Frank Evangelista	frank.evangelista@guamcc.edu	
8	R. Gary Hartz (<i>Chair-Elect</i>)	ronald.hartz@guamcc.edu	
9	John Michael Jocson	johnmichael.jocson@guamcc.edu	
10	Paul Kerner	paul.kerner@guamcc.edu	
11	Amada Manzana (<i>Chair</i>)	amada.manzana@guamcc.edu	
12	Paul Parvin	paul.parvin@guamcc.edu	
13	Nenita Perez	nenita.perez@guamcc.edu	
14	Marsha Postrozny (<i>Administrator</i>)	marsha.postrozny@guamcc.edu	
15	Christina Ann Pestanas	christinaann.pestanas@guamcc.edu	
16	Sally Sablan	sally.sablan@guamcc.edu	
17	Marivic Schrage	marivic.schrage@guamcc.edu	
18	Carl Torres	carl.torresii@guamcc.edu	
19	Ray Valenzuela	renato.valenzuela@guamcc.edu	
20	John Zilian	john.zilian@guamcc.edu	

Others present:

2) Approval of Prior Minutes:

A. December 15, 2009 Prepared by Carl Torres.

3) Old Business:

A. None

4) New Business:

A. Course Guide(s) Review.

Course Guide	Reviewer 1	Action	Reviewer 2	Action	Date submitted to AVP
WT110	K. Dietrichs G. Hartz		A. Manzana	WC	12/18/09
EE107	J.M. Jocson	NC	P. Kerner A. Manzana	WC	12/18/09
ASCJ	S. Sablan	WC	A. Manzana C. Torres	WC WC	12/21/09
HL202	T. Datuin	NC	A. Manzana N. Perez	WC	12/21/09
ASCS	C. Torres	BTA	C. Pestanas A. Manzana	WC	12/21/09
CD221	D. Blas	WC	R. Abshire A. Manzana	WC	12/21/09
CS203	R. Valenzuela	WC	A. Manzana	WC	12/21/09
CS206	P. Parvin		J. Zilian A. Manzana	WC	12/21/09
WA215	P. Kerner JM Jocson	WC	K. Chargualaf	WC	12/21/09
WA210	F. Evangelista	WC	JM Jocson	WC	12/18/09
WA200	F. Evangelista	NC	JM Jocson	WC	12/18/09
CD285	K. Chargualaf	NC	R. Abshire A. Manzana	WC	12/18/09
ED180	C. Pestanas	NC	A. Manzana C. Cruz	WC WC	01/15/10
ED200	M. Schrage	BTA	R. Balajadia R. Abshire		
ED220	K. Dietrichs A. Manzana	WC	S. Sablan	NC	01/15/10
ED270	F. Evangelista	NC	C. Pestanas	NC	01/11/10
ED281	F. Evangelista	NC	C. Torres	NC	01/15/10

NC- approved/no correction

WC- approved, with correction

BTA- return to author

B. Professional Development from CTE Project Team on “Establishing Guam’s Career PathwaySystem” (Part I of II)

4) Open Discussion:

6) **Agenda Items for Next meeting:** Professional Development from CTE Project Team on “Establishing Guam’s Career Pathway System” (Part II of II)

7) **Next Meeting:** January 29, 2010, 3:30pm - 7:30pm, Room 1102

8) Adjournment:

GUAM COMMUNITY COLLEGE

Curriculum Committee

Agenda

Friday, January 29, 2010

3:30pm-7:30pm

GCC Tech Center, Room 1201

1) Call to Order:

Attendance:

	Name	E-mail	Present
1	Ron Abshire	ronnie.abshire@guamcc.edu	
2	Robert Balajadia	robert.balajadia@guamcc.edu	
3	Katherine Chargualaf	katherine.chargualaf@guamcc.edu	
4	Doreen Blas	doreen.blas@guamcc.edu	
5	Joann Blas	joann.blas@guamcc.edu	
6	Eric Chong	eric.chong@guamcc.edu	
7	Theresa H. Datuin	theresaanndatuin@guamcc.edu	
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	
9	Frank Evangelista	frank.evangelista@guamcc.edu	
10	R. Gary Hartz (<i>Chair-Elect</i>)	ronald.hartz@guamcc.edu	
11	John Michael Jocson	johnmichael.jocson@guamcc.edu	
12	Paul Kerner	paul.kerner@guamcc.edu	
13	Amada Manzana (<i>Chair</i>)	amada.manzana@guamcc.edu	
14	Paul Parvin	paul.parvin@guamcc.edu	
15	Nenita Perez	nenita.perez@guamcc.edu	
16	Marsha Postrozny (<i>Administrator</i>)	marsha.postrozny@guamcc.edu	
17	Christina Ann Pestanas	christinaann.pestanas@guamcc.edu	
18	Sally Sablan	sally.sablan@guamcc.edu	
19	Marivic Schrage	marivic.schrage@guamcc.edu	
20	Anthony Sunga	anthonyjay.sunga@guamcc.edu	
21	Carl Torres	carl.torresii@guamcc.edu	
22	Ray Valenzuela	renato.valenzuela@guamcc.edu	
23	John Zilian	john.zilian@guamcc.edu	

Others present:

2) Approval of Prior Minutes:

- A. December 15, 2009 Prepared by John M. Jocson.
- B. January 22, 2010 Prepared by Doreen Blas.

3) Old Business:

- A. None

4) New Business:

A. Course Guide(s) Review.

Course Guide	Reviewer 1	Action	Reviewer 2	Action	Date submitted to AVP
ED200	V. Schrage		R. Balajadia		
ASECE	T. Datuin K. Chargualaf		P. Kerner		
CD140	K. Dietrichs D. Blas		AJ Sunga		
CD260	G. Hartz J. Zilian		AJ. Sunga		
Net Sec+	R. Abshire		JM Joeson		
NU160	J. Blas		N. Perez		

NC- approved/no correction

WC- approved, with correction

BTA- return to author

B. Professional Development from CTE Project Team on “Establishing Guam’s Career Pathway System” (Part II of II)

4) Open Discussion:

6) Agenda Items for Next meeting:

- A. By-Laws
- B. SLO Trainings

7) Next Meeting: February 12, 2010, 3:30pm - 4:30pm, Room 1102

8) Adjournment:

GUAM COMMUNITY COLLEGE

Curriculum Committee

Agenda

Friday, February 12, 2010

3:30pm-4:30pm

GCC Tech Center, Room TBA

1) Call to Order:

Attendance:

	Name	E-mail	Present
1	Ron Abshire	ronnie.abshire@guamcc.edu	
2	Robert Balajadia	robert.balajadia@guamcc.edu	
3	Katherine Chargualaf	katherine.chargualaf@guamcc.edu	
4	Doreen Blas	doreen.blas@guamcc.edu	
5	Joann Blas	joann.blas@guamcc.edu	
6	Eric Chong	eric.chong@guamcc.edu	
7	Theresa H. Datuin	theresaanndatuin@guamcc.edu	
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	
9	Frank Evangelista	frank.evangelista@guamcc.edu	
10	R. Gary Hartz (<i>Chair-Elect</i>)	ronald.hartz@guamcc.edu	
11	John Michael Jocson	johnmichael.jocson@guamcc.edu	
12	Paul Kerner	paul.kerner@guamcc.edu	
13	Amada Manzana (<i>Chair</i>)	amada.manzana@guamcc.edu	
14	Paul Parvin	paul.parvin@guamcc.edu	
15	Nenita Perez	nenita.perez@guamcc.edu	
16	Marsha Postrozny (<i>Administrator</i>)	marsha.postrozny@guamcc.edu	
17	Christina Ann Pestanas	christinaann.pestanas@guamcc.edu	
18	Graig Reyes	grraig.reyes@guamcc.edu	
19	Sally Sablan	sally.sablan@guamcc.edu	
20	Marivic Schrage	marivic.schrage@guamcc.edu	
21	Anthony Sunga	anthonyjay.sunga@guamcc.edu	
22	Carl Torres II	carl.torresii@guamcc.edu	
23	Ray Valenzuela	renato.valenzuela@guamcc.edu	
24	John Zilian	john.zilian@guamcc.edu	

Others present:

2) Approval of Prior Minutes:

- A. January 22, 2010 Prepared by Doreen Blas.
- B. January 29, 2010 Prepared by Doreen Blas.

