



WEST LOS ANGELES COLLEGE

Curriculum Committee

MINUTES OF THE CURRICULUM COMMITTEE MEETING

Oct 16, 2019; 1:00-3:30 pm in Winlock

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

Members Present

Tanshee Cheng	Lisa Kamibayashi
Anna Chiang	Kimberly Manner
Jennifer Cole	Stephanie Meredith
Luis Cordova	Laura Peterson
DeAnna Gossett	Lisa Saperston
Edmond Guzman	Susan Trujillo
Nikki Jacobson	Beraki Woldehaimanot

Guests

Andrea Blanco, <i>College & Career Prep.</i>	Pat Morrison, <i>CAOT</i>
Kay Boles, <i>Business/Hospitality</i>	Allison Tom-Muira, <i>Academic Affairs</i>
Stella Setka, <i>English/Language Arts</i>	Rim Russel, <i>College & Career Prep.</i>
Anthony Cuomo, <i>Comm. Studies/Language Arts</i>	Marini Smith, <i>Child Dev./Educ.</i>
Monica Juarez, <i>Child Dev.</i>	Norma Barragan, <i>Sociology</i>
Marcus Elmore, <i>Aviation</i>	

The meeting was called to order at 1:07 pm.

1. ORGANIZATIONAL ITEMS

1.1. Approval of agenda. Agenda was approved as printed.

1.2. Approval of the minutes from Sep 18, 2019. Minutes was approved with the following correction.

Second paragraph under **2. Public Speakers**, the corrected statement will read as follows: “L. Saperston said curriculum committee may need to be prepare ahead of time to be compliant if anything comes up in 2020 regarding ESL, AB705, and coding. Members agreed to discuss it further after such activities are officially communicated.”

2. PUBLIC SPEAKERS

There were no public speakers.

3. REPORTS, INFO, MOTIONS

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

3.1.1. Revised Curriculum Calendar 2019-2020

In response to migration process of curriculum documents from ECD to eLumen, the following adjustments in the curriculum calendar were approved for 2019-2020.

	Curriculum Submission Deadline @11:00am {sent to tech rev. next day}	Curricula Sent to Faculty for Corrections	Faculty Resubmit Curricula @ 11:00am	Curriculum Committee Meeting @ 1:00pm	Senate Meeting to Ratify Curricula	Curricula Sent to District Office
Fall 2019	8/28/2019	9/4/2019	9/11/2019	9/18/2019	9/24/2019	9/27/2019
	9/25/2019	10/2/2019	10/9/2019	10/16/2019	10/22/2019	10/25/2019
	10/30/2019	11/6/2019	11/13/2019	11/20/2019	11/26/2019	11/29/2019
	11/13/2019	11/20/2019	11/27/2019	12/4/2019	12/10/2019	12/13/2019
Spring 2020	1/1/2020	1/8/2020	1/15/2020	1/22/2020	2/11/2019	2/14/2019
	1/29/2020	2/5/2020	2/12/2020	2/19/2020	2/25/2020	2/28/2020
	*2/26/2020	3/4/2020	3/11/2020	3/18/2020	3/24/2020	3/27/2020

*Only the following types of curricula may be submitted on 2/26/2020: *Course Updates (no change to district attributes), Course Archive, Course Reinstate, Modification of Existing Degree/Certificate, and Notice of Intent.*

3.1.2. Out-Of-Class Hours:

The following language is recommended by District Office to use for **out-of-class hours**. This information has to be entered in **Section I # 12**.

i) For *lecture only, lecture and lab, or lab/activity with homework* use the following language:

“Students are expected to engage in (n) hours of learning activities outside of the scheduled contact hours.”

ii). For courses having only *lab/activity without homework* use the following language:

“A moderate amount of out-of-class student work may be associated with this course. However, per PCAH, 6th edition, page 47, the units awarded are based solely on its contact hours.”

3.1.3. In order to use the same language as District Office, **Program Change Request Form** has been re-named **Modification of Existing Degree/Certificate**.

3.1.4. Approval process for BSICKLS 106CE and 107CE that was stalled due to challenge by West's Math Division has been withdrawn including retraction of the two courses. Challenge coming from the same college being regarded as counterproductive, a motion is now noticed at DCC to change the language of E-65 on who can challenge curricula.

