Said called the meeting to order at 1:40 pm

I. Approval of Minutes
   - September 7, 2010 M/S/Approved Sandy/Diana

II. Old Business
   A. Course Updates
   B. Addition of District Course

III. New Business
   A. Course Updates
      - Admin. Justice 3 COR (K. Enos) M/S/Approved Cindy/Sandy
      - Motion to move Sociology 3 up on the Agenda M/S/Approved Cindy/Mike R.
      - Sociology 3 COR (M. Levy) M/S/Approved Cindy/Mike R.
         - This course is not expired, update is for UC articulation purposes
         - Revision to description and objectives made and approved in meeting
         - Application for Approval of Credit Course (Stand alone form) required
         - Library form incomplete
      - Anthropology 102 COR (M. Reynolds) M/S/Approved Pat/Deborah
         - Approved with changes made in meeting
         - Advisory (English 28) M/S/Approved Madelline/Deborah
         - Advisory (ESL 8) M/S/Approved Madelline/Deborah
      - CAOT 285 COR (P. Flood) M/S/Approved Madelline/Cindy
      - CAOT 385 COR (P. Flood) M/S/Approved Madelline/Cindy

      There was a suggestion that Curriculum post a good example of course content, objectives and SLOs for typical 185, 285 and 385 directed study courses which can be used as reference for all disciplines.

   B. Addition of District Course
         - Initially this will be a stand alone course; is planned to be part of a future AJ program
         - Application for Approval of Credit Course (Stand alone form) M/S/Approved Madelline/Sandy

   C. Archive
      - Art 638 (D. Paulsen) M/S/Approved Madelline/Cindy
      - Multimedia 230, 410, 700 (D. Paulsen) M/S/Approved Madelline/Cindy

      Faculty should remember that once a course is archived it is:
      - deleted from the catalog
      - removed from ASSIST
      - removed from UC and CSU transfer lists
      - removed from all advising forms (IGETC, CSU and AA plans)

      If a course is reinstated, it may take a minimum of 1 to 2 years to have a course approved for transfer and for the course to be placed on the advising forms again.
D. New Courses
E. Distance Ed
F. Advanced Course Request
G. Course Change Request
H. Prerequisite Change
I. Certificate/Skill Certificate
J. New Programs
K. Program Changes
L. Degree Options
M. Other Business

1. Members were reminded that anyone with more than 3 unexcused absences from scheduled Curriculum meetings in one semester will be disqualified from serving on the committee.

2. There was a lengthy discussion about English advisories. This important topic requires further consideration by the Committee.

IV. Committee Reports
A. Curriculum Dean (N. Swerdlow)

1. Program/Certificate submissions
   - Because there is no place in the ECD system to update or initiate new programs/certificates, Nadia and Said have decided that these be submitted directly to Curriculum secretary Susan Ghirardelli as attachments to her regular email account, with cc to Nadia and Said.
   - All courses within the program must be current. If any courses require updating, those outlines should be submitted to Curriculum through ECD along with the Program/Certificate submission.
   - Susan will keep an online folder with all materials submitted. These will be forwarded to a Tech Review subcommittee designated by Said for review of the courses and the program together. Madelline will be on all Tech Review subcommittees to verify articulation.

2. Course Update submissions
   - All course outline updates must be submitted on ECD (i.e. forwarded through the respective department chair’s ECD inbox) by December 7, 2010 in order to be considered for the new 2011 catalog. Submission by that date, however, does not guarantee approval by Curriculum by the March 1st deadline. The earlier your submission, the more likely your course will be approved in time for inclusion in the catalog. Nadia asked that committee members convey these deadlines to their departments.

3. CTE program submissions
   - All new CTE programs should be submitted to Cathy Brinkman for review. It is not necessary for them to be totally completed prior to submission. She needs an outline of the program, and will guide submitters on writing a brief “Notice of Intent” and she will present these programs to LOWDL. Cathy Brinkman can answer all questions regarding the LOWDL approval process.

B. Curriculum Chair (S. Pazirandeh)

1. ECDs
   - Tech Review is an important function of the Curriculum committee. Said forwards one or two courses per week to each Tech Reviewer, who then has 7 days for review and comment.
   - Originators must monitor the status of their own ECD, and be sure to forward the ECD from their own inbox. They should tell Said, via email or in person, when done with their edits.
   - Any faculty with a login account can check the status of an ECD by logging in to the ECD website: Faculty & Staff / Curriculum / ECD / Login / Find an ECD
   - IGEC/GE Breadth/Aritculation
   - Following is a list of the courses for submission for UC transfer
     - **NEW Courses submitted for UC transfer:**
       - Cinema 4, English 103, English 203, English 205, English 206, all 3 units each
       - Music 501, PE 185, PE 341, all 1 unit each
     - **RE-REVIEW of Courses for UC transfer:**
       - Art 702 (added additional prerequisite of Art 701), 3 units
       - Humanities 1 (new prerequisite of English 28/ESL 8), 3 units
       - Humanities 2 (new prerequisite of English 28/ESL 8), 3 units
       - Music 321, 2 units
       - Political Science 1, Political Science 2, Speech 101, all 3 units each
   - Faculty can contact Madelline with any questions or concerns regarding these transfer courses.

V. Next Meeting
   October 19, 2010 LRC 234, 1:30pm

Meeting adjourned: 3:00 pm
Transcribed by Susan Ghirardelli