3) Old Business:

- A. Follow up on Curriculum Manual revision

B. By-laws.

C. Subcommittee Reports

- a. Distance Education
- b. Textbook Adoption
- c. Education and Training
- d. Curricula Policy Review

4) New Business:

A. Course Guide(s) Review.

Course Guide	Reviewer 1	Action	Reviewer 2	Action	Date submitted to AVP
ED200	V. Schrage		R. Balajadia		
ASECE	T. Datuin K. Chargualaf	NC	P. Kerner		
CD140	K. Dietrichs D. Blas	NC	AJ Sunga		
CD260	G. Hartz J. Zilian		AJ. Sunga		
Net Sec+	R. Abshire	NC	JM Jocson	WC	
NU160	J. Blas		N. Perez		
SI103	E. Chong		G. Reyes		

NC- approved/no correction

WC- approved, with correction

BTA- return to author

B. SLO/Assessment Trainings

C. Open Discussion:

6) Agenda Items for Next meeting:

7) Next Meeting: March 5, 2010, 3:30pm - 4:30pm, Room TBA

8) Adjournment:

GUAM COMMUNITY COLLEGE

Curriculum Committee

Agenda

Friday, March 5, 2010

3:30pm-4:30pm

GCC Tech Center, Room 1222

1) Call to Order:

Attendance:

	Name	E-mail	Present
1	Ron Abshire	ronnie.abshire@guamcc.edu	
2	Robert Balajadia	robert.balajadia@guamcc.edu	
3	Katherine Chargualaf	katherine.chargualaf@guamcc.edu	
4	Doreen Blas	doreen.blas@guamcc.edu	
5	Joann Blas	joann.blas@guamcc.edu	
6	Eric Chong	eric.chong@guamcc.edu	
7	Theresa H. Datuin	theresaanndatuin@guamcc.edu	
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	
9	Frank Evangelista	frank.evangelista@guamcc.edu	
10	R. Gary Hartz (<i>Chair-Elect</i>)	ronald.hartz@guamcc.edu	
11	John Michael Jocson	johnmichael.jocson@guamcc.edu	
12	Paul Kerner	paul.kerner@guamcc.edu	
13	Amada Manzana (<i>Chair</i>)	amada.manzana@guamcc.edu	
14	Paul Parvin	paul.parvin@guamcc.edu	
15	Nenita Perez	nenita.perez@guamcc.edu	
16	Marsha Postrozny (<i>Administrator</i>)	marsha.postrozny@guamcc.edu	
17	Christina Ann Pestanas	christinaann.pestanas@guamcc.edu	
18	Graig Reyes	grraig.reyes@guamcc.edu	military
19	Sally Sablan	sally.sablan@guamcc.edu	GCC
20	Marivic Schrage	marivic.schrage@guamcc.edu	
21	Anthony Sunga	anthonyjay.sunga@guamcc.edu	
22	Carl Torres II	carl.torresii@guamcc.edu	
23	Ray Valenzuela	renato.valenzuela@guamcc.edu	
24	John Zilian	john.zilian@guamcc.edu	

Others present:

2) Approval of Prior Minutes:

A. February 12, 2010 Prepared by Eric Chong.

3) Old Business:

A. Curriculum Manual revision

a. Change "Deletion" forms to "Archival"

- b. Add: All curriculum documents must be reviewed every 5 years.
- c. Add: Credit Hours policy: WASC's Policy Manual Part II (p. 19, January 2009):
"The Commission defines a credit hour as equivalent to a minimum of each of the following: one semester credit hour for each 15 clock hours of lecture, 30 clock hours of laboratory, or 45 hours of work-based activities;..."

B. Subcommittee Reports

- a. Curricula Policy Review- Need subcommittee members to revise Curriculum Manual.
Target date of Completion: before last Curriculum Committee meeting on April 9, 2010.
- b. Distance Education
- c. Textbook Adoption
- d. Education and Training

4) New Business:

A. Course Guide(s) Review.

Course Guide	Reviewer 1	Action	Reviewer 2	Action	Approved for submittal to AVP
SI103	E. Chong	WC	R. Valenzuela	WC	
CT292	S. Sablan R. Abshire	WC NC	JM Jocson G. Reyes	NC	

NC- approved/no correction

WC- approved, with correction

BTA- return to author

B. SLO/Assessment Trainings

5) Open Discussion:

6) Agenda Items for Next meeting:

7) Next Meeting: April 9, 2010, 3:30pm - 4:30pm, Room 1222

8) Adjournment:

GUAM COMMUNITY COLLEGE
Curriculum Committee *Agenda*
Friday, April 16, 2010 3:30pm-4:30pm
GCC Tech Center, Room 1222

1) Call to Order:

Attendance:

	Name	E-mail	Present
1	Ron Abshire	ronnie.abshire@guamcc.edu	
2	Robert Balajadia	robert.balajadia@guamcc.edu	
3	Katherine Chargualaf	katherine.chargualaf@guamcc.edu	
4	Doreen Blas	doreen.blas@guamcc.edu	
5	Joann Blas	joann.blas@guamcc.edu	
6	Eric Chong	eric.chong@guamcc.edu	
7	Theresa H. Datuin	theresaanndatuin@guamcc.edu	
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	
9	Frank Evangelista	frank.evangelista@guamcc.edu	
10	R. Gary Hartz (<i>Chair-Elect</i>)	ronald.hartz@guamcc.edu	
11	John Michael Jocson	johnmichael.jocson@guamcc.edu	
12	Paul Kerner	paul.kerner@guamcc.edu	
13	Amada Manzana (<i>Chair</i>)	amada.manzana@guamcc.edu	
14	Paul Parvin	paul.parvin@guamcc.edu	
15	Nenita Perez	nenita.perez@guamcc.edu	
16	Marsha Postrozny (<i>Administrator</i>)	marsha.postrozny@guamcc.edu	
17	Christina Ann Pestanas	christinaann.pestanas@guamcc.edu	
18	Graig Reyes	graisg.reyes@guamcc.edu	
19	Sally Sablan	sally.sablan@guamcc.edu	
20	Marivic Schrage	marivic.schrage@guamcc.edu	
21	Anthony Sunga	anthonyjay.sunga@guamcc.edu	
22	Carl Torres II	carl.torresii@guamcc.edu	
23	Ray Valenzuela	renato.valenzuela@guamcc.edu	
24	John Zilian	john.zilian@guamcc.edu	

Others present:

2) Approval of Prior Minutes:

A. March 5, 2010 Prepared by AJ Sunga.

3) Old Business:

A. Course Approval Form- "attaching latest approved course guide"

B. Approval of Curriculum Manual with the following revisions:

a. Change "Deletion" forms to "Archival"

b. Add: All curriculum documents must be reviewed every 5 years.

c. Add: Credit Hours policy: WASC's Policy Manual Part II (p. 19, January 2009):

"The Commission defines a credit hour as equivalent to a minimum of each of the following: one semester credit hour for each 15 clock hours of lecture, 30 clock hours of laboratory, or 45 hours of work-based activities;..."

- d. Add: Replace the word “objectives” to “outcomes” when pertaining to learning outcomes in curriculum documents and syllabi
- e. Incorporation of CTE Career Pathways’ recommendations

B. Subcommittee Reports

- a. Curricula Policy Review
- b. Distance Education
- c. Textbook Adoption
 - 1. Approval of Textbook Selection Procedures
 - 2. Approval of Textbook Adoption Checklist
- d. Education and Training

C. Joint Committee Meeting CCA, Gen Ed, and Curriculum 04/1/10, 9:00 am, Rm 206

- a. Chair A. Manzana met with W. Tam, CCA. Informed him of our current activities. Also informed him that the Committee has voted to recommend that the Committee will send a representative to the Departmental Assessment trainings to cover curriculum-related materials (ie new manual, new templates) starting Fall 2010.

D. Confidentiality issue when reviewing documents.

4) New Business:

A. Course Guide(s) Review.

Course Guide	Reviewer 1	Action	Reviewer 2	Action	Approved
ED200	V. Schrage	NC	C. Pestanas R. Balajadia	WC WC	
CD140	K. Dietrichs D. Blas	NC WC	AJ Sunga	WC	
AC100	E. Chong P. Kerner	WC NC	J. Blas C. Pestanas	WC WC	
AC211	K. Chargualaf	WC	J. Blas K. Dietrichs	WC	
AC212	R. Abshire F. Evangelista	NC	JM Jocson E. Chong	WC	
AS F & B Mgmt.	J. Blas	NC	AJ Sunga K. Chargualaf	WC	
AS Hotel Op. & Mgt.	C. Pestanas	WC	R. Balajadia JM Jocson	WC	
AS Tourism & Tr. Mgt.	G. Reyes K. Chargualaf	WC	R. Valenzuela C. Pestanas		
Cert. of Comp. NA	K. Chargualaf	WC	E. Chong P. Kerner	WC	
CJ260	P. Kerner R. Balajadia	NC	N. Perez R. Abshire	WC	
Const.TrdsSec	J. Blas	WC	K. Chargualaf	WC	
CS103	N. Perez	WC	J. Blas	WC	
CS110	K. Dietrichs E. Chong	NC	F. Evangelista	NC	
CS298	JM Jocson	NC	G. Reyes M. Schrage	NC	
EE280	J. Blas	BTA	M. Schrage	NC	

	G. Reyes				
HS145	C. Torres	BTA	T. Datuin	BTA	
HS203a	K.Chargualaf	WC	S. Sablan R. Abshire	WC	
HS203b	K. Chargualaf	WC	R. Abshire C. Pestanas		
MA052	E. Chong P. Kerner	BTA	R. Abshire F. Evangelista	WC	
Marketing Sec	E. Chong	WC	F. Evangelista	WC	
NU101	E. Chong	WC	S. Sablan	WC	
SI102	E. Chong P. Kerner	WC	R. Balajadia F. Evangelista	NC	
VEEC050	S. Sablan R. Abshire	NC	G. Reyes E. Chong	WC	
VEEC051	K. Chargualaf R. Abshire	WC	M. Schrage G. Reyes	BTA	
VEEC060	K. Dietrichs	NC	G. Hartz AJ Sunga	WC	
VEEC061	R. Valenzuela AJ Sunga	NC	R. Balajadia E. Chong	WC	
VEEC070	P. Kerner R. Abshire	NC	R. Valenzuela	NC	
VEEC071	N. Perez R. Balajadia	NC	D. Blas	NC	
VEEE065	K. Dietrichs E. Chong	NC WC	G. Hartz	WC	
VEEE066	F. Evangelista JM Jocson	WC BTA	P. Kerner	NC	
VEMK078	E. Chong	WC	T. Datuin	NC	
VEMK079	E. Chong	WC	T. Datuin	NC	
VETT054	C. Torres	BTA	T. Datuin	NC	
VEVC053	C. Pestanas R. Balajadia	NC	E. Chong R. Abshire	WC	
VEVC054	D. Blas J. Blas	WC	R. Balajadia E. Chong	WC	
WT140	S. Sablan G. Reyes	WC	C. Pestanas	WC	
WW200	JM Jocson P. Kerner	NC NC	C. Pestanas G. Reyes	WC	

