



WEST LOS ANGELES COLLEGE

Curriculum Committee

CURRICULUM COMMITTEE MEMBERS

Jane Witucki
Chairperson
Curriculum Committee and
Dance, Health, & Kinesiology

Aracely Aguiar
Dean Curriculum
Dean of Career and Technical
Education

Alma Narez-Acosta
Counseling

Celena Alcalá
Dean of Student Services

Anna Chiang
Computer Science

Jason Coleman
Travel

Nuala Lincke-Ivic
Language Arts

Adriana Martinez
Articulation Officer,
Counseling

Colleen Matsuhara
Kinesiology

Martin Nee
Aviation

Manish Patel
Computer Science

Aimee Preziosi
Behavioral & Social Sciences

Matt Robertson
Mathematics

Carlos Sermeno
Dental Hygiene

Marlene Shepherd
Behavioral & Social Sciences

Joyce Sweeny
Humanities & Fine Arts

Susan Trujillo
Library

Pat Zuk
Science

Kimberly Davillier
Administrative Aide,
Curriculum

WEST LOS ANGELES COLLEGE CURRICULUM COMMITTEE MEETING

May 18, 2015

1 to 3:00pm in SSB 414

REGULAR MEETING MINUTES

In Attendance:	Colleen Matsuhara	Carlos Sermeno
Aracely Aguiar	Antoine McKnight	Marlene Shepherd
Anna Chiang	Alma Narez-Acosta	Buck Stapleton
Jason Coleman	Manish Patel	Joyce Sweeny
Luis Cordova	Mark Pracher	Allison Tom-Miura
Kimberly Davillier	Aimee Preziosi	Susan Trujillo
Nuala Lincke-Ivic	Matt Robertson	Pat Zuk
Adriana Martinez	Jack Ruebensaal	

Meeting called to order at 1:14pm

I. ORGANIZATIONAL ITEMS – 5 MIN – ACTION

Approval of the agenda

Item III, #6, moved up to item III, 1.5, request approved by committee.

Committee approved adding ECD 44949 THEATER 232 UPDATE to the list of courses submitted for approval. **UNAN**

Approval of the minutes for April 27, 2015.

Shepherd/Matsuhara **UNAN**

Corrections made as indicated by Jason Coleman, Anna Chiang, Alma Narez-Acosta and Jane Witucki.

II. PUBLIC SPEAKERS:

Speakers may speak no more than 2 minutes on any agenda item not yet discussed.

No public speakers

III. CURRICULUM MATTERS:

1. Approval of courses updated, created, archived or reinstated since 4/27/15 – **Action**

The Course Outlines of Record (COR's) up for approval was sent out on 5/13/15. All New, Adopted or Reinstated courses were Tech Reviewed on 5/11/15. ECD 44949 THEATER 232 UPDATE was approved for inclusion in the list of COR's.

Shepherd/Martinez **UNAN**

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6. 1.5 Approval of POPP (Police Orientation and Preparation Program) - **Action**

Ara specified that this approval is for a sequence of courses offered at the satellite campus(es) such as ARTC (Ahmanson Recruit Training Center).

B. Stapleton could find no record that the motion to approve the POPP sequence of courses submitted in 2010 was formally approved by the Academic Senate. Course sequence and program information has been updated and is again submitted for approval.

Sweeney/Chiang **UNAN**

2. Global Studies AA Degree – Ruebensaal - **Action**

A. Martinez found a mistake in the sample program unit count that was submitted. Committee recommends that M. Pracher and J. Ruebensaal consult with the Articulation officer to clarify the final program unit counts.

Chiang/Trujillo **UNAN**

3. All changes to course SLOs need to go through the Course Outline of Record update process. – Cordova – **Action**

The committee discussed the SLO Addendum update approval process. Various suggestions were made but none were compatible with the ECD program restrictions and the Accreditation Reference Handbook Standard II A 3 recommendations. Action item re-worded:

Updated SLO Addendums need to go through the Course Outline of Record update process.

Coleman/Chiang

FOR: Martinez, Shepherd, Chiang, Narez-Acosta, Sermeno, Matsuhara, Lincke-Ivic, Trujillo, Robertson, Zuk, Coleman

ABSTAIN: Sweeney **Motion Passed**

4. Permission to bring curriculum matters to the Academic Senate Executive Committee for approval during Summer 2015. – **Action**

Sweeney/Trujillo **UNAN**

5. Associate of Science degree in Health Science – **Action**

Coleman/Martinez **UNAN**

6. Approval of POPP (Police Orientation and Preparation Program) – **Action**

Action item moved up to 1.5

IV. REPORTS:

1. C-ID update on conditional, expired and not approved courses – Martinez

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A. Martinez distributed list of courses that need to be updated as requested by C-ID reviewers.

2. Status report on Plan A & B updates for the 2015-2016 school year - Martinez

A. Martinez stated that the department chairs are supposed to keep track of changes in their area to Plan A and B. Chairs should send her any corrections to Plan A and B by Friday, 5/22/2015.

3. Catalog Report and Curriculum compliance with Accreditation Guidelines – Aguiar

A. Aguiar said there is disconnect between course information available in ECD, Assist.org, and Articulation. Articulation information in ECD is transferred to Protocol which then places the, sometimes incorrect, transfer information into the college catalog and in the Schedule of classes. Assist.org shows courses that have been approved for transfer to the UC's or CSU's. The articulation officer has the list of courses that have been, or will be, submitted for transfer. Transfer requests for UC are only reviewed once a year; CSU reviews courses twice a year.

A. Aguiar also demonstrated, using the State Chancellors web site, that program information entered is frequently wrong. Every active credit course at WLAC needs to be reviewed in ECD and in Curricunet for accuracy.

3. Bachelors of Science degree status report – Aguiar
No report.

4. ADT Report – Aguiar

The ADT for Spanish has been resubmitted. Music and Theater ADT's are being tweaked.

6. Equivalencies and Eminence – Foster or Witucki
Postponed

7. DCC Report – Witucki

Review of E – 65, Update Course Development and Approval: Standards and Procedures, that was approved by the District Curriculum Committee on May 8, 2015.

Discussion question:

Should course transferability information be included in the school schedule of classes? Should students be referred to Assist.org and/or referred to a school counselor?

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Committee census was that information should continue to be printed in the college catalog and schedule of classes. Recommend posting a notice on every page of the Schedule of Classes: Students are advised to see a counselor for transfer information. The College will be following best practices for the students.

IV. ADJOURNMENT

Committee members were thanked for their service during the 2014-15 school year and invited to return in Fall 2015.

Meeting adjourned at 2:50pm

Tech Review by appointment throughout the Summer.

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