3.1.5. Annual Curriculum Approval Certification/Periodic Curriculum Review

The State chancellor's Office is set to carry out Periodic Curriculum Review in Jan 2020; if West is found non-compliant, self-certification may be rescinded. Because of this, we need to be stricter to all aspects of the curricula that we approve, including not sending curricula to Senate/DO if corrections for conditionally approved curricula are not received by due date.

3.2. Articulation Officer's Report (*Adriana Martinez*) – None

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

K. Manner circulated (1) a validation flowchart, and (2) a summary sheet of "Process for statistical prerequisite validation study". She said, West is out of compliance with Title 5 § 55003 and thus we need to validate all active courses with prerequisites/corequisites. For courses that require validation, faculty must contact the Office of Institutional Effectiveness to get statistical data.

3.4. Noticed Motions

The following programs were noticed; all, except Biological Sciences (Cert of Achievement) and Biological Health Sciences (Cert of Achievement), were accepted.

3.4.1. Leadership & Workplace Success in the Public Sector – Cert of Completion

3.4.2. Algebra Fundamentals – Cert of Completion

3.4.3. Tutor Training – Cert of Completion

3.4.4. 21st Century Employability Skills: Communication & Digital Fluency – Cert of Completion

3.4.5. 21st Century Employability Skills: Diversity Awareness & Collaboration – Cert of Completion

3.4.6. 21st Century Employability Skills: Empathy & Adaptability – Cert of Completion

3.4.7. 21st Century Employability Skills: Entrepreneurial & Analytical Mindset – Cert of Completion

3.4.8. 21st Century Employability Skills: Self-Awareness & Resilience – Cert of Completion

3.4.9. Biological Sciences – Cert of Achievement – **TABLED**; *faculty initiator didn't consult with all officers named in the NOI.*

3.4.10. Biological Health Sciences – Cert of Achievement – **TABLED**; *faculty initiator didn't consult with all officers named in the NOI.*

3.4.11. Environmental Science – Associate of Science for Transfer Degree

4. CURRICULUM MATTERS**4.1. CREDIT COURSE – CREATE/NEW**

ECD #	COURSE #	COURSE TITLE	ACTION
65308	EDUC 211	INTRODUCTION TO EDUCATIONAL ISSUES	APPROVED
65212	OCEANO 010	PHYSICAL OCEANOGRAPHY LABORATORY	APPROVED

4.2. CREDIT COURSE – UPDATE/CHANGE

ECD #	COURSE #	Course title	Main Change/Update	ACTION
65238	COMM 101	PUBLIC SPEAKING	<i>Textbook; Section III #1, 2; DE, SLO; TBA.</i>	*APPROVED
65239	COMM 104	ARGUMENTATION AND DEBATE	<i>Textbook; Section II #1, 2; SLO</i>	*APPROVED
65241	COMM 121	INTERPERSONAL COMMUNICATION	<i>Textbook; Section II #1; DE, SLO; TBA</i>	*APPROVED
65242	COMM 151	SMALL GROUP COMMUNICATION	<i>Textbook; Section II #1; Section III #1; DE, SLO; TBA</i>	*APPROVED
65171	ENGLISH 205	ENGLISH LITERATURE I	<i>Prereq; Advisories; Textbook; SLO; DE; TBA; Prereq form;</i>	*APPROVED
65169	ENGLISH 206	ENGLISH LITERATURE II	<i>Prereq; Advisories; Section II #1; Textbook; SLO; DE; TBA; Prereq form;</i>	*APPROVED
64964	ENGLISH 215	SHAKESPEARE I	<i>Prereq; Advisories; Textbook; SLO; DE; TBA; Prereq form;</i>	APPROVED
61290	ENGLISH 219	THE LITERATURE OF AMERICAN ETHNIC GROUPS	<i>Prereq; Advisories; Textbook; SLO; DE; TBA; Prereq form;</i>	APPROVED
65681	PHYSICS 012	PHYSICS FUNDAMENTALS	<i>Prereq form</i>	APPROVED

* Conditionally approved; corrected versions must be received by Friday 10/18/2019 @ 11:00 am.