NC- approved/no correction WC- approved, with correction BTA- return to author

B. Election of Chair Elect 2010-2011.

a. Nominee: Eric Chong

5) Open Discussion:

6) Agenda Items for Next meeting:

7) Next Meeting: Governance Fall 2010

8) Adjournment:

GUAM COMMUNITY COLLEGE
Curriculum Committee *Agenda*
Friday, April 30, 2010 3:30pm-4:30pm
GCC Tech Center, Room

1) Call to Order:

Attendance:

	Name	E-mail	Present
1	Ron Abshire	ronnie.abshire@guamcc.edu	
2	Robert Balajadia	robert.balajadia@guamcc.edu	
3	Katherine Chargualaf	katherine.chargualaf@guamcc.edu	
4	Doreen Blas	doreen.blas@guamcc.edu	
5	Joann Blas	joann.blas@guamcc.edu	
6	Eric Chong	eric.chong@guamcc.edu	
7	Theresa H. Datuin	theresaanndatuin@guamcc.edu	
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	
9	Frank Evangelista	frank.evangelista@guamcc.edu	
10	R. Gary Hartz (<i>Chair-Elect</i>)	ronald.hartz@guamcc.edu	
11	John Michael Jocson	johnmichael.jocson@guamcc.edu	
12	Paul Kerner	paul.kerner@guamcc.edu	
13	Amada Manzana (<i>Chair</i>)	amada.manzana@guamcc.edu	
14	Paul Parvin	paul.parvin@guamcc.edu	
15	Nenita Perez	nenita.perez@guamcc.edu	
16	Marsha Postrozny (<i>Administrator</i>)	marsha.postrozny@guamcc.edu	
17	Christina Ann Pestanas	christinaann.pestanas@guamcc.edu	
18	Graig Reyes	grraig.reyes@guamcc.edu	
19	Sally Sablan	sally.sablan@guamcc.edu	
20	Marivic Schrage	marivic.schrage@guamcc.edu	
21	Anthony Sunga	anthonyjay.sunga@guamcc.edu	
22	Carl Torres II	carl.torresii@guamcc.edu	
23	Ray Valenzuela	renato.valenzuela@guamcc.edu	
24	John Zilian	john.zilian@guamcc.edu	

Others present:

2) Approval of Prior Minutes:

A. April 16, 2010 Prepared by JM Jocson.

3) Old Business:

- A. Subcommittee Reports
- a. Curricula Policy Review
 - b. Distance Education
 - c. Textbook Adoption
 - d. Education and Training

4) New Business:

- A. Document(s) Review.
- a. Documents that were previously reviewed with BTA Action:

Course Guide	Reviewer 1	New Action	Reviewer 2	New Action	Approved
EE280	J. Blas	NC	M. Schrage	N/A	
HS145	C. Torres		T. Datuin		
HS203a	S. Sablan	NC	K. Chargualaf	N/A	
MA052	Author has not revised document.				
VEEE066	JM Jocson	NC	F. Evangelista P. Kerner	N/A N/A	
VETT054	C. Torres	NC	T. Datuin	N/A	

NC- approved/no correction WC- approved, with correction BTA- return to author

- b. Documents that were submitted to the Curriculum Committee after the March 26, 2010 deadline, but needs to be approved this semester for implementation in Fall 2010:

Course Guide	Reviewer 1	Action	Reviewer 2	Action	Approved
CADDCert	S. Sablan	WC	D. Blas	BTA/ NC	
AS Pre AE	M. Schrage	NC	C. Torres		
AE160	C. Torres		M. Schrage	BTA	
AE216	T. Datuin		C. Torres		
OR101	D. Blas	WC	M. Schrage	BTA/ NC	
CS240	E. Chong	WC	P. Kerner	NC	
CS241	E. Chong	WC	C. Pestanas	NC	
CS242	E. Chong	WC	C. Pestanas	NC	
CS243	S. Sablan	BTA	E. Chong	WC	
CS244	R. Valenzuela	WC	E. Chong	WC	
Cert in ECE	E. Chong	NC	A. Manzana	NC	
CS104	E. Chong	WC	Need Reviewer		
CS151	J. Blas		E. Chong	WC	
CS152	J. Blas		E. Chong	WC	
VEECE089	E. Chong	NC	A. Manzana	NC	

NC- approved/no correction WC- approved, with correction BTA- return to author

- c. Documents that were submitted to the AVP, but was returned to the Curriculum Committee because of the statement on the document: "Gen Ed Course MA110 is replaced by MA-145 Culinary Mathematics":

Course Guide	Reviewer 1	Action	Reviewer 2	Action	Approved
ASFBM	J. Blas	NC	K. Chargualaf	WC	

5) Open Discussion:

6) Agenda Items for Next meeting:

7) Next Meeting: Governance Fall 2010

8) Adjournment:

GUAM COMMUNITY COLLEGE
Curriculum Committee Special Meeting *Agenda*
Friday, May 11, 2010 3:15pm-3:30pm
GCC Rm C21

1) Call to Order:

Attendance:

	Name	E-mail	Present
1	Ron Abshire	ronnie.abshire@guamcc.edu	
2	Robert Balajadia	robert.balajadia@guamcc.edu	
3	Katherine Chargualaf	katherine.chargualaf@guamcc.edu	
4	Doreen Blas	doreen.blas@guamcc.edu	
5	Joann Blas	joann.blas@guamcc.edu	
6	Eric Chong	eric.chong@guamcc.edu	
7	Theresa H. Datuin	theresaanndatuin@guamcc.edu	
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	
9	Frank Evangelista	frank.evangelista@guamcc.edu	
10	R. Gary Hartz (<i>Chair-Elect</i>)	ronald.hartz@guamcc.edu	
11	John Michael Jocson	johnmichael.jocson@guamcc.edu	
12	Paul Kerner	paul.kerner@guamcc.edu	
13	Amada Manzana (<i>Chair</i>)	amada.manzana@guamcc.edu	
14	Paul Parvin	paul.parvin@guamcc.edu	
15	Nenita Perez	nenita.perez@guamcc.edu	
16	Marsha Postrozny (<i>Administrator</i>)	marsha.postrozny@guamcc.edu	
17	Christina Ann Pestanas	christinaann.pestanas@guamcc.edu	
18	Graig Reyes	grraig.reyes@guamcc.edu	
19	Sally Sablan	sally.sablan@guamcc.edu	
20	Marivic Schrage	marivic.schrage@guamcc.edu	
21	Anthony Sunga	anthonyjay.sunga@guamcc.edu	
22	Carl Torres II	carl.torresii@guamcc.edu	
23	Ray Valenzuela	renato.valenzuela@guamcc.edu	
24	John Zilian	john.zilian@guamcc.edu	

Others present:

2) Approval of Prior Minutes:

A. April 30, 2010 Prepared by E. Chong.

3) Old Business:

A. HS145

4) New Business:

5) Open Discussion:

6) Agenda Items for Next meeting:

7) Next Meeting: Governance Fall 2010

8) Adjournment:

GUAM COMMUNITY COLLEGE

Curriculum Committee

Agenda

Friday, December 4, 2009

3:30pm

GCC Building 200, Room 202

1) Call to Order:

Attendance:

	Name	E-mail	Present
1	Ron Abshire	ronnie.abshire@guamcc.edu	
2	Robert Balajadia	robert.balajadia@guamcc.edu	
3	Katherine Chargualaf	katherine.chargualaf@guamcc.edu	
4	Doreen Blas	doreen.blas@guamcc.edu	
5	Carol Cruz	carol.cruz@guamcc.edu	
6	Julie Cruz-Jones	julie.cruzjones@guamcc.edu	
7	Theresa H. Datuin	theresaanndatuin@guamcc.edu	
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	
9	Frank Evangelista	frank.evangelista@guamcc.edu	
10	Lani Gamble	helen.gamble@guamcc.edu	
11	Ronald (Gary) Hartz	ronald.hartz@guamcc.edu	
12	John Michael Jocson	johnmichael.jocson@guamcc.edu	
13	Paul Kerner	paul.kerner@guamcc.edu	
14	Amada Manzana (<i>Chair</i>)	amada.manzana@guamcc.edu	
15	Paul Parvin	paul.parvin@guamcc.edu	
16	Nenita Perez	nenita.perez@guamcc.edu	
17	Marsha Postrozny (<i>Administrator</i>)	marsha.postrozny@guamcc.edu	
18	Christina Ann Pestanas	christinaann.pestanas@guamcc.edu	
19	Sally Sablan	sally.sablan@guamcc.edu	
20	Marivic Schrage	marivic.schrage@guamcc.edu	
21	Carl Torres	carl.torresii@guamcc.edu	
22	Frank Tung	frank.tung@guamcc.edu	
23	Ray Valenzuela	renato.valenzuela@guamcc.edu	
24	John Zilian	john.zilian@guamcc.edu	

Others present:

2) Faculty Senate announcement: Election for Chair-Elect

3) Approval of Prior Minutes:

A. November 6, 2009 Prepared by Kevin Dietrichs.

4) Old Business:

- A. Secretary Rotation/Meeting Dates.
- B. By-Laws.

