



# WEST LOS ANGELES COLLEGE

## Curriculum Committee

### Curriculum Committee Members

**Beraki Woldehaimanot**  
Chairperson,  
Curriculum Committee

**Kimberly Manner**  
Curriculum Dean

**Gustavo Demoner**  
Business

**Ana Chiang**  
Computer Science

**Lisa Kamibayashi**  
Allied Health

**Adriana Martinez**  
Articulation Officer

**Jennifer Cole**  
Science

**Luis Cordova**  
SLO Coordinator

**Edmond Guzman**  
Applied Technology

**Laura Peterson**  
Arts & Performance

**Tanshee Cheng**  
Mathematics

**Lisa Saperston**  
College & Career Prep

**Norma Barragan**  
Social Sciences

**Susan Trujillo**  
Library & Learning  
Resources

**Ashanti Lyles**  
Curriculum Specialist

**Vacant**  
Counseling

**Vacant**  
Behavioral Science

**Vacant**  
Distance Ed

**Vacant**  
Language Arts

### MINUTES OF THE CURRICULUM COMMITTEE MEETING Dec 3 & Dec 5, 2018; 1:00-3:30 pm in Winlock

Members Present	
Norma Barragan	Ashanti Lyles (12/3)
Anna Chiang (12/5)	Kimberly Manner
Tanshee Cheng	Adriana Martinez
Jennifer Cole (12/5)	Laura Peterson
Luis Cordova (12/5)	Lisa Saperston
Edmond Guzman	Susan Trujillo (12/5)
Lisa Kamibayashi (12/5)	Beraki Woldehaimanot
Guests	
Kay Boles, <i>Business-Hospitality</i> (12/3)	Michelle Funderburk, <i>Arts &amp; Performance</i>
Laura Guichard, <i>Film Production</i>	Carlos Sermenon, <i>Health Sci.</i> (12/5)
Mesfin Taye, <i>Science</i>	Kaleab Gorfu, <i>Computer Sci.</i> (12/5)
Sara Coppola, <i>Health Sci.</i> (12/5)	Linda Alexander, <i>Language Arts</i> (12/5)
DeAnna Gossett, <i>Business</i> (12/5)	Sandra Ruiz <i>Language Arts</i> (12/5)

On Dec 3<sup>rd</sup>, the meeting was called to order by the chairperson at 1:12pm.

#### 1. ORGANIZATIONAL ITEMS

- 1.1. Agenda was approved as printed.
- 1.2. Minutes from Nov 14, 2018 was approved as presented.

#### 2. PUBLIC SPEAKERS – *there was no public speaker.*

#### 3. REPORTS, INFO, MOTIONS

##### 3.1. MOTION:

*To require all curricula (new courses and programs; changes to courses and programs) to move through the approval process (Tech Rev/Curriculum committee/Senate) only after the initiator has consulted with a curriculum committee member (preferably curriculum committee member from same division) or the curriculum chair.*

The motion was approved. This requirement will be implemented effective immediately.

**3.2. NOTICE OF INTENT:**

A form to be filled out before beginning work to create new degrees or certificates that confirms consultation has happened between the faculty initiator of the new degree or certificate and the following individuals:  
 Department Chair, Area Dean, CTE Dean (for a CTE Program), Curriculum Dean, and Vice President of Academic Affairs, CIO.

The notice of intent was approved. It will be implemented effective immediately.

**3.3. REQUEST TO CREATE NEW DISCIPLINES:**

The Health Sciences Division requested to create the following three new disciplines.

- 3.3.1. Pharmacy Technology (TOP 1221.00)
- 3.3.2. Medical Assisting (TOP 1208.00)
- 3.3.3. Public Health (TOP 1299.00)

The Min Qual for Pharmacy Technology and Medical Assisting is any bachelor’s degree and two years of experience, or any associate degree and six years of experience. For Public Health the Min Qual is Master’s Degree.

During the ensuing discussion, Mr. Sermeno withdrew Pharmacy Technology. Members discussed and approved the creation of new disciplines for Medical Assisting and Public Health.

**4. CURRICULUM MATTERS**

The following courses were discussed and decisions given as APPROVED (*moved, seconded, and passed*), or NOT APPROVED.

