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

II. **Roll Call**
**Members Present:** Kim Anderson, Kim Barclay, Linda Bell, Donald Berz, Cathy Crane, Paul Creason, Jim Cunningham, Julie Frumkin, Samira Habash, Brenda Harrell, Kenna Hillman, Gerry Jenkins, Dena Laney, Jannie MacKay, Ross Miyashiro, Kent Morris, Jose Ramon Nunez, Dan Ripley, Trevor Rodriguez, Kevin Ryan, Winford Sartin, Paul Savoie, Debra Schaefer, Gary Scott, Wil Shaw, Matt Turlo, Steven Wallech, Laura Wan, Ingrid Wollank

**Members Absent:** Phyllis Arias, Laurel Breece, Byron Breland, Lou Anne Bynum, Gene Carbonaro, Donna Fletcher, Frank Madrigal, Maureen Mason, Kaneesha Miller, Ruben Page, Susan Radloff, Gregory Schultz, LBUSD Liaison Pamela Seki, George Shaw, DeWayne Sheaffer, Meena Singhal, Student Representative Dione Vincent

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

IV. **Approval of Minutes**
The minutes of December 2, 2009 were approved.

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

VI. **Reports**
A. **Academic Senate Representative – Kevin Ryan**
   1. **SLO**
      Kevin Ryan thanked faculty who worked toward meeting goals for Student Learning Outcomes. There is more work to be done to achieve 100% SLO by 2012. Assessment data will now be added to classes within the TracDat system. A proposal will be made for a SLO Officer position within each department to ensure the task is carried out.

   2. **Definition of Core Courses**
      The Academic Senate Executive Committee, as part of the Academic Council, is discussing a definition of core classes. Departments will be included in the discussion.

   3. **Curriculum**
      Faculty with concerns that curriculum is directly or indirectly encroached upon may contact Kevin Ryan or Cathy Crane.
B. Curriculum Committee Chair – Cathy Crane

1. Routine Course Review
   a. 2009/2010
      All 276 routine course review outlines have met the November 30, 2009 submission deadline, 242 have completed the entire process. Department heads and deans who completed the process in a timely manner were thanked.

   b. 2010/2011
      The Routine Course Review List from Academic Services has been posted on the Curriculum Review website, allowing departments one year to meet the November 30, 2010 deadline. Department heads rebalanced the list for the next six-year cycle. Members were reminded that courses may be inactivated by submitting a one-page form to Academic Services.

2. 4005 Taskforce
   Curriculum Committee Chair Cathy Crane and Academic Senate President Kevin Ryan co-chair the taskforce to review Administrative Regulations 4005 on Curriculum and Instruction. The taskforce met in December.

B. Executive Vice President of Academic Affairs – Donald Berz
   A memo from the Chancellor's Office was distributed that recommends each college review their course offerings for three priorities: basic skills, transfer, and career technical; and that courses perceived as recreational, avocational, or personal development are voluntarily removed from course offerings. There will be less evidence to support further reductions in state funding if colleges proactively change course offerings. The LBCC Academic Council formed a taskforce to draft a definition of core courses to guide procedures at the college.

D. Assessment of Student Learning Outcomes – Kim Anderson

1. Meeting Location Error
   The Curriculum Committee & Subcommittees Meeting Schedule 2010/2011 lists the Assessment of Student Learning Outcomes meeting location in error; the correct location is L206.

2. SLO in Syllabi
   Kim Anderson thanked faculty for including student learning outcomes on syllabi. A variety of effective methods were used.

3. Course SLO Assessment Plans
   For a limited time data for course SLO assessment plans on TracDat is being uploaded by support staff from the IITS Department. Faculty were encouraged to take advantage of this opportunity. It was requested that the assessment plan be submitted in its entirety—not removing prompts—allowing for more efficient input.

   Currently 35% of the course SLO assessment plans have been completed. Faculty may contact the ASLO Subcommittee for assistance. Information is available online at http://outcomes.lbcc.edu/AssessmentSLO.cfm.
4. GEO Assessment Initiative
The joint ASLO—AD/GE Subcommittee Workgroup has completed the General Education Outcomes Assessment Initiative which will be submitted for approval today. The workgroup will continue to meet this semester to establish documentation and protocols at the institutional level.

E. Long Beach Unified School District Representative – Pamela Seki
No report.

VII. Subcommittee Reports
A. Academic Policy and Standards Subcommittee – Dan Ripley
AP tests that do not have LBCC credits granted include: Chemistry, Chinese Language and Culture, Computer Science AB, Environmental Science, Human Geography (Cultural Geography), Italian Language and Culture, Japanese Language and Culture, Latin Literature, and World History. However, CSU and UC grant AP credit in those areas. To be in alignment with other colleges and universities the college would like to expedite approval of AP tests. Jannie MacKay presented an Advance Placement Credit Form. Departments may submit AP examinations to be included on the AP Courses and AA/AS Degree General Education Requirements approved list. The Academic Policy & Standards Subcommittee will process the requests.

