

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Agenda
Friday, April 15, 3:30 p.m.
Location: A-29

1) Call to Order:

Attendance:

	Name	E-mail	Present
1	Hernalin Analista	hernalin.analista@guamcc.edu	
2	John Armstrong	john.armstrong@guamcc.edu	
3	Sandy Balbin	sandy.balbin@guamcc.edu	
4	Emma Bataclan	emma.bataclan@guamcc.edu	
5	Lisa Baza-Cruz	lisa.bazacruz@guamcc.edu	
6	Eric Chong (Chairperson-Elect)	eric.chong@guamcc.edu	
7	Donna Cruz	donna.cruz@guamcc.edu	
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	
9	Frank Evangelista	frank.evangelista@guamcc.edu	
10	Yvonne Flores	yvonne.flores@guamcc.edu	
11	R. Gary Hartz (Chairperson)	ronald.hartz@guamcc.edu	
12	Polli Huseby	polli.huseby@guamcc.edu	
13	John Michael Jocson	johnmichael.jocson@guamcc.edu	
14	Paul Kerner	paul.kerner@guamcc.edu	
15	Amada Manzana	amada.manzana@guamcc.edu	
16	Rose Marie Nanpei	rosemarie.nanpei@guamcc.edu	
17	Paul Parvin	paul.parvin@guamcc.edu	
18	Nenita Perez	nenita.perez@guamcc.edu	
20	Vicky Schrage	marivic.schrage@guamcc.edu	

Others in attendance:

Volunteer to take Minutes:

2) Approval of Prior Minutes:

A. Minutes from 3.18.11

3) Old Business:

- A. Documents posted to MyGCC
- B. Postsecondary Labs - Update
- C. General Education - Update
- D. LOC Liaisons to DCs for DCAPS
- E. Curricula for review
- F. Input for Final Report

4) New Business:

- A. Election of Chairperson-Elect for AY2011-12

5) Open Discussion:

6) Next Meeting: 5.6.11, 3:30 p.m., A-29

7) Adjournment:

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Agenda
Friday, March 18, 3:30 p.m.
Location: A-28

1) Call to Order:

Attendance:

	Name	E-mail	Present
1	Hernalin Analista	hernalin.analista@guamcc.edu	
2	John Armstrong	john.armstrong@guamcc.edu	
3	Sandy Balbin	sandy.balbin@guamcc.edu	
4	Emma Bataclan	emma.bataclan@guamcc.edu	
5	Lisa Baza-Cruz	lisa.bazacruz@guamcc.edu	
6	Eric Chong (Chairperson-Elect)	eric.chong@guamcc.edu	
7	Donna Cruz	donna.cruz@guamcc.edu	
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	
9	Frank Evangelista	frank.evangelista@guamcc.edu	
10	Yvonne Flores	yvonne.flores@guamcc.edu	
11	R. Gary Hartz (Chairperson)	ronald.hartz@guamcc.edu	
12	Polli Huseby	polli.huseby@guamcc.edu	
13	John Michael Jocson	johnmichael.jocson@guamcc.edu	
14	Paul Kerner	paul.kerner@guamcc.edu	
15	Amada Manzana	amada.manzana@guamcc.edu	
16	Rose Marie Nanpei	rosemarie.nanpei@guamcc.edu	
17	Paul Parvin	paul.parvin@guamcc.edu	
18	Nenita Perez	nenita.perez@guamcc.edu	
20	Vicky Schrage	marivic.schrage@guamcc.edu	

Others in attendance:

Volunteer to take Minutes:

2) Approval of Prior Minutes:

A. Minutes from 2.18.11

3) Old Business:

- A. Manual Approval and Final Revisions
- B. Postsecondary Labs - Update
- C. General Education - Update
- D. LOC Liaisons to DCs for DCAPS and revision of old course / program guides
- E. Curricula for review

4) New Business:

5) Open Discussion:

6) Next Meeting: 4.15.11, 3:30 p.m., A-29

7) Adjournment:

LOC Meeting Minutes
Friday, March 18, 2011
Location: A28

1) Call to Order: 3:35 pm

Attendance:

Name	Present
1. Hernalin Analista	✓
2. John Armstrong	
3. Sandy Balbin	✓
4. Emma Bataclan	✓
5. Lisa Baza-Cruz	✓
6. Eric Chong (Chairperson-Elect)	✓
7. Donna Cruz	✓
8. Kevin Dietrichs	✓
9. Frank Evangelista	
10. Yvonne Flores	✓
11. R. Gary Hartz (Chairperson)	✓
12. Polli Huseby	✓
13. John Michael Jocson	*
14. Paul Kerner	✓
15. Amada Manzana	*
16. Rosemarie Nanpei	✓
17. Paul Parvin	
18. Nenita Perez	✓
19. Vicky Schrage	✓

*excused from attending per Chairperson

Others in attendance: Michael Chan, Adjunct Associate Dean

Volunteer to take Minutes: Hernalin Analista

2) Approval of Prior Minutes

- A. Minutes from 2.18.11, MTA: K. Dietrichs, seconded by: P. Kerner.
Passed Unanimously.

3) Old Business

- A. G. Hartz presented updated Curriculum Manual revisions, as of 3/18/11. Revisions passed unanimously. The revised document will be made available on myGCC early next week. Members also unanimously agreed to include a provision that allows for LOC to be cc'd should non-substantive changes to the manual be proposed in the future.
- B. Post-secondary Labs: L. Baza-Cruz reported that the subcommittee is currently working on preparing their findings and recommendations. The subcommittee's report will be forthcoming.

