I. Call to Order
Dan Ripley, Chair, called the meeting to order.

II. Roll Call
Members Present: Kenna Hillman, Jannie MacKay, Ross Miyashiro, Dan Ripley, Winford Sartin

Guest: Sigrid Sexton

Member Excused: Susan Radloff

Members Absent: Julie Frumkin, Sheree King, Frank Madrigal, Gary Scott, Ingrid Wollank

III. Approval of Minutes
The minutes from November 5, 2008 were approved.

IV. Approval of Agenda
The agenda was approved.

V. Public/Faculty Comment
No comment.

VI. Unfinished Business
A. Revisions – 4003 Change of Grades/4012 Statement of Academic Freedom – Sigrid Sexton, Academic Senate President

4003 Change of Grades
Administrative Regulations 4003 on Change of Grades were submitted to the Board of Trustees bypassing the established curriculum process. The regulations were revised as a result of a discrimination legal matter involving the Department of Education and the Office of Civil Rights and it was necessary to amend the regulations as soon as possible. The Academic Senate President made a request to the Board that the AP&S Subcommittee review the changes for approval. The Board agreed. The subcommittee expressed appreciation that the matter was expedited and disappointment that faculty were not involved in the approval process. The Senate President will forward this information to administration.

The subcommittee will review all 4000 band administrative regulations for language regarding discrimination. Each member will be assigned specific regulations.
4012 Statement of Academic Freedom
Sigrid will forward the *Statement of Professional Ethics*, adopted by the senate in 1978, to the Academic Senate Executive Committee, then to the senate where a workgroup will be formed to revisit the document. The results will be forwarded to the subcommittee.

B. **4022 Course Repetition – Curriculum Committee Input**
Title 5 changes allow either the original or the repeated grade to count in a student’s GPA for course repetitions due to a significant lapse of time. Dan Ripley reported that a straw poll conducted at the Curriculum Committee favored the repeated grade. Ross Miyashiro will inquire if department heads require individual criteria in their areas. Based on all input Ross will revise **Administrative Regulations 4022 on Course Repetition** and submit it for approval at the next subcommittee meeting.

C. **Status of Revised Philosophy of General Education**
Kenna Hillman reported that the Associate Degree/General Education Subcommittee approved the *Philosophy of General Education* with only a minor change to update the number of the Executive Order. The document will serve as a guideline to draft philosophy of general education administrative regulations.

D. **Timeline for 2009**
To be in compliance with new Title 5 directives **Administrative Regulations 4022 on Course Repetition** will be a priority. It is expected that revisions will be submitted for first reading at the February Curriculum Committee meeting and for second reading at the March meeting in order to complete the entire approval process by the end of the academic year.

VII. **Announcements**
No announcements.

VIII. **Next Meeting**
The next meeting will be held on January 28, 2009, 2:00 p.m., in the Valhalla Room.

IX. **Adjournment**
The meeting was adjourned at 4:15 p.m.