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

II. Roll Call
Members Present: Kim Anderson, Phyllis Arias, Linda Bell, Laurel Breece, Gene Carbonaro, Cathy Crane, Jim Cunningham, Donna Fletcher, Julie Frumkin, Samira Habash, Brenda Harrell, Gerry Jenkins, Sheree King, Jannie MacKay, Kaneesha Miller, Ross Miyashiro, Jose Ramon Nunez, Dan Ripley, Trevor Rodriguez, Winford Sartin, Paul Savoie, Debra Schaefer, DeWayne Sheaffer, Matt Turlo, Steven Wallech, Laura Wan

Guests: John Fylpa, David Morse

Members Absent: Donald Berz, Byron Breland, Lou Anne Bynum, Paul Creason, Kenna Hillman, Linda King, Maureen Mason, Ruben Page, Susan Radloff, Ron Norton Reel, Kevin Ryan, Gary Scott, Pamela Seki, Wil Shaw, Meena Singhal, Ingrid Wollank

III. Approval of Agenda
The agenda was approved.

IV. Approval of Minutes
The minutes of May 13, August 19, and September 9, 2009 were approved.

V. Public/Faculty Comment
No comment.

VI. Reports
A. Curriculum Committee Chair – Cathy Crane
   1. Meeting Location
      The President's Office requested the use of Conference Room 210 in Building O; therefore, the Curriculum Committee meeting was conducted in the Board Room. In the future meetings will be held in Building O.

   2. Routine Course Review
      The intent of this year’s routine course review is to finalize updating outlines on the website to adhere to the college’s local standards. There are currently 176 outlines to be submitted to a Routine Course Review Peer Reviewer by November 30, 2009. Courses may be inactivated by submitting a Course change Form to Academic Services. The 2009-2010 Routine Course Review List was distributed in January 2009 and posted on the Academic Services website.
3. Liberal Studies Degree
The old version, Liberal Arts Degree, was submitted to the Chancellor’s Office in error. The correct updated version, Liberal Studies Degree, was submitted this past week.

4. Catalog Accuracy Statement
Concern was expressed that curriculum or courses changed mid-year may adversely affect students. An ad hoc committee may be formed to address the possibility of an accuracy statement in the catalog.

5. Distance Learning
Eloy Oakley, Superintendent-President, would like to increase distance learning by 20%. Faculty input is needed to address curricular, communication, and other issues. Distance Learning Director Amit Schitai will be invited to speak to the Curriculum Committee and the Academic Senate Executive Committee will be asked to discuss concerns. A workgroup will be created to address this issue.

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

C. Academic Senate Representative – Kevin Ryan
No report.

D. Assessment of Student Learning Outcomes – Kim Anderson
A joint workgroup with members from the AD/GE Subcommittee and the ASLO Subcommittee was formed to correlate information on GE Plan A with course student learning outcomes, which are now GE student learning outcomes; and align the GE Handbook, the first paragraph of the Philosophy of GE Statement, and the statement in the catalog.

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

VII. Subcommittee Reports
A. Academic Policy and Standards Subcommittee – Dan Ripley
The AP&S Subcommittee is working on several administrative regulations including: 4012 Statement of Academic Freedom; 4020 Attendance; and 4022 Course Repetition, and continues to develop 4009 Philosophy of General Education.

B. Associate Degree/General Education Subcommittee – Debra Schaefer
The AD/GE Subcommittee will review courses submitted for the Physical Fitness/Wellness area of Plan A. The application was distributed to the Curriculum Committee. The following Information Competency documents were also distributed: updated application instructions, and applications for both the Technology Component and the Information Component.

C. Course Evaluation Subcommittee - Kim Anderson
No report.

D. Program Review Subcommittee – Wil Shaw
The Program Review Subcommittee has transitioned to the Program Plan/Program Review Subcommittee. All department heads and instructional
deans are members of the subcommittee. The first meeting is scheduled for tomorrow.

E. Ad Hoc Subcommittee Reports
No reports.

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

IX. Old Business
A. First Reading - Motion to Amend Regulation 4005
David Morse explained that proposed changes in Administrative Regulations 4005 Curriculum and Instruction regarding membership on the Curriculum Committee were submitted for first reading two years ago. Due to the lapse of time since it was first submitted, it was resubmitted for first reading.

A motion was m/s (Paul Savoie / Steven Wallech) passed to accept Administrative Regulations 4005 Curriculum and Instruction for First Reading.

A lengthy discussion ensued over the proposed changes. The AP&S and the AD/GE subcommittees felt administrative and coordinator positions as voting members were vital to the work of the subcommittees. Options suggested for the composition of the workgroup to continue reviewing the regulations included: the original members; faculty currently serving in the original positions; and a new composition including subcommittee chairs. Second reading will be forestalled one month to allow for further discussion. If substantial changes are made the regulations will be submitted for first reading again. The Curriculum Committee recommended reconvening the original task force. Cathy Crane will forward this information to the Academic Senate Executive Committee.

X. New Business
A. Motion to Add SLO on Syllabi
A motion was m/s/u (Kim Anderson / Linda Bell) passed that student learning outcomes (SLO) on the course outlines of record be placed on all faculty syllabi to inform students of that course’s expected learning.

XI. Announcements
A. Curriculum Software
Ross Miyashiro announced that new software will be available in the near future to instantly retrieve curriculum information from any college within the United States.

XII. Next Meeting
The next meeting is scheduled for October 14, 2009 at 2:00 p.m. in Conference Room 210 located in Building O.

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