- C. General Education: GenEd is currently working on developing a template that will help to standardize the way learning outcomes and general education courses are aligned.
- D. Recruiting for Liaisons: G. Hartz announced that he is looking for volunteers to serve as liaisons. Liaisons will be responsible for assisting DCs who are currently revising their programs' dual credit articulation requirements, in utilizing the newly-approved curricular documents. Secondary faculty, preferably, are asked to serve as liaisons.
- E. Curricula for Review: Approved with no changes: ED180, HI176; Approved with minor changes: CJ135, CD110, CD240, CE210; BTA: A.S. in Computer Networking, ED271 & ED275, ABE030, ABE031, ABE040, ABE041, and ABE051. SS081 and SS082 are awaiting author's revisions.

- 4) New Business: none
- 5) Open Discussion: G. Hartz announced that currently, the AVP's office informs DCs when a document relating to their programs has been approved. To prevent possible gaps in communication, and to keep authors informed, G.Hartz will draft a standard form for the AVP / President (as appropriate) to send to DCs and authors upon approval / non-approval of documents.
- 6) Next meeting: 4.15.11 at 3:30 pm, A29
- 7) Adjournment: Motion to adjourn: K. Dietrichs, seconded by: P. Kerner. Adjourned at 4:40 pm.

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Agenda
Friday, February 18, 3:30 p.m.
Location: A-29

1) Call to Order:

Attendance:

	Name	E-mail	Present
1	Hernalin Analista	hernalin.analista@guamcc.edu	
2	John Armstrong	john.armstrong@guamcc.edu	
3	Sandy Balbin	sandy.balbin@guamcc.edu	
4	Emma Bataclan	emma.bataclan@guamcc.edu	
5	Lisa Baza-Cruz	lisa.bazacruz@guamcc.edu	
6	Eric Chong (Chairperson-Elect)	eric.chong@guamcc.edu	
7	Donna Cruz	donna.cruz@guamcc.edu	
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	
9	Frank Evangelista	frank.evangelista@guamcc.edu	
10	Yvonne Flores	yvonne.flores@guamcc.edu	
11	R. Gary Hartz (Chairperson)	ronald.hartz@guamcc.edu	
12	Polli Huseby	polli.huseby@guamcc.edu	
13	John Michael Jocson	johnmichael.jocson@guamcc.edu	
14	Paul Kerner	paul.kerner@guamcc.edu	
15	Amada Manzana	amada.manzana@guamcc.edu	
16	Rose Marie Nanpei	rosemarie.nanpei@guamcc.edu	
17	Paul Parvin	paul.parvin@guamcc.edu	
18	Nenita Perez	nenita.perez@guamcc.edu	
20	Vicky Schrage	marivic.schrage@guamcc.edu	

Others in attendance:

Volunteer to take Minutes:

2) Approval of Prior Minutes:

A. Minutes from 12.10.10

3) Old Business:

- A. Updates to manual / DCAPS specifics
- B. Postsecondary Labs
- C. General Education spring review
- D. Curricula for review

4) New Business:

A. LOC Liaisons to DCs for DCAPS and revision of old course / program guides

5) Open Discussion:

6) Next Meeting: 3.18.11, 3:30 p.m., A-29

7) Adjournment:

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Minutes
Friday, February 18, 3:30 p.m.
Location: A-29

1) **Call to Order:** 3:35 p.m.

Attendance:

	Name	E-mail	Present
1	Hernalin Analista	hernalin.analista@guamcc.edu	Y
2	John Armstrong	john.armstrong@guamcc.edu	E
3	Sandy Balbin	sandy.balbin@guamcc.edu	Y
4	Emma Bataclan	emma.bataclan@guamcc.edu	E
5	Lisa Baza-Cruz	lisa.bazacruz@guamcc.edu	Y
6	Eric Chong (Chairperson-Elect)	eric.chong@guamcc.edu	E
7	Donna Cruz	donna.cruz@guamcc.edu	Y
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	Y
9	Frank Evangelista	frank.evangelista@guamcc.edu	Y
10	Yvonne Flores	yvonne.flores@guamcc.edu	Y
11	R. Gary Hartz (Chairperson)	ronald.hartz@guamcc.edu	Y
12	Polli Huseby	polli.huseby@guamcc.edu	Y
13	John Michael Jocson	johnmichael.jocson@guamcc.edu	Y
14	Paul Kerner	paul.kerner@guamcc.edu	Y
15	Amada Manzana	amada.manzana@guamcc.edu	E
16	Rose Marie Nanpei	rosemarie.nanpei@guamcc.edu	E
17	Paul Parvin	paul.parvin@guamcc.edu	E
18	Nenita Perez	nenita.perez@guamcc.edu	E
20	Vicky Schrage	marivic.schrage@guamcc.edu	E

Others in attendance: Dr. Geraldine James, Associate Dean, Michael Chan, Adjunct Associate Dean

Volunteer to take Minutes: K. Dietrichs

2) **Approval of Prior Minutes:**

A. Minutes from 12.10.10 MTA: K. Dietrichs, S: D. Cruz. Passed Unanimously

3) **Old Business:**

- A. Updates to manual / DCAPS specifics: G. Hartz presented several proposed changes to the Manual, including revised DCAPS document. Members requested additional time to review these changes in detail. An electronic vote will be taken on the Manual. Recommendation: Final approval of document should be communicated by AVP / President to the DC of the department responsible for the course.
- B. Postsecondary Labs: J. Jocson detailed the work he completed with subcommittee members D. Cruz and L. Baza-Cruz. Subcommittee minutes were submitted. A letter is being drafted, summarizing the subcommittee's findings and recommendations. The LOC will then vote to approve the letter, and pending approval, G. Hartz will submit findings to the Faculty Senate.
- C. General Education spring review. G. Hartz has provided the General Education members with electronic copies of all General Education Course Guides, and recommendations for continued action through the semester. General Education members will meet to plan out action for the rest of the year.
- D. Curricula for review. Approved with no changes: CD110, Approved with minor changes: CD240, AA in Liberal Studies, TH101, NU292, Back to Author: CE210, ABE030, ABE031 (note: GED050, ABE040, GED051 and ABE051 will be returned to author to establish consistency with other BTA documents). Awaiting LOC Member Review: HI176, ED180, A.S. in Computer Science (Document un-openable). CJ135 to be sent back to Dyad 3. AS in Computer Networking awaiting Author revisions. Concern: Authors cite Catalog with catalog typos. These concerns should be corrected, and the need to revise catalog should be communicated with the proposed Guide when submitted to the AVP.

