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

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

**Guests:** John Fylpaa, Wil Shaw

**Members Excused:** Brenda Harrell, Ruben Page

III. **Approval of Minutes**
The minutes of September 24, 2008 were approved.

IV. **Approval of Agenda**
The agenda was approved.

V. **Public/Faculty Comment**
A. **Clean Up ABC Plan PE Activity & Health Sections**
   John Fylpaa, Dean of Physical Education and Athletics, distributed a memo to the workgroup charged to draft language to separate the PE and Health activity section in GE Plan A. The memo included background information and input suggesting language.

VI. **Reports**
A. **Admissions & Records – Ross Miyashiro**
   No report.

B. **General Education Plans – Steven Wallech**
   No report.

C. **Honors – Paul Savoie**
   No report.

D. **Transfer – Ruben Page**
   No report.

E. **Certificates of Completion – Brenda Harrell**
   No report.
F. **Articulation – Trevor Rodriguez**
   Trevor Rodriguez requested a meeting with Meena Singhal, Dean of Academic Services, to discuss a procedure for curriculum guide approval and Certificates of Achievement.

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

H. **Chair Report – Debra Schaefer**
   No report.

VII. **Unfinished Business**

   A. **Liberal Arts Degrees, Emphasis Defined-System Office Denial**
      The State System Office is holding the college’s Liberal Arts Degree application as pending until additional materials are submitted and the language is adapted to Title 5. The subcommittee continued discussion and made further revisions to the curriculum guide for Liberal Studies, formerly titled Liberal Arts. Steven Wallech will submit the revised guide at the next meeting.

   B. **Information Competency – Lib 3**
      A motion was made to approve the Information Competency Lib 3 application; however, the motion was withdrawn because the application was not complete.

   C. **Clean Up ABC Plan PE Activity & Health Sections**
      At the last meeting a workgroup was created to draft language in General Education Plan A to separate the Physical Education and Health activity section. Reporting for the workgroup, Kenna Hillman and Steven Wallech recommended resolving the issue of an additional unit and achieving a consensus within the subcommittee before drafting the language. After a lengthy discussion the subcommittee directed the workgroup to only draft the language.

   D. **Certificate of Accomplishment – CD & Adult Ed.**
      This item was not discussed.

   E. **Curriculum Guide Review Forms/Significant Changes**
      Trevor Rodriguez distributed the Curriculum Guide Review Checklist, which will be sent to departments. If a significant change is made to a guide (e.g. if the goal changed) the subcommittee will review it. Members were asked to review the checklist and give suggestions for improvement.

   F. **Clarification of Continuous Enrollment/Catalog Rights**
      This item was not discussed.

   G. **General Education Philosophy Review**
      This item was not discussed.

VIII. **New Business**

   A. **Information Competency Workgroup**
      This item was not discussed.

   B. **Ed Code Review**
      This item was not discussed.
IX. **Announcements**
   No announcements.

X. **Next Meeting**
   The next meeting is scheduled for November 12, 2008, at 2:00 p.m., in the Valhalla Room.

XI. **Adjournment**
   The meeting was adjourned at 3:55 p.m.