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

II. **Roll Call**
**Members Present:** Brenda Harrell, Kenna Hillman, Gerry Jenkins, Ross Miyashiro, Debra Schaefer, George Shaw, Matt Turlo, Steven Wallech, Laura Wan

**Guests:** John Fylpaa, Mark Matsui, Wil Shaw, Paul Tianpiboonsiri

**Members Excused:** Phyllis Arias, Donna Fletcher, Ruben Page, Trevor Rodriguez, Paul Savoie

III. **Approval of Minutes**
The minutes of October 8, 2008 were approved.

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

V. **Public/Faculty Comment**
   A. **John Fylpaa - ABC Plan PE Activity & Health Sections**
   John Fylpaa, Dean of PE and Athletics, distributed a memo addressed to Steve Wallech regarding the AD/GE Subcommittee workgroup created to draft language to separate the PE and Health activity section in GE Plan A. The memo included background information and input suggesting language.

   B. **Wil Shaw - ABC Plan PE Activity & Health Sections**
   Wil Shaw, Department Head of PE, inquired about the process and noted that all PE faculty are qualified to teach health courses.

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

   B. **General Education Plans – Steven Wallech**
   Steven Wallech will meet with faculty from the Computer & Office Technologies Department to discuss a request to add courses to the GE Plans.

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

   D. **Transfer – Ruben Page**
   No report.
E. Certificates of Completion – Brenda Harrell
   No report.

F. Articulation – Trevor Rodriguez
   No report.

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

H. Chair Report – Debra Schaefer
   Course CDECE 45, Child Development Early Childhood Education, was placed erroneously in GE Plan B—it was noted that CDECE 47 was correctly included in the plan. Debra Schaefer will generate a memo to Admissions and Records to correct the error.

VII. Unfinished Business
   A. Liberal Studies Degrees, Emphasis Defined
      The State System Office is holding the LBCC Liberal Studies Degree (formerly titled Liberal Arts) application as pending until additional materials are submitted and the language is adapted to Title 5. The subcommittee made final revisions. A motion was m/s/u (Steven Wallech / Kenna Hillman) passed to accept the revised Liberal Studies Curriculum Guide Associate in Arts. The guide will be forwarded to Meena Singhal, Dean of Academic Services.

   B. Information Competency – Lib 3
      The Information Competency Lib 3 application was resubmitted for approval. However, the form stated references only and requires additional information. Ross Miyashiro will complete the form and submit it at the next meeting. The subcommittee discussed redesigning the form for clarity.

   C. ABC Plan PE Activity & Health Sections
      Kenna Hillman and Steven Wallech gave an update from the workgroup created to draft language in General Education Plan A to separate Physical Education and Health activity section. A draft proposal was distributed and discussed. It was decided to continue developing the proposal until consensus was achieved. The subcommittee commended the workgroup on their efforts.

   D. Curriculum Guide Review
      The subcommittee will review one-third of the college’s curriculum guides for clarity and consistency. Paul Tianpiboonsiri, Articulation Specialist, distributed a number of guides to each member. Debra Schaefer will ask absent members to collect their guides. The reviewed guides will be discussed at the next meeting.

   E. Clarification of Continuous Enrollment/Catalog Rights
      Ross Miyashiro distributed section 40401 of Title 5 that states options for meeting graduation requirements, including: 1) at the time the student began attendance; 2) at the time of entrance to the campus; or 3) at the time of graduation. The subcommittee will continue to discuss this issue.
F. General Education Philosophy Review
The subcommittee was asked to review Philosophy of General Education in preparation of new Policy and Administrative Regulations 4009 on Philosophy and Criteria for Associate Degree and General Education. Steven Wallech presented the document, last updated in 2003 as requested by the Accreditation Team. Requests to add courses to the GE Plans should be in compliance with the document. Members were asked to review the document in preparation for discussion at the next meeting.

VIII. New Business
A. Information Competency Workgroup
This item was not discussed.

B. Ed Code Review Workgroup
This item was not discussed.

IX. Announcements
Workgroups for Information Competency and Education Code 78016 Review are being formed. Debra Schaefer asked members to volunteer for a workgroup.

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 4:10 p.m.