4) New Business:

A. LOC Liaisons to DCs for DCAPS and revision of old course / program guides: Once Manual with DCAPS template is approved, G. Hartz will identify liaisons to work with DCs.

5) Open Discussion: None.

6) Next Meeting: 3.18.11, 3:30 p.m., A-29, with electronic vote on Manual possible, prior to this meeting.

7) Adjournment: Motion to Adjourn: D. Cruz, Second: H. Analista. Adjourned at 4:45 p.m.

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Agenda
Friday, December 10, 2010, 3:30 p.m.
Location: A-29

1) Call to Order:

Attendance:

	Name	E-mail	Present
1	Hernalin Analista	hernalin.analista@guamcc.edu	
2	John Armstrong	john.armstrong@guamcc.edu	
3	Sandy Balbin	sandy.balbin@guamcc.edu	
4	Emma Bataclan	emma.bataclan@guamcc.edu	
5	Lisa Baza-Cruz	lisa.bazacruz@guamcc.edu	
6	Eric Chong (Chairperson-Elect)	eric.chong@guamcc.edu	
7	Donna Cruz	donna.cruz@guamcc.edu	
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	
9	Frank Evangelista	frank.evangelista@guamcc.edu	
10	Yvonne Flores	yvonne.flores@guamcc.edu	
11	R. Gary Hartz (Chairperson)	ronald.hartz@guamcc.edu	
12	Polli Huseby	polli.huseby@guamcc.edu	
13	John Michael Jocson	johnmichael.jocson@guamcc.edu	
14	Paul Kerner	paul.kerner@guamcc.edu	
15	Amada Manzana	amada.manzana@guamcc.edu	
16	Rose Marie Nanpei	rosemarie.nanpei@guamcc.edu	
17	Paul Parvin	paul.parvin@guamcc.edu	
18	Nenita Perez	nenita.perez@guamcc.edu	
20	Vicky Schrage	marivic.schrage@guamcc.edu	

Others in attendance:

Volunteer to take Minutes:

2) Approval of Prior Minutes:

A. Minutes from 11.19.10

3) Old Business:

- A. Updates to manual and templates
- B. Curricula for review
- C. Postsecondary Labs

4) New Business:

A. Participation Log

5) Open Discussion:

6) Setting of Spring 2011 Meeting Dates:

7) Adjournment:

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Minutes (DRAFT)
Friday, December 10, 2010, 3:30 p.m.
Location: A-29

1) **Call to Order:** 3:31 p.m.

Attendance:

	Name	E-mail	Present
1	Hernalin Analista	hernalin.analista@guamcc.edu	
2	John Armstrong	john.armstrong@guamcc.edu	
3	Sandy Balbin	sandy.balbin@guamcc.edu	
4	Emma Bataclan	emma.bataclan@guamcc.edu	
5	Lisa Baza-Cruz	lisa.bazacruz@guamcc.edu	
6	Eric Chong (Chairperson-Elect)	eric.chong@guamcc.edu	
7	Donna Cruz	donna.cruz@guamcc.edu	
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	
9	Frank Evangelista	frank.evangelista@guamcc.edu	
10	Yvonne Flores	yvonne.flores@guamcc.edu	
11	R. Gary Hartz (Chairperson)	ronald.hartz@guamcc.edu	
12	Polli Huseby	polli.huseby@guamcc.edu	
13	John Michael Jocson	johnmichael.jocson@guamcc.edu	
14	Paul Kerner	paul.kerner@guamcc.edu	
15	Amada Manzana	amada.manzana@guamcc.edu	
16	Rose Marie Nanpei	rosemarie.nanpei@guamcc.edu	
17	Paul Parvin	paul.parvin@guamcc.edu	
18	Nenita Perez	nenita.perez@guamcc.edu	
19	Anthony Sunga	anthonyjay.sunga@guamcc.edu	
20	Vicky Schrage	marivic.schrage@guamcc.edu	

2) **Approval of Prior Minutes:**

A. Minutes from 10.22.10

- Motion to approve made by John Armstrong, 2nd by Paul Parvin
 - (i) Unanimous vote to approve.

3) **Old Business:**

- A. Distant educator's policy is to be referenced.
Dr. Clare Camacho will be creating a document.
To request to come back to LOC for review.

B. Participation logs

- Post-secondary logs, shared with minutes from meeting
- Task recommendation from subcommittee to make up hours.
General educators need help.
Need all course guides.

4) **New Business:**

Curricular review

Documents ED 150, 231-NC

Social changes 082, 081-returned to author
CJ 132 AP WC, pending with changes
CJ 135 to be reviewed

5) Open Discussion:

Gary will draft a letter to department chairs on text book policy.

Make things with more uniformity.

Programs with credits from 15 to 6 credits

Uniqueness of each program, where we should balance of program implementations

6) Next Meeting: 01.21.11

Meeting schedule for 2011: once a month every third Friday.

2/18/11, 3/18/11, 4/15/11, 5/6/11

7) Adjournment: Motioned by Vicky Schrage 2nd by Kevin Dietrichs. 4:12 p.m.

