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

II. Roll Call
Members Present: Kim Anderson, Kim Barclay, Linda Bell, Cathy Crane, Donna Fletcher, Samira Habash, Brenda Harrell, Gerry Jenkins, Dena Laney, Jannie MacKay, Maureen Mason, Kaneesha Miller, Ross Miyashiro, Kent Morris, Jose Ramon Nunez, Susan Radloff, Dan Ripley, Trevor Rodriguez, Kevin Ryan, Paul Savoie, Debra Schaefer, Gary Scott, Wil Shaw, Laura Wan, Ingrid Wollank, LBUSD Liaison Pamela Seki

Members Absent: Phyllis Arias, Donald Berz, Laurel Breece, Byron Breland, Lou Anne Bynum, Gene Carbonaro, Paul Creason, Jim Cunningham, Julie Frumkin, Kenna Hillman, Frank Madrigal, Ruben Page, Winford Sartin, Gregory Schultz, George Shaw, DeWayne Sheaffer, Meena Singhal, Matt Turlo, Steven Wallech, Student Representative Dione Vincent

III. Approval of Agenda
The agenda was approved.

IV. Approval of Minutes
The minutes of February 17, 2010 were approved.

V. Public/Faculty Comment
A. Administration Regulations 4020 Attendance
Nigel Hancock voiced concern regarding attendance reporting within PeopleSoft if proposed revisions to Administrative Regulations 4020 on Attendance were approved. Currently “NA” and “NS” do not exist in the system. Nigel also suggested a change from “drop” to “withdraw” in section 4020.4, paragraph two.

VI. Reports
A. Academic Senate Representative –Kevin Ryan
   1. SLO Officers
      Assessment data will be added to classes in TracDat and assessment plans will be implemented by Student Learning Outcomes Officers within departments. Officers will receive a stipend and training. The Academic Council hopes to have officers in place by the end of the semester.

   2. Core Courses
      The Academic Council developed a definition of core classes. Departments were asked to identify core courses in their area. The list of courses will be forwarded to the schools and at the vice presidential level.
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. Refinements to the process to ensure full compliance with all federal, state, and local regulations and guidelines will be finalized and posted in the Curriculum Reference Book in the spring semester.

2. Academic Senate Constitution/Bylaws
   Cathy Crane is participating in an Academic Senate taskforce created to update their Constitution and Bylaws.

3. Budget Discussion
   Academic Senate members were invited to join Julian and Rose Del Gaudio at their home on Friday afternoon to discuss the budget crisis with Board of Governors President Debbie Malumed, M.D. Cathy Crane will request that core courses are included in the discussion.

4. Student Learning Outcomes Presentation
   Cathy Crane will give a presentation at the Department Head meeting tomorrow on student learning outcomes compliance by 2012.

C. Executive Vice President of Academic Affairs – Donald Berz
   No report.

D. Assessment of Student Learning Outcomes – Kim Anderson

1. SLO on Syllabi
   Committee members were requested to encourage part time faculty to include student learning outcomes on syllabi, accessible on the course outline database.

2. Course Assessment Plans
   Course Assessment Plans are due May 14, 2010. ASLO Subcommittee members are available to assist colleagues. A template is available on the outcomes website—the bold prompts should not be removed. It was recommended that plans be submitted to as soon as possible to slo@lbcc.edu, as clerical support will be available for a limited time.

   Fifty-five percent of the Course Assessment Plans have been submitted. The following departments and programs have completed their plans: Administration of Justice Program, Air Conditioning/Refrigeration Department, Associate Degree Nursing Department, Carpentry Program,
Horticulture Program, Human Services Program, Photography Program, Physical Education Department, and Sheet Metal Program. The Vocational Nursing Department was first to complete all of their plans and will receive a $250 instructional materials grant provided as an incentive through the LBCC Foundation. Additional incentive grants are planned for this year.

3. Program Assessment Plans
Program Assessment Plans may be addressed after a program or department has completed their Course Assessment Plans. Templates are available on the outcomes website. ASLO Subcommittee members are available to guide colleagues and clerical support will be available for a limited time. The following departments have submitted a Program Assessment Plan: Academic Support & Development, Learning & Academic Resources, Multidisciplinary Success Centers at LAC and PCC, Math Success Center, Writing & Reading Success Center, and the Library.

