



**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

**Cole, Jennifer**  
Science

**Cordova, Luis**  
SLO Coordinator

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Kinesiology

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**MINUTES OF THE CURRICULUM COMMITTEE MEETING**

May 16, 2018; 1:00-4:00 pm in Winlock

May 21, 2018; 12:30-3:00 pm in Winlock

| Members Present                           |   |
|---|---|
| Barragan, Norma, (5/16; 5/21)             | Narez-Acosta, Alma (5/16)                 |
| Chiang, Ana (5/16; 5/21)                  | Peterson, Laura (5/16; 5/21)              |
| Cheng, Tanshee (5/16; 5/21)               | Preziosi, Aimee (5/16; 5/21)              |
| Cole, Jennifer (5/16; 5/21)               | Ruiz, Sandra (5/16; 5/21)                 |
| Cordova, Luis (5/16)                      | Setka, Stella (5/16)                      |
| Kamibayashi, Lisa (5/16; 5/21)            | Siever, Patricia (5/21)                   |
| Manner, Kimberly (5/16; 5/21)             | Trujillo, Susan (5/16; 5/21)              |
| Martinez, Adriana (5/16; 5/21)            | Woldehaimanot, Beraki (5/16; 5/21)        |
| Guests                                    |   |
| Gossett, DeAnna - Business (5/16; 5/21),  | Orlinsky, Kyla, Noncredit (5/16)          |
| Iverson, Cameron, Science (5/16)          | Saperston, Lisa Free College (5/16; 5/21) |
| Lyles, Ashanti Acad. Affairs (5/16; 5/21) | Tejada, Leslie, Lang. Arts (5/16; 5/21)   |
| Matosic, Todd, Business (5/16)            |   |

The meeting was called to order by the chairperson at 1:06pm.

**1. ORGANIZATIONAL ITEMS**

- 1.1. Agenda was approved with the following amendments: Include 4.4 Motion; 4.5 Frequency of Curriculum meetings.
- 1.2. Minutes of April 18, 2018 was approved as presented.

**2. PUBLIC SPEAKERS**

- 2.1. N Barragan expressed her concern that members were voting on important issues without taking sufficient time to read carefully on items that they vote and suggested that each member has to know their role during the curriculum approval process. She also noted that the meeting time might not be suitable to many who would have otherwise signed for membership. A. Chiang added the need for more members attending Tech Review meetings.



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**3. CURRICULUM MATTERS**

The following is a list of courses and programs that were discussed and decisions given as APPROVED (*moved, seconded, and passed*), or NOT APPROVED (*reason given under comments column*).

**3.1 CREATE (NEW/ADOPT, REINSTATE) – CREDIT COURSE**

| ECD # | COURSE #     | COURSE TITLE                                   | COMMENTS  | ACTION       |
|-------|--------------|--|---|--------------|
| 57299 | BUS 185      | Directed Study - Business                      | Approval pending to adding the following in COR: Prog SLO & Course Objectives                             | Approved     |
| 57300 | BUS 285      | Directed Study - Business                      | Approved pending to adding the following in COR: Prog SLO & Course SLO status; Mapping Prog SLO-Inst. SLO | Approved     |
| 48621 | CAOT 085     | Microcomputer Office Applications: Spreadsheet |   | Approved     |
| 59191 | ENG GEN 185  | Directed Study - Engineering, General          |   | Approved     |
| 59237 | ENG GEN 285  | Directed Study - Engineering, General          |   | Approved     |
| 59238 | ENG GEN 385  | Directed Study - Engineering, General          |   | Approved     |
| 59324 | FLM PRD 103  | Tools and Rigging for Production Crafts        |   | Approved     |
| 59186 | FLM PRD 106  | Tech Literacy for Production & Post            |   | Approved     |
| 58748 | FLM PRD 205  | 2D Digital Production                          |   | Approved     |
| 58750 | FLM PRD 207  | CG Production                                  |   | Approved     |
| 58749 | FLM PRD 212  | Production Team                                |   | Approved     |
| 58753 | FLM PRD 215  | Demo Reel                                      |   | Approved     |
| 59332 | FLM PRD 290A | Production Crafts Lab A                        |   | Approved     |
| 59333 | FLM PRD 290B | Production Crafts Lab B                        |   | Approved     |
| 59335 | FLM PRD 291A | Post Production Lab A                          |   | Approved     |
| 59325 | KIN-MAJ-102  | Foundations of Kinesiology                     |   |              |
| 58914 | MATH 100     | Mathematics Workshop                           | Inappropriate Co-requisite  | Not approved |



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|       |             |                              |  |          |
|-------|-------------|------------------------------|--|----------|
| 58874 | POL-SCI-061 | Global Issues                |  |          |
| 52912 | SPANISH 007 | Conversational Spanish       |  | Approved |
| 58697 | SPANISH 012 | Survey of Mexican Literature |  | Approved |

