WEST LOS ANGELES COLLEGE

Curriculum Committee

**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

Members Present	
Norma Barragan	Lisa Kamibayashi
Anna Chiang	Ashanti Lyles
Tanshee Cheng	Kimberly Manner
Jennifer Cole	Lisa Saperston
Luis Cordova	Susan Trujillo
Anna Figueroa	Beraki Woldehaimanot
Edmond Guzman	
G u e s t s	
Parvaneh, Ghaforyfard, *Comp Sci*	Eric Ichon, *Distance Learning*

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

1. ORGANIZATIONAL ITEMS
1.1. Agenda was approved as printed.
1.2. Minutes from Feb 20, 2019 were approved as presented.

2. PUBLIC SPEAKERS – *None.*

3. REPORTS, INFO, MOTIONS
3.1. Chair's Report (*Beraki Woldehaimanot*)

3.1.1. ECD Vs CurricQnet
The chairperson informed members that the District Academic Senate (DAS) and District Curriculum Committee (DCC) have unanimously endorsed adopting eLumen as the official new curriculum management system. Pending board approval and contract negotiations, the anticipated "go live" date for eLumen will Fall 2020 at the earliest.

With this background, the chairperson said that the DCC wanted to get a cursory idea on which interim system each college would prefer to use until eLumen is launched. The choices are either to
- stick with our current system, ECD, knowing there will be no technical support or fixes for this system, that noncredit and programs will continue to be on paper, and that more parts of the ECD may breakdown between now and when eLumen is launched; or to

- adopt a new curriculum management system, CurricQnet, which is ready to be launched but will require faculty to learn to use this new system while we wait for eLumen to be launched and "go live". The benefits of CurricQnet include that all credit and noncredit courses, and programs, will be stored and worked on in the online system.

After a lengthy discussion, members voted as follows:
    Adopt CurricQnet in the interim: 6 votes
    Continue to use ECD: 1 vote (*A. Chiang by email*)
    Abstained: 2 votes

Thus, West's choice is to use CurricQnet until the launch of eLumen.

3.1.2. Notice of Intent (NOI)

The chair recalled that NOI was approved by West Curriculum Committee (WCC) and Senate in Dec 2018. The NOI is a form that must be filled out before beginning work to create new degrees or certificates and confirms that 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. This is an important first step that declares to West faculty and administrators that there is a new degree or certificate in the works.

The chair highlighted that what is happening now doesn't go with the spirit of the NOI. Originators of new degrees/certificates are talking to the individuals listed in the NOI a few days before submitting their program narratives to WCC. This is missing the main objective of the NOI requirement.

The chairperson suggested requiring originators of degrees/certificates to first notify the creation of their new degree or certificate to WCC by making a short presentation about the need of the degree or certificate and then submit the narrative and other documents for review by WCC no earlier than the next scheduled WCC meeting.

Members discussed and approved this requirement effective immediately.

3.1.3. Expired Courses

Title 5 and ACCJC attach great importance to the currency of the curriculum. Among other things, periodic review in the following areas is a requirement:

1. Every course is required to be reviewed for currency every 5 years
2. Prereq/Coreq must be reviewed at least each 6 years; for CTE it is every 2 years
3. Textbooks must be no older than 5 years

The chairperson reminded WCC divisional reps to notify their respective chairs that a list of expired courses will be sent from the Curriculum Dean's office. The division chairs have to make a thorough review of those expired courses immediately (via ECD) or archive them (via ECD) if the courses have not been offered during the last two years.

3.1.4. Technical Review Process Update

The chairperson recalled that technical reviews have been done so far on the first Mondays of each month during Fall and Spring semesters from 1:00 to 3:30 pm, commonly extending to 4:00 pm. Tech reviews for the most part dealt with completeness of the CORs or narratives and their compliance with State, District and local policies and regulations.

During all tech review meetings, WCC has been making very thorough reviews of curricula's compliance with applicable policies and regulations and their completeness.

In addition to spending several hours reviewing curricula from office or home, WCC members attend a very long tech review meetings each month. There is a general feeling that instead of sitting for three hours talking about technical errors on curricula, WCC members' comments on each curriculum can be sent electronically to the originator (through WCC chair). By doing so, WCC members can focus their time and energy for thorough discussions during Curriculum committee meetings where the real issues of, among others, justifying the need of a new course/program or why major changes are needed as well as whether any new courses or programs are viable etc will be discussed.

In summary, while the usual thorough review of curricula's compliance with applicable policies and regulations and their completeness will continue as before, there will be significant benefits of carrying out all future technical reviews through electronic means (ECD for credit CORs; email for all others).

Members approved (Yes=7; No=zero; Abstained=1) the change from in-person meeting to electronically communicating technical comments for all curricula, effective immediately.

3.2. Articulation Officer's Report

- Associate Degree – General Education Requirements Plan for 2019-2020 - divisional inputs - *Not discussed.*

3.3. Curriculum Dean's Report

3.3.1. Clarification related to Math/English competency following AB 705 implementation

K. Manner explained the confusion concerning the satisfaction of Math and English competency following AB 705 implementation. She clarified that students are subject to current Board Rule and AB 705. The following main points were highlighted:

- Current continuing students who have a milestone at, or above, Mathematics 125 and English 101 have met competency.
- Those who have not yet been placed under AB 705 and who have left high school within the last 10 years, should be directed to complete the web form to provide the required information for placement. The automated placement utilizing the web form data will be used for meeting competency.
- Those who have not yet been placed under AB 705 and who have left high school more than 10 years ago, do not have a high school GPA, or who did not attend a US high school, will be referred to complete a petition to exercise their right to be placed at transfer level and will meet competency. A defined process for guided self-placement, in compliance with the law, may also satisfy competency.