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Agenda
Friday, November 19, 2010, 3:30 p.m.
Location: A-29

1) Call to Order:

Attendance:

	Name	E-mail	Present
1	Hernalin Analista	hernalin.analista@guamcc.edu	
2	John Armstrong	john.armstrong@guamcc.edu	
3	Sandy Balbin	sandy.balbin@guamcc.edu	
4	Emma Bataclan	emma.bataclan@guamcc.edu	
5	Lisa Baza-Cruz	lisa.bazacruz@guamcc.edu	
6	Eric Chong (Chairperson-Elect)	eric.chong@guamcc.edu	
7	Donna Cruz	donna.cruz@guamcc.edu	
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	
9	Frank Evangelista	frank.evangelista@guamcc.edu	
10	Yvonne Flores	yvonne.flores@guamcc.edu	
11	R. Gary Hartz (Chairperson)	ronald.hartz@guamcc.edu	
12	Polli Huseby	polli.huseby@guamcc.edu	
13	John Michael Jocson	johnmichael.jocson@guamcc.edu	
14	Paul Kerner	paul.kerner@guamcc.edu	
15	Amada Manzana	amada.manzana@guamcc.edu	
16	Rose Marie Nanpei	rosemarie.nanpei@guamcc.edu	
17	Paul Parvin	paul.parvin@guamcc.edu	
18	Nenita Perez	nenita.perez@guamcc.edu	
20	Vicky Schrage	marivic.schrage@guamcc.edu	

Others in attendance:

Volunteer to take Minutes:

2) Approval of Prior Minutes:

A. Minutes from 10.22.10

3) Guest Speaker: Dr. R. Ray Somera, Academic Vice President

4) Old Business:

- A. Planning for accreditation site visit: updating program / course documents
- B. Updates to manual and templates
- C. Standing committees discussion
- D. Roles of signatories in curricular review: update
- E. Review teams follow-up
- F. Curricula for review

5) New Business:

A. Postsecondary Labs

5) Open Discussion:

6) Next Meeting: 12.3.10

7) Adjournment:

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Minutes
Friday, November 19, 2010, 3:30 p.m.
Location: A-29

1) Call to Order: 3:36 pm

Attendance:

	Name	E-mail	Present
1	Hernalin Analista	hernalin.analista@guamcc.edu	N
2	John Armstrong	john.armstrong@guamcc.edu	Y
3	Sandy Balbin	sandy.balbin@guamcc.edu	Y
4	Emma Bataclan	emma.bataclan@guamcc.edu	Y
5	Lisa Baza-Cruz	lisa.bazacruz@guamcc.edu	Y
6	Eric Chong (Chairperson-Elect)	eric.chong@guamcc.edu	Y
7	Donna Cruz	donna.cruz@guamcc.edu	Y
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	N
9	Frank Evangelista	frank.evangelista@guamcc.edu	Y
10	Yvonne Flores	yvonne.flores@guamcc.edu	Y
11	R. Gary Hartz (Chairperson)	ronald.hartz@guamcc.edu	Y
12	Polli Huseby	polli.huseby@guamcc.edu	Y
13	John Michael Jocson	johnmichael.jocson@guamcc.edu	Y
14	Paul Kerner	paul.kerner@guamcc.edu	N
15	Amada Manzana	amada.manzana@guamcc.edu	Y
16	Rose Marie Nanpei	rosemarie.nanpei@guamcc.edu	Y
17	Paul Parvin	paul.parvin@guamcc.edu	N
18	Nenita Perez	nenita.perez@guamcc.edu	Y
20	Vicky Schrage	marivic.schrage@guamcc.edu	Y

Others in attendance: Dean Michelle Santos, Adjunct Associate Dean Michael Chan

Volunteer to take Minutes: Nenita Perez

2) Approval of Prior Minutes:

A. Minutes from 10.22.10

Motion to approve made by Donna Cruz, 2nd by John Jocson

(i) Unanimous vote to approve.

3) Guest Speaker: Dr. Michelle Santos

Dr. Santos shared recommendations for priorities for the LOC.

4) Old Business:

A. Planning for accreditation site visit: updating program / course documents

The LOC agreed that as a guideline, course / program documents older than 5 years should be revised.

The LOC is not to police this process but to communicate the need for revisions to Department Chairpersons.

B. Updates to manual and templates

There was continued discussion about “how often” updates should be made, with general agreement that updates should be made on a semesterly basis. New update should include guide to unlock templates. V. Schrage and G. Hartz will work on update to Distance Education in the Curriculum Manual, as appropriate.

C. Standing committees discussion

On-going concerns were raised regarding small number of faculty participating on the General Education LOC standing committee, the challenges of attending both standing committee and LOC meetings, and the need for more support in maintaining Web presence. Not having a separate chairperson creates a

situation where it is tougher to complete work, as compared with last year's structure where Gened and Curriculum were separate committees. More direction is needed, though goals have been identified, including review of Gened curriculum.

- D. Roles of signatories in curricular review: update: Gap Analysis indicates that there is a need to have department chairpersons review proposed documents for grammar and structural concerns.
- E. Review teams follow-up
LOC members were reminded to check for assignments to review on the LOC MyGCC Group Studio, and that assignments will be made to members via their dyad number and not name.
- F. Automotive (approved but back to author) Motioned by E. Chong, 2nd by J. Jocson
EN/Reading (approved but with minor correction) Motioned by A. Manzana, 2nd by R. Nanpei
PI 101 (approved with changes) Motioned by J. Jocson, 2nd by Lisa Baza-Cruz

5) New Business:

A. Postsecondary Labs

Dean Michelle Santos discussed the need to conduct a comprehensive review of what GCC courses offer labs, and then to categorize postsecondary labs in accordance with ACCJC definitions related to the nature of the laboratory structure. (e.g. student vs. faculty-driven) The updated information should be reflected in the Catalog. J. Jocson volunteered to lead this process.

