



Curriculum Committee Members

Beraki Woldehaimanot
Chairperson,
Curriculum Committee

Kimberly Manner
Curriculum Dean

Ana Chiang
Computer Science

Lisa Kamibayashi
Health Sciences

Adriana Martinez
Articulation Officer

Jennifer Cole
Science

Luis Cordova
SLO Coordinator &
Language Arts

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

Ana Figueroa
Distance Ed

Carrie Canales
Behavioral Science

Vacant
Business

Vacant
Counseling

MINUTES OF THE CURRICULUM COMMITTEE MEETING

Apr 17, 2019; 1:00-3:30 pm in Winlock

Table with 2 columns: Members Present and Guests. Members Present includes Norma Barragan, Edmond Guzman, Tanshee Cheng, Lisa Kamibayashi, Jennifer Cole, Ashanti Lyles, Luis Cordova, Kimberly Manner, Anna Figueroa, Beraki Woldehaimanot, and Laura Guichard. Guests includes William Taylor.

The meeting was called to order at 1:13 pm.

1. ORGANIZATIONAL ITEMS

- 1.1. Agenda was approved as printed.
1.2. Minutes from Mar 20, 2019 was approved as presented.

2. PUBLIC SPEAKERS – None.

3. REPORTS, INFO, MOTIONS

3.1. Chair’s Report (Beraki Woldehaimanot)

ECD or CurriQnet?

Discussions have been going on at the District level on whether to continue to use ECD or start using CurriQnet as the curriculum development system for the interim until eLumen goes live.

The chairperson informed members that of the nine colleges of the district, four colleges voted to use CurriQnet; four colleges voted to continue using ECD, while one college did not choose one over the other. On the same question, CIOs of the nine colleges voted to go with CurriQnet, while the presidents of the nine colleges decided for ECD. The Board of Trustees will make final decision shortly.

**3.2. Articulation Officer's Report – No report**

**3.2.1. Associate Degree – General Education Requirements Plan for 2019-2020**

K. Manner said the following courses have not been offered for a long time that they need to be archived and thus must be removed from the GE Requirements Plan for 2019-2020. These are: Chinese 1, Chinese 10, Photo 27A, and Photo 27B.

Members agreed to accept additional input from divisions and to vote in the May 15 curriculum meeting.

**3.3. Curriculum Dean's Report (Kimberly Manner)**

K Manner indicated that the College Catalog is now live. She asked members to review the contents of the catalog and provide here with any comments.

**3.4. Revised DE addenda for Online and Hybrid Classes (Ana Figueroa) - ACTION**

A Figueroa explained the contents of the revised DE addenda for Online and Hybrid Classes. Members appreciated the efforts being made by the DE committee towards improving the quality of courses delivered in the online/hybrid format. Members noted with concern that some aspects of the revised form put unnecessary pressure on instructors requiring them to comply with certain set criteria. Members wanted the form to keep all the criteria as presented in the current form as excellent guidance, but should not require faculty to use ALL those criteria in all their online/hybrid courses. Members also suggested several improvements to the form and asked A Figueroa to reflect those suggestions and concerns and bring back an updated version for the next curriculum meeting.

**3.5. Degrees and Certificates – NOTICED MOTION**

**3.5.1. Certificate of Achievement in Architecture**

**3.5.2. Certificate of Achievement in Architecture Technology**

**3.5.3. AS Degree in Architecture**

William Taylor from the Los Angeles Institute of Architecture and Design presented the intent to create the three programs at West and explained in detail the need for those programs at West. He submitted the Notice of Intent (NOI) and said that he has consulted with discipline faculty in the

Arts & Performance as well as with all the individuals listed in the NOI. He further indicated that an agreement has been reached between West and Los Angeles institute of architecture and design (LAIAD) to jointly offer the transfer level architecture and interior design classes for local and international students, along with fee-based architectural awareness program during the period July 1, 2017 to June 30, 2020, inclusive. LAIAD will compensate west Los Angeles College on behalf of each applicable student in the program. Income projections are based on approximately 12 local and 5 international student per year.

#### 4. CURRICULUM MATTERS - ACTION

##### 4.1. CREDIT COURSE - NEW

ECD #	COURSE #	COURSE TITLE	Action
56721	ARC 110	Introduction to Architecture	APPROVED

##### 4.2. CREDIT COURSE – UPDATE/CHANGE

ECD #	COURSE #	COURSE TITLE	Main Change/Update	Action
62460	Earth 002 Course Change	Earth Science Laboratory	Unit change from 2 to 1; updated content and objectives to match C-ID; textbook, SLO, Prereq documents	APPROVED

##### 4.3. CREDIT COURSES - ARCHIVE

ECD #	Course #	Course Title	Effective semester	Action
62074	ACCTG 021	Bookkeeping and Accounting I	Fall 2019	<b>NOT APPROVED</b> <i>Faculty initiator was not in attendance</i>
62079	ACCTG 022	Bookkeeping and Accounting II	Fall 2019	<b>NOT APPROVED</b> <i>Faculty initiator was not in attendance</i>
63010	DEN AST 001	Orientation to Dental Assisting	Summer 2019	APPROVED
63011	DEN AST 002	Infection Control for the Dental Setting	Summer 2019	APPROVED

#### 4.4. DEGREES AND CERTIFICATES - NEW

##### 4.4.1. Oral Communication Skills Fundamentals - Certificate of competency **NOT APPROVED**

*Faculty initiator withdrew certificate before the meeting.*

##### 4.4.2. ESL Civics and Citizenship Fundamentals - Certificate of competency **NOT APPROVED**

*Faculty initiator withdrew certificate before the meeting.*

#### 5. NEXT PROCESS FOR CURRICULA APPROVED TODAY BY CURRICULUM COMMITTEE

The Chair announced the following deadlines:

- Any corrections/missing documents must be submitted within 24 hrs (latest by 3:30 pm on 4/18/2019)
- Approved courses/programs will be on Senate Agenda for ratification on 4/23/2019
- Senate approved curricula will be submitted to District Office on 4/24/2019
- Unless challenged by other LACCD colleges, Senate approved curricula will be on BOT agenda for approval on 6/5/2019

#### 6. FUTURE MEETINGS & CURRICULUM SUBMISSION GUIDELINES/TIMELINES

##### 6.1. UPCOMING TECH REVIEW

- All new or updated curricula (courses, degrees, certificates) must be submitted for technical review
- Last day to submit courses, degrees, certificates for Tech Review: 4/24/2019 @ 11:00 am

##### 6.2. UPCOMING CURRICULUM COMMITTEE MEETING TO DISCUSS CURRICULA THAT PASSED TECH REVIEW

- Meeting date: 5/15/2019 @ 1:00 pm; Location: Winlock Lounge

*Faculty initiators (or their reps) of curricula must attend the curriculum committee meeting; otherwise their curricula will not be reviewed on that date.*

#### 7. ADJOURNMENT

The meeting adjourned at 3:30 pm.