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 Sermeno, Dental Hygiene
Jane Witucki, Chairperson

Members Absent
Norma Barragan, Behavioral & Social Science
Nuala Lincke-Ivic, Language Arts
Joyce Sweeney, 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