



CURRICULUM COMMITTEE MEMBERS

Beraki Woldehaimanot
Chairperson,
Curriculum Committee

Kimberly Manner
Curriculum Dean

Gustavo Demoner
Business

Ana Chiang
Computer Science

Lisa Kamibayashi
Allied Health

Adriana Martinez
Articulation Officer

Colleen Matsuhara
Kinesiology

Alma Narez-Acosta
Counseling

Martin Nee
Applied Technology

Laura Peterson
Arts & Performance

Aimee Preziosi
Behavioral Science

Tanshee Cheng
Mathematics

Sandra Ruiz
Language Arts

Stella Setka
Language Arts

Patricia Siever
Social Sciences

Susan Trujillo
Library & Learning Resources

DRAFT MINUTES OF THE CURRICULUM COMMITTEE MEETING

October 18, 2017
1:00-3:00 pm in Winlock

Members Present	
Cheng, Tanshee	Martinez, Adriana
Chiang, Anna	Preziosi, Aimee
Kamibayashi, Lisa	Ruiz, Sandra
Manner, Kimberly	Trujillo, Susan
Guests	
Lyles, Ashanti, <i>Academic Affairs</i>	Shepherd, Marlene <i>Behavioral Science</i>
Saperston, Lisa, <i>Free College</i>	Sanchez-Perez, Leticia, <i>ASO</i>

The meeting was called to order by the chairperson at 1:06pm.

1. ORGANIZATIONAL ITEMS

1.1 Approval of the agenda

Agenda was approved as presented. **MSP** (*moved, seconded, passed*)

1.2. Approval of the minutes of September 20, 2017.

Minutes were approved as presented. **MSP**

2. PUBLIC SPEAKERS

There were no public speakers.

3. CURRICULUM MATTERS

3.1 EDIT (UPDATE/CHANGE) - CREDIT COURSE

ECD #	COURSE & NO.	COURSE TITLE	COMMENTS
53964	CO SCI 977	Implementing a Virtual Desktop Infrastructure	<i>Needs pre-requisite form; questions regarding why the update was necessary could not be answered because initiator or Division rep did not attend. COR was tabled until these were clarified.</i>



WEST LOS ANGELES COLLEGE

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3.2 EDIT (UPDATE/CHANGE) – NONCREDIT COURSES

ECD #	COURSE & No.	COURSE TITLE	COMMENTS
42588	Voc Ed 410CE	Vocational English as a Second Language A	APPROVED
56226	Voc Ed 407CE	Orientation to the WLAC Allied Dental Program	APPROVED
56227	Voc Ed 406CE	Development of Dental Professional Skill	APPROVED

4. NON-CREDIT PROGRAMS:

- 4.1. ESL Fundamentals for Custodial Technicians - Certificate of Competency [Update]:
- (1) The title of the certificate submitted for update was not the same as title of the original certificate, and (2) the update was substantial, that is, a course was to be removed from the certificate and replaced by a new one, and the certificate was scheduled for approval by the BOT. Curriculum committee felt that making such a substantial change on a certificate that is even not been approved by the BOT and not entered in (approved by) the State did not make sense. Decision made was to pull the certificate from the BOT before it is approved so we can submit the certificate as new. If that was not going to happen, resubmit the changes in the certificate in next month's curriculum committee meeting.

5. REPORTS/MOTIONS/DISCUSSIONS:

5.1. Chair's Report

- Chair stated that Curricunet - Course/Program Management System was tested last week, still needs work. Formal Training of curriculum chairs will be pushed back to Spring 2018.
- The chair asked if a member can volunteer to represent curriculum committee to participate in the viability study for the Music and Art Program.

5.2. Catalog Update

K. Manner said catalog is out of date, with errors. Catalog update needs to happen. Divisions have to check current catalog for errors, make corrections (additions, deletions) and bring changes to curriculum meeting. The goal is to have accurate catalog by March 2018 before students register for courses in Fall 2018. Begin submitting changes in January 2018.

Since we don't currently have a reporting mechanism for changes to programs, A. Martinez will work on creating a Program Change Form for WLAC.



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5.3. SAM/TOP codes alignment for CTE

WLAC is starting the process with Data Unlocked on Friday, Oct. 20, 2017, a webinar involving a few faculty and staff. Moving forward Data Unlocked will schedule one-on-one meetings with select programs/disciplines/divisions. Aligning all codes at discipline level will help students with financial aid and career paths.

5.4. Resources for Curriculum committee members:

K. Manner recommends for committee members to take free training by ASCCC Curriculum 101: <http://asccc.org/content/i-curriculum-101-introduction-and-types-courses>

Other training opportunities by ASCCC:

- Curriculum Institute: July 2018
- Southern CA Curriculum Regional Meeting: Nov. 18th, 2017

5.5. Motion - Action: (originator: A. Martinez)

“Change the Catalog to align with the board rules and not make students take an additional 30 units to earn a second or concurrent degree. Students must only complete 6 units in the major at West.” MSP

5.6. Noticed Motions:

5.6.1 K. Manner presented the below motion to be voted in November’s meeting.

To approve the “Process for Receiving Credit at WLAC with High School Articulated Classes” document and the “High School to College Course Articulation Agreement” form, which will be housed on the Articulation page of the Curriculum Committee website.

5.7.2. A. Martinez presented the below motion to be voted in November’s meeting.

“Change what is currently in the catalog, in regards to awarding degrees to students who already hold a degree; Option 1: Students may waive general education requirements for local (AA/AS) degrees only. Must still meet competency requirements. Option 2: Students must meet all local general education requirements.”

6. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS

- Tech Review (adopt, create, or reinstate course or program only):
 - Meeting date/place: 11/8/2017 @ 1:00 pm Winlock Lounge
 - Last day to submit course/program: 11/5/2017 @ 5:00 pm
- Curriculum Committee:
 - Meeting date/place: 11/15/2017 @ 1:00 pm Winlock Lounge
 - Last day to submit course/program: 11/12/2017 @ 5:00 pm
- For assistance call x4524 or email: Woldehb@Wlac.edu

7. ADJOURNMENT

Meeting adjourned at 3:00 pm