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, Cathy Crane, Paul Creason, Jim Cunningham, Donna Fletcher, Brenda Harrell, Kenna Hillman, Sheree King, Dena Laney, Jannie MacKay, Maureen Mason, Kaneesha Miller, Ross Miyashiro, Kent Morris, Jose Ramon Nunez, Ruben Page, Susan Radloff, Dan Ripley, Trevor Rodriguez, Winford Sartin, Paul Savoie, Gary Scott, LBUSD Liaison Pamela Seki, Sigrid Sexton, Wil Shaw, Meena Singhal, Matt Turlo, Student Representative Dione Vincent, Steven Wallech

Guest: Amit Schitai

Members Absent: Donald Berz, Byron Breland, Lou Anne Bynum, Gene Carbonaro, Julie Frumkin, Samira Habash, Gerry Jenkins, Frank Madrigal, Debra Schaefer, George Shaw, DeWayne Sheaffer, Laura Wan, Ingrid Wollank

III. Approval of Agenda
The agenda was approved.

IV. Approval of Minutes
The minutes of November 18, 2009 were approved.

V. Public/Faculty Comment
No comment.

VI. Reports
A. Curriculum Committee Chair – Cathy Crane
   1. 4005 Taskforce
      Cathy Crane, Dan Ripley, and Linda Bell will participate in the task force to review Curriculum Committee membership in Administrative Regulations 4005 on Curriculum and Instruction. Curriculum Committee members were asked to review the regulations for changes in position titles. Faculty interested in participating in the review may contact Cathy Crane.

   2. Program Plan/Program Review
      Cathy Crane requested that a representative from the Curriculum Committee sit on the Vice President inter-level group to review the Program Plan/Program Review documents. Kenna Hillman requested
that the representative be a Curriculum Committee member from Support Services.

3. **Routine Course Review**
   All of the 276 course outlines due in 2009/2010 have met the November 30, 2009 deadline. Courses from 39 areas have completed the entire process—56 course outlines need to complete the review process to meet the April 30, 2010 deadline. Reminders will be sent before the winter break.

   The 2010/2011 Review List from Academic Services has been posted on the Curriculum Review website. This will allow departments one year to meet the November 30, 2010 submission deadline. Department heads rebalanced the list for the next six year cycle—the lists are current as of September 30, 2009. Inactivations or additions beyond this date are not captured in these lists. Courses may be inactivated with a one-page form to Academic Services.

4. **Accreditation**
   The Accreditation Team was pleased with the college’s preliminary report. Their written response will be sent to Superintendent-President Eloy Oakley.

B. **Executive Vice President of Academic Affairs – Donald Berz**
   Cathy Crane reported that Donald Berz will discuss concerns with the Math Department regarding the math proficiency graduation requirement.

C. **Academic Senate Representative – Sigrid Sexton**
   1. **Faculty Titles**
      Revisions to simplify faculty titles in *Administrative Regulations 3027 Professional Titles* were emailed to faculty for input. The revisions will be discussed at the next Senate meeting.

   2. **Program Plan/Program Review**
      The Academic Senate is considering participating as a program in the Program Plan/Program Review process. Curriculum would be part of the self-assessment.

   3. **Institutional Research**
      The Academic Senate is considering the formation of a standing Institutional Research Committee. Faculty input and interpretation of ARCC data, Equity for All studies, and other institutional research is vital.

   4. **Enrollment Management**
      The enrollment management group is no longer functional. Collaborative effort is needed to create an oversight enrollment management body. This committee would report to the College Planning Committee.

D. **Assessment of Student Learning Outcomes – Kim Anderson**
   The first phase of the Outcomes Assessment Process—completion of course SLO—has been completed. The second phase—development of assessment plans for course SLO—has begun. The *Course SLO Assessment Process 2010-11* and the *Course SLO Assessment Plan Directions and Suggestions* were distributed. The documents describe the necessary work, process, and
timeline for courses due next year. Additional information is available online at [http://outcomes.lbcc.edu/AssessmentSLO.cfm](http://outcomes.lbcc.edu/AssessmentSLO.cfm). The ASLO Subcommittee will assist faculty in the process. Members were asked to share this information with their department.

E. **Long Beach Unified School District Representative – Pamela Seki**
The LBUSD Career and Technical Education Office, working with school site and district staff, support and present a wide variety of technical education and career development programs. The program staff also provides many direct student, parent and professional support services. An overview of the process is available online at [http://www.lbUSD.k12.ca.us/Main_Offices/High_Schools/Career_Tech/](http://www.lbUSD.k12.ca.us/Main_Offices/High_Schools/Career_Tech/).

VII. **Subcommittee Reports**
A. **Academic Policy and Standards Subcommittee – Dan Ripley**
   No report.

B. **Associate Degree/General Education Subcommittee - Debra Schaefer**
   No report.

C. **Course Evaluation Subcommittee - Kim Anderson**
The content page of the course outline has been updated and improved thanks to Leon Vo, Instructional and Information Technology Services Web Developer. It was recommended that, if possible, textbook publication be within five years.

D. **Program Review Subcommittee – Wil Shaw**
   No report.

E. **Ad Hoc Subcommittee Reports**
   No reports.

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

IX. **Informational Items**
A. **Distance Learning Presentation – Amit Schitai, Distance Learning Director**
   Amit Schitai presented an update on Distance Learning (DL), including collaborative achievements of the Curriculum Committee and DL program; highlights from 2008-09 DL report; institutional considerations associated with DL; and a status report of the implementation of the College Planning Committee approved DL plan. The Superintendent-President’s agenda called for a 20% increase in the number of students served by online course offerings. Growth trends of DL courses in the last few years have shown this goal is likely to be met. Curriculum Committee and DL program collaborative achievements include: an update to the Faculty Curriculum Reference Book; the DL Course Addendum; and DL Guidelines. Future plans include online workshops; the creation of a faculty consultative group and a faculty mentor program; and training to promote student retention and success.

   The Course Evaluation Subcommittee was thanked for support in the early development of online courses. Faculty were invited to contact Amit with questions, input, and for additional information.
X. **Announcements**
No announcements.

XI. **Next Meeting**
The next meeting is scheduled for February 17, 2009, at 2:00 p.m. in Conference Room 210 located in Building O.

XII. **Adjournment**
The meeting was adjourned at 3:25 p.m.