4) New Business:

- A. Subcommittees Report
 - 1. Distance Education Policy
 - 2. Textbook Adoption Policy
 - 3. Education and Training
 - 4. Curricula/Policy Review
- B. Curriculum Manual
- C. Course Guide(s) Review.

Course Guide	Reviewed by	ANC	AWC	RTA
AS Criminal Justice Program	A. Manzana, R. Abshire			
CD221	D. Blas			

ANC- approved/no correction AWC- approved, with correction RTA- return to author

5) Open Discussion:

6) Agenda Items for Next meeting:

7) Next Meeting:

8) Adjournment:

GUAM COMMUNITY COLLEGE

Curriculum Committee

Agenda

Friday, December 15, 2009

3:30pm

GCC Tech Center, Room 1102

1) Call to Order:

Attendance:

	Name	E-mail	Present
1	Ron Abshire	ronnie.abshire@guamcc.edu	
2	Robert Balajadia	robert.balajadia@guamcc.edu	
3	Katherine Chargualaf	katherine.chargualaf@guamcc.edu	
4	Doreen Blas	doreen.blas@guamcc.edu	
5	Theresa H. Datuin	theresaanndatuin@guamcc.edu	
6	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	
7	Frank Evangelista	frank.evangelista@guamcc.edu	
8	R. Gary Hartz	ronald.hartz@guamcc.edu	
9	John Michael Jocson	johnmichael.jocson@guamcc.edu	
10	Paul Kerner	paul.kerner@guamcc.edu	
11	Amada Manzana (<i>Chair</i>)	amada.manzana@guamcc.edu	
12	Paul Parvin	paul.parvin@guamcc.edu	
13	Nenita Perez	nenita.perez@guamcc.edu	
14	Marsha Postrozny (<i>Administrator</i>)	marsha.postrozny@guamcc.edu	
15	Christina Ann Pestanas	christinaann.pestanas@guamcc.edu	
16	Sally Sablan	sally.sablan@guamcc.edu	
17	Marivic Schrage	marivic.schrage@guamcc.edu	
18	Carl Torres	carl.torresii@guamcc.edu	
19	Ray Valenzuela	renato.valenzuela@guamcc.edu	
20	John Zilian	john.zilian@guamcc.edu	

Others present:

2) Approval of Prior Minutes:

- A. November 6, 2009 Prepared by Kevin Dietrichs.
- B. December 4, 2009 Prepared by Carl Torres.

3) Old Business:

- A. Election of Chair-Elect

4) New Business:

- A. Course Guide(s) Review.

Course Guide	Reviewed by	NC	WC	BTA
MHT120	P. Kerner, C. A. Pestanas			
MHT170	K. Dietrichs, R. Valenzuela			
CCECE-SP	R. Abshire, R. Balajadia			
CD221	D. Blas, R. Abshire			

NC- approved/no correction

WC- approved, with correction

BTA- return to author

4) Open Discussion:

6) Agenda Items for Next meeting: Professional Development from CTE Project Team on “Establishing Guam’s Career Pathways”

7) Next Meeting: January 22, 2009 1:00pm – 3:00pm and 3:30-5:30pm (Part I)
January 29, 2009 1:00pm - 3:00pm and 3:30-5:30pm (Part II)

8) Adjournment:

GUAM COMMUNITY COLLEGE
Curriculum Committee
Minutes
Friday, January 22, 2010, 3:30 p.m.
Tech Center, Room 1201

Attendance:

<i>Committee Members</i>	01/22/10
Ron Abshire	
Robert Balajadia	√
Joann Blas	
Katherine Chargualaf	√
Doreen Blas	√*
Theresa H. Datuin	
Kevin Dietrichs	√
Frank Evangelista	√
R. Gary Hartz (<i>Chair-Elect</i>)	√
John Michael Jocson	√
Paul Kerner	
Amada Manzana (<i>Chair</i>)	√
Paul Parvin	
Nenita Perez	√
Christina Ann Pestanas	
Sally Sablan	√
Marivic Schrage	√
Anthony Jay Sunga	√
Carl Torres	√
Ray Valenzuela	√
John Zilian	
<i>Administrator</i>	
Postrozny, Marsha	√
<i>Guests</i>	
Dr. Mary Okada	√
Dr. Ray Somera	√
Eric Chong	√
Christopher Dennis	√
Doris Perez	√
Anthony San Nicolas	√

1. Called to order: 3:32 p.m.
2. Approval of December 15, 2009: Motion to table by Carl; 2nd by John. Carried.

3. Approval of course guides: WT110, EE107, ASCJ, HL202, ASCS, CD221, CS203, CS206, WA215, WA210, WA200, CD285, ED180, ED220, ED270, ED281.
Motion to approve by Gary; 2nd by Ray. Carried.

Course Guide	Reviewer 1	Action	Reviewer 2	Action	Date submitted to AVP
WT110	K. Dietrichs G. Hartz		A. Manzana	WC	12/18/09
EE107	J.M. Jocson	NC	P. Kerner A. Manzana	WC	12/18/09
ASCJ	S. Sablan	WC	A. Manzana C. Torres	WC WC	12/21/09
HL202	T. Datuin	NC	A. Manzana N. Perez	WC	12/21/09
ASCS	C. Torres	BTA	C. Pestanas A. Manzana	WC	12/21/09
CD221	D. Blas	WC	R. Abshire A. Manzana	WC	12/21/09
CS203	R. Valenzuela	WC	A. Manzana	WC	12/21/09
CS206	P. Parvin		J. Zilian A. Manzana	WC	12/21/09
WA215	P. Kerner JM Jocson	WC	K. Chargualaf	WC	12/21/09
WA210	F. Evangelista	WC	JM Jocson	WC	12/18/09
WA200	F. Evangelista	NC	JM Jocson	WC	12/18/09
CD285	K. Chargualaf	NC	R. Abshire A. Manzana	WC	12/18/09
ED180	C. Pestanas	NC	A. Manzana C. Cruz	WC WC	01/15/10
ED200	M. Schrage	BTA	R. Balajadia R. Abshire		
ED220	K. Dietrichs A. Manzana	WC	S. Sablan	NC	01/15/10
ED270	F. Evangelista	NC	C. Pestanas	NC	01/11/10
ED281	F. Evangelista	NC	C. Torres	NC	01/15/10

NC- approved/no correction WC- approved, with correction BTA- return to author

4. Professional Development from CTE Project Team on “Establishing Guam’s Career Pathway System (Part I of II):

Opening remarks by President Okada and Dr. Somera.

Presentation by CTE Project Team.

Break out into 3 groups (1) Course Manual, 2) Course Document and Checklist, and 3) Program Document and Checklist) to revise sections incorporating CTE.

Brief reports by each group were presented highlighting changes discussed thus far.

Groups tasked to continue revisions during the week.

5. Next meeting: January 29, 2010, 3:30 – 7:30 p.m., Room 1201 to finalize revisions.

6. Adjournment: 6:23 p.m.

Minutes Recorded by: Doreen J. Blas

GUAM COMMUNITY COLLEGE

Curriculum Committee

Minutes

Friday, January 29, 2010

3:30pm-7:30pm

GCC Tech Center, Room 1201

1) Call to Order: 3:30 p.m.

Attendance:

	Name	E-mail	Present
1	Ron Abshire	ronnie.abshire@guamcc.edu	
2	Robert Balajadia	robert.balajadia@guamcc.edu	
3	Katherine Chargualaf	katherine.chargualaf@guamcc.edu	√
4	Doreen Blas	doreen.blas@guamcc.edu	√
5	Joann Blas	joann.blas@guamcc.edu	
6	Eric Chong	eric.chong@guamcc.edu	√
7	Theresa H. Datuin	theresaanndatuin@guamcc.edu	√
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	√
9	Frank Evangelista	frank.evangelista@guamcc.edu	
10	R. Gary Hartz (<i>Chair-Elect</i>)	ronald.hartz@guamcc.edu	√
11	John Michael Jocson	johnmichael.jocson@guamcc.edu	
12	Paul Kerner	paul.kerner@guamcc.edu	
13	Amada Manzana (<i>Chair</i>)	amada.manzana@guamcc.edu	√
14	Paul Parvin	paul.parvin@guamcc.edu	
15	Nenita Perez	nenita.perez@guamcc.edu	√
16	Marsha Postrozny (<i>Administrator</i>)	marsha.postrozny@guamcc.edu	
17	Christina Ann Pestanas	christinaann.pestanas@guamcc.edu	
18	Sally Sablan	sally.sablan@guamcc.edu	√
19	Marivic Schrage	marivic.schrage@guamcc.edu	√
20	Anthony Sunga	anthonyjay.sunga@guamcc.edu	
21	Carl Torres	carl.torresii@guamcc.edu	√
22	Ray Valenzuela	renato.valenzuela@guamcc.edu	
23	John Zilian	john.zilian@guamcc.edu	

Others present: Graig Reyes (new member), Christopher Dennis, Anthony San Nicolas, Patty Terlaje, Marsha Postrozny.