*Deleted CORs: Were not supposed to be on the list because they did not pass Tech Review.*

### 3.2 CREATE (NEW/ADOPT/REINSTATE) – NONCREDIT COURSE

| COURSE #      | COURSE TITLE                                | COMMENTS                             | ACTION       |
|---------------|---|--------------------------------------|--------------|
| BSICSKL 094CE | Chemistry Fundamentals Review               |                                      | Approved     |
| BSICSKL 095CE | Math for College and Careers Readiness      | Vote: Yes=5, No=0;<br>Abstention=5   | Not approved |
| BSICSKL 096CE | Arithmetic Lab                              | Vote: Yes=4, No=1;<br>Abstention=6   | Not approved |
| BSICSKL 097CE | Pre-Algebra Lab                             | Vote: Yes=3, No=1;<br>Abstention=7   | Not approved |
| VOC ED 123CE  | Facilities Project Management               |                                      | Approved     |
| VOC ED 124CE  | Essentials of Facilities Management         |                                      | Approved     |
| VOC ED 126CE  | Introduction to Workforce Opportunities     | Course # changed to<br>BSICSKL 101CE | Approved     |
| VOC ED 127CE  | Workforce Opportunities I                   | Course # changed to<br>BSICSKL 102CE | Approved     |
| VOC ED 128CE  | Workforce Opportunities II                  | Course # changed to<br>BSICSKL 103CE | Approved     |
| VOC ED 197CE  | Supervisory /Trainee Real Estate Appraiser  |                                      | Approved     |
| VOC ED 198CE  | Fed & State Laws and Regs for CA Appraisers |                                      | Approved     |



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### 3.3 EDIT (UPDATE/CHANGE) – CREDIT COURSE

| ECD # | COURSE & No. | COURSE TITLE  | COMMENTS | ACTION   |
|-------|--------------|---|----------|----------|
| 59479 | ALD HTH 056  | Communication & Customer Service Skills in Healthcare |          | Approved |
| 59128 | CHEM 185     | Directed Study - Chemistry                            |          | Approved |
| 58947 | CHEM 285     | Directed Study - Chemistry                            |          | Approved |
| 59243 | CO SCI 900   | Introduction to Robotics                              |          | Approved |
| 56872 | CO SCI 935   | Introduction to Linux +                               |          | Approved |
| 59244 | CO SCI 940   | C++ Programming II                                    |          | Approved |
| 59166 | CO SCI 942   | Discrete Structure                                    |          | Approved |
| 58741 | CO SCI 967   | Advanced Linux Operating System and Applications      |          | Approved |
| 59561 | DEN HY 304   | Dental Health Education and Practicum                 |          | Approved |
| 59560 | DEN HY 305   | Community Dental Health and Practicum                 |          | Approved |
| 58842 | ENGLISH 100  | Accelerated Prep: College Writing                     |          | Approved |
| 58110 | MATH 261     | Calculus I  |          | Approved |
| 58315 | MATH 262     | Calculus II   |          | Approved |
| 59478 | PHRMCTK 021  | Retail Products for Pharmacy Clerks                   |          | Approved |
| 59500 | REAL ES 011  | Escrow Principles                                     |          | Approved |
| 59436 | SPANISH 010  | Latin American Civilization                           |          | Approved |
| 59644 | ART 117      | Mesoamerican Art: Olmec-Aztec                         |          | Approved |

### 3.4. EDIT (UPDATE/CHANGE) - NONCREDIT COURSE

| COURSE & No. | COURSE TITLE                | COMMENTS | ACTION   |
|--------------|-----------------------------|----------|----------|
| BSICKL 093CE | Biology Fundamentals Review | SLO      | Approved |

### 3.5 ARCHIVE – CREDIT COURSE

| ECD # | COURSE & No. | COURSE TITLE | EFFECTIVE SEMESTER |
|-------|--------------|--------------|--------------------|
| NONE  |              |              |                    |

### 3.6. NEW Credit Program (Degree/Certificate)

3.6.1. Law, Public Policy and Society - AA-T Degree APPROVED

3.6.2. Climate Change and Environmental Studies - AA Degree APPROVED

3.6.3. Climate Change Studies - Natural Sciences - Cert of Achievement APPROVED

3.6.4. Climate Change Studies - Social Sciences - Cert of Achievement APPROVED

3.6.5. Cloud Computing-Amazon Web Service - Cert of Achievement APPROVED

3.6.6. Mobile Application Development Essentials - Cert of Achievement APPROVED



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3.6.7. Real Estate Salesperson - Cert of Achievement APPROVED

3.6.8. Real Estate Broker - Cert of Achievement APPROVED

3.6.9. Real Estate Appraiser I - Cert of Achievement APPROVED

3.6.10. Real Estate Appraiser II - Cert of Achievement APPROVED

3.6.11. Essential of Robotics and Programming - Cert of Achievement APPROVED

### 3.7 NEW Noncredit Program

3.7.1. Facilities Management - Cert of Completion APPROVED

3.7.2. Science Careers – Cert of Competency

Name change to **Science Preparation – Cert of Competency** suggested and accepted by program initiator. APPROVED with program title (name) change.

