



WEST LOS ANGELES COLLEGE

Curriculum Committee

CURRICULUM COMMITTEE MEMBERS

Jane Witucki
Chairperson
Curriculum Committee

Aracely Aguiar
Acting Vice President
Curriculum

Alma Narez-Acosta
Counseling

Anna Chiang
Computer Science

Jason Coleman
Career Science

Noami Duckworth
Humanities & Fine Arts

Nuala Lincke-Ivic
Language Arts

Adriana Martinez
Articulation Officer

Colleen Matsuhara
Health & Kinesiology

Jack Moy
Applied Technology

Joy Ogami
Allied Health

Laura Peterson
CEMA

Aimee Preziosi
Social Sciences

Matt Robertson
Mathematics

Marlene Shepherd
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Joyce Sweeney
Humanities & Fine Arts

Susan Trujillo
Library

Pat Zuk
Science

Kimberly Davillier
Administrative Aide,
Curriculum

WEST LOS ANGELES COLLEGE CURRICULUM COMMITTEE MEETING

September 15, 2015
1 to 3:00pm in SSB 414

MINUTES

In Attendance:		
Ara Aguiar	Eric Ichon	Carlos Sermeno
Alma Narez-Acosta	Adriana Martinez	Marlene Shepherd
Anna Chiang	Colleen Matsuhara	Joyce Sweeney
Jason Coleman	Laura Peterson	Susan Trujillo
Noami Duckworth	Matt Robinson	Pat Zuk
Parvaneh Ghaforyfard	Jack Ruebensaal	

Meeting called to order 1:15 p.m.

I. ORGANIZATIONAL ITEMS - 5 MIN - ACTION

Approval of the agenda

A. Martinez: Add CSU Plan approved to IV Reports, #4, exclude IGETC.

C. Dones: III Curriculum Matters, #2. Change the last word, program, to pathway. "Bachelor of Science Degree completion pathway"

M. Robertson: Asked the committee to add Math 236 and 270 to the list of updated courses considered for approval. Both courses were approved by the Curriculum Committee within the last 6 months but were returned by C-ID for changes. Those changes were the only modifications made. C-ID approval needed before the state will approve the Math ADT.

Motion to approve the amended agenda: Matsuhara/Coleman **UNAN**

Approval of the minutes for May 18, 2015.

Motion to approve the minutes of 5/18/15: Coleman/Shepherd **UNAN**

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 - **Action** (Witucki)

Motion to approve: Sweeney/Trujillo **UNAN**

2. The Curriculum Committee supports the Academic Senate approval of the ACCJC Substantive change for the Bachelor of Science in Dental Hygiene program and the Bachelor of Science Degree completion ~~program~~ pathway.
- **Action** (Dones)

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Motion to approve: Trujillo/Peterson **UNAN**

3. Nutrition and Dietetics TMC – **Action** (Shepherd)
TMC not complete. Postponed

4. AA in International Area Studies – Africa – **Action** (Ruebensaal)

5. AA in International Area Studies – Asia – **Action** (Ruebensaal)

6. AA in International Area Studies – Latin America – **Action** (Ruebensaal)

7. AA in International Area Studies – Middle East – **Action** (Ruebensaal)

Items 4, 5, 6 & 7 were combined. J. Ruebensaal clarified that the AA degree in each of these areas is the way degrees are currently being offered at the UC's and CSU's. All courses in the proposed degrees are currently active at WLAC. International Area Studies emphasizes language courses more than Global Studies does. Global Studies is a separate program that will still be offered. Motion to approve all Area Studies degrees: Sweeney/Coleman **UNAN**

8. Approve substantive change to the AS in Paramedicine – **Action** (Legassick) C. Dones for Todd Legassick
Program is changing from a certificate to an AS Degree.
Motion to approve: Martinez/Trujillo **UNAN**

9. Approve substantive change to POPP – **Action** (Ichon)
All POPP Courses being offered off campus with WLAC teachers. Offsite location has tutoring, counseling, a lending library, and LAPD provides guest speakers.
Motion to approve: Peterson/Matsuhara **UNAN**

