



WEST LOS ANGELES COLLEGE

Curriculum Committee

Curriculum Committee Members

Beraki Woldehaimanot
Chairperson,
Curriculum Committee

Kimberly Manner
Curriculum Dean

Ana Chiang
Computer Science

Lisa Kamibayashi
Allied Health

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

Vacant
Business

Vacant
Counseling

Vacant
Behavioral Science

Vacant
Distance Ed

MINUTES OF THE CURRICULUM COMMITTEE MEETING

Feb 20, 2019; 1:00-3:30 pm in Winlock

| Members Present | |
|------------------------------------|---|
| Tanshee Cheng | Kimberly Manner |
| Jennifer Cole | Adriana Martinez |
| Luis Cordova | Laura Peterson |
| Edmond Guzman | Lisa Saperston |
| Lisa Kamibayashi | Susan Trujillo |
| Ashanti Lyles | Beraki Woldehaimanot |
| Guests | |
| Aracely Aguiar, VP | Michelle Funderburk, Arts & Performance |
| Bruce Hicks, College & Career Prep | Sandra Ruiz, Language Arts |

The meeting was called to order by the chairperson at 1:10 pm.

1. ORGANIZATIONAL ITEMS

- 1.1. Agenda was amended as follows. In section 3.2., the bulleted item “Updating the Local GE requirements” was corrected to read “Change to updating local GE requirements.” In addition, six noncredit course updates, inadvertently excluded from the agenda were added in section 4.4.
- 1.2. Minutes from Dec 3rd and 5th, 2018 were approved as presented.

2. PUBLIC SPEAKERS – *there were no public speakers.*

3. REPORTS, INFO, MOTIONS

3.1. Chair’s Report (*Beraki Woldehaimanot*)

Changes in curriculum submission dates: previously, courses/programs for tech review and curriculum committee review had separate submission dates. For the last two years or so curriculum committee has been cleaning-up CORs (in ECD) thus effectively doing Tech Review on all CORs. To continue the clean-up process, all new or updated courses/programs will need to go through Tech Review. Due to this, there will be no need for separate submissions of curricula for Tech Rev and curriculum committee reviews. Effective immediately, all curricula will be submitted once and those which pass tech review will be scheduled for the full curriculum committee meeting.

Members agreed to the new changes.

3.2. Articulation Officer’s Report (*Adriana Martinez*)

A. Martinez indicated that WLAC’s Associate Degree – General Education Requirements Plan for 2019-2020 is open for divisional inputs. Division representatives to the curriculum committee were asked to discuss this in their respective divisions and bring any updates/changes in the next curriculum committee meeting.

4. CURRICULUM MATTERS – ACTION

4.1. CREDIT COURSES - NEW

| ECD # | Course # | Course Title | Action/Comments |
|-------|-------------|--|-----------------|
| 61703 | CHICANO 002 | The Mexican-American in Contemporary Society | APPROVED |

4.2. NONCREDIT COURSES - NEW

| Course # | Course Title | Action/Comments |
|--------------|---|-----------------|
| VOC ED 425CE | Autism Services Aide | APPROVED |
| VOCED 251CE | Intro to Basic Hand-Power Tool Training | APPROVED |

4.3. CREDIT COURSE - UPDATE/CHANGE

| ECD # | COURSE # | COURSE TITLE | Type of Update/Change | Action/Comments |
|-------|----------|--------------------------|---|-----------------|
| 61939 | EDUC 001 | Introduction to Teaching | <i>Catalog description; class schedule description; Advisory; SLO</i> | APPROVED |

4.4. NONCREDIT COURSES – UPDATE/CHANGE

| Course # | Course Title | Type of change/s | Action/Comments |
|---------------|---|--|---|
| BSICKSL 009CE | Introduction to Library Materials, Searches, and Services | <i>Course/Transcript title; Lab hrs; Noncredit category; Grading method; Class code; Course program status</i> | APPROVED |
| BSICKSL 002CE | Basic English Skills | <i>Lec/Lab hrs</i> | APPROVED |
| VOC ED 243CE | Front Desk Representative | <i>Top/SAM Code</i> | APPROVED |
| VOC ED 244CE | Laundry Attendant Skills Training | <i>Top/SAM Code</i> | APPROVED |
| VOC ED 245CE | Public Space Cleaner Skills Training | <i>Top/SAM Code</i> | APPROVED |
| VOC ED 248CE | Maintenance Attendant Skills Training | <i>Top/SAM Code</i> | APPROVED |
| VOC ED 249CE | Reservationist Skills Training | <i>Top/SAM Code</i> | APPROVED |
| VOC ED 250CE | Guest Attendant Skills Training | <i>Top/SAM Code</i> | NOT APPROVED/ <i>Withdrawn by initiator</i> |

4.5. CREDIT COURSES – ARCHIVE

| ECD # | Course # | Course Title | Effective Date | Action/Comments |
|-------|-----------|-------------------------------|----------------|-----------------|
| 61878 | ACCTG 021 | Bookkeeping and Accounting I | Spring 2019 | APPROVED |
| 61879 | ACCTG 022 | Bookkeeping and Accounting II | Spring 2019 | APPROVED |

4.6. DEGREES AND CERTIFICATES - NEW

- 4.6.1. Autism Services Aide – Certificate of Completion **APPROVED**
- 4.6.2. Maintenance Attendant for Hospitality – Certificate of Completion **APPROVED**
- 4.6.3. Civil Engineering – AS Degree **APPROVED**
- 4.6.4. Mechanical, Aeronautical, and Manufacturing Engineering – AS Degree **APPROVED**

Once the curricula approval decisions were made by the committee for each course or program, the chair informed each faculty initiator or their rep of the following timelines:

- Any corrections/missing documents must be turned in within 24 hrs (latest by 3:30 pm on 2/21/2019)
- Approved courses/programs will be on Senate Agenda for ratification on 2/26/2019
- Senate approved curricula will be submitted to District Office for e-posting etc. on 3/1/2019
- After the 10-day posting, curricula will be on BOT agenda for approval on 4/3/2019

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

5.1. Upcoming Tech Review meeting

- Meeting date: 3/6/2019 @ 1:00 pm; Location: Library 218
- Last day to submit course/program: 2/27/2019 @ 11:00 am

5.2. Upcoming Curriculum Committee meeting

- Meeting date: 3/20/2019 @ 1:00 pm; Location: Winlock Lounge
- Last day to submit course/program: 2/27/2019 @ 11:00 am

6. **ADJOURNMENT**

The meeting adjourned at 3:50 pm.