



**WEST LOS ANGELES COLLEGE  
CURRICULUM COMMITTEE MEETING  
SSB 414  
September 30, 2013  
1:00 PM to 3:00 PM**

**AGENDA**

**Members Present**

Abraha Bahta, Science  
Anna Chiang, Computer Science  
Norma Jacinto, Spanish  
Ken Lin, Library (alternate)  
Adriana Martinez, Articulation  
Colleen Matsuhara, DH & PE  
Alma Narez-Acosta, Counseling  
Martin Nee, Aviation  
Manish Patel, Computer Science  
Matt Robertson, Math  
Carlos Sermenon, Dental Hygiene  
Jane Witucki, Chairperson

**Members Absent**

Norma Barragan, Behavioral & Social Science  
Nuala Lincke-Ivic, Language Arts  
Joyce Sweeny, Music  
Susan Trujillo, Library (alternate)

**Guests**

Mary-Jo Apigo, Teaching & Learning  
Judy Chow, Library  
Donna Olvera, TMC

Meeting called to order at 1:05pm

**I. ORGANIZATIONAL ITEMS**

1. Approval of the agenda **MSP**
2. Approval of the minutes of May 20, 2013 **MSP**
3. Membership Updated

**II. PUBLIC SPEAKERS:** Speakers may speak no more than 2 minutes each on any agenda item not yet discussed. **NONE**

**III. ACADEMIC AND PROFESSIONAL MATTERS – 1 HR 30 MIN**

1. Stand-Alone Course Certification Training (Witucki)

The Stand-Alone power point training was emailed to committee members on Thursday, 9/26/13. The presentation was reviewed in the meeting. Clarification on the classification of learning skills credit classes is needed. Specifically: If a class is part of the GE requirement, or is a prerequisite or co-requisite, is it considered a stand-alone class? Dean of Curriculum, Ara Aguiar, will be invited to the next meeting for additional training on stand-alone courses. List of all stand-alone courses offered at WLAC will be requested.

2. Course SLO approval – **Action** (Matosic) NOTHING

3. Course update, edit, new, archive or reinstate approval – **Action** (Witucki) (S. Matsuhara/C. Sermano) – **MSP** - 1 abstain

4. Pre-Requisites (Golterman)

a. Prerequisite procedure and enforcement

Michael Golterman reminded the committee that in February 2013 the Academic Senate approved enforcing all prerequisites and co-requisites in the DEC system. Upon further investigation it was found the information in DEC was not up to date and all entries needed to be checked. Math and Computer Science courses were checked and their pre and co requisites are the only ones currently enforced. Curriculum dean assistant K. Thomas was the only one making changes in DEC. Applications are currently being accepted for her replacement. Academic Affairs needs to continue checking the DEC system for errors. Michael Golterman can enforce whatever is in DEC but does not enter the pre and co requisite information.

b. Procedure for changing or removing prerequisite. Does the removal of course pre-requisites require documentation?

Member request that Tech Review minutes explain why a pre or co requisite is removed or changed.

c. How do chairs verify the prerequisites listed in DEC?

Chairs can verify in DEC if pre or co requisite is turned on. Division Dean or the dean's assistant can print out what is entered in DEC.

5. ECD approval signatures – **Action** (Witucki)

“The Curriculum Committee approves changing the number and order of signatures needed to complete a course outline of record as agreed on at this meeting.”

1. Department Chair

SLO Coordinator, T. Matosic

2. Articulation, A. Martinez

3. Librarian, J. Chow

4. Curriculum Dean, A. Aguiar

5. VP Academic Affairs, B. Sprague

6. President, N. Abu-Ghazaleh

7. Curriculum Chair/Administrator, J. Witucki

**MSP**

6. Tech Review process (Witucki)

Several Curriculum Committee members wanted to know if they had to attend the tech review meetings. Attendance at tech review is optional. All courses up for review will be listed, along with their ECD number, on the tech review agenda. Any course can be reviewed by anyone at any time using the ECD system. The curriculum chair, articulation officer and the initiator, or their representative, are the only ones required to be at the tech review meeting. Once a course has passed tech review it will be submitted for approval to the Curriculum Committee. Courses

will not be displayed at the Curriculum meetings for additional review. Initiators of new courses will be asked to present their department reasons for the new course to the Curriculum Committee prior to tech review.

7. Updates to Plan A, B, CSU and IGETCE (Witucki)

a. Reflect course name changes on Plan A, B and CSU (section E) from Physical Education to Kinesiology, Kinesiology Athletics or Kinesiology Major. **Approved**

b. Remove Archived courses from Plan A, B, CSU and IGETC  
Divisional Council will advised chairs to review their course offerings, remove any archived courses and add new courses.

c. Proposed course changes to the AA Degree in Spanish  
Request placed on hold. N. Jacinto will meet with A. Aguiar before the next meeting and come back with a paper proposal using the LAVC program as a starting point.

**IV. ANNOUNCEMENTS**

Note room changes. Tech reviews will be in CE 105A, Curriculum meetings in SSB 414

**V. ADJOURNMENT**

Meeting adjourned 2:45pm

**Curriculum Committee meets on Mondays from 1- 3pm**

**SSB 414**

**Fall 2013**

**October 28, November 25**

**Technical Review on Mondays from 1 – 3pm**

**CE 105A**

**Fall 2013**

**October 7, October 21, November 4,  
November 18 or by appointment**