2) Approval of Prior Minutes:

- A. December 15, 2009 Prepared by John M. Jocson. Motion to approve: 1st by Kevin; 2nd by Gary. Carried.
- B. January 22, 2010 Prepared by Doreen Blas. Motion to table: 1st by Theresa; 2nd by Kevin. Carried.

3) Old Business:

A. None

4) New Business:

A. Course Guide(s) Review.

Course Guide	Reviewer 1	Action	Reviewer 2	Action	Date submitted to AVP
ED200	V. Schrage	NC	R. Balajadia		
ASECE	T. Datuin K. Chargualaf		P. Kerner		
CD140	K. Dietrichs D. Blas	NC	AJ Sunga		
CD260	G. Hartz J. Zilian	NC	AJ. Sunga		
Net Sec+	R. Abshire		JM Jocson		
NU160	J. Blas		N. Perez		

NC- approved/no correction

WC- approved, with correction

BTA- return to author

Course Guides not yet reviewed to approve.

B. Professional Development from CTE Project Team on “Establishing Guam’s Career Pathway System” (Part II of II)

Members discussed revisions to documents as a group. A motion was made by Carl that the Curriculum Committee approve revisions made today (January 29, 2010) to the Curriculum Manual, the Program Guide and the Course Guide. Subsequent changes to curricular documents will be made as information is continually gathered by department chairs and other GCC personnel. Final revisions will be completed by February 12, 2010. 2nd by Sally. Carried.

5) Agenda Items for Next meeting:

- A. By-Laws
- B. SLO Trainings

6) Next Meeting: February 12, 2010, 3:30pm - 4:30pm, Room 1102

7) Adjournment: Motion to adjourn made by Graig; 2nd by Eric. Carried. 6:03 p.m.

Minutes recorded by Doreen J. Blas

GUAM COMMUNITY COLLEGE

Curriculum Committee

Minutes

Friday, February 12, 2010

3:30pm-4:30pm

GCC Tech Center, Room 1222

1) Call to Order:

Attendance:

	Name	E-mail	Present
1	Ron Abshire	ronnie.abshire@guamcc.edu	
2	Robert Balajadia	robert.balajadia@guamcc.edu	
3	Katherine Chargualaf	katherine.chargualaf@guamcc.edu	
4	Doreen Blas	doreen.blas@guamcc.edu	✓
5	Joann Blas	joann.blas@guamcc.edu	✓
6	Eric Chong	eric.chong@guamcc.edu	✓
7	Theresa H. Datuin	theresaanndatuin@guamcc.edu	
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	
9	Frank Evangelista	frank.evangelista@guamcc.edu	✓
10	R. Gary Hartz (<i>Chair-Elect</i>)	ronald.hartz@guamcc.edu	✓
11	John Michael Jocson	johnmichael.jocson@guamcc.edu	
12	Paul Kerner	paul.kerner@guamcc.edu	
13	Amada Manzana (<i>Chair</i>)	amada.manzana@guamcc.edu	✓
14	Paul Parvin	paul.parvin@guamcc.edu	
15	Nenita Perez	nenita.perez@guamcc.edu	✓
16	Marsha Postrozny (<i>Administrator</i>)	marsha.postrozny@guamcc.edu	✓
17	Christina Ann Pestanas	christinaann.pestanas@guamcc.edu	
18	Graig Reyes	grraig.reyes@guamcc.edu	
19	Sally Sablan	sally.sablan@guamcc.edu	✓
20	Marivic Schrage	marivic.schrage@guamcc.edu	
21	Anthony Sunga	anthonyjay.sunga@guamcc.edu	
22	Carl Torres II	carl.torresii@guamcc.edu	
23	Ray Valenzuela	renato.valenzuela@guamcc.edu	✓
24	John Zilian	john.zilian@guamcc.edu	

Others present: Chris Dennis

2) Approval of Prior Minutes:

- A. January 22, 2010 Prepared by Doreen Blas. Motioned to approve by Gary Hartz and seconded by Sally Sablan. Motion carried.
- B. January 29, 2010 Prepared by Doreen Blas. Motion to approve by Rey Valenzuela and seconded by Doreen Blas. Motion carried.

3) Old Business:

A. Follow up on Curriculum Manual revision

Gary Hartz (CTE Career Pathway System team leader) thanked the Curriculum Committee for participating in the CTE Career Pathway project and requested that the committee properly document the changes made to the Curriculum Manual based on the recommendations from the project.

B. By-laws.

- a. The by-laws were discussed and amended by members. Gary Hartz motioned to approve the by-laws and Rey Valenzuela seconded it. Motion carried.

C. Subcommittee Reports

a. Distance Education

1. Members are encouraged to review Distance Education policy. Thank you to Distance Education Subcommittee for all the work.

b. Textbook Adoption

c. Education and Training

1. Committee to work with Priscilla Johns to offer training in relations to the course guide changes per the CTE Career Pathway findings.

d. Curricula Policy Review

4) New Business:

- A. Welcome to our newest member: Joann Blas from the Education and Early Childhood Education Department!

A. Course Guide(s) Review.

Course Guide	Reviewer 1	Action	Reviewer 2	Action	Approved for submittal to AVP
ED200	V. Schrage C. Torres II	NC WC	R. Balajadia C. Pestanas	WC WC	BTA only 2 SLOs
ASECE	T. Datuin K. Chargualaf	NC	P. Kerner	NC	submitted 2/12/10
CD140	K. Dietrichs D. Blas	NC NC	AJ Sunga	WC	BTA only 2 SLOs
CD260	G. Hartz J. Zilian	WC	AJ. Sunga C. Torres II	NC WC	approved WC
Net Sec+	R. Abshire	NC	JM Jocson	WC	approved WC
NU160	J. Blas C. Torres II	WC WC	N. Perez	WC	approved WC
SI103	E. Chong	BTA	R. Valenzuela	BTA	BTA
MHT100A	T. Datuin	WC	C. Torres II	NC	submitted 2/12/10
MHT100B	T. Datuin	WC	C. Torres II	NC	submitted 2/12/10
MHT110	T. Datuin	WC	C. Torres II	NC	submitted 2/12/10
MHT130	T. Datuin	WC	C. Torres II	NC	submitted 2/12/10
MHT140	T. Datuin	WC	C. Torres II	NC	submitted 2/12/10
MHT150	T. Datuin	WC	C. Torres II	NC	submitted 2/12/10
MHT160	T. Datuin	WC	C. Torres II	NC	submitted 2/12/10

MHT210	T. Datuin	WC	C. Torres II	NC	submitted 2/12/10
MHT230	T. Datuin	WC	C. Torres II	NC	submitted 2/12/10
MHT270	T. Datuin	WC	C. Torres II	NC	submitted 2/12/10

NC- approved/no correction

WC- approved, with correction

BTA- return to author

Doreen Blas motioned to accept all approved course guides that were reviewed; Nenita Perez seconded. Motion carried.

B. SLO/Assessment Trainings

C. Open Discussion: None

6) Agenda Items for Next meeting:

7) Next Meeting: March 5, 2010, 3:30pm - 4:30pm, Room 1222

8) Adjournment: Meeting adjourned at 4:47 p.m.

GUAM COMMUNITY COLLEGE

Curriculum Committee

Minutes

Friday, March 5, 2010

3:30pm-4:30pm

GCC Tech Center, Room 1222

Attendance:

	Committee Member	03/05/2010
1	Ron Abshire	
2	Robert Balajadia	
3	Katherine Chargualaf	
4	Doreen Blas	X
5	Joann Blas	
6	Eric Chong	X
7	Theresa H. Datuin	
8	Kevin Dietrichs	X
9	Frank Evangelista	
10	R. Gary Hartz (<i>Chair-Elect</i>)	X
11	John Michael Jocson	X
12	Paul Kerner	X
13	Amada Manzana (<i>Chair</i>)	X
14	Paul Parvin	
15	Nenita Perez	X
16	Marsha Postrozny (<i>Administrator</i>)	X
17	Christina Ann Pestanas	
18	Graig Reyes	
19	Sally Sablan	
20	Marivic Schrage	X
21	Anthony Sunga	X
22	Carl Torres II	X
23	Ray Valenzuela	X
24	John Zilian	

Others present:

Call to order at 3:30 pm

1) Approval of Prior Minutes:

A. February 12, 2010 Prepared by Eric Chong. Motion to approve: 1st by Kevin; 2nd by Ray.
Carried

2) Curriculum Manual

- a. Add that all curriculum documents must be reviewed every 5 years.

- b. Credit hour policy: WASC's Policy Manual Part II. Need to standardize policy for credit hours and add that "all course affected must comply by the end of 2011"
1st by Eric; 2nd Doreen.

3) Subcommittees

- a. Distance Education: DE Policy was approved to be forwarded to the Faculty Senate. 1st by John; 2nd Kevin Motion carried.
b. Textbook adoption: there is a working draft
c. Education and training: Gary will contact AIE.
d. Curricula Policy Review: will revise Curriculum Manual

4) New Business

A. Approval of Curriculum Documents

Course Guide review: 1st by Carl; 2nd Nenita. Approved.

