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

II. **Roll Call**
**Members Present:** Kim Anderson, Phyllis Arias, Kim Barclay, Linda Bell, Laurel Breece, Gene Carbonaro, Cathy Crane, Paul Creason, Jim Cunningham, Donna Fletcher, Julie Frumkin, Samira Habash, Brenda Harrell, Gerry Jenkins, Sheree King, Dena Laney, Maureen Mason, Kaneesha Miller, Ross Miyashiro, Kent Morris, Jose Ramon Nunez, Dan Ripley, Trevor Rodriguez, Winford Sartin, Debra Schaefer, Gary Scott, Pamela Seki, Wil Shaw, Sigrid Sexton, Steven Wallech, Laura Wan

**Guest:** John Fylpaa

**Members Absent:** Donald Berz, Byron Breland, Lou Anne Bynum, Kenna Hillman, Linda King, Jannie MacKay, Ruben Page, Susan Radloff, Paul Savoie, DeWayne Sheaffer, Meena Singhal, Matt Turlo, Ingrid Wollank

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

IV. **Approval of Minutes**
The minutes of October 14, 2009 were approved.

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

VI. **Reports**
A. **Curriculum Committee Chair – Cathy Crane**
1. **Routine Course Review**
Currently, there are 76 outlines that need to be submitted to a Peer Reviewer by November 30, 2009. The Routine Course Review List was distributed in January and posted online in February. Department heads and the deans receive reminders periodically.

2. **Definition for Core Courses**
A task force created in Academic Council is developing a definition to identify courses the college considers to be core: transfer, basic skills, and Career and Technical Education (formerly Vocational Education). The task force is using criteria from the Chancellor's Office. The definition will be submitted to the Curriculum Committee and the Academic Senate for input. Decisions on core courses will be made at the department level.
3. **Automatic Degrees**
   The option of awarding automatic degrees was introduced. Students need not apply to automatically receive the degree based on courses completed. This would boost numbers in the ARC data report. Concern was expressed that students would no longer be eligible for financial aid if awarded a degree—some students continue taking courses at LBCC after they have met the criteria to earn a degree. Ross Miyashiro stated that the college does not have the capability at this time to implement automatic degrees. However, it is expected a degree audit will be in place by fall 2011. Students who are eligible for a degree would be notified.

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

C. **Academic Senate Representative – Sigrid Sexton**
   1. **Faculty Titles**
      Revisions in *Administrative Regulations 3027 Professional Titles* to simplify faculty titles will be submitted for second reading at the next Senate meeting.

   2. **CTE**
      Marty Alvarado, Interim Director of Grants, is working with the Career and Technical Education Committee to increase support from advisory groups. A meeting is being planned where industry will be invited to meet with faculty from CTE.

   3. **Program Plan/Program Review**
      CTE department heads were reminded to include VATEA and capital outlay requests in their Program Plan/Program Review documents. Sigrid Sexton and Larry Gustafson will attend the dean’s meeting to allocate VATEA and capital outlay funds.

   4. **ASCCC Plenary Session**
      The Academic Senate for California Community Colleges Fall 2009 Plenary Session was held November 12-14. Sigrid Sexton, David Morse, Kevin Ryan, and Lynn Shaw attended the session. Resolutions were passed on many topics including: library funding, an accelerated learning college proposal, categorical funding, early assessment testing, and AS/AA Degree requirements for CTE faculty. No action was taken on the 50% resolution; it was sent to the executive committee for discussion.

   5. **Accreditation Visit**
      On November 17 Sigrid Sexton and CCA President Dewayne Sheaffer met with the Accreditation Team. The team was pleased with progress on the Program Plan/Program Review process and on discussions regarding SLO in faculty evaluations.

D. **Assessment of Student Learning Outcomes – Kim Anderson**
   Student Learning Outcomes are included on 95% of course outlines. The next phase is the Course Assessment Plan, which will follow a six year cycle, available online.
E. Long Beach Unified School District Representative – Pamela Seki
LBUSD will receive a ConnectEd grant sponsored by the Irvine Foundation, which will tie in with LBCC. The grant will be implemented this year. Two LBCC staff will sit on the oversight group. ConnectEd the California Center for College and Career, a fact sheet on multiple pathways, and District Initiative for Expanding Pathways - Critical Elements and Desire Outcomes (LBUSD) were distributed to the Curriculum Committee. Pamela Seki may be contacted for more information.

VII. Subcommittee Reports
A. Academic Policy and Standards Subcommittee – Dan Ripley
The AP&S Subcommittee continues to work on a number of administrative regulations, including 4020 Attendance and 4022 Course Repetition.

B. Associate Degree/General Education Subcommittee–Debra Schaefer
The AD/GE Subcommittee is discussing guidelines for core classes in multi track programs; reviewing Physical Fitness/Wellness course applications; reviewing curriculum guides for clarity and format; and tracking Ed Code Reviews.

C. Course Evaluation Subcommittee - Kim Anderson
LOWDL (Los Angeles/Orange County Workforce Development Leaders) is comprised of Deans and Directors of Career and Technical Education and Economic Development Programs. The consortium reviews and recommends curriculum items in a vocational program’s offering that might impact area community colleges. At monthly meetings colleges present announcements of intent and recommendations for regional approval of certificates, program adjustments, and programs and other business matters. Information on LOWDL is available at http://www.laocrc.com/apps/comm.asp?$1=6.

The LBCC representative was the Dean of CTE. Currently, the Dean is not a member of the Curriculum Committee, yet their role is central as a liaison to the consortium and LBCC. Administrative Regulations 4005 Curriculum and Instruction is being reviewed regarding Curriculum Committee membership.

D. Program Review Subcommittee – Wil Shaw
The Program Plan/Program Review Steering Committee is discussing ideas to apply to the planning portion of the document.

E. Ad Hoc Subcommittee Reports
No reports.

VIII. Consent Agenda-Course Evaluation Subcommittee & AD/GE Subcommittee
A. Course Evaluation Subcommittee Consent Agenda
A motion to pull item CAOTC 211 from the Course Evaluation Subcommittee Consent Agenda was m/s/u (Sigrid Sexton/Steven Wallech) passed.

A motion to approve the Consent Agenda minus the pulled item CAOTC 211 was m/s/u (Gary Scott/Kim Anderson) passed.

After discussion regarding a change in the title of CAOTC 211 from OpenOffice.org to Discovering Computers, a motion to approve CAOTC 211 as part of the Consent Agenda m/s (Gene Carbonaro/Steven Wallech) passed.
B. AD/GE Subcommittee Consent Agenda
   A motion to approve the AD/GE Subcommittee Consent Agenda, listing courses for the Physical Fitness/Wellness Requirement on GE Plan A, was m/s (Steven Wallech/Winford Sartin) passed.

IX. Old Business
   No old business.

X. New Business
   A. Motion – Core Task Force
      This item was not discussed.

   B. Motion -- Automatic Degree Confirmation
      This item was not discussed.

XI. Informational Items
   A. ASLO Presentation
      Kim Anderson gave a presentation—Outcomes Assessment Process, a faculty driven ongoing systematic process to assist in planning strategies to serve students. The process includes Assessment of Student Learning Outcomes (ASLO) and Service Unit Outcomes (SUO), which is meaningful, measurable, and manageable. Involvement is at the course, program, and institutional levels. Members were asked to share this information with their departments.

XII. Announcements
   No announcements.

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

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