



# WEST LOS ANGELES COLLEGE

## Curriculum Committee

### Curriculum Committee Members

**Beraki Woldehaimanot**  
Chairperson,  
Curriculum Committee

**Kimberly Manner**  
Curriculum Dean

**Anna 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

**Nikki Jacobson**  
Social Sciences

**Susan Trujillo**  
Library & Learning  
Resources

**Ashanti Lyles**  
Curriculum Specialist

**Ana Figueroa**  
Distance Ed

**Stephanie Meredith**  
Behavioral Science

**DeAnna Gossett**  
Business

**David Hernandez**  
Counseling

### MINUTES OF THE CURRICULUM COMMITTEE MEETING

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

Members Present	
Tanshee Cheng	Kimberly Manner
Jennifer Cole	Adriana Martinez
Ana Figueroa	Stephanie Meredith
DeAnna Gossett	Laura Guichard (for L Peterson)
Edmond Guzman	Lisa Saperston
David Hernandez	Susan Trujillo
Norma Barragan (for N Jacobson)	Beraki Woldehaimanot
Lisa Kamibayashi	
Guests	
Bobby Henrichs, <i>Counseling</i>	Tim Welch, <i>Language Arts</i>
Elisa Atti, <i>Science</i>	Marco Curreli, <i>Science</i>
Katherine Boutry, <i>Language Arts</i>	Cameron Iverson, <i>Science</i>
Allison Tom-Muira, <i>Academic Affairs</i>	Andrea Rodriguez-Blanco, <i>CCP</i>
Sandra Ruiz, <i>Language Arts</i>	

The meeting was called to order at 1:05 pm.

#### 1. ORGANIZATIONAL ITEMS

- 1.1. Agenda was approved with the following correction: item 3.4.7. should read “Social Justice Studies - LGBTQ Studies - AA-T – NOI”.
- 1.2. Minutes of Oct 16, 2019 was approved as printed.

#### 2. PUBLIC SPEAKERS

There were no public speakers.

### 3. REPORTS, INFO, MOTIONS

#### 3.1. Chair's Report (*Beraki Woldehaimanot*)

##### 3.1.1. eLumen

The chair circulated a one-page information material on latest developments about eLumen. The main points are described below.

#### I. *Things to do before curriculum migration from ECD to eLumen happens:*

- i. **Noncredit courses** – To minimize the amount of data to be entered and validate after migration, it is highly recommended that noncredit CORs are entered in ECD so that they can easily migrate to eLumen. *Better enter them in the familiar ECD system, rather than in a new and unfamiliar system, eLumen.*

Responsible (suggested): *College & Career Prep. Division*      Time: *Until April 30<sup>th</sup>, 2020*

- ii. **All divisions** – In ECD, check if there are **CORs that were not offered** during the past two or three years. Update or archive them.

- iii. **All faculty:** *check your inboxes.* If there are CORs you don't plan to submit in the next three months, discard them from the ECD.

- iv. To minimize time on data entry/validation, **compare data between ECD, SIS, and COCI.** If there are mismatches, determine the correct value and update the ECD and/or COCI. Inform District Office of any corrected values in COCI or of the need to update the SIS.

Responsible (suggested): *Curriculum Dean/specialist*      Time: *Until April 30<sup>th</sup>, 2020*

- v. For all CORs, **Out-Of-Class Hours** must be entered in Section I # 12 of the ECD.

Responsible (suggested): *Curriculum chair*      Time: *Until Jan 1<sup>st</sup>, 2020*

#### II. *Things to do after migration:*

##### i. Data entry

*All Addenda in Section VIII of the ECD (SLO, DE, TBA, Course Change forms, etc...) will not migrate with other contents. These will need to be manually uploaded to eLumen.*

Responsible (suggested): *Divisions will identify one to two faculty/classified staff*

Time: *during May 2020*

##### ii. Data validation

*Involves checking whether contents migrated correctly; if some contents didn't migrate correctly, correct them.*

Responsible (suggested): *Divisions will identify two to three faculty; Curriculum Dean/specialist*

Time: *during May 2020*

### 3.1.2. Role of Curriculum Committee members

To minimize the continued request for late submission and/or non-submittal of curricula after tech review, the chairperson appealed to members to reach out to faculty in their respective divisions. The chair further suggested that curriculum becomes a standing agenda in divisional meetings so that the divisional curriculum rep updates faculty on curricular matters discussed during curriculum committee meetings.