6) Open Discussion:

L. Baza Cruz suggested that when a reviewer is known to be off-island / unavailable, a document for review can be assigned to another reviewer, to expedite approval.

7) Next Meeting: 12.3.10

8) Adjournment: Motioned by L. Baza-Cruz, 2nd by P. Huseby, 4:35 p.m.

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Agenda
Friday, October 22, 2010, 3:30 p.m.
Location: A-29

1) Call to Order:

Attendance:

	Name	E-mail	Present
1	Hernalin Analista	hernalin.analista@guamcc.edu	
2	John Armstrong	john.armstrong@guamcc.edu	
3	Sandy Balbin	sandy.balbin@guamcc.edu	
4	Emma Bataclan	emma.bataclan@guamcc.edu	
5	Lisa Baza-Cruz	lisa.bazacruz@guamcc.edu	
6	Eric Chong (Chairperson-Elect)	eric.chong@guamcc.edu	
7	Donna Cruz	donna.cruz@guamcc.edu	
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	
9	Frank Evangelista	frank.evangelista@guamcc.edu	
10	Yvonne Flores	yvonne.flores@guamcc.edu	
11	R. Gary Hartz (Chairperson)	ronald.hartz@guamcc.edu	
12	Polli Huseby	polli.huseby@guamcc.edu	
13	John Michael Jocson	johnmichael.jocson@guamcc.edu	
14	Paul Kerner	paul.kerner@guamcc.edu	
15	Amada Manzana	amada.manzana@guamcc.edu	
16	Rose Marie Nanpei	rosemarie.nanpei@guamcc.edu	
17	Paul Parvin	paul.parvin@guamcc.edu	
18	Nenita Perez	nenita.perez@guamcc.edu	
19	Anthony Sunga	anthonyjay.sunga@guamcc.edu	
20	Vicky Schrage	marivic.schrage@guamcc.edu	

Others in attendance:

Volunteer to take Minutes:

2) Approval of Prior Minutes:

A. Minutes from 09.24.10

3) Old Business:

- A. Bylaws clarifications / standing committees discussion
- B. Roles of signatories in curricular review
- C. Curricula for review

4) New Business:

- A. Planning for accreditation site visit: updating program / course documents
- B. Status of Career Pathways Project and Implications for LOC
- C. Review teams
- D. Setting of final date for fall curricular submissions

5) Open Discussion:

6) Next Meeting: 10.19.10

7) Adjournment:

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Minutes (DRAFT)
Friday, October 22, 2010, 3:30 p.m.
Location: A-29

1) **Call to Order:** 3:39 p.m.

Attendance:

	Name	E-mail	Present
1	Hernalin Analista	hernalin.analista@guamcc.edu	×
2	John Armstrong	john.armstrong@guamcc.edu	×
3	Sandy Balbin	sandy.balbin@guamcc.edu	×
4	Emma Bataclan	emma.bataclan@guamcc.edu	×
5	Lisa Baza-Cruz	lisa.bazacruz@guamcc.edu	×
6	Eric Chong (Chairperson-Elect)	eric.chong@guamcc.edu	×
7	Donna Cruz	donna.cruz@guamcc.edu	×
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	
9	Frank Evangelista	frank.evangelista@guamcc.edu	
10	Yvonne Flores	yvonne.flores@guamcc.edu	×
11	R. Gary Hartz (Chairperson)	ronald.hartz@guamcc.edu	×
12	Polli Huseby	polli.huseby@guamcc.edu	×
13	John Michael Jocson	johnmichael.jocson@guamcc.edu	×
14	Paul Kerner	paul.kerner@guamcc.edu	
15	Amada Manzana	amada.manzana@guamcc.edu	×
16	Rose Marie Nanpei	rosemarie.nanpei@guamcc.edu	×
17	Paul Parvin	paul.parvin@guamcc.edu	
18	Nenita Perez	nenita.perez@guamcc.edu	×
19	Anthony Sunga	anthonyjay.sunga@guamcc.edu	
20	Vicky Schrage	marivic.schrage@guamcc.edu	

Others in attendance: Adjunct Associate Dean Michael Chan

Volunteer to take Minutes: J. Jocson

2) **Approval of Prior Minutes:**

A. Minutes from 09.24.10

- Motion to approve made by John Armstrong, 2nd by Sandy Balbin
 - (i) Unanimous vote to approve.

3) **Old Business:**

A. Bylaws clarifications / standing committees discussion

- The LOC discussed the Bylaws pertaining to the structure of having Gened and Curriculum subcommittees, and how they report to the full LOC. Gened subcommittee members raised concerns about the need to spend time on Gened issues rather than attending full LOC meetings. G. Hartz shared that the key was to ensure that the subcommittees were communicating and recommended that we maintain the current structure for the academic year. It was decided to allow the Gened subcommittee members to participate by focusing primarily on subcommittee meetings, as long as there is on-going communication with the LOC, and as long as its members are available to collaborate in addressing shared issues.

B. Roles of signatories in curricular review

- Gary passed out a handout (draft) outlining what signatories perceive to be their roles in the curricular review process.
- GCC is looking into software to electronically track curriculum documents
- Some authors / reviewers have had problems unlocking templates. It was recommended that the Manual contain a "how to" procedure for unlocking Word documents for curriculum review.

C. Curricula for review

- Motion to approve EE211 and EE 215 was made by John Armstrong and 2nd by Lisa Baza-Cruz with a unanimous vote of approval.

4) **New Business:**

A. Planning for accreditation site visit: updating program / course documents

- A document from Dr. Somera was circulated, indicating the time since the last revision of current program and course guides. G. Hartz asked members to reflect on how best to work with DCs to update documents most in need of revision. Dr. Somera has indicated he'll attend the next LOC meeting.

