



**WEST LOS ANGELES COLLEGE
CURRICULUM COMMITTEE MEETING
October 28, 2013
1:00 PM to 3:00 PM in SSB 414
REGULAR MEETING AGENDA**

Members Present:

Norma Barragan, Behavioral Science
Anna Chiang, Computer Science
Norma Jacinto, Spanish
Nuala Lincke-Ivic, Language Arts
Adriana Martinez, Articulation
Colleen Matsuhara, PE
Alma Narez-Acosta, Counseling
Martin Nee, Aviation
Manish Patel, Computer Science
Matt Robertson, Math
Carlos Sermeno, Dental Hygiene
Joyce Sweeny, Music
Susan Trujillo, Library (alternate)

Members Absent:

Abraha Bahta, Science
Ken Lin, Library (alternate)

Guests:

Buck Stapleton
Donna Olvera
Ara Aguiar
Michael Arata

Meeting called to order at 1:07pm

I. ORGANIZATIONAL ITEMS – 5 MIN - ACTION

1. Approval of the agenda – [Agenda approved, no changes](#)
2. Approval of the minutes of September 30, 2013 – [Minutes approved MSP](#)

II. PUBLIC SPEAKERS: Speakers may speak no more than 2 minutes per speaker on any agenda item not yet discussed. [None](#)

III. CURRICULUM MATTERS – 1 HR 30 MIN

1. Stand-Alone Courses (Aguiar)

[Ara Aguiar recommends that every COR \(Course Outline of Record\) submitted for review correlate with a college program\(s\) in Section III, number 1. She also advises that COR's list all degrees and certificates that the course aligns with. A list of all programs currently approved at the state level was distributed. Any new or updated course that is not aligned with any program will not be approved after December 31, 2013. Stand alone courses can establish a course alignment by doing a course update and identifying the program they correlate with in Section III. New course electives can be added to existing programs. As long as the total number of units required for a degree or certificate does not change, the additional electives do not need to go to the state for approval. If the total number of units needed for a degree is changed than a Substantive Course Change form is needed.](#)

2. Difference between Skills Certificate and Certificate of Achievement (Aguiar)

Buck Stapleton and Ara Aguiar offered the following explanation of the difference between certificates.

To be approved for a Certificate of Achievement you need to prove that the certificate will teach the student skills they will need for a specific job. You also need to prove that there is a demand for that job. Courses should be aligned with LOWDL (Los Angeles Orange County Workforce Development Leaders) and State recommendations for approval. Ninety eight per cent of the applications submitted for approval in the last year were not approved. 18 to 19 units are the norm for this certificate. A Certificate of Achievement plus the general education courses will earn the student a degree.

To be approved for a Skills Certificate you submit the request to the Curriculum Committee and Academic Senate. Traditionally Skills Certificates are under 10 units but there is no set minimum or maximum. These certificates are mainly viewed as a tool for student engagement. Oversight is by the issuing department. 3 – 6 units is the norm for this certificate. This certificate does not appear on student transcripts and does not count towards college outcomes. Pierce College has eliminated all Skills Certificates.

Industry recognized certificates such as the one offered by the Aviation program which has federal guidelines that must be followed. The Motion Picture Technology program certificated was established and union approved using industry recognized standards.

Students and faculty may not be clear on the difference between the certificates offered at WLAC. Norma Barragan, Alma Narez-Acosta and Ara Aguiar have agreed review what certificates are active at WLAC and to research what other colleges in the district are doing with certificates. Information will be presented at the November 25, 2013 Curriculum Meeting for review. Questions to consider are:

Does WLAC want to continue offering Skills Certificates and/or Certificates of Achievement?

Can, and should, existing Skills Certificates be upgraded to Certificates of Achievement?

Are there any exceptions or recommendations to existing certificates at WLAC that the committee would like to pass onto the Academic Senate?

Are there any certificates that a department has deemed no longer active that should be removed from ECD?

3. Add Art 633 to the Liberal Arts Degree (Arata)

No one was available to discuss the request to make this course part of the degree program.

Postpone to the November meeting.

Skills Certificates (Arata)

Multi Media Web Design Skills Certificate

Multi Media Animation Skills Certificate

Recording Arts Skills Certificate

Since no one from the requesting Department was present to discuss the requested certificates this item has been postponed to the November meeting.

4. Computer Science 937 – add repeatability (Chiang)

Request to increase repeatability from zero to one was not approved. This is a state restriction.

Recommend that the department write two courses for the additional or new materials that need to

be presented. However, according to Ara Aguiar this course, as a CTE (Career Technical Education) offering may be exempt. If the state will pay for a student to repeat the course then repeatability will be allowed. Ara will check with Bobbi Kimble and report back in November. Department agreed to put the new COR on hold until that time.

5. Created Courses - Dance Techniques 121 & 122 – replace DA TQ 463 (Witucki)
The state no longer approves course repeatability. All activity classes in Dance and Kinesiology are in the process of being re-written into levels. Level 1 Introduction, Level II Beginning, Level III Intermediate and Level IV Advanced. Dance Techniques 121 and 122 are Levels I and II for Dance Techniques 463. After Dance Techniques 123 and 124, or Levels III and IV, are approved Dance Techniques 463 will be archived.

6. Course update, edit, new, archive or reinstate approval – **Action** (Witucki)
Motion to approve courses reviewed in October: A. Chiang/A. Narez-Acosta **MSP**

7. ECD approval signatures – (Witucki)
Curriculum Chair informed the committee that the signature for the SLO Coordinator, Todd Matosic, was removed from ECD after the September 30, 2013 meeting because of his resignation.

IV. ANNOUNCEMENTS

Please add review of Plan A and Plan B to the Agenda on November 25, 2013. Changes due to updates or archiving must be approved now for the new Plans to be included in the Fall 2014 Schedule of Classes and to be included in the 2014-2016 Catalog.

V. ADJOURNMENT

Meeting was adjourned at 2:26pm

**Curriculum Committee meets on Mondays from 1- 3pm
Fall 2013
November 25**

**Technical Review on Mondays from 1 - 3pm
Fall 2013
November 4, November 18 or by appointment**