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

II. **Roll Call**
- **Members Present:** Donna Fletcher, Brenda Harrell, Ross Miyashiro, Jose Ramon Nunez, Ruben Page, Trevor Rodriguez, Debra Schaefer, George Shaw, Matt Turlo, Steven Wallech
- **Guest:** John Laseman
- **Members Absent:** Phyllis Arias, Kenna Hillman, Gerry Jenkins, Paul Savoie

III. **Approval of Minutes**
The minutes October 21, 2009 were approved.

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

V. **Public/Faculty Comment**
No comment.

VI. **Unfinished Business**
   A. **Curriculum Guide Format**
   Trevor Rodriguez reported that three counselors were added to the Curriculum Guide Review Workgroup. John Laseman, Articulations Specialist, met with the workgroup and is working on a template to clarify and simplify the guides.

   B. **Curriculum Guide -- Plan A**
   Trevor Rodriguez reported that John Laseman drafted a separate checklist for each of the General Education Plans: A, B, and C. The draft checklists will be introduced to counselors and students for feedback.

   C. **Recency of Courses for Proficiencies**
   This item was not discussed.

VII. **New Business**
   A. **Physical Fitness/Wellness Course Applications**
   Numerous Physical Fitness/Wellness Course applications were submitted from the PE department; however, the applications were incomplete. Debra Schaefer will ask the department to complete the applications and resubmit them at the November 25 subcommittee meeting.

   Ross Miyashiro is reviewing Physical Fitness/Wellness Course applications from Dance.
VIII. Reports

A. Information Competency – Gerry Jenkins
   Donna Fletcher reported for Gerry Jenkins that two Information Competency forms were being refined. Feedback on grandfathered courses will be solicited from departments.

B. Honors – Paul Savoie
   No report.

C. General Education Plans – Steven Wallech
   Requests are being submitted for courses that relate to a major or profession to be added to the General Education Plans; however, GE courses are designed as an introduction to a discipline.

D. Admissions & Records – Ross Miyashiro
   Class schedules were reviewed for format, clarity, legality, and simplicity. The finals schedule will be clarified.

   Ross Miyashiro requested guidelines from the subcommittee for a GE course equivalency process. This item will be placed on the next agenda.

E. Transfer – Ruben Page
   November 30 is the deadline for all spring 2010 UC applications and for some CSU applications. Six panic rooms have been scheduled to assist students with their applications.

   CSUDH has moved their spring 2010 transfer application deadline from Sunday, November 15 to Monday, November 16. Only paper applications instead of online applications are being accepted.

F. Certificates of Accomplishment – Brenda Harrell
   No report.

G. Articulation – Trevor Rodriguez
   On November 20 curriculum guides will be sent to department heads for review. February 23 is the deadline to submit a change.

   Language in GE Plan A will be clarified to reflect the number of required units.

H. Assessment of Student Learning Outcomes – Brenda Harrell
   Departments are now implementing student learning outcomes.

I. Chair Report – Debra Schaefer
   No report.

IX. Announcements
   Debra Schaefer announced that a luncheon was held to display clothes designed by students from material acquired through a Goodwill scholarship.

X. Next Meeting
   The next meeting will be held on November 25, 2009, at 2:00 p.m., in the Northern Sun Room.
XI. **Adjournment**

The meeting was adjourned at 3:45 p.m.