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

II. Roll Call
Members Present: Phyllis Arias, Donna Fletcher, Brenda Harrell, Gerry Jenkins, Ruben Page, Ross Miyashiro, Jose Ramon Nunez, Trevor Rodriguez, Debra Schaefer, Steven Wallech

Guest: George Shaw

Members Absent: Kenna Hillman, Paul Savoie, Matt Turlo

III. Approval of Minutes
The minutes of September 9, 2009 were approved.

IV. Approval of Agenda
The agenda was approved.

V. Public/Faculty Comment
No comment.

VI. New Business
A. Amendments to Administrative Regulations 4005
The subcommittee reviewed proposed changes to Administrative Regulations 4005 Curriculum and Instruction and found consensus on the following: not in favor of Curriculum Committee Chair appointing members at their discretion; the Dean of Admissions and Records and the Coordinator of School and College Relations should remain as voting members of the subcommittee; and that the Course Evaluation Subcommittee and the AD/GE Subcommittee meetings be scheduled at different times to allow the Coordinator of School and College Relations to attend both meetings. Debra Sheaffer will forward these concerns to the Curriculum Committee Chair.

B. Physical Fitness/Wellness Course Applications—Dance, Food and Nutrition
Applications from Dance and the Dietetics program were submitted for the Physical Fitness/Wellness Course Requirement. Courses were assigned to members who will review them and report back to the subcommittee.

C. Multi Track Programs – Core Requirements
The Curriculum Committee requested that the AD/GE Subcommittee set the number of common core units within a multi-track program curriculum guide. Myke Mc Mullen submitted a reorganization plan for the Business Department.
After reviewing the plan it was decided that more discussion was needed with Myke in attendance.

The Ed Code Review and the Curriculum Changes Tracking workgroups will be formed. Members were asked to volunteer to sit on a workgroup.

**VII. Unfinished Business**
A. **Catalog Changes, Activation & Publishing Timeframes, Accuracy Statement, Etc.**
This item will be discussed in the Curriculum Committee.

B. **Liberal Studies Guide – SLO, Assessment**
The old version, Liberal Arts Degree, was submitted to the Chancellor’s Office in error. The correct updated version, Liberal Studies Degree, has been submitted to the state and was approved.

**VIII. Reports**
A. **ASLO–AD/GE Workgroup**
Steven Wallech reported for the ASLO–AD/GE Workgroup. The workgroup is correlating information on GE Plan A with course/GE SLO; and aligning the GE Handbook, the first paragraph of the Philosophy Statement, and the statement in the catalog. Information at the course, program, and institution levels must be in alignment. Members were asked to review the distributed information for discussion and a decision at the next meeting.

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

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

D. **Admissions & Records – Ross Miyashiro**
Ross Miyashiro requested that the subcommittee establish a process to decide exceptions to GE requirements.

Transcript Evaluation Services will soon be available. Curriculum may be instantly retrieved from the United States, Canada, and Mexico.

E. **Transfer – Ruben Page**
CSU is not accepting applications for spring 2010; however; students may apply to CSUDH due to the MOU with LBCC.

F. **Certificates of Accomplishment – Brenda Harrell**
No report.

G. **Articulation – Trevor Rodriguez**
Workgroups will be formed for the annual review of curriculum guides.

Evaluators need clarity regarding the requirement for Information Competency. Trevor Rodriguez will bring documentation for discussion at the next meeting.
H. **Assessment of Student Learning Outcomes** – Brenda Harrell
   No report.

I. **Information Competency** – Gerry Jenkins
   Information Competency Application forms will be presented to the Curriculum Committee.

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

IX. **Announcements**
   Jose Ramon Nunez was welcomed to the AD/GE Subcommittee.

X. **Next Meeting**
   The next meeting will be held on October 7, 2009, at 2:00 p.m., in the Northern Sun Room.

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