4.3. CREDIT COURSES – ARCHIVE

ECD #	COURSE #	COURSE TITLE	EFFECTIVE SEMESTER	ACTION
65126	COMM 111	VOICE AND ARTICULATION	Fall 2020	APPROVED
63680	PHILOS 018	BUSINESS ETHICS	Fall 2020	APPROVED
63777	MATH 235	FINITE MATHEMATICS	Fall 2020	APPROVED
65252	TRAVEL 100	INTRODUCTION TO THE TRAVEL INDUSTRY	Fall 2020	APPROVED
65253	TRAVEL 101	TRAVEL SYSTEMS AND TECHNOLOGY	Fall 2020	APPROVED
65254	TRAVEL 102	LEGAL, ETHICAL, AND FIDUCIARY MATTERS	Fall 2020	APPROVED
65255	TRAVEL 103	SELLING AND SERVICING TRAVEL CLIENTS	Fall 2020	APPROVED
65256	TRAVEL 104	ITINERARY PLANNING AND DEVELOPMENT	Fall 2020	APPROVED
65257	TRAVEL 106	BUSINESS SKILLS FOR TRAVEL CONSULTANTS	Fall 2020	APPROVED
65258	TRAVEL 131	INTRODUCTION TO DESTINATION GEOGRAPHY	Fall 2020	APPROVED
65259	TRAVEL 132	DESTINATION GEOGRAPHY: WESTERN HEMISPHERE	Fall 2020	APPROVED
65260	TRAVEL 133	DESTINATION GEOGRAPHY: EASTERN HEMISPHERE	Fall 2020	APPROVED
65261	TRAVEL 134	DESTINATION GEOGRAPHY - ALASKA	Fall 2020	APPROVED
65262	TRAVEL 136	DESTINATION GEOGRAPHY - CARIBBEAN	Fall 2020	APPROVED
65263	TRAVEL 138	DESTINATION GEOGRAPHY - HAWAII	Fall 2020	APPROVED
65264	TRAVEL 139	DESTINATION GEOGRAPHY - MEXICO	Fall 2020	APPROVED
65265	TRAVEL 141	DESTINATION GEOGRAPHY - NORTH AMERICA	Fall 2020	APPROVED
65266	TRAVEL 142	DESTINATION GEOGRAPHY - NORTHERN/CENTRAL EUROPE	Fall 2020	APPROVED
65267	TRAVEL 143	DESTINATION GEOGRAPHY - SOUTHERN EUROPE	Fall 2020	APPROVED
65268	TRAVEL 144	DESTINATION GEOGRAPHY - SOUTH PACIFIC	Fall 2020	APPROVED
65269	TRAVEL 146	DESTINATION GEOGRAPHY - EAST ASIA	Fall 2020	APPROVED
65270	TRAVEL 162	ACCESSIBLE TRAVEL SPECIALTY MARKETS	Fall 2020	APPROVED
65271	TRAVEL 163	ADVENTURE TRAVEL SPECIALTY MARKETS	Fall 2020	APPROVED
65272	TRAVEL 164	GLBT TRAVEL SPECIALTY MARKETS	Fall 2020	APPROVED

65273	TRAVEL 166	GOLF TRAVEL SPECIALTY MARKETS	Fall 2020	APPROVED
65274	TRAVEL 167	ROMANCE TRAVEL SPECIALTY MARKETS	Fall 2020	APPROVED
65275	TRAVEL 168	LUXURY TRAVEL SPECIALTY MARKETS	Fall 2020	APPROVED
65276	TRAVEL 169	SKI TRAVEL SPECIALTY MARKETS	Fall 2020	APPROVED
65277	TRAVEL 171	SPA TRAVEL SPECIALTY MARKETS	Fall 2020	APPROVED
65278	TRAVEL 172	SUSTAINABLE TRAVEL SPECIALTY MARKETS	Fall 2020	APPROVED
65279	TRAVEL 173	CORPORATE TRAVEL MANAGEMENT SPECIALTY MARKETS	Fall 2020	APPROVED
65280	TRAVEL 180	CRUISE SALES AND MARKETING	Fall 2020	APPROVED
65281	TRAVEL 181	TOURS AND PACKAGE TRAVEL SALES AND MARKETING	Fall 2020	APPROVED
65282	TRAVEL 182	HOTEL AND RESORT SALES AND MARKETING	Fall 2020	APPROVED
65283	TRAVEL 183	AIR TRANSPORTATION SALES AND MARKETING	Fall 2020	APPROVED
65284	TRAVEL 190	AGENCY OPERATIONS AND IMPLEMENTATION	Fall 2020	APPROVED
65285	TRAVEL 191	MARKETING THE TRAVEL AGENCY	Fall 2020	APPROVED
65286	TRAVEL 192	BUSINESS AND FINANCIAL PLANNING	Fall 2020	APPROVED
65287	TRAVEL 193	TRAVEL AGENCY MANAGEMENT AND LEADERSHIP	Fall 2020	APPROVED
65288	TRAVEL 385	DIRECTED STUDY - TRAVEL	Fall 2020	APPROVED

