



**WEST LOS ANGELES COLLEGE
CURRICULUM COMMITTEE MEETING
February 23, 2015
1 to 3:00pm in SSB 414
REGULAR MEETING MINUTES**

Present:	Gustavo Demoner	Aimee Preziosi
Aracely Aguiar	Nuala Lincke-Ivic	Matt Robertson
Marcus Butler	Ashanti Lyles	Carlos Sermeno
Anna Chiang	Adriana Martinez	Susan Trujillo
Jason Coleman	Colleen Matsuhara	Pat Zuk
Luis Cordova	Martin Nee	

Meeting called to order 1:10pm

I. ORGANIZATIONAL ITEMS – 5 MIN – ACTION

Approval of the agenda

Agenda approved with change to item III – 2 and III – 5

Approval of the minutes for December 8, 2014.

Preziosi/Matsuhara **UNAN** - Nee, Preziosi, Chiang, Martinez, Sermeno, Trujillo, Lincke-Ivic, Robertson, Matsuhara , Coleman, Demoner, Zuk

II. PUBLIC SPEAKERS:

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

Adriana Martinez – A reminder that the effective date for new course outlines can't be the semester that the outline is being submitted. The outline effective date should be the semester following the semester it is submitted.

III. CURRICULUM MATTERS

1. Approval of courses updated, created, archived or reinstated since 12/8/14 – **Action** Matsuhara/Chiang **UNAN** - Nee, Preziosi, Chiang, Martinez, Sermeno, Trujillo, Lincke-Ivic, Robertson, Matsuhara , Coleman, Demoner, Zuk

~~2. Approval of updated SLO's and Assessment Calendar for Dance, Health & Kinesiology~~

Action Review the update process for SLO addendum and calendars – Cordova
Luis Cordova gave a review on the process of developing or revising course SLOs.

The information is available on the school web site:

<http://www.wlac.edu/committees/slos/Resources.aspx>

New or revised course SLO's go to the SLO Committee for approval followed by the Curriculum Committee and Academic Senate approvals. Once approved the SLOs on the school web site will be updated. Process can take up to a full semester.

There are problems with attaching updated course SLOs to course outlines using ECD. There is no way to attach an updated SLO Addendum to the course outline without also showing that the course has been updated. Courses only need to be updated every 5 years, SLOs can be updated every year. Title V does not require course SLOs in the course outline, accreditation

does. Courses submitted to the state for C-ID approval are not being approved based on the SLOs. State reviewers are not supposed to evaluate the SLOs but do. In some instances reviewers have denied course approval because they didn't like the SLOs.

Action item for 3/23/15 remove SLO Addendum from ECD course outlines

3. Virtualization and Cloud Computing certificate approval – ~~Patel~~ Butler - **Action** Marcus Butler has worked for 5 years on this certificate proposal. Proposed certificate fits into the existing curriculum. M. Butler is a Certified Virtualization trainer, no new faculty or facilities are needed. M. Butler will meet with Dean Ara Aguiar to complete the certificate application. Certificate program is scheduled to begin in Fall 2015.

Concern noted by Nuala Lincke-Ivic – only one instructor is certified to teach the courses. M. Butler stated that M. Patel will also be certified as a Virtualization trainer this summer.

2/3rds of the committee voted to make approval of this certificate an action item today.

Approval of Virtualization and Cloud Computing Certificate - **Approved**

Nee/Chiang **Approved** - Nee, Preziosi, Chiang, Martinez, Sermenio, Trujillo, Robertson, Matsuhara, Coleman, Demoner, Zuk

Abstain - Lincke-Ivic

4. Update on courses that still need C-ID approval – Martinez

Adriana Martinez distributed a list of courses submitted to C-ID for approval. The conditionally approved courses all need to be re-submitted with updates as requested by the course reviewer. If a course is not approved, contact Adriana for a copy of the C-ID reviewer comments.

Courses corrections must be approved by 6/30/15 in C-ID or the ADT's in transition will not be approved. It usually takes 6 months for approval. Once approved the course is sent to the state chancellor's office.

Instructors can sign up as a C-ID reviewer to help review courses in your field.

For information go to: <https://c-id.net>

Adriana will give monthly updates on conditional and not approved courses in C-ID.

5. **Unscheduled Agenda Items:**

Computer Science ADT – WLAC degree is in Computer Science Information Technology. Because the degree is in a different name WLAC is not being held accountable for Computer Science ADT. The Curriculum Committee unanimously decided to make this an action item.

Request removal of CS ADT submitted to the state **ACTION**

Chiang/Robertson **UNAN** - Nee, Preziosi, Chiang, Martinez, Sermenio, Trujillo, Lincke-Ivic, Robertson, Matsuhara, Coleman, Demoner, Zuk

6. **Unscheduled Agenda Item:**

Pre and co requisites: Ashanti Lyles is not being informed of changes or corrections. She needs updates every month. Issues arise from lecture classes that have a lab co-requisite. Co-reqs were not enforced in the past. Now that they are being enforced the students are complaining because the pre and co req information in the catalog and in the schedule of classes is not aligned.

Ask Michael Golterman to review school policy on pre and co reqs and suggestions on how

to easily check and revise requisites.

7. Adriana Martinez is still finding mistakes in the new college catalog and schedule of classes. Chairs are not reviewing the information before it's published. Suggest the Academic senate reinforce who is supposed to review the department information for errors. She also reminded the committee that the ECD transfer information may not be correct. The Articulation officer, Adriana, should be contacted for the most up to date transfer information.

8. Ara Aguiar informed the committee that none of the WLAC courses are linked to a degree at the state chancellor's office. She is in the process of correcting this.

Marcus Butler suggested assigning someone to do the corrections needed in the catalog, ECD, Assist, the class schedule, protocol, and state chancellor's office. The college needs a review coordinator to deal with the inconsistencies.

IV. ADJOURNMENT

Meeting was adjourned at 2:45pm

Curriculum Committee Meetings 2014-15
3/23, 4/27, 5/18/15

Tech Review by appointment