



CURRICULUM COMMITTEE MEMBERS

Beraki Woldehaimanot
Chairperson,
Curriculum Committee

Aracely Aguiar
Curriculum Dean

Gustavo Demoner
Business

Ana Chiang
Computer Science

Sara Coppola
Allied Health

Adriana Martinez
Articulation Officer

Colleen Matsuhara
Kinesiology

Alma Narez-Acosta
Counseling

Martin Nee
Applied Technology

Laura Peterson
CEMA

Aimee Preziosi
Behavioral Science

Matt Robertson
Mathematics

Sandra Ruiz
Language Arts

Patricia Siever
Social Sciences

Joyce Sweeney
Arts & Performance

Susan Trujillo
Library & Learning Resources

Patricia Zuk
Science

DRAFT MINUTES OF THE CURRICULUM COMMITTEE MEETING

March 15, 2017
1:00-3:00 pm in Winlock

Members Present	
Linda Alexander	Matt Robertson
Anna Chiang	Sandra Ruiz
Sara Coppola	Patricia Siever
Adriana Martinez	Susan Trujillo
Martin Nee	Beraki Woldehaimanot
Aimee Preziosi	
Guests	
Michelle Funderbunk, <i>Arts/Perf/Dance</i>	Lisa Kamibayashi, <i>Health Sci</i>
DeAnna Gossett, <i>Business/DE</i>	Todd Matosic, <i>Business</i>
Laura Guichard, <i>CEMA</i>	Stella Setka, <i>Language Arts</i>
Bobby Henrichs, <i>Counseling</i>	Marlene Shepherd, <i>Beh. Sci</i>

Meeting was called to order at 1:10 p.m. by the chairperson.

1. ORGANIZATIONAL ITEMS

1.1 Approval of the agenda

Agenda was approved as printed. **MSP**

1.2. Approval of the minutes of Feb 15, 2017.

Minutes were approved as printed. **MSP**

2. PUBLIC SPEAKERS

DeAnna Gossett from the DE office spoke about DE addenda. She urged those faculty planning to teach online or hybrid classes during summer 2017 to submit DE addenda to the DE office as soon as possible. DE addenda will be evaluated by DE staff for compliance with the standards set in the District and State regulations. Once the DE office ensures they are in compliance, the DE addenda will be returned to the originator. The faculty will then append the DE addenda via ECD system for approval by the Curriculum committee.

Faculty were reminded that there are only two regular curriculum committee meetings left for the spring semester: April 19 and May 17, 2017. For the May 17, 2017 meeting, CORs must be submitted via ECD system latest on May 10, 2017.

Given the high volume of DE addenda expected to be submitted during this semester, the efforts being made by the DE office are meant to speed up the curriculum approval process, not to introduce a new side process. The chair clarified that until the Curriculum Committee decides about including a person from the DE office to sign the DE Addenda in the CORs submitted via ECD, the help being offered by the DE is to be commended. As soon as a DE person is included in the signatures list of the ECD, faculty submitting CORs via ECD will only be required to submit their DE addenda via the ECD system.



WEST LOS ANGELES COLLEGE

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3. CURRICULUM MATTERS

All CORs listed below (3.1, 3.2, 3.3, and 3.4) were approved. In addition, for Admin of Justice CORs submitted for update it was agreed that DE addenda may be appended to the CORs provided and get evaluated by DE office for compliance. **MSP**

3.1 ADDITION OF EXISTING DISTRICT COURSE (ADOPT) – CREDIT COURSE

ECD #	COURSE & NO.	COURSE TITLE	EFFECTIVE SEMESTER
53727	CAOT 048	Customer Service	FALL 2017
51005	ENG GEN 220	Electrical Circuits I	FALL 2017

3.2 CREATE (NEW) – CREDIT COURSE

ECD #	COURSE & NO.	COURSE TITLE	EFFECTIVE SEMESTER
53714	DEN HY 397	Special Projects in Dental Hygiene	SUMMER 2017

3.3 EDIT (UPDATE/CHANGE) – CREDIT COURSE

ECD #	COURSE & NO.	COURSE TITLE	TYPE OF UPDATE/CHANGE
53445	ALD HTH 049CO	Clinical Internship	Prerequisite; Textbook; relationship to college programs; SLO
50901	CAOT 039	Word Processing: Keyboarding and Operations	Course description; District TBA Form
47441	CHEM 102	General Chemistry II	SLO
47443	CHEM 211	Organic Chemistry for Science Majors I	SLO
47444	CHEM 212	Organic Chemistry For Science Majors II	SLO
47487	CHEM 221	Biochemistry for Science Majors	SLO
53673	CO SCI 901	Introduction to Computers and their Use	Course subject change from CSIT to CIS; SLO
53674	DEN HY 300	Principles of Dental Hygiene	Textbook
47948	GEOG 001	Physical Geography	Textbook; SLO
53488	GEOG 002	Cultural Elements of Geography	Textbook; SLO
47949	GEOG 015	Physical Geography Laboratory	Textbook; SLO; Prereq form;
53694	HLTHOCC 062	Skill Set for the Health Care Professional	DE addenda; SLO
53651	NURSING 399A	Nurse Assistant Training Program	SLO
53539	PHRMCTK 033	Essential of Pharmacy Skills	No Update submitted in ECD
47389	PHYSICS 006	General Physics I	PreReq docs; SLO
47390	PHYSICS 007	General Physics II	PreReq docs; SLO
47391	PHYSICS 037	Physics for Engineers and Scientists I	PreReq docs; SLO
47392	PHYSICS 038	Physics for Engineers and Scientists II	PreReq docs; SLO
47393	PHYSICS 039	Physics for Engineers and Scientists III	PreReq docs; SLO
53559	PSYCH 013	Social Psychology	Textbook; DE addendum
42446	CINEMA 006	Introduction to Cinematography	Course Title change; Textbook; Relationship to College Programs; Articulation; Division name; SLO
48647	CINEMA 002	Beginning Motion Picture Workshop	Class hours; Textbook; Relationship to College Programs; Top & SAM codes; SLO