### 3.2. Articulation Officer's Report (*Adriana Martinez*)

A Martinez distributed a one-page C-ID report for Nov 2019. In addition, she noticed the following motion to be voted on the Dec 4<sup>th</sup> meeting.

*"To endorse the request by the Bachelor's Degree Program to start using credit for prior learning, effective Jan 2020"*

### 3.3. Curriculum Dean's Report (*Kimberly Manner*) – *No report.*

### 3.4. Noticed Motions – *The following motions were noticed and accepted.*

3.4.1. Chemistry – AS (UCTP) Degree - NOI

3.4.2. Physics – AS (UCTP) Degree - NOI

3.4.3. Geology - AS-T Degree - NOI

3.4.4. Quality Control Food Technician - AS Degree - NOI

3.4.5. Quality Control Food Technician - Cert of Achievement - NOI

3.4.6. Chemistry of Advanced Materials - Nanotechnology - Cert of Achievement - NOI

3.4.7. Social Justice Studies - LGBTQ Studies - AA-T - NOI

**4. CURRICULUM MATTERS – ACTION**

Course outlines and programs that were discussed and voted on are listed below. The approval status is given under “comments” section in each category.

**4.1. CREDIT COURSE – NEW**

ECD #	COURSE #	COURSE TITLE	COMMENTS
65836	ENGLISH 207 <i>Course Change - Reinstate</i>	AMERICAN LITERATURE I	APPROVED
65844	ENGLISH 208 <i>Course Change - Reinstate</i>	AMERICAN LITERATURE II	APPROVED
65524	ENGLISH 245	QUEER LITERATURE	APPROVED
66304	SPANISH 035	SPANISH FOR SPANISH SPEAKERS I	APPROVED

**4.2. CREDIT COURSE – UPDATE**

ECD #	COURSE #	COURSE TITLE	MAIN CHANGE/UPDATE	COMMENTS
55563	ADDICST 001 <i>Course Change</i>	UNDERSTANDING ADDICTION AND COUNSELING	<i>Transferability to CSU; SLO</i>	<b>NOT APPROVED;</b> need to address all comments by tech reviewers.
55564	ADDICST 004 <i>Course Change</i>	CLINICAL COUNSELING LAWS AND ETHICS	<i>Transferability to CSU; SLO</i>	<b>NOT APPROVED;</b> need to address all comments by tech reviewers.
55565	ADDICST 007 <i>Course Change</i>	ADDICTION TREATMENT AND RECOVERY	<i>Transferability to CSU; SLO</i>	<b>NOT APPROVED;</b> need to address all comments by tech reviewers.
55566	ADDICST 010 <i>Course Change</i>	ADDICTION AND THE FAMILY	<i>Transferability to CSU; SLO</i>	<b>NOT APPROVED;</b> need to address all comments by tech reviewers.
55567	ADDICST 016 <i>Course Change</i>	CONTINUING RECOVERY: STRATEGIES AND BASIC SKILLS	<i>Transferability to CSU; SLO</i>	<b>NOT APPROVED;</b> need to address all comments by tech reviewers.
64809	ALD HTH 033	MEDICAL TERMINOLOGY	<i>Prerequisites; Textbook; Addenda</i>	<b>NOT APPROVED;</b> need to address all comments by tech reviewers.
64813	BIOLOGY 185	DIRECTED STUDY - BIOLOGY	<i>Catalog &amp; Course Description; SLO</i>	APPROVED

65428	BIOLOGY 285 <i>Course Change</i>	DIRECTED STUDY - BIOLOGY	Catalog & Course Description; Repetitions; SLO	APPROVED
66119	CHICANO 002	THE MEXICAN-AMERICAN IN CONTEMPORARY SOCIETY	Section II, Course Objectives	APPROVED
64290	DEN AST 007	INFECTION CONTROL FOR THE DENTAL SETTING	Tech reviewed in Sept 2019	APPROVED
64645	HEALTH 011	PRINCIPLES OF HEALTHFUL LIVING	Textbook; SLO	APPROVED
61189	HISTORY 044	THE MEXICAN AMERICAN IN THE HISTORY OF THE UNITED STATES II	Was tabled on 5/22/2019 - course originator didn't address all of tech reviewers comments	<b>NOT APPROVED</b> ; need to address all comments by tech reviewers.
65445	PHYSIOL 001	INTRODUCTION TO HUMAN PHYSIOLOGY	Prerequisites; PreReq Advisory Form	APPROVED
65074	POL SCI 007	CONTEMPORARY WORLD AFFAIRS	Tech reviewed in Sept 2019	APPROVED

