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: Romain Bertein, Tim Shoemaker

III. Approval of Minutes
The minutes of February 25, 2009 were approved.

IV. Approval of Agenda
The agenda was approved.

V. Public/Faculty Comment
No comment.

VI. Reports
A. Honors – Paul Savoie
   Alliance Transfer certification for UCLA was sent to the university.

B. General Education Plans – Steven Wallech
   At the next meeting Foreign Language will submit courses for inclusion in the GE Plans. They were asked to attend the meeting.

C. Admissions & Records – Ross Miyashiro
   No report.

D. Transfer – Ruben Page
   Transfer tours have been scheduled to UCLA on April 24, to UCI on May 1, and to CSULB on May 8. UCI will send counselors to sign up students at LBCC.

E. Certificates of Accomplishment – Brenda Harrell
   No report.

F. Articulation – Trevor Rodriguez
   No report.

G. Assessment of Student Learning Outcomes – Brenda Harrell
   No report.
H. Information Competency – Gerry Jenkins
The Information Competency Workgroup met and redesigned the form and instructions, which will be submitted for approval at the next meeting.

I. Ad Hoc – PE Activity & Health – Plan A – Kenna Hillman
The Ad Hoc Workgroup will develop criteria for courses to be approved for the Wellness portion of Physical Fitness/Wellness GE Requirement. It is expected that the criteria will be in place by fall 2009.

J. Ad Hoc – Curriculum Format – Trevor Rodriguez
The Ad Hoc Committee is developing standards for all curriculum guides at the college.

K. Chair Report – Debra Schaefer
No report.

VII. Unfinished Business
A. Information Competency – Lib 3
   A motion was (Ross Miyashiro / Kenna Hillman) passed to approve LIB 3 Information Competency for the Information Component of the Information Competency Requirement.

B. Sheet Metal Curriculum – A.S. (Fork 801)
   The course FORK 801 Forklift Safety and Operation was removed from the Associate Degree Requirements; however, it is listed in the Advanced Skills Certificate of Achievement Requirements on the Sheet Metal Curriculum Guide.

   A motion was m/s/u (Phyllis Arias / Kenna Hillman) approved that the AD/GE Subcommittee approve the complete curriculum guide for Sheet Metal including the associate degree and certificates of achievement to be forwarded to the Curriculum Committee.

   A motion was m/s/u (Paul Savoie / Brenda Harrell) passed to accept the Sheet Metal Associate in Science Degree effective fall 2009.

C. Format Advisory Guide – Basic Education & ESL
   Trevor Rodriguez conducted research that confirmed if the state offers certificates of completion the college may publish a curriculum guide and list the certificates in the catalog.

   A motion was m/s/u (Kenna Hillman / Steven Wallech) approved to accept the College and Workforce Preparation Curriculum Guide and include a new section in the catalog titled “Certificates of Completion.”

VIII. New Business
A. Culinary Arts Management Certificate
   The subcommittee discussed the Culinary Arts Management Certificate with Romain Bertein and suggested revisions. Romain will discuss the suggestions with the Culinary Arts Department.

IX. Announcements
   No announcements.
X. **Next Meeting**
The next meeting will be held April 1, 2009, at 2:00 p.m., in the Valhalla Room.

XI. **Adjournment**
The meeting was adjourned at 4:05 p.m.