I. **Call to Order**
Cathy Crane, Chair, called the meeting to order.

II. **Roll Call**
**Members Present:** Patricia Alexander, Kim Anderson, Phyllis Arias, Linda Bell, Laurel Breece, Gene Carbonaro, Cathy Crane, Paul Creason, Donna Fletcher, Julie Frumkin, Samira Habash, Brenda Harrell, Gerry Jenkins, Linda King, Sheree King, Dena Laney, Jannie MacKay, Maureen Mason, Ross Miyashiro, Susan Radloff, Dan Ripley, Trevor Rodriguez, Winford Sartin, Paul Savoie, Debra Schaefer, Sigrid Sexton, Wil Shaw, Tom To, Matt Turlo, Bobbi Villalobos, Steven Wallech, Laura Wan, Ingrid Wollank

**Guests:** John Fylpaa, Mehdi Mirfattah

**Members Absent:** Donald Berz, Byron Breland, Lou Anne Bynum, Jim Cunningham, Kim Hatch, Kenna Hillman, Lisa Isbell Hager—LBUSD Liaison, Frank Madrigal, Ruben Page, Vincent Riojas, Gary Scott, George Shaw, DeWayne Sheaffer, Meena Singhal, Leticia Suarez

III. **Approval of Agenda**
The agenda was approved.

IV. **Approval of Minutes**
The minutes of April 22, 2009 were approved.

V. **Public/Faculty Comment**
No comment.

VI. **Reports**
A. **Curriculum Committee Chair – Cathy Crane**
   1. **Routine Course Review**
      All 2008/09 routine course review outlines except for one were completed by the April 30, 2009 deadline. Close to 400 routine course reviews are scheduled for 2009/10.

   2. **Accreditation Update**
      The Program Oversight Group has completed much work and continues with the development of course level Student Learning Outcomes. Due to the amount of work to be completed within the timeframe, program level SLO work has been postponed to allow focus on course level SLO. Cathy Crane will send an email to faculty with this information. Faculty were thanked for their efforts in establishing SLO.
B. Executive Vice President of Academic Affairs – Donald Berz
   No report.

C. Academic Senate President – Sigrid Sexton
   1. Student Learning Outcomes in Syllabi
      The ACCJC recommended that Student Learning Outcomes are included in syllabi. It is expected that this will be an actuality this summer. At this time faculty cannot be required to include SLO in syllabi; however, it was recommended. CCA President DeWayne Sheaffer and Dean of Academic Services Meena Singhal are discussing contractual aspects of this issue. The Academic Senate requested a recommendation to endorse including Student Learning Outcomes in the course syllabi from the Curriculum Committee.

   2. Course Schedule Budget Reductions Taskforce
      The Course Schedule Budget Reductions Taskforce discussed the inability of the college to continue to meet class needs for all students. A dean and department process will be created to guide course offerings. This information will be presented at the department head meeting. The current prioritization for student registration will be reviewed.

D. Long Beach Unified School District Representative – Lisa Isbell Hager
   No report.

E. Academic Policy and Standards Subcommittee – Dan Ripley
   Year Summary
   The subcommittee reviewed the following Administrative Regulations.

   • 4022 Course Repetition – The regulations were revised to comply with current Title 5 changes and would have been submitted for approval; however, further Title 5 changes are expected this summer.
   • 4012 Statement of Academic Freedom – The Academic Senate is in the process of updating the Statement of Professional Ethics included in the regulations. The regulations will be submitted when the statement is finalized.
   • 4020 Attendance – Several concerns from the Curriculum Committee are being addressed in these regulations.
   • 4009 Philosophy of General Education – The framework for these new regulations is being developed. The work will continue during summer.

   It is expected that the above regulations will be submitted to the Curriculum Committee in fall 2009.

F. Assessment of Student Learning Outcomes Subcommittee – Patricia Alexander
   On June 25 a Program Level Outcomes Workshop & Model for Assessment will be held. A SLO workshop with a guest speaker is scheduled for July 9. Summer Institute applications have been received. Patricia Alexander will be available this summer for faculty assistance.

G. Associate Degree/General Education Subcommittee – Debra Schaefer
   Year Summary
The subcommittee worked on the following projects this year.

- Added to General Education Plan: MUSIC 32 History of Jazz; PGEOG 2 Weather & Climate; and ENG 4 English 4.
- Added to Information Competency: LIB 3.
- Added Certificate of Accomplishment: Culinary Arts Management.
- Reviewed, Approved, Recommended: Sheet Metal Curriculum – A.S.; Plan A, PE Activity & Health Section changes; Education Code 78016 Review for 16 programs; Curriculum Guide format for Basic Education & ESL; and Liberal Arts Degrees, emphasis defined.
- Currently Reviewing: Flow Chart for Certificate Programs; Information Competency forms; and Curriculum Guide format.

