



# 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

Sep 18, 2019; 1:00-3:30 pm in Winlock

#### Members Present

Tanshee Cheng	Lisa Kamibayashi
Anna Chiang	Kimberly Manner
Jennifer Cole	Adriana Martinez
Luis Cordova	Stephanie Meredith
DeAnna Gossett	Laura Peterson
Edmond Guzman	Lisa Saperston
David Hernandez	Beraki Woldehaimanot

#### Guests

Jah'Shams Abdul-Amin, <i>Basic Skills</i>	Monica Juarez, <i>Child Dev.</i>
Allison Tom-Muira, <i>Academic Affairs</i>	Meric Keskinel, <i>Economics</i>
Kay Boles, <i>Business/Hospitality</i>	Marcus Elmore, <i>Aviation</i>

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

#### 1. ORGANIZATIONAL ITEMS

- 1.1. Approval of agenda. Agenda was approved as printed.
- 1.2. Approval of the minutes from April 17, 2019. Minutes was approved as printed.

#### 2. PUBLIC SPEAKERS

K. Manner informed members that Ana Figueroa had told her she will help faculty who are in the process of preparing DE addenda in the ECD. She encouraged everyone who wants her help to contact her.

L. Saperston asked if curriculum committee can prepare ahead of time for activities related to AB705 and CB Codes. Members agreed to discuss about it after such activities are officially communicated.

### 3. REPORTS, INFO, MOTIONS

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

- K Manner, A. Lyles, L. Saperston, L. Guichard, and B. Woldehaimanot attended Curriculum Institute 2019 in San Francisco (July 10-13, 2019).
- During Flex week curriculum committee members who attended the Curriculum Institute made presentations on the following topics: (1) Ed Code/Regulations (Guided Pathways & AB 705) and their impact on curriculum (A. Lyles, L. Saperston), (2) How to use the ECD (B. Woldehaimanot).
- B Woldehaimanot gave orientation to newer curriculum members on September 4<sup>th</sup>.
- For new or updated degrees/certificates to be included in the 2020-2021 catalog, the degrees/certificates must be approved by curriculum committee and senate before the end of fall 2019.
- eLumen is planned to go live in Fall 2020. This will be preceded by ECD down-time. All nine colleges of the district have set April 30, 2020 as the last date to use the ECD. This is also the last date for DO Curriculum to make active via approved ECD proposal. Hereafter ECD will be permanently frozen as read-only. Divisions must be prepared to validate their respective curriculum as soon as data migration to eLumen has been completed (expected by the third week of May 2020). West Administration has to provide with classified staff to help enter data that might be lost during migration, data elements that couldn't be entered in the ECD and were entered via "notes", and data that was not traditionally part of ECD such as degrees, certificates, and noncredit CORs.
- A three-page excerpt highlighting the contents of "Catalog Description" was distributed.
- A correction on when to use TBA Forms: Only Online/hybrid courses will be required to include the TBA form. In addition, on-campus courses with embedded out-of-campus/out-of-schedule hours such as field trips etc. will be required to have a TBA form.
- A. Chiang informed members that the division has completed the task of aligning all computer course numbers. The course numbering alignment was necessary because all colleges of the district didn't have uniform numbering system. She distributed the list of courses whose numbers were changed.

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

Status report of UC courses submitted for approval during 2019-2020 academic year was distributed.

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

The 2018-2020 Catalog was distributed to members. Members were requested to review the catalog; if they found errors they have to redline them and forward to the curriculum chair.

3.4. Noticed Motions. The following programs were noticed at the meeting.

3.4.1. Associate of Science Degree for Transfer in Hospitality Management

3.4.2. Certificate of Achievement in Emergency Medical Technician

**4. CURRICULUM MATTERS - ACTION**

**4.1. CREDIT COURSE – CREATE/NEW**

ECD #	COURSE #	COURSE TITLE	ACTION
64429	HOSPT 110	Sanitation and Safety	APPROVED
64281	HOSPT 130	Introduction to Food and Beverage Management	APPROVED

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

ECD #	COURSE #	Course title	Main Change/Update	ACTION
64232	COUNSEL 007 Course Change	Seminar for Returning Students	Section I: Catalog/Class schedule description; Section II: Textbook; Section VIII: TBA, SLO, Course Change form	APPROVED
64381	MATH 110	Introduction to Algebraic Concepts	Section I: Catalog/Class schedule description, Prereq.; Section II: Textbook; Section VIII: TBA, Prereq form	APPROVED
59337	MATH 125	Intermediate Algebra	Section I: Catalog/Class schedule description, Prereq.; Section II: Textbook; Section VIII: DE, TBA, Prereq form	APPROVED

While reviewing the Math CORs, L. Kamibayashi expressed displeasure on the response written by B. Blustein in the ECD to L. Kamibayashi’s comments/requests. Members emphasized that they are trying to do their best by pointing out errors and making suggestions for improvements so that CORs comply with State, District, and Local regulations and guidelines. Members wished faculty initiators treated them with a spirit of collegiality and respect.

4.3. CREDIT COURSES - ARCHIVE

ECD #	Course #	Course Title	Effective semester	ACTION
64550	DEN HY 307	Pain Control and Periodontal Soft Tissue Curettage - Pre-Cli	Fall 2019	APPROVED
64551	DEN HY 309	Pain Control and Periodontal Soft Tissue Curettage - Clinica	Fall 2019	APPROVED
64552	DEN HY 350	Preventive Dentistry	Fall 2019	APPROVED
64380	MATH 123C	Elementary and Intermediate Algebra III	Fall 2019	APPROVED

4.3.1. Request to re-activate a Dental Assisting course (*Lisa Kamibayashi*)

DENT AST 001 was approved for archiving on April 17, 2017. However, during the curriculum meeting on May 15, 2019, Dean C. Dones said the request to archive the course was by mistake. She asked curriculum committee to stop the process from going forward at the district office. The district office accepted our request and the course is now “active”.

4.4. NONCREDIT COURSES – NEW

4.4.1. BSICSKLS 089CE - Resilient Leadership - **APPROVED**

4.5. DEGREES AND CERTIFICATES - UPDATE

4.5.1. Program Change Request – AA in Economics

- Add to elective courses: Econ 11 Economics of Globalization
- Delete from required courses: Math 235 Finite Math
- Change request - **APPROVED**

5. **NEXT PROCESS FOR CURRICULA APPROVED BY CURRICULUM COMMITTEE**

- 5.1. For conditionally approved curricula to be included in the Curriculum Report to the Senate, corrections/missing documents to be submitted by 11:00am on 9/20/2019
- 5.2. Approved curricula on Senate Agenda for ratification for 9/24/2019
- 5.3. Senate approved curricula submitted to District Office on 9/27/2019
- 5.4. Unless challenged by other LACCD colleges, Senate approved curricula will be on BOT agenda for approval on 11/6/2019

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

6.1. Next curriculum committee meeting: 10/16/2019 @ 1:00-3:30pm Winlock Lounge

6.2. Curriculum submission date (including NOI): 9/25/2019 @ 11:00am

6.3. If the ECD moratorium beginning April 30, 2020 will hold, the scheduled May 20, 2020 meeting will be cancelled. To make up for the May meeting that can't be held, members agreed to schedule a meeting for Jan 22, 2020.

**7. ADJOURNMENT**

The meeting adjourned at 3:00 pm.