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

II. Roll Call
Members Present: Patricia Alexander, Kim Anderson, Kristin Beeler, Linda Bell, Gene Carbonaro, Cathy Crane, Jim Cunningham, Donna Fletcher, Julie Frumkin, Samira Habash, Brenda Harrell, Kenna Hillman, Gerry Jenkins, Dena Laney, Jannie MacKay, Frank Madrigal, Maureen Mason, Ruben Page, Susan Radloff, Dan Ripley, Trevor Rodriguez, Winford Sartin, Paul Savoie, Debra Schaefer, Gary Scott, Wil Shaw, Meena Singhal, Matt Turlo, Bobbi Villalobos, Steven Wallech, Ingrid Wollank

Guest: La Tonya Neal, ASB President

Members Excused: Don Berz, Sigrid Sexton, Tom To


III. Orientation to Committee on Curriculum and Instruction
• Welcome New Members and Returning Members
  Cathy Crane welcomed new and returning members and guests. All members introduced themselves.

• The Brown Act
  To be in compliance with the Brown Act, the Curriculum Committee agenda will be published seventy-two hours prior to the meeting. All meetings will be open, and guests may request to speak during the meeting by submitting a speaker card. Speaker cards and motion forms must be submitted prior to the meeting. Requests for agenda items are due to the Curriculum Committee Chair by the Thursday prior to the meeting, and documents are due by email to the secretary by the Friday prior to the meeting.

• Curriculum Committee Structure
  Curriculum is driven by faculty through the Committee on Curriculum and Instruction, a standing committee of the Academic Senate. Membership includes voting and non-voting members, elected department representatives, appointed faculty members, appointed administrators, student representatives, and a LBUSD liaison. Changes to curriculum and academic policies and administrative regulations are approved by the
committee with a first and second reading, forwarded to all constituency groups of the college, and submitted to the Board of Trustees. A flowchart is available upon request.

Academic Policy and Standards Subcommittee
Dan Ripley, Chair, reported that the subcommittee reviews requests to create or revise policies and academic administrative regulations within the 4000 band. Requests may be submitted from any area of the college. Revisions to policies and regulations recommended by the subcommittee are submitted to the Curriculum Committee.

Assessment of Student Learning Outcomes Subcommittee
Patricia Alexander, Chair, reported that the subcommittee is charged with assessing the institutional core competences and supporting departments and programs in developing outcomes and assessments. A group met in summer to begin on the core competency of communication. An email will be distributed regarding the recommendation from the Accreditation Team to speed up the eleven core competencies on the institutional level.

Associate Degree/General Education Subcommittee
Debra Schaefer, Chair, reported that the subcommittee reviews proposals for new programs or changes to current programs; reviews and recommends changes in proficiency requirements, such as Information Competency, and changes to the Associate Degree, CSU General Education, and the Intersegmental General Education Transfer plans; offers guidance to faculty who submit courses to add to the GE Plans; reviews the college’s curriculum guides; and monitors Certificates of Completion and Education Code Reviews.

Course Evaluation Subcommittee
Kim Anderson, Chair, reported that the subcommittee reviews proposed course changes, deletions, or additions and submits these changes to the Curriculum Committee within a consent agenda.

Program Review Subcommittee
Wil Shaw, Chair, reported that a process is being developed to combine Program Review and Program Planning. The subcommittee will visit other institutions to collect ideas for the project. This year programs scheduled for a review according to the past six-year cycle will be part of a pilot project for the combined process.

• Roles and Responsibilities
Elected members represent their department on the Curriculum Committee. They are a liaison between the committee and department. Members also sit on one of the subcommittees, where they represent the college as a whole and are expected to assume a global perspective. The importance of attending all meetings regularly was emphasized. Currently, there are a number of vacancies in departmental representation. Elections will be held to fill those positions.

• Process for Meetings
The agenda may be revised with two-thirds approval of attending members. New business is usually information only; however, may include action in some instances. Unfinished business may include items for first and second reading.
• **Goals for Curriculum**
  This year more revisions to Title 5 are expected. The revisions will be reviewed and applied where necessary. Several items are pending from last year including the sixteen week calendar.

IV. **Update Informational Item**
• 16 Week Calendar
  Meena Singhal, Dean of Academic Services, distributed information from the May 2008 *Faculty Poll Regarding 16-Week Calendar* and one of the models of a compressed calendar pattern. The 16 Week Calendar Task Force submitted recommendations for a 16 week calendar to the President’s Leadership Council in the spring. However, due to pending negotiations and unresolved issues, the College Calendar Committee did not approve the 16 week calendar for fall 2009. Additional information will be made available online.

V. **Announcements**
1. **Stand Alone Courses Training**
   Kenna Hillman will conduct a Stand Alone Courses training session today for new Curriculum Committee members and those who have not been trained.

2. **Routine Review**
   Kim Anderson distributed 2008-09 *Routine Course Review Progress Report August 2008*. There are currently 238 outlines that need to be submitted to a peer review by November 30, 2008.

VI. **Next Meeting**
The next meeting will be held September 17, 2008, 2:00 p.m. in the Board Room.

VII. **Adjournment**
The meeting was adjourned at 2:50 p.m.