**4.1. CREDIT COURSE - NEW**

ECD #	COURSE & No.	COURSE TITLE	TECH REVIEW DATE	CURRICULUM COMMITTEE		
				DATE	COMMENTS	ACTION
59474	ARC 130	History of Architecture I	12/3/2018	12/3/2018		APPROVED
59475	ARC 131	History of Architecture Ii	12/3/2018	12/3/2018		APPROVED
61260	AVIATEK 075	Introduction to Unmanned Aircraft Systems	12/3/2018	12/3/2018		APPROVED
61525	AVIATEK 076	Introduction to Unmanned Aircraft Systems Lab	12/3/2018	12/3/2018		APPROVED
61613	FLM PRD 122	Camera Operation for Unmanned Aircraft Systems	12/3/2018	12/3/2018		APPROVED
59325	KIN MAJ 102	Foundations of Kinesiology	12/3/2018	12/3/2018	Faculty initiator or Rep didn't attend	NOT APPROVED
61488	PHOTO 007	Exploring Digital Photography	12/3/2018	12/3/2018		APPROVED

4.2. NONCREDIT COURSE - NEW

COURSE & NO.	COURSE TITLE	TECH REVIEW	CURRICULUM COMMITTEE		
			DATE	COMMENTS	ACTION
VOC ED 242CE	Banquet Server Skills	12/3/2018	12/3/2018		APPROVED
VOC ED 243CE	Front Desk Representative	12/3/2018	12/3/2018		APPROVED
VOC ED 244CE	Laundry Attendant	12/3/2018	12/3/2018		APPROVED
VOC ED 245CE	Public Space Cleaner	12/3/2018	12/3/2018		APPROVED
VOC ED 246CE	Restaurant Server Skills	12/3/2018	12/3/2018		APPROVED
VOC ED 247CE	Kitchen Steward Skills	12/3/2018	12/3/2018		APPROVED
VOC ED 248CE	Maintenance Attendant	12/3/2018	12/3/2018		APPROVED
VOC ED 249CE	Reservationist Skills	12/3/2018	12/3/2018		APPROVED
VOC ED 250CE	Guestroom Attendant	12/3/2018	12/3/2018		APPROVED
VOC ED 251CE	Basic Hand Tool and Repair	12/3/2018	12/3/2018	Lack of proof of consultation with relevant dept	NOT APPROVED
VOC ED 425CE	Autism Service Aide	12/3/2018	12/3/2018	Incomplete	NOT APPROVED
BSICSKL 106CE	Elementary Algebra Review I	12/3/2018	12/3/2018	Strong objection from Math division	NOT APPROVED
BSICSKL 107CE	Elementary Algebra Review II	12/3/2018	12/3/2018	Strong objection from Math division	NOT APPROVED
ESLCVCS 010CE	ESL and Civics 1	12/3/2018	12/3/2018		APPROVED
ESLCVCS 011CE	ESL and Civics 2	12/3/2018	12/3/2018		APPROVED
ESLCVCS 012CE	ESL and Civics 3	12/3/2018	12/3/2018		APPROVED

ESLCVCS 013CE	ESL and Civics 4	12/3/2018	12/3/2018		APPROVED
ESLCVCS 014CE	ESL and Civics 5	12/3/2018	12/3/2018		APPROVED
ESLCVCS 015CE	ESL and Civics 6	12/3/2018	12/3/2018		APPROVED

**4.3. CREDIT COURSE: UPDATE/CHANGE**

ECD #	COURSE & NO.	COURSE TITLE	Type of Change	CURRICULUM COMMITTEE		
				DATE	COMMENTS	ACTION
61564	BIOTECH 001	Fundamentals of Biotechnology	Advisory	12/3/2018		APPROVED
61653	COMM 101	Public Speaking	DE addendum	112/3/2018		APPROVED
53341	DANCETQ 123	Jazz Dance Techniques III	Textbook; Relationship to college programs; Dept/Div; SLO	112/3/2018		APPROVED
53342	DANCETQ 124	Jazz Dance Techniques IV	Textbook; Relationship to college programs; Dept/Div; SLO	112/3/2018		APPROVED
61307	DANCETQ 141	Modern Dance Techniques I	Textbook; Relationship to college programs; Dept/Div; SLO	112/3/2018		APPROVED
61308	DANCETQ 142	Modern Dance Techniques II	Textbook; Relationship to college programs; Dept/Div; SLO	112/3/2018		APPROVED
60357	ENGLISH 101	College Reading and Composition I	Advisory	112/3/2018		APPROVED
61290	ENGLISH 219	The Literature of American Ethnic Groups	Textbook	112/3/2018	One or more incomplete/missing forms	NOT APPROVED
61367	ENGLISH 239	Women in Literature	Textbook	112/3/2018	One or more incomplete/missing forms	NOT APPROVED
59225	KIN 232	Step Aerobics Activity	Unit and hours change	112/3/2018	Faculty initiator or Rep didn't attend	NOT APPROVED
59229	KIN 303-1	Aqua Aerobics I	Unit and hours change	112/3/2018	Faculty initiator or Rep didn't attend	NOT APPROVED