Course Guide	Reviewer 1	Action	Reviewer 2	Action	Approved
SI103	E. Chong	WC	R. Valenzuela	WC	Yes
CT292	S. Sablan R. Abshire	WC NC	JM Jocson G. Reyes	NC	Yes

B. SLO/Assessment Trainings: Need copy of Excellent student's work (Collect samples)

5) Adjournment: 1st Kevin; 2nd John at 4:30pm

GUAM COMMUNITY COLLEGE
Curriculum Committee *Meeting Minutes*
Friday, April 30, 2010 3:30pm-4:30pm
GCC Tech Center, Room 1202

1) Call to Order: 3:30 p.m. by Committee Chair

Attendance:

	Name	E-mail	Present
1	Ron Abshire	ronnie.abshire@guamcc.edu	
2	Robert Balajadia	robert.balajadia@guamcc.edu	
3	Katherine Chargualaf	katherine.chargualaf@guamcc.edu	
4	Doreen Blas	doreen.blas@guamcc.edu	✓
5	Joann Blas	joann.blas@guamcc.edu	
6	Eric Chong	eric.chong@guamcc.edu	✓
7	Theresa H. Datuin	theresaanndatuin@guamcc.edu	
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	
9	Frank Evangelista	frank.evangelista@guamcc.edu	
10	R. Gary Hartz (<i>Chair-Elect</i>)	ronald.hartz@guamcc.edu	✓
11	John Michael Jocson	johnmichael.jocson@guamcc.edu	✓
12	Paul Kerner	paul.kerner@guamcc.edu	✓
13	Amada Manzana (<i>Chair</i>)	amada.manzana@guamcc.edu	✓
14	Paul Parvin	paul.parvin@guamcc.edu	
15	Nenita Perez	nenita.perez@guamcc.edu	
16	Marsha Postrozny (<i>Administrator</i>)	marsha.postrozny@guamcc.edu	
17	Christina Ann Pestanas	christinaann.pestanas@guamcc.edu	✓
18	Graig Reyes	grraig.reyes@guamcc.edu	
19	Sally Sablan	sally.sablan@guamcc.edu	✓
20	Marivic Schrage	marivic.schrage@guamcc.edu	✓
21	Anthony Sunga	anthonyjay.sunga@guamcc.edu	✓
22	Carl Torres II	carl.torresii@guamcc.edu	
23	Ray Valenzuela	renato.valenzuela@guamcc.edu	✓
24	John Zilian	john.zilian@guamcc.edu	

Others present:

2) Approval of Prior Minutes:

- A. Meeting Minutes of April 16, 2010; Approval of minutes with revision: motion by Anthony Sunga and seconded by Ray Valenzuela; motion carried.

3) Old Business:

- A. Subcommittee Reports
- a. Curricula Policy Review - None
 - b. Distance Education - None
 - c. Textbook Adoption – the proposal is with Faculty Senate for approval
 - d. Education and Training - None

4) New Business:

- A. Document(s) Review.
- a. Documents that were previously reviewed with BTA Action:

Course Guide	Reviewer 1	New Action	Reviewer 2	New Action	Approved
EE280	J. Blas		M. Schrage	NC	Yes
HS145	C. Torres	BTA	T. Datuin		Yes (see below)
MA052	Author has not revised document				N/A
VEEE066	JM Jocson	NC	F. Evangelista P. Kerner	WC NC	Yes
VETT054	C. Torres	NC	T. Datuin	NC	Yes

NC- approved/no correction WC- approved, with correction BTA- return to author

- b. Documents that were submitted to the Curriculum Committee after the March 26, 2010 deadline, but needs to be approved this semester for implementation in Fall 2010:

Course Guide	Reviewer 1	Action	Reviewer 2	Action	Approved
CADDCert	S. Sablan	WC	D. Blas	BTA/ NC	Yes
AS Pre AE	M. Schrage	NC	C. Torres	WC	Yes
AE160	C. Torres	WC	M. Schrage	WC	Yes
AE216	T. Datuin		C. Torres	WC	Yes, pending 2 nd review
OR101	D. Blas	WC	M. Schrage	BTA/ NC	Yes
CS240	E. Chong	WC	P. Kerner	NC	Yes
CS241	E. Chong	WC	C. Pestanas	NC	Yes
CS242	E. Chong	WC	C. Pestanas	NC	Yes
CS243	S. Sablan	BTA/ NC	E. Chong	WC	Yes
CS244	R. Valenzuela	WC	E. Chong	WC	Yes
Cert in ECE	E. Chong	NC	Amada Manzana	NC	Yes
CS104	E. Chong		Need Reviewer		Tabled
CS151	J. Blas		E. Chong	WC	Tabled
CS152	J. Blas		E. Chong	WC	Tabled
VEECE089	E. Chong	NC	Amada Manzana	NC	Yes

NC- approved/no correction WC- approved, with correction BTA- return to author

- c. Documents that were submitted to the AVP, but was returned to the Curriculum Committee because of the statement on the document: "Gen Ed Course MA110 is replaced by MA-145 Culinary Mathematics":

Course Guide	Reviewer 1	Action	Reviewer 2	Action	Approved
ASFBM	J. Blas	NC	K. Chargualaf	WC	BTA

4) Open Discussion:

HS145 – reviewers were concerned that SLOs did not match MA110. It is noted that HS145 author met with GenEd Committee and AVP. It is also noted that, currently, MA145 is the Math Gen Ed Requirement for AS Culinary Arts. Marsha Postrozny shed light on the history

of this process and stated that AVP and Dean Santos were agreeable if HS145 is only for Culinary Arts majors and not for other programs.

Gary Hartz informed committee about the importance of supporting programmatic substitution per ACCJC. He made a motion that we approve the HS145 with the statement that “future course substitution that vary from the GenEd policy be addressed through a process approved by the Faculty Senate involving the GenEd and Curriculum Committees as appropriate.” Vicky seconded this motion. Motion carried.

The deans requested that the course and program document templates include this statement for Section V: “Pending availability of funds.” Sally made the motion to include this statement and Ray seconded. Motion carried.

Per the Construction Trades department chair, AE216 course guide needs this statement, “to be taught by a certified architect.”

CS104, CS151, CS152 were submitted past the due date and there were no second reviewers; hence, these documents will be tabled till next school year.

6) Agenda Items for Next meeting:

7) Next Meeting: Governance Fall 2010

8) Adjournment: Motion by John and seconded by Paul; motion carried – adjourned at 4:40 p.m.

GUAM COMMUNITY COLLEGE
Curriculum Committee Special Meeting *Minutes*
Tuesday, May 11, 2010 3:15pm-3:40pm
GCC Rm C21

1) **Call to Order:** 3:15 p.m.

Attendance:

	Name	E-mail	Present
1	Ron Abshire	ronnie.abshire@guamcc.edu	
2	Robert Balajadia	robert.balajadia@guamcc.edu	
3	Katherine Chargualaf	katherine.chargualaf@guamcc.edu	✓
4	Doreen Blas	doreen.blas@guamcc.edu	✓
5	Joann Blas	joann.blas@guamcc.edu	
6	Eric Chong	eric.chong@guamcc.edu	✓
7	Theresa H. Datuin	theresaanndatuin@guamcc.edu	✓
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	
9	Frank Evangelista	frank.evangelista@guamcc.edu	
10	R. Gary Hartz (<i>Chair-Elect</i>)	ronald.hartz@guamcc.edu	✓
11	John Michael Jocson	johnmichael.jocson@guamcc.edu	✓
12	Paul Kerner	paul.kerner@guamcc.edu	
13	Amada Manzana (<i>Chair</i>)	amada.manzana@guamcc.edu	✓
14	Paul Parvin	paul.parvin@guamcc.edu	
15	Nenita Perez	nenita.perez@guamcc.edu	✓
16	Marsha Postrozny (<i>Administrator</i>)	marsha.postrozny@guamcc.edu	
17	Christina Ann Pestanas	christinaann.pestanas@guamcc.edu	
18	Graig Reyes	grraig.reyes@guamcc.edu	
19	Sally Sablan	sally.sablan@guamcc.edu	
20	Marivic Schrage	marivic.schrage@guamcc.edu	✓
21	Anthony Sunga	anthonyjay.sunga@guamcc.edu	
22	Carl Torres II	carl.torresii@guamcc.edu	✓
23	Ray Valenzuela	renato.valenzuela@guamcc.edu	
24	John Zilian	john.zilian@guamcc.edu	

Others present: Barry Mead, John Armstrong

2) **Approval of Prior Minutes:**

A. April 30, 2010 Prepared by E. Chong. John Jocson motioned to approve minutes; seconded by Doreen Blas. Motion carried - minutes approved with corrections.

3) **Old Business:**

A. HS145

Chair stated that she and Marsha met with AVP for guidance on HS145. She also gave a brief summary of what transpired in our last meeting and reiterated HS145 was approved with corrections. Marsha will work with author on the corrections. Barry gave his perspective and also spoke about his meeting with Steve Lam last Friday.

Carl, who requested for this special meeting, made a motion to rescind the approval of HS145 and was seconded by Theresa. However, per Roberts Rules, Chair stated that motion is not valid because Karl was not present at the last meeting when the vote was taken.

4) New Business: None

5) Open Discussion: None

6) Agenda Items for Next meeting: None

7) Next Meeting: Governance Fall 2010

8) Adjournment: Motion made by Vicky and seconded by Carl; adjourned at 3:40 p.m.

