



# WEST LOS ANGELES COLLEGE

## Curriculum Committee

### CURRICULUM COMMITTEE MEMBERS

**Beraki Woldehaimanot**  
Chairperson,  
Curriculum Committee

**Aracely Aguiar**  
Curriculum Dean

**Gustavo Demoner**  
Business

**Al Kami**  
Computer Science

**Lisa Kamibayashi**  
Allied Health

**Adriana Martinez**  
Articulation Officer

**Colleen Matsuhara**  
Kinesiology

**Alma Narez-Acosta**  
Counseling

**Martin Nee**  
Applied Technology

**Laura Peterson**  
CEMA

**Aimee Preziosi**  
Behavioral Science

**Matt Robertson**  
Mathematics

**Sandra Ruiz**  
Language Arts

**Patricia Siever**  
Social Sciences

**Joyce Sweeney**  
Arts & Performance

**Susan Trujillo**  
Library & Learning Resources

**Patricia Zuk**  
Science

### CURRICULUM COMMITTEE MEETING

Nov 16, 2016

1:00-3:00 pm in Winlock

### MEETING MINUTES

Members Present	
Aracely Aguiar	Laura Peterson
Al Kami	Aimee Preziosi
Lisa Kamibayashi	Matt Robertson
Adriana Martinez	Ruiz Sandra
Colleen Matsuhara	Patricia Siever
Alma Narez-Acosta	Tooraj Tehrani
Martin Nee	Beraki Woldehaimanot
Guests	
Diana Baxter	Marcus Gunter
Anna Chiang	Meric Keskinel
Tanshee Cheng	Kimberly Manner
Noami Dickworth	Angela Torres
Adrienne Foster	Hye Jin Gelsi

Meeting was called to order at 1:05 p.m. by the chairperson.

#### 1. ORGANIZATIONAL ITEMS

##### 1.1 Approval of the agenda

On page 2, section 3.7, L. Kamibayashi asked the department to be corrected from Dental Hygiene to Dental Assisting.

Agenda was adopted as corrected. **MSP**

##### 1.2. Approval of the minutes of Oct 19, 2016.

Minutes approved as presented. **MSP**

#### 2. PUBLIC SPEAKERS

2.1. K. Manner and A. Aguiar reported that the ACCJC visit was successful. They explained at length how the ACCJC visiting members were impressed by the whole process of developing a BSC in Dental Hygiene program. They described the BSC program as one of a kind and a member, US Dept. of Education representative, said it was one of top 10 institutions he ever visited. The visiting members had also met and discussed with President Limbaugh.



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2.2. A. Martinez distributed WLAC’s new ‘Associate Degree – General Education Requirement Plan for 2016-2017’. She asked members to discuss it in their respective divisions and bring feedback for discussion in our next curriculum committee meeting.

**3. CURRICULUM MATTERS**

Two new and six updated CORs were presented for approval.

ECD #	Course	Action	Tech Review Date	Curriculum Date	Action
49782	<i>District will assign</i>	CREATE	5/20/16	11/16/16	APPROVED
51788	CO SCI 986	CREATE	10/11/16	11/16/16	APPROVED
51668	MULTIMD 805	UPDATE	11/4/16	11/16/16	APPROVED
52692	MATH 215	UPDATE	11/4/16	11/16/16	APPROVED
52797	MULTIMD 400	UPDATE	11/4/16	11/16/16	APPROVED
52824	ASL 002	UPDATE	11/4/16	11/16/16	APPROVED
52825	CO SCI 922	UPDATE	11/4/16	11/16/16	APPROVED
52832	DEN AST 007	UPDATE	11/4/16	11/16/16	APPROVED

All CORs listed above were approved. **MSP**

**4. REPORTS**

4.1 The Curriculum Committee accepted the report from the Faculty Workgroup on Syllabus Template. The committee recommends that as courses are created or updated, a customizable syllabus template for each course be included as part of the Course Outline of Record (COR). The course syllabus template will include, as non-editable items, all information required by Board Rules and ACCJC standards: the approved course description, course objectives, approved Student Learning Outcomes (SLOs), units, methods of evaluation, student code of conduct, academic dishonesty, and Disabled Students Programs and Services (DSPS) contact information. Each course syllabus template will be integrated as an addendum to the COR and accessible to faculty via the Electronic Curriculum Development (ECD) District website. Changes to the course content or SLOs will initiate modification of the syllabus template, thus ensuring consistent and accurate syllabi.

The workgroup will circulate a sample customizable syllabus template to the Curriculum Committee for its approval as soon as it is ready.



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4.2. B. Woldehaimanot circulated a summary of submission requirements for new programs as outlined in the Program and Course Approval Handbook. The submission requirements pertain to Associate of Arts for Transfer, Associate of Science for Transfer, traditional Associate of Arts degree, traditional Associate of Science degree, Certificate of Achievement, Certificate of Competency (noncredit), Certificate of Completion (noncredit), and Adult High School Diploma (noncredit).

Guidelines on process flow, including timelines, for new courses and programs as well as for COR updates via the Electronic Curriculum Development (ECD) will be available during Spring 2017.

A. Foster explained the policy change on credit course certification being implemented by the State Chancellor’s Office. The change is being introduced to expedite the process for all credit course proposals by requesting the colleges to attach a certification form to each of their proposals. Going forward, the Chancellor’s office will only require one certification form signed by Chief Instructional Officer (CIO) to be submitted annually to the Chancellor’s office.

4.3. In a workshop that lasted for 55 minutes, Aracely Aguiar (Curriculum Dean) and Adriana Martinez (Articulation Officer) updated members on ADT, TMC, and C-ID. They explained the procedures involved in a step by step manner by opening the various websites (Local, District, and State Chancellor’s Office websites). Regarding course and program development, it was emphasized that for courses with approved ADT curriculum in the C-ID, we are allowed to use the approved curriculum only. The issue of the 60 semester unit limits in the new ADTs raised questions on how it would be possible to do this for such courses as Chemistry and mathematics where most of the courses are 5 units. Finally, the need for curriculum committee members to familiarize and update themselves with all course and program development/approval processes was highlighted.

Members expressed their appreciation to both speakers for taking their time to provide them with such valuable updates. They suggested that such refresher workshops be given more frequently, at least once a semester.

**5. ADJOURNMENT**

The planned meeting for 12/24/2016 was cancelled because it fell on final exam week. Next Curriculum Committee Meeting: 2/15/2017 (Winlock, 1:00-3:00 pm)

Tech Review (to adopt, create, or reinstate courses only): 2/8/2017 (Winlock, 1:00-3:00 pm)

Note: CORs for Tech Review must be submitted via ECD latest on 2/1/2017; Course updates, edits, or archives - by appointment x4524 or email: [Woldehb@Wlac.edu](mailto:Woldehb@Wlac.edu)

The meeting was adjourned at 3:01 p.m.