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

II. **Roll Call**  
**Members Present:** Kim Anderson, Linda Bell, Donald Berz, Laurel Breece, Gene Carbonaro, Cathy Crane, Paul Creason, Jim Cunningham, Donna Fletcher, Julie Frumkin, Samira Habash, Brenda Harrell, Kenna Hillman, Gerry Jenkins, Sheree King, Jannie MacKay, Maureen Mason, Ross Miyashiro, Jose Ramon Nunez, Ruben Page, Dan Ripley, Trevor Rodriguez, Winford Sartin, Paul Savoie, Debra Schaefer, Pamela Seki—LBUSD Liaison, Sigrid Sexton, Meena Singhal, Matt Turlo, Steven Wallech, Ingrid Wollank

**Guests:** Marty Alvarado, Kim Hatch, Tom To

**Members Absent:** Phyllis Arias, Byron Breland, Lou Anne Bynum, Linda King, Kaneesha Miller, Susan Radloff, Ron Norton Reel, Gary Scott, Wil Shaw, DeWayne Sheaffer, Laura Wan

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

IV. **Approval of Minutes**  
The minutes of May 13, 2009 will be approved at the next meeting.

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

VI. **Reports**  
A. **Curriculum Committee Chair – Cathy Crane**

1. **Welcome**  
Cathy Crane welcomed new and returning members to the Curriculum Committee. Pamela Seki the new LBUSD Liaison was introduced to the committee.

2. **Meeting Location**  
Curriculum Committee meetings are expected to be relocated to Building O, Conference Room 210. Members will be notified in advance.

3. **Roster**  
A draft of the Curriculum Committee Roster was distributed. Since many changes have taken place over the summer, members were asked to check for needed corrections.
4. **Curriculum Submission Calendar**
   The *Curriculum Submission Calendar - Academic Services Office Catalog Year 2010-2011* was distributed. It is also available online.

5. **Routine Course Review**
   The intent of this year’s routine course review is to finalize updating outlines on the website to adhere to local standards. There are currently 205 outlines to be submitted to a Routine Course Review Peer Reviewer by November 30, 2009. The 2009-2010 Routine Course Review List was distributed in January 2009 and posted on the Academic Services website.

   Sigrid Sexton will send an email to solicit faculty to fill a vacant position for a Routine Course Review Peer Reviewer.

B. **Executive Vice President of Academic Affairs – Donald Berz**
   On August 18 Don Berz attended a Chancellor’s Office meeting on the impact of the state budget. Additional cuts were made and it was legislated that funds for the community college system focus on core courses, which include transfer, basic skills, and workforce development. LBCC cannot expect restoration for at least three years, even if the budget situation improves. The Budget Advisory Committee will meet tomorrow to discuss the adopted budget.

C. **Academic Senate President – Sigrid Sexton**
   Sigrid Sexton will be unable to attend Curriculum Committee meetings this semester due to schedule conflicts. Kevin Ryan, Academic Senate President Elect, will attend meetings as the designee.

D. **Assessment of Student Learning Outcomes – Kim Anderson**
   Kim Anderson, ASLO Coordinator, reported that over the summer Outcomes Assessment was setup and is available online at [http://outcomes.lbcc.edu/](http://outcomes.lbcc.edu/).

   Don Berz gave accolades to Kim Anderson, Cathy Crane, and Eva Bagg for their work on Outcomes Assessment.

E. **Long Beach Unified School District Representative – Pamela Seki**
   Pamela Seki invited members to contact her if needed at pseki@lbschools.net.

VI. **Subcommittee Reports**
A. **Academic Policy and Standards Subcommittee – Dan Ripley**
   The subcommittee will continue to develop Administrative Regulations 4009 Philosophy of General Education and to review and revise administrative regulations 4012 Statement of Academic Freedom and 4020 Attendance.

B. **Associate Degree/General Education Subcommittee – Debra Schaefer**
   The Physical Fitness/Wellness area of Plan A was developed and approved last year. The subcommittee will process courses to fill the requirement.

C. **Course Evaluation Subcommittee - Kim Anderson**
   The subcommittee will meet next week.

D. **Program Review Subcommittee – Wil Shaw**
   No report.
E.  Ad Hoc Subcommittee Reports
    No reports.

VIII. Consent Agenda – Course Evaluation Subcommittee
    No consent agenda was submitted.

IX.  Old Business
    No old business.

X.  New Business
    A. Motion to Amend Regulation 4005
        A motion was m/s/u (Kim Anderson / Debra Schaefer) passed to accept
        revisions to Administrative Regulations 4005 on Curriculum and Instruction
        to change the membership of the Assessment of Student Learning Outcomes
        Subcommittee; an amendment was accepted to add a placeholder for a
        representative from the Academic Policy & Standards Subcommittee.

    B. Stand Alone Course Training
        Cathy Crane conducted Stand Alone Course Training for the Curriculum
        Committee. Members who did not attend the meeting will train online.

XI. Announcement
    The Curriculum Committee Meeting Schedule has been revised and is available
    online.

XII. Next Meeting
    The next meeting is scheduled for September 16, 2009 at 2:00 p.m. in Room 210
    located in Building O.

XIII. Adjournment
    The meeting was adjourned at 3:40 p.m.