B. Status of Career Pathways Project and Implications for LOC

- SLOs will be revised for secondary programs to align with the postsecondary programs, so that more credits will be transferable from secondary to postsecondary levels.
- Amada will verify if the 3 yr update requirement for programs and curriculums is in the Curriculum manual.

C. Review teams

- Gary passed out the list of curriculum document review teams.

D. Setting of final date for fall curricular submissions

- Last day to submit curriculum documents for review for the Dec 4 vote is Nov 5.

5) **Open Discussion:** None

6) **Next Meeting:** 10.19.10

7) **Adjournment:** Motioned by Donna Cruz 2nd by Lisa Baza-Cruz. 4:35 p.m.

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Agenda
Friday, September 24, 2010, 3:30 p.m.
Location TBA

1) Call to Order:

Attendance:

	Name	E-mail	Present
1	Hernalin Analista	hernalin.analista@guamcc.edu	
2	John Armstrong	john.armstrong@guamcc.edu	
3	Sandy Balbin	sandy.balbin@guamcc.edu	
4	Emma Bataclan	emma.bataclan@guamcc.edu	
5	Lisa Baza-Cruz	lisa.bazacruz@guamcc.edu	
6	Eric Chong (Chairperson-Elect)	eric.chong@guamcc.edu	
7	Donna Cruz	donna.cruz@guamcc.edu	
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	
9	Frank Evangelista	frank.evangelista@guamcc.edu	
10	Yvonne Flores	yvonne.flores@guamcc.edu	
11	R. Gary Hartz (Chairperson)	ronald.hartz@guamcc.edu	
12	Polli Huseby	polli.huseby@guamcc.edu	
13	John Michael Jocson	johnmichael.jocson@guamcc.edu	
14	Paul Kerner	paul.kerner@guamcc.edu	
15	Amada Manzana	amada.manzana@guamcc.edu	
16	Rose Marie Nanpei	rosemarie.nanpei@guamcc.edu	
17	Paul Parvin	paul.parvin@guamcc.edu	
18	Nenita Perez	nenita.perez@guamcc.edu	
19	Anthony Sunga	anthonyjay.sunga@guamcc.edu	
20	Vicky Schrage	marivic.schrage@guamcc.edu	

Others in attendance:

Volunteer to take Minutes:

2) Approval of Prior Minutes:

A. Minutes from 09.10.10

3) Old Business:

- A. Bylaws
- B. MyGCC Group Studio
- C. Curricula for Review

4) New Business:

- A. Training on How to Review Curricula

5) Open Discussion:

6) Next Meeting / Meeting Schedule:

7) Adjournment:

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Minutes
Friday, September 24, 2010, 3:30 p.m.
Location 1107

1) **Call to Order:** Chair called meeting to order at 3:39 p.m.

Attendance:

	Name	E-mail	Present
1	Hernalin Analista	hernalin.analista@guamcc.edu	✓
2	John Armstrong	john.armstrong@guamcc.edu	
3	Sandy Balbin	sandy.balbin@guamcc.edu	✓
4	Emma Bataclan	emma.bataclan@guamcc.edu	✓
5	Lisa Baza-Cruz	lisa.bazacruz@guamcc.edu	
6	Eric Chong (Chairperson-Elect)	eric.chong@guamcc.edu	✓
7	Donna Cruz	donna.cruz@guamcc.edu	✓
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	
9	Frank Evangelista	frank.evangelista@guamcc.edu	✓
10	Yvonne Flores	yvonne.flores@guamcc.edu	✓
11	R. Gary Hartz (Chairperson)	ronald.hartz@guamcc.edu	✓
12	Polli Huseby	polli.huseby@guamcc.edu	
13	John Michael Jocson	johnmichael.jocson@guamcc.edu	✓
14	Paul Kerner	paul.kerner@guamcc.edu	✓
15	Amada Manzana	amada.manzana@guamcc.edu	✓
16	Rose Marie Nanpei	rosemarie.nanpei@guamcc.edu	✓
17	Paul Parvin	paul.parvin@guamcc.edu	
18	Nenita Perez	nenita.perez@guamcc.edu	✓
19	Anthony Sunga	anthonyjay.sunga@guamcc.edu	
20	Vicky Schrage	marivic.schrage@guamcc.edu	✓

Others in attendance:

2) **Approval of Prior Minutes:**

- A. Donna Cruz motioned, seconded by John Jocson for the approval of the meeting minutes from 09.10.10. Motion carried.

3) **Old Business:**

- A. Bylaws: Chair thanked John Armstrong and Eric Chong for drafting the LOC bylaws. Committee discussed the bylaws, which were revised by deleting Article XI, section 5.2 a "Record and distribute the minutes for all meetings" and inserted Article VIII Section 6 "Members will take meeting minutes on a rotating basis." John Jocson motioned, seconded by Amada Manzana to accept the bylaws with the above changes. Motion carried.
- B. MyGCC Group Studio – members are encouraged to sign up for LOC group in MyGCC.
- C. Curricula for Review – NU292: author will need to state the rationale for granting six credits vs. original four credits when the number of hours remained the same.

4) **New Business:**

- A. Training on How to Review Curricula: Chair conducted training on how to review curricula (course and program documents) so that members will be able to do so with consistency. He further recommended that all members be familiar with the curricula templates found in MyGCC. For new committee members, they will be assigned to review documents with experienced reviewers until they feel comfortable. Chair will request hard copies of the 2010 GCC Catalog from the Registrar's Office.
- A question was raised about the signatory section of the curricula cover sheets: What specifically does each signatory review? The Chair will inquire with various signatories for their responses.

5) **Open Discussion:** None

6) **Next Meeting / Meeting Schedule:** The next meetings are scheduled as follows: October 22, November 19, and December 3 at 3:30 p.m. in room A29.