Minutes taken by Eric Chong

GUAM COMMUNITY COLLEGE

Curriculum Committee

Minutes

Friday, September 4, 2009

3:30pm

Tech Center Room 1102

1) Call to Order: 3:30pm

Attendance:

	Name	E-mail	Present	Absent
1	Ron Abshire	ronnie.abshire@guamcc.edu		
2	Robert Balajadia	robert.balajadia@guamcc.edu	x	
3	Katherine Chargualaf	katherine.chargualaf@guamcc.edu	x	
4	Carol Cruz	carol.cruz@guamcc.edu		
5	Julie Cruz-Jones	julie.cruzjones@guamcc.edu	x	
6	Theresa H. Datuin	theresaanndatuin@guamcc.edu	x	
7	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	x	
8	Frank Evangelista	frank.evangelista@guamcc.edu	x	
9	Lani Gamble	helen.gamble@guamcc.edu		
10	Ronald (Gary) Hartz	ronald.hartz@guamcc.edu	x	
11	John Michael Jocson	johnmichael.jocson@guamcc.edu		
12	Paul Kerner	paul.kerner@guamcc.edu		
13	Amada Manzana (Chair-Elect)	amada.manzana@guamcc.edu	x	
14	Paul Parvin (Chairperson)	paul.parvin@guamcc.edu	x	
15	Nenita Perez	nenita.perez@guamcc.edu	x	
16	Marsha Postrozny (Administrator)	marsha.postrozny@guamcc.edu	x	
17	Sally Sablan	sally.sablan@guamcc.edu	x	
18	Tony San Nicolas (Past Chair)	anthony.sannicolas@guamcc.edu		
19	Marivic Schrage	marivic.schrage@guamcc.edu	x	
20	Liv Switzer	liv.switzer@guamcc.edu		
21	Carl Torres	carl.torres@guamcc.edu		
22	Frank Tung	frank.tung@guamcc.edu	x	
23	Ray Valenzuela	renato.valenzuela@guamcc.edu	x	

Others present: Priscilla Johns

2) Approval of Prior Minutes:

A. None

3) Old Business:

A. By-Laws.

- a. By-laws were approved on April 30, 2009. Chair P. Parvin will send the copy electronically to members.

4) New Business:

A. Career Pathways Project

- a. Chair P. Parvin elaborated on the Career Pathways Project, which started during the summer.
- b. Chair P. Parvin asked members to research online to familiarize themselves on Career Pathways.

B. Curriculum Development

- a. Chair P. Parvin announced the need to research on curriculum development.

C. Goals

- a. A. Manzana brought up the need for establishing goals for the year. Goals will be discussed during the next meeting.

4) Open Discussion:

- a. A. Manzana brought up the need for a secretary. Chair P. Parvin would like to have three secretaries.
- b. Chair P. Parvin would like to divide the committee into subcommittees, each specializing on specific tasks.

6) Agenda Items for Next meeting: TBA

7) Next Meeting: September 18, 2009, 3:30pm, Rm. 1108

8) Adjournment: 4:30pm

Prepared by: Amada Manzana

GUAM COMMUNITY COLLEGE

Curriculum Committee

Minutes

Friday, September 18, 2009

3:30pm

Tech Center Room 1102

1) Call to Order: 3:30pm

No agenda was provided for today's meeting.

Attendance:

	Name	E-mail	Present	Absent
1	Ron Abshire	ronnie.abshire@guamcc.edu		
2	Robert Balajadia	robert.balajadia@guamcc.edu		
3	Katherine Chargualaf	katherine.chargualaf@guamcc.edu		
4	Doreen Blas	doreen.blas@guamcc.edu		
5	Carol Cruz	carol.cruz@guamcc.edu		
6	Julie Cruz-Jones	julie.cruzjones@guamcc.edu	x	
7	Theresa H. Datuin	theresaanndatuin@guamcc.edu	x	
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu		
9	Frank Evangelista	frank.evangelista@guamcc.edu		
10	Lani Gamble	helen.gamble@guamcc.edu		
11	Ronald (Gary) Hartz	ronald.hartz@guamcc.edu	x	
12	John Michael Jocson	johnmichael.jocson@guamcc.edu	x	
13	Paul Kerner	paul.kerner@guamcc.edu		
14	Amada Manzana (Chair-Elect)	amada.manzana@guamcc.edu	x	
15	Paul Parvin (Chairperson)	paul.parvin@guamcc.edu	x	
16	Nenita Perez	nenita.perez@guamcc.edu		
17	Marsha Postrozny (Administrator)	marsha.postrozny@guamcc.edu	x	
18	Sally Sablan	sally.sablan@guamcc.edu	x	
19	Marivic Schrage	marivic.schrage@guamcc.edu		
20	Liv Switzer	liv.switzer@guamcc.edu		
21	Carl Torres	carl.torres@guamcc.edu		
22	Frank Tung	frank.tung@guamcc.edu		
23	Ray Valenzuela	renato.valenzuela@guamcc.edu		

Others present: Clare Camacho, Tony San Nicolas, Imelda Clymer

Faculty Senate President C. Camacho briefly discussed topics that the committee might address this year, including forming subcommittees that involve: Distance Education Policy and Textbook Adoption Policy.

2) Approval of Prior Minutes:

- A. A. Manzana distributed minutes from the last meeting held September 4, 2009. Approval of minutes was not addressed.

3) Old Business:

A. By-Laws.

- a. J. Jocson moved to submit committee By-laws that were approved by the committee on April 30, 2009. G. Hartz seconded. Discussion: S. Sablan asked to have the By-laws emailed to current members for review. G. Hartz moved to table the By-laws until the next meeting on October 2, 2009, seconded by J. Jocson. All agreed.

4) New Business:

A. SLO's

- b. M. Postrozny announced that there will be no more SLO refresher courses. The college needs to go beyond the SLO's. The new SLO training will be catered to departments/programs and conducted during TracDat training. The objectives of this training include 1. Revisiting and enhancing SLOs using Bloom's taxonomy, 2. Identifying what needs to be done to get 100% SLOs published in Catalog by the end of this academic year, 3. Alignment of SLOs with industry standards and CTE (careerclusters.org). M. Postrozny passed around a copy of the handout she uses for training and schedule asking if there are any curriculum committee members interested in joining.

B. Subcommittees

- a. G. Hartz made a motion to have the committee break into subcommittees. Motion was seconded by T. Datuin. The subcommittees suggested were:
 - 1. Distance Education Policy
 - 2. Textbook Adoption Policy
 - 3. Education and Training
 - 4. Curricula/Policy Review

Motion to approve subcommittees was made by G. Hartz, seconded by J. Jocson. All agreed. Motion carried.

4) Open Discussion:

- a. None

6) Agenda Items for Next meeting: TBA

7) Next Meeting: October 2, 2009, 3:30pm, Rm. 1108

8) Adjournment: 4:30pm

Prepared by: Amada Manzana

GUAM COMMUNITY COLLEGE

Curriculum Committee

Minutes

Friday, November 6, 2009

3:30pm

Tech Center Room 1102

1) Call to Order: 3:30pm

Attendance:

	Name	E-mail	Present	Absent
1	Ron Abshire	ronnie.abshire@guamcc.edu		
2	Robert Balajadia	robert.balajadia@guamcc.edu		
3	Katherine Chargualaf	katherine.chargualaf@guamcc.edu		
4	Doreen Blas	doreen.blas@guamcc.edu		
5	Carol Cruz	carol.cruz@guamcc.edu		
6	Julie Cruz-Jones	julie.cruzjones@guamcc.edu		
7	Theresa H. Datuin	theresaanndatuin@guamcc.edu		
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu		
9	Frank Evangelista	frank.evangelista@guamcc.edu		
10	Lani Gamble	helen.gamble@guamcc.edu		
11	Ronald (Gary) Hartz	ronald.hartz@guamcc.edu		
12	John Michael Jocson	johnmichael.jocson@guamcc.edu		
13	Paul Kerner	paul.kerner@guamcc.edu		
14	Amada Manzana (Chair-Elect)	amada.manzana@guamcc.edu		
15	Paul Parvin (Chairperson)	paul.parvin@guamcc.edu		
16	Nenita Perez	nenita.perez@guamcc.edu		
17	Marsha Postrozny (Administrator)	marsha.postrozny@guamcc.edu		
18	Sally Sablan	sally.sablan@guamcc.edu		
19	Marivic Schrage	marivic.schrage@guamcc.edu		
20	Liv Switzer	liv.switzer@guamcc.edu		
21	Carl Torres	carl.torres@guamcc.edu		
22	Frank Tung	frank.tung@guamcc.edu		
23	Ray Valenzuela	renato.valenzuela@guamcc.edu		

2) Approval of Prior Minutes:

A. Minutes of previous meeting were not available for approval.

3) Old Business:

A. Committee Chair Paul Parvin Confirmed the formation of 4 sub-committees. The Committee Chair reminded the sub-committees the importance of timely minutes and to keep him informed at all times.

1. Distance Education Policy
2. Textbook Adoption Policy
3. Education and Training
4. Curricula/Policy Review

B. The Committee Chair also reminded everyone the importance of updating the GCC web site. The Chair reported the Committee did not have access to the GCC Curriculum Committee Portal until last week.

C. All Members are also encouraged to view the Google web site, it is up and available.

4) New Business:

A. There is discussion about some departments circumventing Gen. Ed. Requirements. A brief joint meeting was held with CC, CCA & Gen. Ed. Items discussed during this meeting were SLO's and ILO's among other things.