4.4. NONCREDIT COURSES – NEW

COURSE #	COURSE TITLE	ACTION
BSICKSL 104CE	Leadership Skills for the Public Sector	APPROVED
BSICKSL 108CE	21 st Century Employability Skills: Entrepreneurial Mindset	APPROVED
BSICKSL 109CE	21 st Century Employability Skills: Analysis/Solution Mindset	APPROVED
BSICKSL 110CE	21 st Century Employability Skills: Empathy	APPROVED
BSICKSL 111CE	21 st Century Employability Skills: Adaptability	APPROVED
BSICKSL 112CE	21 st Century Employability Skills: Diversity Awareness	APPROVED
BSICKSL 113CE	21 st Century Employability Skills: Collaboration	APPROVED

BSICSKL 114CE	21 st Century Employability Skills: Self-Awareness	APPROVED
BSICSKL 115CE	21 st Century Employability Skills: Resilience	APPROVED
BSICSKL 116CE	21 st Century Employability Skills: Communication	APPROVED
BSICSKL 117CE	21 st Century Employability Skills: Digital Fluency	APPROVED

4.5. NONCREDIT COURSES – UPDATE

COURSE #	COURSE TITLE	Main Change/Update	ACTION
BSICSKL 106CE	Algebra Fundamentals	<i>Course description; Total hours, TOP Code</i>	APPROVED
BSICSKL 107CE	Algebra Fundamentals Lab	<i>Course description; Total hours, TOP Code</i>	APPROVED
VOC ED 197CE	Supervisory/Trainee Real Estate Appraiser	<i>Course description changed to clarify that this is a pre-licensing course</i>	APPROVED
VOC ED 198CE	Fed & State Laws and Regs for CA Appraisers	<i>Course description changed to clarify that this is a pre-licensing course; Course Objectives revised to make clearer and more concise</i>	APPROVED
VOC ED 290CE	Computer Literacy for College	<i>Changed Lec/Lab to Lab only</i>	APPROVED

4.6. NEW DEGREE/CERTIFICATE

4.6.1. EMT - Certificate of Achievement - **APPROVED**

4.7. MODIFICATION OF EXISTING DEGREE/CERTIFICATE

Program Name	Program Type	Main Modifications	ACTION
Liberal Arts & Sciences- Math, Sci, & Co Sci.	AA	<i>Add the following elective courses: ASTRON 001, 005(L); BIOLOGY 003, 010; BIOTECH 001, 002, 003, 102; CHEM 056; CS 101, 116, 118, 119, 213; EARTH 001, 002(L); EGD TEK 101; ENG GEN 122, 131, 150,; ENV SCI 001, 002, 024; MATH 227S, 230, 241S, 245; OCEANO 010(L); PHYSCIS 012. Delete the following elective courses: CO SCI 902, 917, 933, 935, 936, 939, 990.</i>	APPROVED
Paralegal	AA	<i>Add PALEGAL 046 to required courses; delete CAOT 093 from required courses</i>	APPROVED (Yes=4; No=1; Abs.= 5)

4.8. NONCREDIT DEGREES AND CERTIFICATES - NEW – NONE

4.9. NONCREDIT DEGREES AND CERTIFICATES - UPDATE – NONE

4.10. PROGRAM DISCONTINUANCE

Program Name	Program Type	Effective Semester	ACTION
Biology	AA	SPRING 2020	APPROVED
Physics	AA	SPRING 2020	APPROVED
Real Estate Assistant	Skills Certificate	SPRING 2020	APPROVED
Real Estate Appraiser Trainee	Skills Certificate	SPRING 2020	APPROVED

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 10/18/2019
- 5.2. Approved curricula will be on Senate Agenda for ratification on 10/22/2019
- 5.3. Senate approved curricula will be submitted to District Office on 10/25/2019
- 5.4. Unless challenged by other LACCD colleges, Senate approved curricula that need BOT approval will be ratified on 12/4/2019

6. FUTURE MEETINGS & CURRICULUM SUBMISSION GUIDELINES/TIMELINES

- 6.1. Next curriculum committee meeting: 11/20/2019 @ 1:00-3:30pm Winlock Lounge
- 6.2. Curriculum submission deadline (including Notice of Intent): 10/30/2019 @ 11:00am

7. ADJOURNMENT

The meeting adjourned at 3:49 pm.