



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

Present:		Guests:
Jason Coleman	Aimee Preziosi	Ara Aguiar
Nuala Lincke-Ivic	Matt Robertson	Luis Cordova
Adriana Martinez	Trini Russell	Michael Golterman
Colleen Matsuhara	Carlos Sermeno	Fran Leonard
Alma Narez-Acosta	Marlene Shepherd	Joyce Sweeney
Martin Nee	Susan Trujillo	Alice Taylor
		Allison Tom-Miura

Meeting called to order at 1:09pm

I. ORGANIZATIONAL ITEMS – 5 MIN – ACTION

Approval of the agenda

Martinez/Matsuhara **UNAN**

Approval of the minutes for February 23, 2015.

Postponed to April 27, 2015

II. PUBLIC SPEAKERS:

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

None

III. CURRICULUM MATTERS

1. Approval of courses updated, created, archived or reinstated since 2/23/15 – **Action**
Music 214 protocol shows 2 units for this course. As of Fall 2015 a districtwide adjustment will be made to Music 214 when it will become 1 unit.

Photo 027 was previously submitted as a 6 unit class. Department chair has now submitted Photo 027 A and 027 B as 3 unit classes. Photo 027A and B is equal to Photo 027. So noted for the catalog.

Nee/Robertson **UNAN**

Math 262 Updated as requested by C-ID Reviewed 3/23/15. Request addition to the list of approved courses since 2/23/15. - **Action**

Martinez/Narez-Acosta **UNAN**

2. Approve Chemistry ADT – **Action** – ADT not completed, postpone item.

3. Approve Philosophy ADT – **Action** Martinez/Shepherd **UNAN**

4. Hospitality degree and certificate course substitutes – **Action** Marlene/Martin **UNAN**

5. SLO Updates Approved in February 2015 – **Action Matsuhara/Nee UNAN**

6. Approve AS in Health Science – **Action Not completed, postpone item.**

7. Change Management 006 course title from Public Relations to Public Relations In Business – **Action Trujillo/Lincke-Ivic UNAN**

a. requested by ELAC who wants to reinstate MGMT 006. The Course title is too similar to Public Relations 001 Principles Of Public Relations. ELAC Curriculum committee will not approve MGMT 006 without the name change.

8. Approve AA degrees submitted by the Global Studies program – **Action Approval postponed until next meeting – committee requested removal of courses that are not currently active in ECD.**

a. AA International Area Studies—Middle East

b. AA International Area Studies—Latin America

The committee asked if enrollment is high enough to offer advanced Spanish 003 & 004 for this proposed degree.

c. AA International Area Studies—Asia

The committee asked to have the 4 levels of Chinese language courses submitted before approving this proposed degree.

d. AA International Area Studies—Africa

The committee asked if enrollment is high enough to offer advanced French 003 & 004 for this proposed degree.

e. AA Global Studies

The committee had questions about the language requirement of 20 units. Several of the language options listed are not active in ECD. The committee asked to have all courses not active in ECD removed from the proposed degree.

Point of information - any course identified as an advanced course must be offered if it is required for a degree or certificate. Students need 2 years of a foreign Language to transfer to a UC. CSU transfers do not have a Foreign Language requirement. Global Studies students would be advised accordingly. WLAC received a grant to write and set up the global studies program. The grant will not cover the cost of offering the classes.

9. ~~Remove SLO Addendum from ECD course outlines—Action~~

~~Course outlines will use a link to course SLO's posted on the school web site instead of attaching the SLO Addendum to course outlines.—Action~~

Approve use of a link to course SLO's instead of attaching the SLO Addendum to course outlines. – **Action DENIED**

a. Not required by Title V

b. Cannot update attachments to COR without updating the COR

c. COR's sent for approval being denied based on SLO's which are not part of the approval process.

d. SLO's are required in Accreditation Reference Handbook, Standard II A 3:

Accreditation Reference Handbook

Standard II: Student Learning Programs and Support Services

A. Instructional Programs

3. The institution identifies and regularly assesses learning outcomes for courses, programs, certificates and degrees using established institutional procedures. The

institution has officially approved and current course outlines that include student learning outcomes. In every class section students receive a course syllabus that includes learning outcomes from the institution's officially approved course outline.

Program and Course Learning Outcomes listed in ECD, on the SLO Addendum and in course syllabi are not always aligned. Updates to the outcomes on one form are not easily transferred to the other forms. If you update the SLO Addendum attached to the Course Outline of Record (COR) ECD thinks the entire course has been updated even if it has not been. If you update the outcomes in the COR the SLO Addendum should also be, but is often not, updated. The committee recommends that the college establish a link with the most current outcomes that could be easily updated. Mary Jo Apigo will check if using a link in the CORs will meet the Accreditation Standard. CurricUNET has the same drawbacks as ECD when it comes to updating outcomes. The SLO Coordinator is responsible for reconciling the differences between the SLO Addendums and the school web site information.

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

a. Update on courses that must be updated by 6/30/15

List of courses that need C-ID updating was distributed.

11. Catalog Report and Accreditation Guidelines – Aguiar

A task force is being created to establish ways to more easily update the college catalog. Corrected catalog will be uploaded next week; all faculty and staff will be sent a link. Request all divisions keep looking for errors.

12. ADT Report – Aguiar

a. Local and State status

15 Associate Degrees for Transfer (ADT's) have been approved. Music, Philosophy and Spanish should be completed by 8/31/15. Chemistry and Biology still need to be completed.

13. Substantive change – Aguiar

WLAC is now enforcing all Pre and Co requisites listed in ECD. There are still some errors and the information in ECD and in the catalog does not always match. Some areas are removing corequisites because it makes it too difficult for the student enrolling.

WLAC needs a way to align the college catalog and class schedule every year. Division Chairs were sent catalog information to review but didn't always share it with their faculty. Chairs were also supposed to evaluate Program Learning Outcomes which were listed in the catalog. Pre and Co requisite changes are not being received by Academic Affairs or Admissions. There is no way to share information between ECD, DEC and the Catalog.

14. DCC Report - Witucki

Review of the items on the monthly District Curriculum Committee agenda.

15. Curriculum Committee Standards - Taylor

Alice Taylor presented a list of Accreditation Standards that the Curriculum Committee needs to review for accreditation. How are the listed standards being addressed by the Curriculum Committee? Provide ideas and suggestions as a way to brainstorm. When possible provide annotated evidence.

IV. ADJOURNMENT
Meeting adjourned 2:55pm

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

Tech Review by appointment