7) **Adjournment:** Donna Cruz motioned and seconded by John Jocson for adjournment. Motion carried. Meeting was adjourned at 5 p.m.

Minutes taken by Eric Chong

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Agenda
Friday, September 10, 2010, 3:30 p.m.
GCC, Room A-29

1) Call to Order:

Attendance:

	Name	E-mail	Present
1	Hernalin Analista	hernalin.analista@guamcc.edu	
2	John Armstrong	john.armstrong@guamcc.edu	
3	Sandy Balbin	sandy.balbin@guamcc.edu	
4	Emma Bataclan	emma.bataclan@guamcc.edu	
5	Lisa Baza-Cruz	lisa.bazacruz@guamcc.edu	
6	Eric Chong (Chairperson-Elect)	eric.chong@guamcc.edu	
7	Donna Cruz	donna.cruz@guamcc.edu	
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	
9	Frank Evangelista	frank.evangelista@guamcc.edu	
10	Yvonne Flores	yvonne.flores@guamcc.edu	
11	R. Gary Hartz (Chairperson)	ronald.hartz@guamcc.edu	
12	Polli Huseby	polli.huseby@guamcc.edu	
13	John Michael Jocson	johnmichael.jocson@guamcc.edu	
14	Paul Kerner	paul.kerner@guamcc.edu	
15	Amada Manzana	amada.manzana@guamcc.edu	
16	Rose Marie Nanpei	rosemarie.nanpei@guamcc.edu	
17	Paul Parvin	paul.parvin@guamcc.edu	
18	Nenita Perez	nenita.perez@guamcc.edu	
19	Anthony Sunga	anthonyjay.sunga@guamcc.edu	
20	Vicky Schrage	marivic.schrage@guamcc.edu	
21	Zhaopei Teng	zhaopei.teng@guamcc.edu	

Others in attendance:

Volunteer to take Minutes:

2) Approval of Prior Minutes:

A. Minutes from 08.27.10

3) Old Business:

- A. Membership
- B. Bylaws
- C. Curricula for Review

4) New Business:

- A. MyGCC Group Studio
- B. Training on How to Review Curricula

5) Open Discussion:

6) Next Meeting / Meeting Schedule:

7) Adjournment:

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Minutes
Friday, September 10, 2010, 3:30 p.m.
GCC, Room A-29

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

Attendance:

	Name	E-mail	Present
1	Hernalin Analista	hernalin.analista@guamcc.edu	✓
2	John Armstrong	john.armstrong@guamcc.edu	✓
3	Sandy Balbin	sandy.balbin@guamcc.edu	✓
4	Emma Bataclan	emma.bataclan@guamcc.edu	✓
5	Lisa Baza-Cruz	lisa.bazacruz@guamcc.edu	✓
6	Eric Chong (Chairperson-Elect)	eric.chong@guamcc.edu	✓
7	Donna Cruz	donna.cruz@guamcc.edu	
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	✓
9	Frank Evangelista	frank.evangelista@guamcc.edu	
10	Yvonne Flores	yvonne.flores@guamcc.edu	✓
11	R. Gary Hartz (Chairperson)	ronald.hartz@guamcc.edu	✓
12	Polli Huseby	polli.huseby@guamcc.edu	✓
13	John Michael Jocson	johnmichael.jocson@guamcc.edu	✓
14	Paul Kerner	paul.kerner@guamcc.edu	✓
15	Amada Manzana	amada.manzana@guamcc.edu	✓
16	Rose Marie Nanpei	rosemarie.nanpei@guamcc.edu	✓
17	Paul Parvin	paul.parvin@guamcc.edu	
18	Nenita Perez	nenita.perez@guamcc.edu	
19	Anthony Sunga	anthonyjay.sunga@guamcc.edu	
20	Vicky Schrage	marivic.schrage@guamcc.edu	✓

Others in attendance:

2) **Approval of Prior Minutes:**

A. Approval of Minutes from 08.27.10; John Armstrong motioned, John Jocson seconded; motion carried.

3) **Old Business:**

- A. Membership: Gary reported that Senate President Tony San Nicolas has agreed that LOC membership be increased from 15 to 20. It is noted that Zhaopei may not wish to be a member and Gary will verify with her.
- B. Bylaws: A special thanks to John Armstrong for drafting the LOC bylaws and reviewed by Gary and Eric. This draft will be shared with committee for input shortly and will be voted upon the next meeting.
- C. Curricula for Review: Gary sought experienced volunteers to review curricula.

4) **New Business:**

- A. MyGCC Group Studio: A request to Wes Gima to create an official group studio was made. Instructions on how to join will be sent out later. Documentation of committee work will be recorded in this site and access will be password protected. Members will be able to review any documents that have been uploaded to our group studio.
- B. Training on How to Review Curricula: It was recommended by the Curriculum Committee from SY2009-10 to conduct a Curricula Review Training. Gary will contact Marsha Postrozny to assist with this training during the next meeting in two weeks. The training will take 1.5 hours, and will be the primary subject of the next meeting. The purpose is to help each reviewer maintain consistent standards when reviewing documents. A set of curricula review guidelines will be created for members' use.

5) **Open Discussion:**

Members discussed the role of the General Education subcommittee, for example, the need to clarify the use of Institutional Learning Outcomes (ILOs) and/or General Education Student Learning Outcomes (SLOs). The Curriculum subcommittee will review proposed course and program guides, assist in the implementation of the CTE career pathway system (e.g. review revised documents that propose dual credit options for high school students) and may receive proposals for courses with distance learning options. These subcommittees are expected to begin work by the next meeting.

John Armstrong recommended that we post samples of best practices for course/program guides to help our faculty authors. Gary noted that the latest templates have been uploaded to the Work Life tab of MyGCC. Gary expressed his thanks to Senate President Tony San Nicolas for his quick response on the LOC membership issue.