H. Course Evaluation Subcommittee - Kim Anderson

Year Summary

- Course Actions for the Year:
  - New 31
  - Changes 83
  - Inactivations 45
  - Distance Learning 28
  - Other (Honors, etc.) 5
  - Total 192

- Reviewed and updated the subcommittee’s procedures and protocols and continue to revisit these issues on an ongoing basis.
- Created and uploaded the Course Evaluation Subcommittee website.
- Uploaded the course outline website updates per new Title 5 regulations and ad hoc committee recommendations.
- Updated and uploaded the Faculty Curriculum Reference Booklet, Curriculum Forms, Curriculum Resources, and Curriculum Information/Deadlines websites.
- Updated the Distance Learning Addendum and Distance Learning Guidelines per new Title 5 regulations and guidelines.
- Created and uploaded the confirmation windows on the course outline website.
- Participated in separate in-service discussions/activities related to new course/curriculum regulations and guidelines.
- Updated the Work Experience portion of the Curriculum Reference Book.
- Updated the outcomes page to outcomes/objectives with corresponding directions and guidelines in the Curriculum Reference Book.
- Response to Regulation 4005 updates.
- Update of Course Standards chapter of the Curriculum Reference Book.

Kim Anderson thanked the subcommittee for the professional development in-services conducted outside of the regularly scheduled meetings.

I. Program Review Subcommittee – Wil Shaw

No Program Reviews were conducted this year due to the development of the Program Planning/Program Review document. The document will be utilized beginning fall 2009. It will connect to capital outlay, budget, and hiring. All programs will participate for the first two years and then a schedule will be developed.
J. Ad Hoc Subcommittee Reports
No reports.

VII. Consent Agenda – Course Evaluation Subcommittee
A motion to approve the Consent Agenda was m/s/u (Kim Anderson / Steven Wallech) passed.

VIII. Old Business
A. Second Reading – Course Evaluation
   1. Motion to Convert DL: Telecourses
      The following motion was m/s/u (Kim Anderson / Linda Bell) passed for second reading.

      To have the telecourse format comply with Title 5 and local standards and definitions of regular and effective contact by converting to either an online or hybrid format with the existing video content.

      The effective date will be fall 2010.

   2. Motion to Update Definitions of Online & Hybrid Courses
      The following motion was m/s/u (Kim Anderson / Steven Wallech) passed for second reading.

      To update the local definition of online and hybrid courses to read:
      a. “Online courses are taught 100% online with no mandatory or scheduled on-campus meetings throughout the semester.”
      b. “Hybrid courses are courses taught from a distance but include a specified number of regularly scheduled, mandatory on-campus meetings throughout the semester.”

      The effective date will be fall 2010.

B. Second Reading – AD/GE Subcommittee
   1. Motion to Approve Physical Fitness/Wellness Criteria
      The following motion was m/s/u (Steven Wallech / Paul Savoie) passed for second reading as amended.

      The criteria for courses and/or combination of courses to meet the Physical Fitness/Wellness area of Plan A include a minimum of 18 hours (lecture) or 54 hours (lab/activity) equivalent to 1 unit of the course content as determined by the Course Outline of Record, which must cover at least one of the following: Physical Activity, Fitness, Healthy Eating, Weight Management, or Stress Management.

C. Second Reading - ASLO
   1. Motion to Approve ILO
      A motion to approve Institutional Learning Outcomes (ILO) for LBCC was m/s (Patricia Alexander / Donna Fletcher) passed for second reading.

      DIVERSITY: Students will respect and work with diverse people including those with different cultural and linguistic backgrounds, as well as different abilities. Students will interact with individuals and groups in a manner that demonstrates both integrity and an awareness of others’ opinions, feelings, and values.
**PERSONAL DEVELOPMENT:** Students will develop skills, attitudes, and values that facilitate personal enrichment, enable them to achieve their educational and career goals, and prepare them for lifelong learning.

**Academic Skills:** Students will develop study skills, as well as the ability to effectively use college resources and negotiate the college environment.

**Self-Management Skills:** Students will be reliable and accountable, in that they will learn to work independently, take initiative, display persistence, and complete tasks on time.

**Wellness Education:** Students will learn lifestyle choices that promote physical and mental health.

**Interpersonal Skills:** Students will develop empathy, collaboration skills, the ability to accept feedback from others, and conflict resolution skills.

**Critical Thinking:** Students will identify and analyze existing or potential problems as well as develop, evaluate, and test possible solutions. They will develop effective ways of making decisions, and evaluating the thinking of others. They will be able to identify credible evidence, as well as distinguish between fact and opinion.

ILO are a set of outcomes intended to cover the entire college, including courses within and outside of the GE program as well as support services. They are not meant to replace general education program outcomes. Departments will not be expected to measure ILO; they will be assessed through the Institutional Effectiveness Office. However, faculty may be asked to take class time to administer assessment instruments and explain in a Program Review how programs address ILO.

**IX. New Business**

**A. First Reading – Course Review**

1. **Motion to Inactivate Course**
   A motion was m/s/u (Kim Anderson / Linda Bell) passed for first reading that the Curriculum Committee inactivate MACHT 260 CNC Graphics Programming as it did not meet the April 30, 2009 final deadline established by the Routine Course Review procedure for 2008-09.

**B. AD/GE Subcommittee**

1. **Motion to Approve English 4 – General Ed**
   A motion was m/s/u (Steven Wallech / Paul Savoie) passed to include English 4 in Plan A Communication & Analytical Thinking; in Plan B area A3 Critical Thinking; and in Plan C area 1B Critical Thinking, once accepted by the UC System.

**X. Announcements**

Debra Schaefer announced the Avant-garden of Eden Fashion Show is scheduled on May 21.

**XI. Next Meeting**

The next meeting is scheduled for August 19, 2009 at 2:00 p.m. in the Board Room.

**XII. Adjournment**

The meeting was adjourned at 3:35 p.m.