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

II. Roll Call
Members Present: Kim Anderson, Phyllis Arias, Linda Bell, Cathy Crane, Jim Cunningham, Donna Fletcher, Julie Frumkin, Samira Habash, Kenna Hillman, Gerry Jenkins, Dena Laney, Jannie MacKay, Maureen Mason, Kanesha Miller, Ross Miyashiro, Kent Morris, Jose Ramon Nunez, Ruben Page, Dan Ripley, Trevor Rodriguez, Winford Sartin, Paul Savoie, Debra Schaefer, Gary Scott, Wil Shaw, Matt Turlo, Steven Wallech, Laura Wan, Ingrid Wollank

Guests: Marty Alvarado, Jessica Losch

Members Absent: Kim Barclay, Donald Berz, Laurel Breece, Byron Breland, Lou Anne Bynum, Gene Carbonaro, Paul Creason, Brenda Harrell, Frank Madrigal, Susan Radloff, Kevin Ryan, 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 March 17, 2010 were approved.

V. Public/Faculty Comment
No comment.

VI. Reports
A. Academic Senate Representative – Kevin Ryan
Cathy Crane reported for Kevin Ryan that the Academic Council approved the SLO Officers. The process to select officers will begin.

B. Curriculum Committee Chair – Cathy Crane
1. Routine Course Review
   2009/2010
   All 276 routine course review outlines have met the November 30, 2009 submission deadline, 257 have completed the entire process.

   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. **Course Inactivation**
   Linda Bell reported that courses that do not complete the process by the April 30, 2010 deadline will be submitted to the Curriculum Committee for inactivation at the May 12 meeting. A list of these courses, *2008-09 Routine Course Review Progress Report*, was distributed.

3. **Chair Elections**
   An election for Curriculum Committee Chair will be conducted at the May 12 meeting. It was requested that elections for subcommittee chairs be conducted prior to May 12 and announced at the Curriculum Committee meeting.

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

D. **Assessment of Student Learning Outcomes – Kim Anderson**
   1. **Course Assessment Plans**
      The emphasis is currently on Course Assessment Plans due May 14, 2010 to slo@lbcc.edu. ASLO Subcommittee members are available to assist colleagues. A template is available on the outcomes website—bold prompts should not be removed. It was recommended that plans be submitted as soon as possible as clerical support will be available for a limited time.

      As of April 12, 65% of the Course Assessment Plans have been submitted. The following areas have completed their plans and are beginning the collection of evidence: Architectural Design Program, Carpentry Program, Engineering Program, Fire Academy courses, Fine Arts Program, Foreign Language Department, General Business Program, Health Education courses, Horticulture Program, and Statistics courses.

   2. **Program Assessment Plans**
      Program Assessment Plans may be addressed after a program or department has completed their Course Assessment Plans. The template, process, and examples of instructional program SLO are available on the outcomes website in the program-level page. ASLO Subcommittee members will guide colleagues through the process. It was recommended that plans be submitted as soon as possible, clerical support will be available only for a limited time.

      As of April 12, 13 plans have been submitted; 89 plans are due. The following areas have completed their plans and are beginning the collection of evidence: Athletics Program, Counseling Service Program, Study Abroad Program, and Art/Photography Department.

3. **Newsletter**
   The ASLO Subcommittee created a campus newsletter to enhance internal communications about the Outcomes Assessment Process. The newsletter will be distributed through *In the Loop* and will also be available on the outcomes website monthly.
4. **Expediency**

To reach proficiency as required by the Accrediting Commission for Community & Junior Colleges (ACCJC), the ASLO Subcommittee has been working from the blueprint approved by the Academic Council in April 2009 which established progressive benchmarks for the next few years for all three levels of the Outcomes Assessment Process. The deadlines are aggressive; however, necessary, as a mid-term report is due in 2011 and official proficiency must be established by 2012. Proficiency is defined as comprehensively using assessment evidence to create actions that improve student learning at all three levels: course, program, and institution. Requested submission timeframes will keep the college on track with benchmarks.

5. **Presentation: The Race to 2012 – SLO Progress**

Cathy Crane and Kim Anderson co-authored a PowerPoint presentation on SLO progress: *The Raced to 2012*. In 2002 the ACCJC revised accreditation standards to include Student Learning Outcomes. All California community colleges must have complete SLO implementation by 2012. Faculty are responsible for establishing goals, the design and implementation, and assessment. Due to lack of progress in SLO and Program Plan/Program Review, LBCC was placed on warning in 2008 by ACCJC and the Western Association of Schools & Colleges (WASC); and then removed in 2009 due to improvements. A mid-term report will be developed in spring 2011 and must be submitted to the ACCJC/WASC in fall 2011.

The college is at level one of a four level process. All courses except for one have SLO; 65% of all courses have completed assessments, 35%—over 600 courses—must be completed by May 15, 2010; 11 programs have outcome plans complete—over 90 plans must be completed. SLO Officers will be in place by May 30, 2010 and the Academic Council has endorsed a blueprint. Documents, presentations and examples are available on the ASLO website. Clerical assistance will be available for a limited time. ASLO Subcommittee members are available for guidance.

Faculty, staff, and administration were thanked for their efforts in accomplishments to date. Administration and the LBCC Foundation were thanked for additional financial support.

E. **Long Beach Unified School District Representative – Pamela Seki**

No report.

VII. **Subcommittee Reports**

A. **Academic Policy and Standards Subcommittee – Dan Ripley**

No report.

B. **Associate Degree/General Education Subcommittee – Debra Schaefer**

The subcommittee is reviewing requests for double counting; no new requests will be accepted at this time. Donna Fletcher is collecting Ed Code Reviews.

C. **Course Evaluation Subcommittee - Kim Anderson**

Directed Studies outlines have been completed and are now on the course outline website, 16 subjects were approved. Small refinements for clarity to questions 1 and 5 on the *DL Addendum Form* were recently completed based
on faculty response to the definition change. The Course Outline website has been updated to capture course review information for audit purposes, and to provide an automatic calculation function for student unit value in relationship to the lecture and/or lab contact hours identified. The outcomes box will soon become a display only field because two separate databases would be problematic for coordination and alignment—TracDat has priority. Outcomes will only be changed through the Outcomes Assessment Process in TracDat. The IT Department will coordinate and maintain the two databases for the next few years.

D. Program Plan/Program Review Subcommittee – Wil Shaw
The Program Plan/Program Review process for 2010/2011 will be the same as for this year. After Fall 2010 PP/PR information will be available on TracDat.

E. Ad Hoc Subcommittee Reports
   No reports.

VIII. Consent Agenda
   A motion was m/s/u (Kim Anderson/Gary Scott) passed to approve the Consent Agenda from the Course Evaluation Subcommittee.

IX. Old Business
   No business.

X. New Business
   A. First Reading -Administrative Regulations 4019 Acceptance of Transfer Credit from Other Institutions
      Prior practice has been that faculty approve courses from other institutions to apply credit in General Education Plan B and Plan C. The college will now pass along courses from other institutions to universities for Plan B and C as mandated by the Chancellor's Office.

      A motion to accept Administrative Regulations 4019 Acceptance of Transfer Credit from Other Institutions for first reading was m/s/u (Dan Ripley/Gary Scott) passed.

XI. Announcements
   No announcements.

XII. Next Meeting
   The next meeting is scheduled for May 12, 2009, at 2:00 p.m., in Room 210, Building O.

XIII. Adjournment
   The meeting was adjourned at 2:45 p.m.