6) Next Meeting / Meeting Schedule: Friday, September 24, 2010 at 3:30 p.m. in room A-29.

7) Adjournment: John Armstrong motioned for adjournment and it was seconded by Sandy Balbin. Motion carried.

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Agenda
Friday, August 27, 2010, 3:30 p.m.
GCC, Room A-29

1) Call to Order:

Attendance:

	Name	E-mail	Present
1	Hernalin Analista	hernalin.analista@guamcc.edu	
2	John Armstrong	john.armstrong@guamcc.edu	
3	Sandy Balbin	sandy.balbin@guamcc.edu	
4	Emma Bataclan	emma.bataclan@guamcc.edu	
5	Lisa Baza-Cruz	lisa.bazacruz@guamcc.edu	
6	Eric Chong (Chairperson-Elect)	eric.chong@guamcc.edu	
7	Donna Cruz	donna.cruz@guamcc.edu	
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	
9	Frank Evangelista	frank.evangelista@guamcc.edu	
10	Yvonne Flores	yvonne.flores@guamcc.edu	
11	R. Gary Hartz (Chairperson)	ronald.hartz@guamcc.edu	
12	Polli Huseby	polli.huseby@guamcc.edu	
13	John Michael Jocson	johnmichael.jocson@guamcc.edu	
14	Paul Kerner	paul.kerner@guamcc.edu	
15	Amada Manzana	amada.manzana@guamcc.edu	
16	Rose Marie Nanpei	rosemarie.nanpei@guamcc.edu	
17	Paul Parvin	paul.parvin@guamcc.edu	
18	Nenita Perez	nenita.perez@guamcc.edu	
19	Anthony Sunga	anthonyjay.sunga@guamcc.edu	
20	Vicky Schrage	marivic.schrage@guamcc.edu	
21	Zhaopei Teng	zhaopei.teng@guamcc.edu	

Others in attendance:

Volunteer to take Minutes:

2) Approval of Prior Minutes:

A. Minutes from 08.27.10

3) Old Business:

- A. Membership
- B. Bylaws
- C. Curricula for Review

4) New Business:

- A. MyGCC Group Studio
- B. Training on How to Review Curricula

5) Open Discussion:

6) Next Meeting / Meeting Schedule:

7) Adjournment:

GUAM COMMUNITY COLLEGE
Learning Outcomes Committee Meeting Minutes
Friday, August 27, 2010 3:30 p.m. - 4:00 p.m.
GCC Tech Center, Room 1108

1) **Call to Order:** 3:35 p.m.

Attendance:

	Name	E-mail	Present
1	***Hernalin Analista	hernalin.analista@guamcc.edu	✓
2	***John Armstrong	john.armstrong@guamcc.edu	✓
3	Sandy Balbin	sandy.balbin@guamcc.edu	✓
4	***Emma Bataclan	emma.bataclan@guamcc.edu	✓
5	Lisa Baza-Cruz	lisa.bazacruz@guamcc.edu	✓
6	Eric Chong	eric.chong@guamcc.edu	✓
7	Donna Cruz	donna.cruz@guamcc.edu	✓
8	Kevin Dietrichs	kevin.dietrichs@guamcc.edu	✓
9	***Frank Evangelista	frank.evangelista@guamcc.edu	✓
10	Yvonne Flores	yvonne.flores@guamcc.edu	✓
11	R. Gary Hartz	ronald.hartz@guamcc.edu	✓
12	Polli Huseby	polli.huseby@guamcc.edu	✓
13	John Michael Jocson	johnmichael.jocson@guamcc.edu	✓
14	Paul Kerner	paul.kerner@guamcc.edu	✓
15	Amada Manzana	amada.manzana@guamcc.edu	✓
16	Rose Marie Nanpei	rosemarie.nanpei@guamcc.edu	✓
17	Paul Parvin	paul.parvin@guamcc.edu	✓
18	Nenita Perez	nenita.perez@guamcc.edu	✓
19	***Anthony Sunga	anthonyjay.sunga@guamcc.edu	✓
20	*Zhaopei Teng	zhaopei.teng@guamcc.edu	✓
21	Vicky Schrage	marivic.schrage@guamcc.edu	
22	**Steve Lam	steve.lam@guamcc.edu	
23	**Carol Reid	carol.galvezreid@guamcc.edu	

*Non-member, in attendance to aid in transition from General Education Committee to the LOC

**Listed as a member but will not be participating as an official member of the LOC

***Not on original membership list, but plans to be on the LOC

2) **Approval of Prior Minutes:**

A. No prior minutes – Learning Outcomes Committee (LOC) is a brand new committee.

3) **Old Business:**

A. No old business.

4) **New Business:**

A. Election of officers.

a. Amada Manzana nominated Gary Hartz as Chair of LOC; seconded by Kevin Dietrichs.

b. **Gary Hartz was unanimously voted by members as Chair.**

c. John Jocson nominated Eric Chong as Chair-Elect of LOC; seconded by Lisa Baza-Cruz.

d. **Eric Chong was unanimously voted by members as Chair-Elect.**

B. Structure of LOC: Gary Hartz recommended that there be two subcommittees: Curriculum and General Education. After discussion, the LOC shared no objections to reflecting that general direction in draft Bylaws.

C. Curricula for review: Amada Manzana handed curricula for review from last school year to Gary Hartz for action. Gary Hartz shared that he will assign documents to reviewers.

D. Bylaws: Gary Hartz and Eric Chong will collaborate to put the new bylaws together to share with members. John Armstrong will provide input into the General Education component of the Bylaws.

5) **Open Discussion: None**

6) **Next Meeting:** September 10 at 3:30 p.m. Location: TBA

7) **Adjournment:** adjourned at 4:00 p.m.

Minutes taken by Eric Chong