



**WEST LOS ANGELES COLLEGE  
CURRICULUM COMMITTEE MEETING  
February 24, 2014  
1 to 3pm in SSB 414  
MEETING MINUTES**

Meeting called to order 1:16PM

**I. ORGANIZATIONAL ITEMS – 5 MIN – ACTION**

1. Approval of the agenda

Item added to the agenda: Adding the grade option F-W (Braxton)

2. Approval of the minutes of November 25, 2013 (no changes) Nee/Sermeno **MSP** and December 9, 2013 (no changes) Nee/Narez-Acosta **MSP**

**II. PUBLIC SPEAKERS:** Speakers may speak no more than 2 minutes per speaker on any agenda item not yet discussed. No public speakers.

**III. CURRICULUM MATTERS**

1. Course update, edit, new, archive or reinstate approval – **Action** (Witucki)  
Nee/Martinez **MSP**

2. Skills Certificates by department rather than Admissions as of 7/1/2014. – **Action**  
(Witucki)

“Department Chairs will be responsible for tracking and issuing Skills Certificates for their area starting July 1, 2014.”

Lincke-Ivic/Nee **MSP**

6 in favor: Lincke-Ivic, Nee, Narez-Acosta, Martinez, Sermeno, Trujillo

1 against: Barragan

3. IGETC and CSU Certificates of Achievement - **Action** (Martinez)

The new Student Information System will allow tracking for CSU and IGETC Certificates. The other colleges in the district, except Harbor and Trade, offer these certificates. If we are going to offer CSU and IGETC Certificates we need to approve it now for it to be included in the new catalog. Students must pass all courses covered by the certificate with a grade of C or better. All courses covered by the certificates must be updated every 4 years. Transcripts will certify that the CSU or IGETC requirements have been met. Some stand-alone courses that are not currently part of an AA degree will also be included in the Certificates.

“The Curriculum Committee approves the IGETC and CSU Certificates of Achievement”

Trujillo/Sermano **MSP**

4. Stand alone course update: (Witucki)

A question was asked at Academic Senate: Are stand-alone courses cancelled when they are due for updating? No, existing stand-alone courses will remain in the campus curriculum and need to be updated every six years. New stand-alone courses will not be

approved.

5. E-66 review - **Action** (Witucki)

The committee reviewed the proposed changes to E-66 and made the following recommendation.

“The Curriculum Committee advises the Academic Senate to accept the changes to E-66 as attached. “ Sermenio/Nee **MSP**

6 in favor: Lincke-Ivic, Nee, Narez-Acosta, Martinez, Sermenio, Trujillo;

1 against: Barragan

6. BR 6200 or LACCD GE Plan - **Action** (Witucki)

The committee discussed the pros and cons of having 2 GE plans, A & B versus one district wide GE plan. The committee voted to recommend BR 6200 as submitted to the District Curriculum Committee and District Academic Senate.

“The Curriculum Committee advises the Academic Senate to accept the changes to BR 6200 as attached. “

Sermenio/Lincke-Ivic **MSP**

7. Course Outline of Record – Required elements (Witucki)

The Course Outline of Record form will be updated when the district changes over to the new Curricu-net Program.

8. Added item: Adding the F-W grade option. (Braxton)

The F-W grade option is needed for financial aid reporting. F-W grade indicates the student failed the class because they stopped attending. F grade indicates the student was attending class but failed to successfully complete the required course work.

This recommendation will be an action item at the March 24, 2014 Curriculum Committee meeting.

**IV. ANNOUNCEMENTS**

Districtwide Discipline committee meeting at LAVC this coming Friday, 2/28/14, from 8:30am – 3pm. Disciplines will break out into groups to evaluate catalog descriptions and other course attributes.

**V. ADJOURNMENT**

Meeting was adjourned at 3:02PM

**2014: Curriculum Committee meets on Mondays from 1- 3pm; SSB 414  
February 24; March 24; April 28; May 19**

**2014: Technical Review on Mondays from 1 – 3pm; CE 105A  
March 3; April 7; April 21; May 12 or by appointment**