



CURRICULUM COMMITTEE MEMBERS

Jane Witucki
Chairperson
Curriculum Committee

Aracely Aguiar
Acting Vice President
Curriculum

Celena Alcalá
Acting Dean of Academic
Affairs

Anna Chiang
Computer Science

Jason Coleman
Travel

Carmen Dones
Allied Health

Nuala Lincke-Ivic
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Adriana Martinez
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Colleen Matsuhara
Health & Kinesiology

Martin Nee
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Susan Trujillo
Library

Pat Zuk
Science

Kimberly Davillier
Administrative Aide,
Curriculum

WEST LOS ANGELES COLLEGE
CURRICULUM COMMITTEE MEETING

APRIL 19, 2016
1:15pm to 3:00pm in SSB 414

MEETING MINUTES

Table with 2 columns and 7 rows listing attendees: Celena Alcalá, Adriana Martinez, Alma Narez-Acosta, Colleen Matsuhara, Nancy Brambila, Patricia Morris, Carmen Dones, Laura Peterson, Nuala Lincke-Ivic, Aimee Preziosi, Gerald Ludwig, Susan Trujillo.

Meeting called to order at 1:20pm

I. ORGANIZATIONAL ITEMS – 5 MIN – ACTION

Approval of the agenda Preziosi/Dones UNAN

Approval of the minutes for March 15, 2016 Preziosi/Dones UNAN

II. PUBLIC SPEAKERS:

Speakers may speak no more than 2 minutes on any agenda item not yet discussed. None

III. CURRICULUM MATTERS:

1. Approval of courses updated, created, archived or reinstated – Action (Witucki)

Dental Hygiene courses for the BS degree, updated as requested by the state, were included in the list of courses approved. Preziosi/Martinez UNAN

2. Approval of the 21 unit GE Plan – Action (Martinez)

A. Martinez, Articulation officer, requested removal of the separate lab courses from area A of the 21 unit GE Plan. The committee agreed. Courses to be removed are: ANTHRO 111, BIO 3B, EARTH SCI 2, GEOG 15, GEO 6, PHYS SCI 14.

Area B1 – Remove HIST 14, course does not exist in the district.

Area B2 – Remove AFRO AM 2, course archived, and CHINESE 3, course not offered at WLAC.

Area C – Remove Chinese 21 and 22, courses archived.

Committee would like to see the updated plan before voting on it. Voting postponed to 5/31/16.



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3. Approval of the Economics ADT – Action

Correction to the TMC_Economics template. ACCTG 2 is a 5 unit (not 3 unit) course. Matsuhara/Trujillo UNAN

IV. REPORTS:

1. C-ID update on conditional, expired and not approved courses – Martinez
Conditionally approved courses that still need C-ID requested updates:

ART 300 Expires 6/24/16

CINEMA 001 Expires 3/13/17

MATH 261 Expires 2/28/17

Not approved courses that need to be resubmitted:

BUS 032 Expires 3/25/17 (course is not part of an ADT)

EDUC 001 Expired

MATH 215 Expires 12/15/16

FAM & CS 021 Expires 8/31/16 (COR submitted & now collecting approval signatures)

2. Math Department update on Math/Statistics pathway. (Robertson)
Math Department representative not present for a report, postponed.

3. Standard syllabus for each course (Witucki)

The accreditation team found that the syllabi posted on the school web site were very inconsistent. Syllabi from different instructors for the same course listed different course descriptions, objectives and SLOs. Course requirements and assignment guidelines varied greatly. If the Course Outline of Record (COR) states a 1,000 word research paper will be part of the course requirements than all of the instructors should be making that assignment. College policies regarding plagiarism, student conduct, and campus resources for tutoring and disabled students was frequently missing. Recommendation is to start attaching a basic syllabus for each course to the COR. Instructors could add to the basic syllabus but not eliminate the course requirements as outlined in the COR.

Some departments are very opposed to this proposal. No one likes the idea of having course content dictated in this way. No alternative proposals to make courses more consistent were forthcoming. Proposed syllabus template still needs to be reviewed by the sub-committee.

