



WEST LOS ANGELES COLLEGE

Curriculum Committee

CURRICULUM COMMITTEE MEMBERS

Beraki Woldehaimanot
Chairperson,
Curriculum Committee

Aracely Aguiar
Curriculum Dean

Gustavo Demoner
Business

Al Kami
Computer Science

Lisa Kamibayashi
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

CURRICULUM COMMITTEE MEETING

October 19, 2016
1:00-3:00 pm in Winlock

MEETING MINUTES (D R A F T)

Members Present	
Aracely Aguiar	Aimee Preziosi
Al Kami	Matt Robertson
Lisa Kamibayashi	Ruiz Sandra
Adriana Martinez	Patricia Siever
Colleen Matsuhara	Joyce Sweeney
Alma Narez-Acosta	Susan Trujillo
Martin Nee	Beraki Woldehaimanot
Guests	
Laura Guichard	Tim Welch
Allison Tom-Miura	Hye Jin Gelsi
Marelene Shepherd	

Meeting was called to order at 1:04 p.m. by the chairperson.

1. ORGANIZATIONAL ITEMS

1.1 Approval of the agenda

The chair asked if there were any amendments to the agenda. There were no amendments. A motion to approve the agenda was moved and seconded. Agenda was adopted.

1.2. Approval of the minutes of Sep 21, 2016

The chair asked if there were any corrections on the minutes. A motion was made and seconded to approve the minutes. Minutes were approved as printed.

2. PUBLIC SPEAKERS

2.1. M. Shepherd requested to include a COR update for Child Development 11 on the agenda. It was noted that the update hasn't been submitted via ECD. As the agenda was already approved, the chair asked if this issue could be included on the agenda. Members expressed opposition to place the COR in the agenda since it was not submitted via ECD. The item will be tabled and can be presented to the next meeting in November once it is submitted via ECD. Aguiar mentioned that a process appears to be in place for urgent items and further explained that updates do not have to go through the Tech Review.

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3. CURRICULUM MATTERS

Before proceeding to discussions to approve CORs, the chair indicated that the curriculum website must have a short and easy to follow guideline on submission requirements for new programs (degrees and certificates) and a flow chart for CORs to be submitted via ECD. He offered to come up with a draft in the next month's meeting.

3.1. Tom-Miura presented the rationale behind the need to add (non-substantial change) two approved courses **VocEd 033CE** and **VocEd 050CE** to the already approved **Police Orientation Preparation Certificate**. It was moved and seconded to approve adding these courses to the Certificate. There were no nays or abstentions.

3.2. Tom-Miura described the updates (content updates and SLO Addendum) on the non-credit course, **Basic Skills 002CE**. The update was approved. There were no nays or abstentions.

3.3. Kami presented the following three new credit courses.

CO SCI 986 - Palo Alto Network Cybersecurity Essentials

Members voiced concern that this course has to be linked to a degree or certificate; it cannot be a stand-alone course. This course will be tabled until this is done.

CO SCI 385 - Directed Study - Computer Science-Information Technology
Course was approved by the committee. There were no nays or abstentions.

ENG GEN 101 - Introduction to Science, Engineering and Technology

This course is offered as part of an AA degree for transfer. A motion was made to approve the course. There were no nays or abstentions.

3.4. Kamibayashi explained Changes from Pass/No Pass to a letter grade for the following four Dental Hygiene courses. She also indicated an error in the ECD # 51504 and Course & No. DEN HY 151 that she submitted via ECD. She corrected the ECD # to be 51506 and the Course & No. as DEN HY 251.

DEN HY 251 - Clinical Dental Hygiene II

DEN HY 401 - Clinical Dental Hygiene III

DEN HY 451 - Clinical Dental Hygiene IV

DEN HY 351 - Clinical Dental Hygiene II

There was a motion to approve the changes made on the courses and the correction made on the errors in ECD # and Course & No. There were no nays or abstentions. The committee approved all changes on the courses.



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Kamibayashi also presented SLO addendum appended to the following four Dental Hygiene courses:

DEN HY 350 - Preventive Dentistry

DEN HY 308 - Periodontics I

DEN HY 357 - Biochemical Nutrition

DEN HY 452 - Law and Ethics of Dental Hygiene

There was a motion to approve the changes. There were no nays or abstentions. The committee approved the changes.

3.5. Robertson presented the rationale for creating a new credit course in Mathematics, **Math 122 - Intermediate Algebra for Statistics**.

He said this is a pre-requisite for Math 227 and is similar to Math 125. Math 115 is a pre-requisite for Math 122. Students can be placed into Math 122. Discussion followed on how to get this into the Catalog to be effective Fall 2017. This has to be approved next month as it has to go to the State Chancellor's Office. The earliest scenario could be Summer 2017. This has to be marketed to students. A motion was made to approve Math 122. There were no nays and three abstentions. Course was approved.

4. REPORTS

4.1. Faculty Workgroup on standardized syllabus template

Before the actual discussion on the syllabus template begun, the chairperson distributed the most recent ACCJC recommendations for improvement relevant to the responsibilities of the curriculum committee. He also distributed excerpts from ACCJC website detailing the Accreditation Standards for which the curriculum committee is primarily responsible.

Representing the faculty workgroup, Zuk circulated a draft that would serve as a starting document. Committee members agreed the need for more work on the document, develop it further, and come up with a robust template that can be included in the ECD system as an addendum. Aguiar and Woldehaimanot offered to join the workgroup.

4.2. Updates on E-64, E-65, E-66, and ADT

Aguiar explained about E-64, E-65, E-66, and ADT. For matters related to new programs and courses, she underlined the need to hold consultations with area deans and curriculum dean. Aguiar will send the links to E-64, E-65, E-66, and ADT. She said ADT's are doing well in the State.

Realizing the need to update committee members on new and existing District and State regulations, Aguiar and Martinez agreed to hold a workshop for curriculum committee members on E-64, E-65, E-66, and ADT in the next scheduled curriculum committee meeting.

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5. ADJOURNMENT

Trujillo distributed a flyer about Library Workshop Series that will be held during the Fall semester in HLRC 218.

Trujillo further announced about the film screening “In Defense of Food” as part of the One College One Book initiative for Thursday, Oct 27th, 2016 from 1 to 3 pm in MSA 003.

Kamibayashi announced there will be a dental hygiene visit to West from ACCJC and the Department of Education on Wednesday, October 26, 2016. This will be an all day visit.

The meeting was adjourned at 2:41 p.m.

Next Curriculum Committee meeting:

Wednesday, Nov 16, at 1:00 pm in Winlock Lounge.