B. Committee Chair encourages a campus wide discussion in regards to Gen Ed Policies.

C. It was mentioned that currently, there is no policy to review an entire program.

D. Subcommittees

- a. Amada Reported the Curricula/Policy Review met electronically. Items discussed were:
 - i. Brainstorm session
 - ii. Working on documentation process for the approval for Course Guides

5) Open Discussion:

- a. It has been reported that several CC members are continuing to have email issues with GCC email system. All members that are having email issues are encouraged to report those issues immediately.

6) Agenda Items for Next meeting: TBA

7) Next Meeting: Dec 4, 2009, 3:30pm, Rm. 1108

8) Adjournment: 4:30pm

Prepared by: Kevin Dietrichs

GUAM COMMUNITY COLLEGE

Curriculum Committee

Minutes

Friday, December 4, 2009

3:30pm

GCC Building 200, Room 202

1) Call to Order:

Attendance:

	Name	E-mail	Present
1	Ron Abshire	ronnie.abshire@guamcc.edu	
2	Robert Balajadia	robert.balajadia@guamcc.edu	
3	Katherine Chargualaf	katherine.chargualaf@guamcc.edu	
4	Doreen Blas	doreen.blas@guamcc.edu	X
5	Carol Cruz	carol.cruz@guamcc.edu	
6	Julie Cruz-Jones	julie.cruzjones@guamcc.edu	
7	Theresa H. Datuin	theresaanndatuin@guamcc.edu	
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	X
9	Frank Evangelista	frank.evangelista@guamcc.edu	
10	Lani Gamble	helen.gamble@guamcc.edu	
11	Ronald (Gary) Hartz	ronald.hartz@guamcc.edu	X
12	John Michael Jocson	johnmichael.jocson@guamcc.edu	X
13	Paul Kerner	paul.kerner@guamcc.edu	X
14	Amada Manzana (<i>Chair</i>)	amada.manzana@guamcc.edu	X
15	Paul Parvin	paul.parvin@guamcc.edu	X
16	Nenita Perez	nenita.perez@guamcc.edu	X
17	Marsha Postrozny (<i>Administrator</i>)	marsha.postrozny@guamcc.edu	X
18	Sally Sablan	sally.sablan@guamcc.edu	X
19	Marivic Schrage	marivic.schrage@guamcc.edu	Via email
20	Carl Torres	carl.torresii@guamcc.edu	X
21	Frank Tung	frank.tung@guamcc.edu	
22	Ray Valenzuela	renato.valenzuela@guamcc.edu	X

Others present: Dr. Clare Camacho

- 2) **Faculty Senate announcement: Election for Chair** Elect Dr. Clare Camacho announced that Amada Manzana will be the Chair for the remainder of the fiscal year. A motion was made by Kevin Dietrichs to table election until next meeting, Nenita Perez seconded it.

3) Approval of Prior Minutes:

A. November 6, 2009 Prepared by Kevin Dietrichs. Tabled.

4) Old Business:

- A. Secretary Rotation/Meeting Dates. No permanent Secretary was selected so the rotation will continue with:
- | | |
|---------------|----------------|
| December 2009 | Carl Torres II |
| January 2010 | Doreen Blas |
| February 2010 | Gary Hartz |
| March 2010 | John Jocson |
| April 2010 | Paul Kerner |
- Meetings will continue to be held on the first Friday of each month.
- B. By-Laws. An update in the members of the committee was suggested by Sally Sablan
There were some questions/discussions to section 8 (Is it still applicable)
Gary Hartz suggested removing it (Gary informed us that it isn't applicable anymore)
Motion made by Gary Hartz to remove section 8 from the By-Laws Paul Kerner second that motion, all approved. Email to be sent out with the updates made.

4) New Business:

A. Subcommittees Report

1. Distance Education Policy. The Policy was given to members of the committee to review and give feed back. Sally Sablan gave a brief intro to the the committee about the drafted policy. Suggestions and discussion were given by Paul Parvin and Marsha Postrozny on how to make some changes that would better apply. Other suggestions were made and collected by subcommittee members.
2. Textbook Adoption Policy. John Jocson reported that the TAP subcommittee is currently working on the Policy draft and will be submitting in Jan. John also added that it is being looked into that the responsibility will fall on the DC/Dean for textbook adoption. Minutes from meetings were requested by the Chair.
3. Education and Training. Gary Hartz reported that it was in the better interest of the institution to continue trainings in 1. Curriculum writing 2. Alignment with Federally created Career Clusters. Gary also suggested that all CC members should be highly encouraged/invited to go to these first few trainings. Gary also added that Marsha would be a great resource for these trainings. Minutes from meetings were requested by the Chair.
4. Curricula/Policy Review. Amada Manzana reported that the subcommittee is looking at how to better the alignment of the curricula and that a great site to go to would be nationalacademy.org.

- B. Curriculum Manual. V. Schrage provided input via email that the manual needs updating. Chair is requesting that the checklists found in the Curriculum Manual 2008 be used by reviewers upon reviewing documents. Appendix E will be used for reviewing courses and Appendix F will be used for reviewing programs. These sections of the appendix must be looked for necessary updates needed. For now they will be used, Marsha Postrozny offered to make the checklist an electronic form for ease to the reviewers.

C. Course Guide(s) Review.

Course Guide	Reviewed by	ANC	AWC	RTA
AS Criminal Justice Program	A. Manzana, R. Abshire (Re-assigned)			
CD221	R. Abshire, D. Blas		x	

ANC- approved/no correction AWC- approved, with correction RTA- return to author

5) Open Discussion: None

6) Agenda Items for Next meeting: TBA

7) Next Meeting: January 8, 2009, 3:30pm

8) Adjournment: 4:35pm

Prepared by: Carl Torres

GUAM COMMUNITY COLLEGE

Curriculum Committee

Agenda MINUTES

Friday, December 15, 2009

3:30pm

GCC Tech Center, Room 1102

1) Call to Order:

Meeting was called to order @ 3:30pm

Attendance:

	Name	E-mail	Present
1	Ron Abshire	ronnie.abshire@guamcc.edu	
2	Robert Balajadia	robert.balajadia@guamcc.edu	x
3	Katherine Chargualaf	katherine.chargualaf@guamcc.edu	x
4	Doreen Blas	doreen.blas@guamcc.edu	
5	Theresa H. Datuin	theresaanndatuin@guamcc.edu	
6	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	x
7	Frank Evangelista	frank.evangelista@guamcc.edu	
8	R. Gary Hartz	ronald.hartz@guamcc.edu	x
9	John Michael Jocson	johnmichael.jocson@guamcc.edu	x
10	Paul Kerner	paul.kerner@guamcc.edu	x
11	Amada Manzana (<i>Chair</i>)	amada.manzana@guamcc.edu	x
12	Paul Parvin	paul.parvin@guamcc.edu	
13	Nenita Perez	nenita.perez@guamcc.edu	
14	Marsha Postrozny (<i>Administrator</i>)	marsha.postrozny@guamcc.edu	x
15	Christina Ann Pestanas	christinaann.pestanas@guamcc.edu	
16	Sally Sablan	sally.sablan@guamcc.edu	x
17	Marivic Schrage	marivic.schrage@guamcc.edu	x
18	Carl Torres	carl.torresii@guamcc.edu	
19	Ray Valenzuela	renato.valenzuela@guamcc.edu	x
20	John Zilian	john.zilian@guamcc.edu	

Others present:

2) Approval of Prior Minutes:

Motion was made for approval of Nov. 6 Minutes by Rey V., seconded by Robert B. Unanimous vote to approve.

A. December 4, 2009 Prepared by Carl Torres.

Motion was made for approval of Dec. 4 Minutes by Chef Kevin, seconded by Rey V. Unanimous vote to approve.

3) Old Business:

A. Election of Chair-Elect Gary was voted Chair Elect receiving 9 out of 10 votes

4) New Business:

A. Course Guide(s) Review.

Course Guide	Reviewed by	NC	WC	BTA
MHT120	P. Kerner, C. A. Pestanas	x		
MHT170	K. Dietrichs, R. Valenzuela		x	
CCECE-SP	R. Abshire, R. Balajadia	x		
CD221	D. Blas, R. Abshire		x	

NC- approved/no correction WC- approved, with correction BTA- return to author

Course Guide MHT120 was reviewed by C. A. Pestanas (NC) and T. Datuin (NC)

Course Guide MHT170 was reviewed by R. Valenzuela (WC) and A. Manzana (WC)

Program Guide CCECE-SP was reviewed by R. Balajadia (NC) and A. Manzana (NC)

John M. Jocson agreed to review Course Guides WA200, WA210, and WA215.

- 4) **Open Discussion:** Discussion focused on how to streamline document processing and review. Options include going back to hard copy or GCC banner and have an electronic approval process in place.

Distance Education policy draft was reviewed and a motion to approve draft was made by Robert B. and seconded by Gary. Unanimous vote to approve draft.

- 6) **Agenda Items for Next meeting:** Professional Development from CTE Project Team on "Establishing Guam's Career Pathways"

7) Next Meeting:

Jan. 8 meeting Cancelled.

Professional Development meeting for CC members on:

January 22, 2009 1:00pm – 3:00pm and 3:30-5:30pm (Part I)

January 29, 2009 1:00pm - 3:00pm and 3:30-5:30pm (Part II)

- 8) **Adjournment:** Motion to adjourn by Sally @ 4:20 pm