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

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

Member Absent: George Shaw

Guests: Gene Carbonaro, Brenden Carr, Jordan Fabish, Pat McKea, James Tary

III. Approval of Minutes
The minutes of February 4, 2009 were approved.

IV. Approval of Agenda
The agenda was approved.

V. Public/Faculty Comment
No comment.

VI. Reports
A. Honors – Paul Savoie
Currently, the Honors office is operating with a LTE employee. The permanent staff will return in May.

B. General Education Plans – Steven Wallech
Several Foreign Language courses will be submitted at the next meeting.

C. Admissions & Records – Ross Miyashiro
The online grading system is now in compliance with Title 5. All student business will be paperless in the near future.

D. Transfer – Ruben Page
Eighty students are scheduled to tour northern California universities.

E. Certificates of Accomplishment – Brenda Harrell
A Culinary Arts Management Certificate will be submitted at the next meeting.

F. Articulation – Trevor Rodriguez
The curriculum guide review process is underway.

G. Assessment of Student Learning Outcomes – Brenda Harrell
No report.
H. **Information Competency — Gerry Jenkins**
   
   No report.

I. **Chair Report — Debra Schaefer**
   
   Members were reminded that meetings begin promptly at 2:00 p.m.

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

   B. **Plan A, PE Activity & Health Sections - Task Force Criteria, Implementing, Physical Wellness Cert., Etc.**
      
      The task force is conducting research to draft a form for submission of courses for the Physical Fitness/Wellness General Education Requirement. The task force requested to be changed to an ad hoc committee, and listed as a standing item on the agenda until completion of its charge.

   C. **Curriculum Guide Format Review**
      
      Trevor Rodriguez requested that an ad hoc committee be formed to review curriculum guide format, and that membership include faculty outside of the AD/GE Subcommittee from the Counseling area. The committee charge would be to create new standards for all curriculum guides at the college. Trevor Rodriguez, Matt Turlo, and Phyllis Arias volunteered to sit on the committee.

   D. **Sheet Metal Curriculum**
      
      This item was not discussed.

   E. **Information Competency - Application**
      
      This item was not discussed.

   F. **Format Advisory Guide – Basic Education & ESL**
      
      Phyllis Arias requested that Non-Credit Basic Skills Certificates be listed on a curriculum guide, and that the certificates be published in the catalog. Concern was expressed that the courses are not part of a program; therefore, historically would not be listed on a guide. The subcommittee discussed this issue. Trevor Rodriguez will conduct research. Debra Schaefer asked members to be prepared to make a decision at the next meeting.

VIII. **New Business**

   A. **Changes to Existing Guides from Review Process: Film, Desktop/Media Publishing, Sheet Metal**
      
      1. **Film**
         
         A motion was m/s/u (Phyllis Arias / Gerry Jenkins) passed to accept the recommendation to revise the curriculum guide for the associate degree in Film to increase the number of units required from 22/23 to 45, effective fall 2009.

      2. **Desktop/Media Publishing**
         
         A motion was m/s/u (Phyllis Arias / Brenda Harrell) passed to accept the recommendation to revise the Desktop/Media Publishing Curriculum Guide to remove the Art courses and reduce the requirement for the associate degree and the certificate of achievement from 24 to 18 units, effective fall 2009.
3. **Sheet Metal**  
A motion was m/s/u (Phyllis Arias / Paul Savoie) passed to approve the two certificates of achievement in Sheet Metal, effective fall 2010, and that the proposed associate degree changes not be adopted until the issue of FORK 801 is clarified by the department, and that the complete curriculum guide not be forwarded to the Board of Trustees until the new associate degree curriculum guide is approved by the Associate Degree/General Education Subcommittee and the Curriculum Committee.

For clarity, it was noted that the original request was referred to in error as two new programs; however, the request is actually for two new certificates of achievement.

**B. CAOTO for GE Option**  
A motion was m/s/u (Steven Wallech / Kenna Hillman) approved to add CAOTO 15, Business Communications, to General Education Plan A under Communication and Analytical Thinking to the associate degree requirements.

**C. Committee – Attendance/Discussion/Repetition**  
This issue was not discussed.

**IX. Announcements**  
No announcements.

**X. Next Meeting**  
The next meeting is scheduled for March 11, 2009, at 2:00 p.m., in the Valhalla Room.

**XI. Adjournment**  
The meeting was adjourned at 4:20 p.m.