59207	KIN 303-2	Aqua Aerobics II	Unit and hours change	12/3/2018	Faculty initiator or Rep didn't attend	NOT APPROVED
59209	KIN 303-3	Aqua Aerobics III	Unit and hours change	12/3/2018	Faculty initiator or Rep didn't attend	NOT APPROVED
59210	KIN 303-4	Aqua Aerobics IV	Unit and hours change	12/3/2018	Faculty initiator or Rep didn't attend	NOT APPROVED
59211	KIN 326-1	Aerobic Super Circuit Laboratory I	Unit and hours change	12/3/2018	Faculty initiator or Rep didn't attend	NOT APPROVED
59212	KIN 326-2	Aerobic Super Circuit Laboratory II	Unit and hours change	12/3/2018	Faculty initiator or Rep didn't attend	NOT APPROVED
59213	KIN 329-2	Body Conditioning II	Unit and hours change	12/3/2018	Faculty initiator or Rep didn't attend	NOT APPROVED
59214	KIN 331	Cross Training	Unit and hours change	12/3/2018	Faculty initiator or Rep didn't attend	NOT APPROVED
59216	KIN 334-1	Fitness Walking I	Unit and hours change	12/3/2018	Faculty initiator or Rep didn't attend	NOT APPROVED
59217	KIN 334-2	Fitness Walking II	Unit and hours change	12/3/2018	Faculty initiator or Rep didn't attend	NOT APPROVED
59218	KIN 335-1	Fitness And Weight Control I	Unit and hours change	12/3/2018	Faculty initiator or Rep didn't attend	NOT APPROVED
59219	KIN 350-1	Weight Training I	Unit and hours change	12/3/2018	Faculty initiator or Rep didn't attend	NOT APPROVED
59220	KIN 350-2	Weight Training II	Unit and hours change	12/3/2018	Faculty initiator or Rep didn't attend	NOT APPROVED
59221	KIN 351-1	Yoga I	Unit and hours change	12/3/2018	Faculty initiator or Rep didn't attend	NOT APPROVED
59222	KIN 351-2	Yoga II	Unit and hours change	12/3/2018	Faculty initiator or Rep didn't attend	NOT APPROVED

59223	KIN 351-3	Yoga III	Unit and hours change	12/3/2018	Faculty initiator or Rep didn't attend	<b>NOT APPROVED</b>
59224	KIN 386	Baseball Skills Activity	Unit and hours change	12/3/2018	Faculty initiator or Rep didn't attend	<b>NOT APPROVED</b>

**5. DEGREES AND CERTIFICATES**

- 5.1. Real Estate Supervisory/Trainee Appraiser Licensing - Certificate of Completion - NEW **APPROVED**
- 5.2. Real Estate Appraiser II - PROGRAM UPDATE/CHANGE **APPROVED**
- 5.3. Real Estate Broker - PROGRAM UPDATE/CHANGE **APPROVED**
- 5.4. Associate in Science in Computer Science for Transfer (AS-T) Degree - PROGRAM UPDATE/CHANGE **APPROVED**
- 5.5. Associate in Science Degree in Engineering - NEW **NOT APPROVED**
- 5.6. Associate in Arts Degree for Transfer (AA-T) in Social Justice Studies (Chicano Studies) - NEW **APPROVED**
- 5.7. Biotechnology Lab Technician - Certificate of Achievement - NEW **APPROVED**
- 5.8. Film Production Fundamentals - Certificate of Achievement - NEW **APPROVED**
- 5.9. Cloud Computing - Certificate of Achievement - PROGRAM UPDATE/CHANGE **APPROVED**
- 5.10. Autism Services Technician I - Certificate of Achievement - NEW **APPROVED**
- 5.11. Autism Services Technician II - Certificate of Achievement - NEW **APPROVED**
- 5.12. Banquet and Restaurant Server - Certificate of Completion - NEW **APPROVED**
- 5.13. Front Desk Representative and Reservationist Skills - Certificate of Completion - NEW **APPROVED**
- 5.14. Guest - Laundry - Public Spaces Attendant - Certificate of Completion - NEW **APPROVED**
- 5.15. Maintenance Attendant - Certificate of Completion - NEW **NOT APPROVED**
- 5.16. Arithmetic Fundamentals - Certificate of Competency - PROGRAM UPDATE/CHANGE **APPROVED**
- 5.17. Pre-Algebra Fundamentals - Certificate Competency - PROGRAM UPDATE/CHANGE **APPROVED**
- 5.18. Associate in Arts in Dance - PROGRAM UPDATE/CHANGE **APPROVED**

## 6. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS

The chairperson read the following announcements:

### 6.1. Tech Review Meeting

- Meeting date: 2/6/2019 @ 1:00 pm; Location: Winlock
- Last day to submit course/program: 1/30/2019 @ 11:00 am

### 6.2. Curriculum Committee Meeting

- Meeting date: 2/20/2019 @ 1:00 pm; Location: Winlock
- Last day to submit course/program: 2/13/2019 @ 11:00 am

## 7. ADJOURNMENT

The meeting was adjourned at 3:25 pm