4. Flex Day
SLO workshops will be offered on Flex Day to include the creation and use of rubrics, and Program Level Assessment Plans.

E. Long Beach Unified School District Representative – Pamela Seki
LBUSD received a ConnectEd grant sponsored by the Irvine Foundation. The focus is on career technology education—career readiness will be the outlook. The district is reviewing national standards in English and math. The state will provide input and the Superintendent of Schools will give final approval.

VII. Subcommittee Reports
A. Academic Policy and Standards Subcommittee – Dan Ripley
The subcommittee processed department requests for advanced placement examinations. A recommendation for advanced placement credit will be submitted today to the Curriculum Committee.

B. Associate Degree/General Education Subcommittee – Debra Schaefer
The subcommittee is working on the following: collecting Ed Code 78016 Reviews; discussion on double counting; curriculum guide format review; and discussion on a core program for multi-track programs.

C. Course Evaluation Subcommittee - Kim Anderson
No report.

D. Program Plan/Program Review Subcommittee – Wil Shaw
The planning portion of the Program Plan/Program Review process has been completed for this year. Planning will be conducted again next year. The following year the review portion of the process will be conducted.

E. Ad Hoc Subcommittee Reports
No reports.

VIII. Consent Agenda
No consent agenda.
IX. Old Business
A. Second Reading -Administrative Regulations 4020 Attendance
The concern regarding attendance reporting within PeopleSoft if proposed revisions to Administrative Regulations 4020 on Attendance are approved was addressed. Currently “NA” and “NS” do not exist in the system; however, this will not be an issue when the new version of PeopleSoft is implemented in December 2010.

A motion to accept Administrative Regulations 4020 on Attendance for second reading was m/s/u (Paul Savoie/Gary Scott) passed with a change from “drop” to “withdraw” in section 4020.4, paragraph two.

X. New Business
A. Motion – Acceptance of Advance Placement Credit
An issue was raised that an untitled motion on the agenda would not be in compliance with the Brown Act. After discussion a motion to amend the agenda to add Acceptance of Advanced Placement Credit Motion was m/s/u (Jannie MacKay/Gary Scott) approved.

A motion was m/s/u (Jannie MacKay/Gary Scott) passed to acceptance the following Advanced Placement Test Credit for the AA/AS Degree General Education Requirements:

<table>
<thead>
<tr>
<th>AP Exam</th>
<th>AP Score</th>
<th>AP Credit Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>4-5</td>
<td>CHEM 1A (5 units)</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>4-5</td>
<td>ENVRS 1 (3 units)</td>
</tr>
<tr>
<td>Human Geography</td>
<td>3-5</td>
<td>GEOG 2 (3 units)</td>
</tr>
<tr>
<td>World History</td>
<td>3-5</td>
<td>HIST 2C (3 units)</td>
</tr>
<tr>
<td>World History</td>
<td>3-5</td>
<td>HIST 2B (3 units)</td>
</tr>
</tbody>
</table>

The forms will be housed electronically in Admissions and Records.

XI. Informational Items
A. Request Curriculum Committee Member
It was requested that a Curriculum Committee member sit on the Teaching and Learning Center Subcommittee. Interested members were asked to contact Lynn Shaw, Faculty Professional Development Coordinator.

XII. Announcements
A. Fashion Events
Debra Schaefer announced that Fashion Network Club members will host a fashion press shoot and party event on Friday, March 19 at Ocean’s Sushi & Oyster Lounge. Photos taken at this event will promote the LBCC 34th annual fashion show, Vigilante en Vogue, to be held May 20.

B. Subcommittee Support
Cathy Crane will send a request for subcommittee support to Executive Vice President of Academic Affairs Don Berz.

XIII. Next Meeting
The next meeting is scheduled for April 21, 2009, at 2:00 p.m., in Room 210, Building O.

XIV. Adjournment
The meeting was adjourned at 3:20 p.m.