3.7.3. Workforce Preparation and Career Opportunities - Cert of Completion

Name change to **Workforce Preparation for Uniquely Abled Students - Cert of Completion** suggested and accepted by program initiator. APPROVED with program title (name) change.

*The meeting was adjourned at 4:15pm. Members agreed to meet on May 21, 2018 starting at 12:30 pm to complete the remaining agenda items.*

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On May 21, 2018, the meeting was called to order by the chairperson at 12:45pm.

### 3.8. Non-Substantive Program Changes

3.8.1. Spanish Program – AA Degree APPROVED

3.8.2. Physical Education to Kinesiology - AA Degree Program Name Change  
APPROVED



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**3.9. Non-Substantive Change To A Noncredit Program**

*All of the following non-substantive change requests were not approved because the courses that go with each of the noncredit programs haven't been approved.*

3.9.1. Administrative Assistant - Cert of Completion **NOT APPROVED**

3.9.2. Custodial Tech Prep - Cert of Completion **NOT APPROVED**

3.9.3. In-Home Supportive Services Provider - Cert of Completion **NOT APPROVED**

3.9.4. Pre-Algebra Fundamentals - Cert of Competency **NOT APPROVED**

3.9.5. Arithmetic Fundamentals - Cert of Competency **NOT APPROVED**

**3.10. Course Archiving**

3.10.1. ADM JUS 260 APPROVED

**4. REPORTS/INFO/NOTICED MOTIONS**

**4.1. Chair's Report (Beraki Woldehaimanot)**

4.1.1. Reviewing course and program updates during Summer 2018 intersession (B. Woldehaimanot)

*Motion: To authorize the curriculum chair to process non-substantial course and program updates and to submit approved updates to the Executive Committee of the Academic Senate for ratification during the summer 2018 intersession. APPROVED*

4.1.2. English 28 to be discontinued - Information (F Leonard)

*Because of AB 705, English 28 will not be offered in the near future. Divisions using English 28 as a prerequisite should start considering other English courses to replace English 28.*

**4.2. Articulation Officer's Report (Adriana Martinez)**

A. Martinez reported that the annual CSU-GE notification will be sent by mid to end of June 2018.

**4.3. Perkins IV 1C Career and Technical Education - Information (Carmen Dones)**

*In an email to the curriculum chair, C. Dones advised Curriculum Committee members to consider important questions to ask when considering approval of CTE program proposals. List of items for consideration were read out and were distributed to members as submitted by C. Dones.*



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4.4. Motion (A Aguiar): To approve the attached full text on “Degree and Certificate Major or Area of Emphasis and General Education Area of Emphasis Equivalency”.

The following motion was extensively discussed, but was not voted because no one member made the motion. Members agreed the need for more time to get more input from other faculty and for the initiator of the motion to include all forms that go with it before it could be taken again at the curriculum committee meeting. The motion, in its current form or with amendments, must be re-sent to the curriculum chair for inclusion in the next regular curriculum committee meeting.

4.5. On frequencies of curriculum meetings (A Manner)

A. Manner suggested that frequency of curriculum committee meetings be increased from the currently practiced monthly meeting. She indicated that curriculum committee will be busy during the next semester due to passage of AB705 and Guided Pathways. After long deliberations, members agreed on the following:

*Tech Review meeting:*

- i) To require all curriculum committee members to attend Tech Review meetings.
- ii) Tech Review to be scheduled on the first Wednesday of the month.
- iii) Meeting to run from 1:00 to 3:30 pm
- iv) Use a room with computers for all Tech Review meetings. Possible rooms identified include the Library Room 218, CS105, or MSA 108.

*Curriculum Committee meeting:*

- i) Curriculum committee members to have well defined roles so that all can contribute to the curriculum approval process
- ii) Curriculum committee meetings to be scheduled on the third Wednesday of the month.
- iii) Meeting to run from 1:00 to 3:30 pm in Winlock lounge

**5. ANNOUNCEMENTS AND INDICATIONS OF PROPOSED FUTURE ACTIONS**

**5.1. Curriculum Committee/Tech Review Meeting**

NO new courses, new programs, course/program archiving, or course/program substantial changes will be accepted during the summer 2018 intersession. However, non-substantial course/program updates will be accepted on an ongoing basis. Report of approved updates will be submitted to the Senate Executive Committee once a month. Submission deadlines will be announced before the end of the Spring 2018 semester.

For any curriculum questions call x4524 or email: [Woldehb@Wlac.edu](mailto:Woldehb@Wlac.edu)

**6. ADJOURNMENT**

The meeting was adjourned at 3:15 pm.