4.3. CREDIT COURSES - ARCHIVE

ECD #	Course #	Course Title	Effective semester	Comments
65448	BIOLOGY 106	ANATOMY OF THE HEAD AND NECK FOR DENTAL HYGIENIST	Fall 2020	APPROVED
66325	DEN HY 357	BIOCHEMICAL NUTRITION	Fall 2020	APPROVED

4.4. NONCREDIT COURSES – NEW

COURSE #	COURSE TITLE	Comments
BSICKL 074CE	Employment Test Preparation	APPROVED

4.5. NONCREDIT COURSES – UPDATE

COURSE #	COURSE TITLE	Main Change/Update	Comments
BSICKL 027CE	Foundations: Study Skills	CB 11 – Classification Code	APPROVED
BSICKL 073CE	Industry Overview and Career Opportunities	DE Addendum	APPROVED

BSICKSL 108CE	21st Century Employability Skills: Entrepreneurial Mindset	DE Addendum	APPROVED
BSICKSL 109CE	21st Century Employability Skills: Analytical & Problem-Solving Mindset	DE Addendum	APPROVED
BSICKSL 110CE	21st Century Employability Skills: Empathy	DE Addendum	APPROVED
BSICKSL 111CE	21st Century Employability Skills: Adaptability	DE Addendum	APPROVED
BSICKSL 112CE	21st Century Employability Skills: Diversity Awareness	DE Addendum	APPROVED
BSICKSL 113CE	21st Century Employability Skills: Collaboration	DE Addendum	APPROVED
BSICKSL 114CE	21st Century Employability Skills: Self-Awareness	DE Addendum	APPROVED
BSICKSL 115CE	21st Century Employability Skills: Resilience	DE Addendum	APPROVED
BSICKSL 116CE	21st Century Employability Skills: Effective Communication	DE Addendum	APPROVED
BSICKSL 117CE	21st Century Employability Skills: Digital Fluency	DE Addendum	APPROVED

#### 4.6. NEW DEGREE/CERTIFICATE

- 4.6.1. Environmental Science – AS-T Degree - **APPROVED**
- 4.6.2. 21st Century Employability Skills: Self-Awareness & Resilience – Cert of Completion - **APPROVED**
- 4.6.3.. 21st Century Employability Skills: Communication & Digital Fluency – Cert of Completion **APPROVED**
- 4.6.4. 21st Century Employability Skills: Diversity Awareness & Collaboration – Cert of Completion - **APPROVED**
- 4.6.5. 21st Century Employability Skills: Empathy & Adaptability – Cert of Completion - **APPROVED**
- 4.6.6. 21st Century Employability Skills: Entrepreneurial & Analytical Mindset – Cert of Completion - **APPROVED**
- 4.6.7. Leadership & Workplace Success in the Public Sector – Cert of Completion - **APPROVED**
- 4.6.8. Algebra Fundamentals – Cert of Competency - **APPROVED**

4.7. MODIFICATION OF EXISTING DEGREE/CERTIFICATE

Program Name	Program Type	Main Modifications	Comments
Paralegal	Cert of Achievement	<p>Add to required courses: PALEGAL 046 - Technology use for Paralegals (3 Units)</p> <p>Delete from required courses: CAOT 093 - Legal Document Production (2 Units)</p>	<b>NOT APPROVED</b> ; Initiator did not attend meeting

4.8. PROGRAM DISCONTINUANCE

Program Name	Program Type	Effective Semester	Comments
Business Administration	AA Degree	Spring 2020	<b>NOT APPROVED</b> ; Initiator will resubmit after discussion at her division

5. NEXT PROCESS FOR CURRICULA APPROVED BY CURRICULUM COMMITTEE

- 5.1. For conditionally approved curricula to be included in Curriculum Report to Senate, corrections/missing documents must be submitted by 11:00am on 11/22/2019
- 5.2. Approved curricula will be on Senate Agenda for ratification on 11/26/2019
- 5.3. Senate approved curricula will be submitted to District Office on 11/29/2019
- 5.4. Unless challenged by other LACCD colleges, Senate approved curricula that need BOT approval will be ratified on 1/8/2020

6. FUTURE MEETINGS AND SUBMISSION DEADLINES

- 12/4/2019; Curriculum submission deadline (including NOI): 11/13/2019 @ 11:00am
- 1/22/2020; Curriculum submission deadline (including NOI): 1/1/2020 @ 11:00am

7. ADJOURNMENT

The meeting adjourned at 4:05pm.