Present: Chris Schultz, Bill Abright, Karen Van Kriedt, Kristi Kuhn, Diusca Smith, A. Joe Ritchie, Karen Robinson, Derek Wilson, Win Cottle, Maula Allen, Becky Brown, Taylor Lorenz, Ron Palmer, George Hritz, Sara McKinnon, Janice Austin

Resource: Kim O’Gara

Guests: none

Approval of Agenda and Minutes
Call to order
Motion to approve minutes – Motion to approve agenda

[The committee actions from the Sept. 24th meeting were reflected in the Agenda from October 1 meeting. No discussion took place other than that concerning course approval]

Motion to Approve minutes from Oct 1, 2009

Discussion Topics:

1. K. Robinson presented an in-depth review of the ‘front page’ of the course outline form. The following decisions were made by the committee as a result of this review process:
   a. Delete question 14
   b. Delete question 16
   c. Change question 8 & 9 and bracket with asterisk
   d. Question 10 should state ‘if course can be taken two or more times a matrix must be submitted.’
   e. Questions 6 & 7 should be converted to a box and moved to a separate page of the outline form.
   f. Question 17 should state all courses over 100.
   g. Question 18 should add [no course less than 3 units]. The subcommittee on GE will make additional recommendations.
   h. Question 19 will be converted to two numbers, one for Associates Degree and one for Certificate.
   i. The sequence of items should be: Certificate Associate G.E.
   j. Move question 25 directly under current number 22, putting CSU issues together.

I wish to thank Karen for work in clarifying and refining the form.

2. Sara and Derek reported on the Academic Senates meeting. The Senate is finalizing a MOU to the Administration regarding class size concerns. The issue is, inconsistent and inappropriate determination class size maximums. The Senate’s categories for determining class maximums are: pedagogical considerations, facilities limitations and student learning outcomes. This has

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particular immediacy due to construction on campus and resulting shift in room use. Details of the MOU will be presented at a future meeting.

Courses Approved
1. COUN 130
2. GEOL 102
3. MUS 139
4. STSK 39