B. Associate Degree/General Education Subcommittee–Debra Schaefer
A number of courses will be submitted today for the Plan A Physical Fitness/Wellness Requirement. Career and Technical Programs created from 1983 forward are required to submit a one-page bi-annual Ed Code Review—the reviews are due March 15. The annual review of curriculum guides is being conducted. The subcommittee is working on core courses within programs.

C. Course Evaluation Subcommittee - Kim Anderson
1. TBA Compliance
To be in compliance with new Title 5 regulations, if a course uses the TBA “To Be Arranged” scheduling method the following statement will be added at the end of the catalog description.

This course may be scheduled using the “To Be Arranged” (TBA) scheduling format. This allows for specific lecture and/or lab instructional activities to be delivered through more flexible scheduling of days and times but for a specified number of hours and in accordance with the requirements and specific instructional activities of the course outline of record. This will be expected of all enrolled students. Please see the schedule of classes for the number of TBA hours to be completed for this course.

2. Distance Learning Definition Change
The recent change in the definitions of distance learning courses has altered the designation of a number of DL courses from "online" to "hybrid." If a department wishes to reinstate the "online" option (no on-campus meetings) an addendum form may be submitted to the Course Evaluation Subcommittee process.

3. Curriculum Submission Calendar
The Curriculum Submission Calendar - Academic Services Office Catalog Year 2011-2012 was distributed.
4. Directed Studies
Directed studies is an alternative curriculum option for departments. Currently, sixteen disciplines are approved for directed studies for transfer; however, no course outline exists. Therefore the subcommittee created a form for an audit trail, and is adding clarifying language in the Faculty Reference Book. The contract for directed studies in Admissions and Records and language in Administrative Regulations 4017 Credit by Directed Study do not align. It was suggested that the Academic Policy & Standards Subcommittee review those regulations.

5. Basic Skills
The Student Success Committee established a Prerequisite Workgroup. The Course Evaluation Subcommittee, in anticipation of their progress and recommendations, has updated these curriculum forms and documentation in conjunction with the Office of Institutional Effectiveness. The Basic Skills Requisite Establishment and Guide was distributed to the Curriculum Committee.

D. Program Plan/Program Review Subcommittee – Wil Shaw
The Steering Committee is working on a new cycle for Program Plan/Program Review. A schedule will be distributed at the next meeting.

E. Ad Hoc Subcommittee Reports
No reports.

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

B. Physical Fitness/Wellness Requirement Consent Agenda
A motion to approve the Plan A Physical Fitness/Wellness Requirement Consent Agenda from the Associate Degree/General Education Subcommittee was m/s/u (Steven Wallech/Debra Schaefer) passed.

IX. New Business
A. First Reading - Academic Policy and Standards – Policy 4020
A motion to accept Administrative Regulations 4020 on Attendance for first reading was m/s/u (Dan Ripley/Kenna Hillman) passed.

Revisions included language to be compliant with Title 5 regarding census reporting, and the deletion of a mandatory drop for students with an excess of 20% absence—faculty will now define what constitutes excessive absences.

B. Motion-AD/GE & ASLO Outcomes Initiative
The college must achieve SLO proficiency level by 2012, which includes general education outcomes. The Outcomes Assessment Process Current Status and Rationale for Legitimate Expediency was distributed.

A motion was m/s/u (Steven Wallech/Kim Anderson) passed to indicate a ‘yes’ vote that the Curriculum Committee endorses the General Education Outcomes Assessment Initiative approved by the GEO Workgroup on February 1, 2010 and by the AD/GE Subcommittee on February 3, 2010 and by the ASLO Subcommittee on February 9, 2010.
X. **Informational Items**
   A. **ASCCC Request for Nominations to Participate in CSU’s GE Course Review**
      The Academic Senate for California Community Colleges is requesting faculty participation at the state level in the CSU GE course review. Colleges may submit names of nominees. Selected reviewers will be mailed outlines to review on their own schedule. Representatives from the following discipline areas are needed: Mathematics, English, Communications, Life Science, Physical Science, Social Science, Arts, and Humanities. Interested faculty may contact Cathy Crane.

XI. **Announcements**
No announcements.

XII. **Next Meeting**
The next meeting is scheduled for March 17, 2009, at 2:00 p.m., in the Board Room, Building I.

XIII. **Adjournment**
The meeting was adjourned at 3:30 p.m.