



CURRICULUM COMMITTEE MEMBERS

Jane Witucki
Chairperson
Curriculum Committee

Aracely Aguiar
Acting Vice President
Curriculum

Alma Narez-Acosta
Counseling

Anna Chiang
Computer Science

Jason Coleman
Career Science

Noami Duckworth
Humanities & Fine Arts

Nuala Lincke-Ivic
Language Arts

Adriana Martinez
Articulation Officer

Colleen Matsuhara
Health & Kinesiology

Jack Moy
Applied Technology

Joy Ogami
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Laura Peterson
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Susan Trujillo
Library

Pat Zuk
Science

Kimberly Davillier
Administrative Aide,
Curriculum

WEST LOS ANGELES COLLEGE
CURRICULUM COMMITTEE MEETING

October 20, 2015
1 to 3:00pm in SSB 414

MINUTES

Table with 2 columns and 11 rows listing attendees: Ara Aguiar, Nancy Brambila, Anna Chiang, Jason Coleman, Naomi Duckworth, Adrienne Foster, Michelle Funderburk, Laura Guichard, Nuala Lincke-Ivic, Adriana Martinez, Colleen Matsuhara, Laura Peterson, Aimee Preziosi, Matt Robertson, Marlene Shepherd, Joyce Sweeney, Allison Tom-Miura, Lorenzo Ybarra, Francine Zexter, Pat Zuk.

Meeting called to order at 1:00pm

I. ORGANIZATIONAL ITEMS – 5 MIN- ACTION

Approval of the agenda

J. Coleman: add updates for Hospitality and Travel degree and certificates that were submitted last Tuesday, October 13, 2015 that didn't make it on the agenda.

Pre-requisites and how to update them is postponed.

Approval of the minutes for September 15, 2015.

Motion to approve the minutes of 9/15/2015: Foster UNAN

II. PUBLIC SPEAKERS:

None

III. CURRICULUM MATTERS:

1. Approval of courses updated, created, archived or reinstated – Action CS 951 passed tech review on October 8, 2015. Please add to approval list. Motion to approve: Foster UNAN

- 2. Updates to 2 existing certificates:
a. Foundation for Academic Success I - approved
b. Foundation for Academic Success II - approved

Discussion followed of non-credit courses which are open entry, open exit. They are for students that didn't complete their high school diploma. They are elective classes that will introduce them to the college.

There was discussion of advisories for these students. Advisories could be placed in the catalog description. Non-substantial change.



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Motion to approve Academic Success I & II: Foster - one abstention.
Motion passed.

- 3. Approve 2 new Certificates of Competency:
a. Police Orientation Boot Camp- summer session certificate - two required core courses with a total of 108 hours- math, reading and writing review. These classes prepare students to start credit classes in Administration of Justice. All done off-site.
b. Police Orientation Program - 3 required courses totaling 153 hours - study skills, Introduction to Career Pathways in Law Enforcement, and Physical Fitness Test Preparation for Public Safety Officers (BS 27CE, VocEd 33CE and VocEd 315CE)

Motion to approve two new Police Orientation certificates and courses: Foster 7 in favor, 1 opposed. Motion passed.

- 4. Approve Mobile Application Development Certificate of Achievement - Action
A. Patil spoke on this - due to the tremendous market in mobile applications this certificate of achievement is being developed for students.

Vetting process - put through the District first to make sure none of the other colleges under the District are offering the course. This must be signed by regional deans first before sending to the District for the Board to approve. There is a regional challenge as Long Beach City College and Santa Monica College are offering this.

Motion to approve: Foster UNAM
Amendment to motion that includes language of the note: Foster
There were no objections. UNAM

- 5. Reduce the number of signatures needed for COR approval on courses that have gone thru the full signature approval process within the previous 9 months. - Action (Witucki) POSTPONED

Approvals signatures will be:

- Curriculum Chairperson
Articulation Officer
Curriculum Dean
District

Note: This will only apply to courses that need C-ID updates, prerequisite updates, or degree plan updates.

IV. Reports:

- 1. Contract Honors Courses - discussion of honors courses and how we identify them. We don't identify them in our college catalog or schedule of classes, or within an addendum.



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2. Non-Credit course presentation – [withdrawn](#)
3. Prerequisites and how to update them – [postponed](#)
4. C-ID update on conditional, expired and not approved course – A. Martinez  
[A list of expired courses was passed around. These courses need to be updated and revised to meet the C-ID. J. Witucki has been working on these to update them. They have to go through the local approval process.](#)
5. Accreditation Standard review – Aguiar  
[A. Aguiar requested the Committee to please review and align E-64, E65, E-67, of Board rules for Board approval process. A. Aguiar will send to every member the Board Rules and Administrative Regulations that pertain to curriculum; transfer credit issue, graduation requirements and general education requirements. A. Foster reminded members to take time to read E-65 and E-67. A. Aguiar will also send the I.A. questions.](#)
6. College Catalog – Aguiar  
[A. Aguiar reported that Academic Affairs just had an audit of the college catalog. Discussion followed regarding the difference between not offering a class and removing, archiving and deleting from the catalog. A class was offered but removed from the catalog because the course update was in place but not yet approved. A course was removed from the catalog even though the class was updated in ECD. It is better to have the courses in the catalog than not have them in the catalog. The faculty initiates changes to department curriculum with their chairs who then submits approved changes using ECD.](#)  
[Winter 2016 – Committee would like training workshops in curriculum.](#)
7. Distance Learning Strategy forms  
The following courses have not submitted the required Distance Learning Strategies forms:
  - Cinema 107
  - Economics 002
  - English 185
  - Family and Consumer Studies 021  
[Deadline to submit distance learning strategy forms is the end of November 2015.](#)
8. New Program Handbook will be posted to the Curriculum web site.  
**Note:** *Handbook was emailed on 10/13/15. This is just an FYI.*
9. Additional Curriculum meetings have been requested. Are members available on Tuesday, 12/1/15, at 1pm for a brief meeting to approve courses updated, created, archived or reinstated? [Yes, please schedule](#)



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10. Spring semester begins 2/8/16. Academic Senate meets on 2/9 and 2/23 which only leaves 2/16/15, the Tuesday after a 4 day weekend, for a possible meeting. SSB 414 is not available. If the committee would like to meet in February I will find another space. Currently our first Spring meeting is 3/15/16. Discuss at 12/1/15 meeting

11. DCC Report - postponed

12. Hospitality and Travel Certificates - Coleman

J. Coleman reported that he is adding in a few more substitutes. Is this creating problems for students? Courses for Hospitality were listed in Travel discipline - approving substitutes case by case. Some courses were not up to date in ECD and have to be archived. There is a problem with archiving a course; you cannot just reinstate it as once you archive a course it will be archived at State Chancellor's Office. You have to reinstate the entire process. This will be noticed for action so that this Committee can correct the problems.

There was a discussion about the different ways for students to accelerate their math courses for transfer by taking statistics courses at UCLA. This is so they don't have to take two years of basic math at West. Can West offer something similar for students?

This is one of the recommended pathways for the Chancellor to consider.

V. ADJOURNMENT

The meeting adjourned at 2:59 p.m.

Curriculum Committee Meetings

SSB 414, 1 - 3pm

FALL 2015: 11/17/15, 12/1/15

SPRING 2016: 2/16/16, 3/15/16, 4/19/16, 5/31/16

Technical Review

CE 105A, 1-3pm

For all Adopt, Create or Reinstate courses only

FALL 2015: 11/16/15

SPRING 2016: 2/11/16, 3/14/16, 4/18/16, 5/23/16

Course Updates are Tech Reviewed by appointment, x4282



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