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53775	FLM PRD 129	Intermediate Editing Crafts	DE Addendum
53729	ADM JUS 008	Juvenile Procedures	Textbook; Relationship to College Programs; DE addendum; SLO
53297	DANCETQ 111	Ballet Techniques I	Textbook; Relationship to College Programs; SLO
53741	ADM JUS 006	Patrol Procedures	Textbook; DE addendum
53740	ADM JUS 004	Principles and Procedures of the Justice System	Textbook; DE addendum
53739	ADM JUS 003	Legal Aspects of Evidence	Textbook; DE addendum; Course description
53738	ADM JUS 002	Concepts of Criminal Law	Textbook; DE addendum; Course description
53737	ADM JUS 001	Introduction to Administration of Justice	DE addendum
52592	THEATER 114	Script Study for Theatre Performance, Production, and Apprec	DE addendum
52593	THEATER 305	Introduction to Design for Theatre	DE addendum

3.4 EDIT (UPDATE/CHANGE) - NONCREDIT COURSE

ECD #	COURSE & No.	COURSE TITLE	TYPE OF UPDATE/CHANGE
41523	VOC ED 408CE	In-Home Supportive Services Provider (IHSS)	Course title; Class hours; Textbook; Course classification; SAM Code; SLO

The following three courses were tabled, for the second time, because the initiator of the CORs was not present to answer questions asked by members. The three CORs will be tabled until the curriculum chair receives a written request from the ECD initiator or the division chair that the initiator or division rep will attend the curriculum committee meeting when the courses are being presented for discussion.

ECD #	Course & No.	Course Title	Action
52891	ART 301A	Water Color Painting IA	Tabled
52889	ART 407	Relief Paintmaking I	Tabled
52890	ART 408	Relief Paintmaking II	Tabled

3.5 NEW Certificate Programs

Three new certificate programs (Certificates of Achievement) were originally on agenda for review and approval. However, A. Chiang presented the required "Program Narratives" for only two of the programs listed below. The third program will be submitted as soon as enrollment data are made available. After presentation by A. Chiang and deliberations on the program by members, the following two certificates of achievement were approved. **MSP**

1. IT Technician Pathway: Stage II - Help Desk User Support
2. IT Technician Pathway: Stage III - IT Technician



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4. REPORTS

4.1 Comments of the Science division on the 'Associate Degree - General Education Requirement Plan for 2017-2018' were discussed.

Courses to be removed from list A. Natural Sciences: Physical Science 1. This course has been archived.

Courses to be added to the list: Chemistry 102, Environmental Science 2

In addition, any course that is on IGETC or CSU GE that is not currently on the LACCD plan will be added.

Members also discussed and voted on the following motion and passed it (*As stated in the board rules*). **MSP**

"Where the total units required for the major are 42 or greater, allow the student, without having to petition, to eliminate one course from either area B or E of General Education."

4.2 The chair described the new information materials being added to the Curriculum Committee's site. The following curriculum materials are now available for faculty's use and can be accessed at <http://www.wlac.edu/committees/curriculum/process.aspx>

- CURRICULUM SUBMISSION REQUIREMENTS FOR NEW PROGRAMS: DEGREES, CERTIFICATES, and DIPLOMAS - A CONDENSED DESCRIPTION (updated 6 Feb 2017)
- SAMPLE NARRATIVES FOR CERTIFICATE PROGRAMS (Updated 15 Mar 2017)
- THE COURSE OUTLINE OF RECORD: A CURRICULUM REFERENCE GUIDE (Updated March 15, 2017)
- COURSE OUTLINE OF RECORD (COR) SUBMISSION VIA ECD - A STEP-BY-STEP GUIDELINE (*Coming soon*)

5. The following announcements were made:

5.1. S. Trujillo announced the workshop series prepared by the Library for the spring 2017.

- *Intro to Research - March 23, 2017 @ 5:30 pm*
- *Database Searching - April 11 and May 25, both @ 11:00 am*
- *Evaluating Internet Sources - March 23, 2017 @ 5:30 pm*
- *Intro to Research - May 1, 2017 @ 6:00 pm; May 16, 2017 @ 11:00 am*
- *Cite Right! - Apr 19, 2017 and May 17 @ 11:00 am; Apr 26, 2017 @ 1:00 pm*
- *Google It! - May 31, 2017 @ 1:00 pm*

5.2. Next Curriculum Committee/Tech Review Meeting

- Tech Review: 4/12/2017 @ 1:00 pm in Winlock Lounge
- Curriculum Committee: 4/19/2017 @ 1:00-3:00 pm in Winlock Lounge
- CORs for Tech Review (*adopt, create, or reinstate courses only*) must be submitted via ECD latest on 4/10/2017 [4/5/2017 being SP break]; No tech review for course updates, edits, or archives - for any assistance call x4524 or email: Woldehb@Wlac.edu
- Members were asked to send any agenda items they wish to be discussed in our next curriculum meeting, before 4/12/2017.

The meeting was adjourned at 3:15pm.