3.3.2. Math and English prerequisites for courses outside of the Math and English disciplines

K Manner said that faculty and division chairs must review existing Math and English prerequisites for courses outside of the Math and English disciplines, especially with the implementation of AB 705 where students may not be required to take those prerequisites anymore.

3.3.3. Requirement Changes to Certificates of Achievements

K Manner clarified that the Chancellor's Office has revised the unit threshold that classify Certificates of Achievement. The purpose of the revision is to assist students in obtaining financial aid assistance. The unit threshold has been lowered to be consistent with guidelines set forth in the Fed financial aid standards as well as to permit colleges to transcript lower unit Certificates of Achievement. The new definition is as follows:

- 16 or more units (previously 18 units or more) – must be submitted to the Chancellor's Office for approval/chaptering
- 8 to less than 16 units (previously 12 to less than 18) – These lower Certificates must be submitted for Chancellor's Office approval in order to be listed on student transcripts.

3.3.4. "Out-of-class hours" now required to be reflected in CORs

K Manner informed members that CCCCO has added a field in COCI for "out-of-class hours" and the Chancellor's Office is now requiring that it be reflected on our CORs.

The calculation should be based on the following ratios multiplied by 18 for totals:

	Contact hours	Out-of-class hours	Units
Lecture	1	2	1
Lab with homework	2	1	1
Lab without homework	3	0	1

Our current COR does not have "out-of-class" hours specifically designated anywhere in the ECD. District Office suggested that we add to Section II, Item 9: Out of class assignments: "Students will be required to spend a minimum of X hours per week on out-of-class assignments." It should be appended to whatever is already there.

3.4. Revised DE addenda for Online and Hybrid Classes **– Noticed Motion**

E Ichon explained the proposed Revised DE addenda for Online and Hybrid Classes. This revised DE addendum will replace the two currently in use forms and will address important issues such as regular, effective communication and how courses meet accessibility requirements, among other things. He distributed a draft of the revised DE Course Approval Form. He asked members to go through the form and give him feedback. The final form will be presented in the next WCC meeting for approval.

4. CURRICULUM MATTERS - ACTION

4.1. CREDIT COURSE - UPDATE/CHANGE

ECD #	COURSE #	COURSE TITLE	Main Change/Update	Action
62337	DEN HY 356	Histology and Embryology of Oral Tissues	*Corequisites; Textbook; DE*	**APPROVED**
61083	DEN HY 415	Dental Materials and Expanded Functions	*Pre-corequisites; Contents/Objectives sect. II; Relationship to college programs (sect. III); various addenda*	**APPROVED**
61847	GEOLOGY 001	Physical Geology	*TBA form*	**APPROVED**
61846	GEOLOGY 006	Physical Geology Lab	*Course Change: Units/hours; DE Approval form, DE Strategies form, TBA form*	**APPROVED**

4.2. CREDIT COURSES - ARCHIVE

ECD #	Course #	Course Title	Effective semester	Action
61452	DANCETQ 437	Jazz Dance	Spring 2019	**APPROVED**
61453	DANCETQ 463	Modern Jazz	Spring 2019	**APPROVED**

4.3. NONCREDIT COURSES - ARCHIVE

Course #	Course Title	Effective semester	Action
BSIC SKL 011CE	Learning Math through Games I	Spring 2019	**APPROVED**

4.4. DEGREES AND CERTIFICATES - NEW

4.4.1. Oral Communication Skills Fundamentals - Certificate of competency

   NOT APPROVED *Because of lack of consultation with Curriculum Dean & CIO*

4.4.2. ESL Civics and Citizenship Fundamentals - Certificate of competency

   NOT APPROVED *Because of lack of consultation with Curriculum Dean & CIO*

4.4.3. Engineering: Computer, Software track – AS degree

   Degree name change proposed by WCC: **Computer and Software Engineering – AS degree - APPROVED**

4.4.4. Engineering: Electrical track – AS degree

Degree name change proposed by WCC: **Electrical Engineering – AS degree - APPROVED**

4.5. Next Process for curricula approved today by curriculum committee

- Any corrections/missing documents must be submitted latest by 11:00 am on 3/22/2019
- Approved courses/programs will be on Senate Agenda for ratification on 3/26/2019
- Senate approved curricula will be submitted to District Office on 3/27/2019
- Unless challenged by other LACCD colleges, all Senate approved curricula will be on BOT agenda for approval on 5/1/2019

5. FUTURE MEETINGS & CURRICULUM SUBMISSION GUIDELINES/TIMELINES

5.1. 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: 3/27/2019 @ 11:00 am**

5.2. curriculum committee meeting (*for curricula that passed Tech Rev.*)
- **Meeting date: 4/17/2019 @ 1:00 pm; Location: Winlock Lounge**
Faculty initiators (or their rep) must attend the curriculum committee meeting; otherwise their curricula may not be reviewed on that date.

6. ADJOURNMENT
The meeting adjourned at 4:00 pm.