10. WLAC will no longer offer online courses that have not submitted the required Distance Learning Strategies form by ~~12/31/15~~ 2/1/2016. – **Action** (Ichon)
E. Ichon proposed a friendly amendment to change the date to 2/1/2016. The Distance Learning office has found that some documents were submitted via ECD, and some by paper to the Curriculum Committee, and or to Kristina Thomas many years ago. The extra time will allow for a more thorough check of all possible locations.
Motion to approve: Chiang/Narez-Acosta **UNAN**

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IV. REPORTS:

1. Courses approved by the Academic Senate Executive Committee 5/26/15 – 7/14/15 – list of courses presented for committee review.

2. Final Global Studies AA Program – presented for committee review.

3. C-ID update on conditional, expired and not approved courses – Martinez A. Martinez went over the courses that were conditionally approved and not approved by C-ID. All courses used in the ADT’s must have C-ID approval before the state will approve the ADT. It’s important that the departments submit corrected course outlines as soon as possible after being notified by C-ID.

J. Witucki suggested shortening the list of approval signatures needed for C-ID re-submittals to expedite the process. As long as the course was approved by the college within the last 6 months there is no reason to require all 9 signatures. Proposal will be added to the agenda for the next meeting.

4. IGETC Certificate Of Achievement – Martinez
WLAC now has approved Certificates of Achievement for IGETCE and CSU.

5. Catalog Report and Curriculum compliance with Accreditation Guidelines – Aguiar
A. Aguiar has been working to identify curriculum and catalog items related to Accreditation Standard IIA. Recommends the college follow Accreditation guidelines for course sequencing. Advises all departments to create a recommended pathway for their courses to print in the catalog and post on the school website.

6. ADT Report – Aguiar
WLAC is in compliance with ADT as of 8/31/15. Biology and Chemistry will be submitted next. Nutrition and Dietetics, an added value ADT, will be submitted at a later date. Theater is waiting on C-ID course approval.

7. DCC Report – Witucki
BR 6700 allows for Pass/No Pass grades to appear on transcripts. This will allow non-credit courses to count towards certificates and degrees. Implementation will come from the district office and will be in place for grades at the end of this semester.

A. Aguiar: The college is in a growth spurt but class size is declining. 40 new late start courses were added in part to counter balance the 70 courses cancelled at the start of the semester due to low enrollment. Enhanced non-credit courses can be added to the existing schedule to enhance student

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learning. Suggested Allison Tom-Miura present information on non-credit and enhanced non-credit courses at the next meeting.

BR 6200 – Approves a single 21 unit LACCD GE Plan for all degrees. Plan A & B can be merged, or a separate 3rd plan can be established. During the

evaluation process all GE courses should be reviewed for appropriateness. Degree and Certificate changes must be submitted by the end of December 2015 for entry in CurricUNET.

Committee would like to turn Plan A into the new 21 unit GE Plan with only transferable courses and keep Plan B. Plan A, 21 units, will be for students who want to transfer and are not in high unit count degree plans. Plan B, 18 units, will mainly be for students enrolled in CTE programs with high unit requirements.

E-65 Update course development and the approval process. DAS has approved it. Will go to the next Board of Trustees meeting for approved.

E-64 Procedures for development and approval of new programs will be reviewed by the DCC this semester.

CurricUNET implementation will start up in Spring 2016. Advised the committee that all Adopt, Reinstate or Create courses be submitted this semester. No guarantee that they will be able to submit them in the Spring. All COR's that have not been worked on in ECD will be discarded prior to the data transfer.

IV. ADJOURNMENT @ 2:52

Motion to adjourn: Trujillo/Martinez **UNAN**

Curriculum Committee Meetings

SSB 414, 1 – 3pm

FALL 2015: 10/20/15, 11/17/15

SPRING 2016: 3/15/15, 4/19/15, 5/31/15

Technical Review

CE 105A, 1-3pm

For all Adopt, Create or Reinstate courses only

FALL 2015: 10/19/15, 11/16/15

SPRING 2016: 3/14/15, 4/18/15, 5/23/15

Course Updates are Tech Reviewed by appointment, x4282

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