ASSOCIATE DEGREE/GENERAL EDUCATION SUBCOMMITTEE MINUTES  
FEBRUARY 4, 2009, 2:00 P.M., VALHALLA ROOM  
DEBRA SCHAEFER, CHAIR

I. Call to Order
Debra Schaefer, Chair, called the meeting to order.

II. Roll Call
Members Present: Donna Fletcher, Brenda Harrell, Kenna Hillman, Gerry Jenkins, Ruben Page, Trevor Rodriguez, Paul Savoie, Debra Schaefer, George Shaw, Matt Turlo, Steven Wallech, Laura Wan

Members Absent: Phyllis Arias, Ross Miyashiro

Guests: Jordon Fabish, Farley Herzek, Jennifer Rodden, Wil Shaw

III. Approval of Minutes
The minutes of November 26, 2008 were approved.

IV. Approval of Agenda
The agenda was approved.

V. Public/Faculty Comment
A. Plan A, PE Activity & Health Sections
Wil Shaw, Physical Education Department Head, expressed concern regarding language for the PE section of Plan A and recommended an emphasis on activity and exercise.

B. Sheet Metal program
Farley Herzek, Trades and Industrial Technologies Dean, requested that the subcommittee approve the proposed Sheet Metal Program and that it be submitted to the Board of Trustees at the February 17 meeting. Previously the program focused on manufacturing. Faculty worked with local apprenticeships and contractors to create a multi-disciplinary program.

VI. Reports
A. Honors – Paul Savoie
No report.

B. General Education Plans – Steven Wallech
No report.

C. Admissions & Records – Ross Miyashiro
No report.
D. Transfer – Ruben Page
The Transfer Calendar, which is available online, will be updated monthly and include university visits to LBCC. Various workshops are scheduled including an appeals workshop.

E. Certificates of Accomplishment – Brenda Harrell
No report.

F. Articulation – Trevor Rodriguez
At present, 77 curriculum guide reviews have not been submitted to the Articulation Office. February 24 is the due date to submit a review.

G. Assessment of Student Learning Outcomes – Brenda Harrell
No report.

H. Information Competency – Gerry Jenkins
No report.

I. Chair Report – Debra Schaefer
No report.

VII. Unfinished Business
A. Information Competency – Lib 3
This item was not discussed.

B. Plan A, PE Activity & Health Sections Task Force Report
Kenna Hillman, Paul Savoie, and Steven Wallech submitted a recommendation from the task force created to draft language in GE Plan A to separate the PE and Health activity section. After discussion, the following motion was m/s/u (Steven Wallech / Gerry Jenkins) passed to change LBCC General Education Plan A in the following ways:

1. Add one unit to General Education Plan A in Physical Fitness/Wellness for the Associate of Science and Associate of Art Degrees.

2. Change the current Physical Education section on General Education Plan A to read:

<table>
<thead>
<tr>
<th>PHYSICAL FITNESS/WELLNESS</th>
<th>1 Unit Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses fulfilling Physical Fitness/Wellness provide content focused primarily on any of the following: Physical activity, fitness, healthy eating, weight management, and stress management.</td>
<td></td>
</tr>
</tbody>
</table>

3. Change the current Health Education section on General Education Plan A to read:

<table>
<thead>
<tr>
<th>HEALTH EDUCATION</th>
<th>3 Units Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Education 3, 4, 5 or Food and Nutrition 20 OR</td>
<td></td>
</tr>
<tr>
<td>• Biology 60 and 61 and Psych 1 or</td>
<td></td>
</tr>
<tr>
<td>• Anatomy 41 and DMI 60 and Psych 1 or</td>
<td></td>
</tr>
<tr>
<td>• Anatomy 1 and Physiology 1 and Psych 1</td>
<td></td>
</tr>
</tbody>
</table>
This motion will be submitted to the Curriculum Committee for first reading. The task force will develop a form for courses to be submitted for the Physical Fitness/Wellness requirement.

The task force also proposed the creation of an Interdisciplinary Certificate. All areas involved will be invited to discuss this option with the subcommittee.

C. Curriculum Guide Format Review
This item was not discussed.

D. Information Competency Application
This item was not discussed.

VIII. New Business
A. Sheet Metal Program – Cathy Crane
Curriculum Committee Chair Cathy Crane presented a request from Farley Herzek to approve the proposed Sheet Metal Curriculum Guide-Associate Science Degree and/or Certificate of Achievement, to allow submission to the Board of Trustees at the February 17 meeting. The subcommittee discussed the request. Bypassing the regular curricular process would not allow the college to offer the program in fall 2009 as intended by the request. Recently, administrative regulations were quickly submitted to the Board of Trustees in a crisis mode without faculty approval through the established curricular process. Concern was expressed that the process should be followed for all requests.

Laura Wan recommended that a Sheet Metal Certificate of less than 18 units be submitted, which would allow the college to offer the program in fall 2009 if approved. Additional classes may be added for a Certificate of Achievement (which must be attached to an existing program) and submitted through the regular curricular process. Students would be able to begin the process in fall 2009 and after state approval continue in the program to earn a Certificate of Achievement and/or Associate Science Degree. The subcommittee agreed.

B. READ 84 – Approval for Plan B
Jordon Fabish and Jennifer Rodden submitted a course for GE Plan B. After discussion, a motion was m/s/u (Paul Savoie / Gerry Jenkins) passed to add READ 84 Analytical Reading to LBCC General Education Plan B in Area A3 Oral and Written Communication and Critical Thinking.

This motion will be submitted to the Curriculum Committee for first reading.

C. Subcommittee – Attendance/Discussion/Repetition
This item was not discussed.

IX. Announcements
No announcements.

X. Next Meeting
The next meeting is scheduled for February 25, 2009, at 2:00 p.m., in the Valhalla Room.

XI. Adjournment
The meeting was adjourned at 4:00 p.m.