4. Can adding a new class in one discipline permit deleting all sections of a class in another discipline (Witucki)

Example: COR - Section VII (3) IF THIS IS A NEW COURSE, INDICATE HOW THE COLLEGE PLANS TO MEET THE EXPENSE OF THIS COURSE:



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By deleting sections of existing course. List courses and number of sections to be deleted:

Law 001 Business Law 1 – section replaced with Paralegal 041 Contract Law For Paralegals

Law 002 Business Law 1 - all sections will be replaced with Paralegal 044 Business Organizations For Paralegals

Paralegal director Patricia Morris and Division chairperson Gerald Ludwig attended the meeting and presented the following information.

In the Fall 2014 semester the Paralegal program, after meeting with the department and division chairperson, decided to update the program. The Law instructors are considered part of the Paralegal program and were included in the discussion. Within the Paralegal program only one instructor opposed the changes. The Paralegal program changes included 7 new courses and 11 course updates. Among the new courses created were:

[Paralegal 041 Contract Law For Paralegals](#)

Catalog Course Description:

This course covers the principles, history, and sources of contract law; elements of a valid, enforceable contract; and contract drafting. Topics include Article 2 of the Uniform Commercial Code regarding the sale of goods, and the role of the paralegal in contract law.

which replaced:

[Law 001 Business Law I](#)

Catalog Course Description:

This is an introductory course in law as it relates to business, including an overview of court systems and procedures, U.S. Constitution, intentional torts, negligence, products liability, crimes, and intellectual property. Emphasis in this course is on contracts: formation, interpretation, performance, remedies for breach, and safeguards.

One of the reasons for replacing Law I with Paralegal 041 was declining enrollment. This semester 1 of the 3 sections of Paralegal 041 offered was cancelled due to low enrollment. Law I was not offered this semester.

and

[Paralegal 044 Business Organizations For Paralegals](#)

Catalog Course Description:

This course introduces students to the general principles of corporate and business law with specific focus on the sole proprietorship, general partnership, limited liability company (LLC), limited liability partnership (LLP), and corporations. It will address the organizational structure of (and differentiating characteristics), and the manner in which business organizations are created, operated, maintained, dissolved and other relevant legal issues. Emphasis on the paralegal’s role in collecting data, drafting documents, maintaining minutes, records and much more.



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which is an alternative to:
Law 002 Business Law II

Catalog Course Description:

Students learn about the fundamental principles of law as they apply in the business world. Topics include, but are not limited to, Bankruptcy Law; Employment and Labor Law; Employment Discrimination; Corporations; Administrative Law; Environmental Law; Real Property and Landlord-Tenant Relationships; and Wills, Trusts, and Elder Law. This course is necessary for a well-rounded knowledge of business law.

NOTE: Law 2 is still being offered as an alternative to Paralegal 044

The Paralegal director re-confirmed that all instructors in the Paralegal program were aware of the changes being made to the program and that only one instructor was opposed to the changes. The committee felt that the addition of Paralegal 041 and 044 was handled correctly by the Paralegal program.

5. DCC Report - Witucki

Computer Science subject and TOP codes are out of alignment in the district. The districtwide discipline committee, under the direction of Naja Elkhoury at Southwest College, is in the process of aligning course numbers and codes. The district office will make the corrections once the discipline committee has completed the corrected course list.

The colleges have been entering college catalog information into PeopleSoft for the last 2 years. Because PeopleSoft does not "talk" to CurricUNET that catalog information now has to be re-entered. The district is looking for a way to let the programs share information.

Question: If 2 courses are approved for cross listing do you have to offer both courses? Answer: No

Chemistry ADT - none of the colleges can get the required courses to a total of 60 units. The actual units needed for the degree are 60 - 65. The state has been asked to remove the Chemistry ADT requirement or increase the number of allowed units.

V. ADJOURNMENT

Meeting adjourned 2:45pm

SPRING 2016

Table with 2 columns: Tech Review 1 - 3pm in CE 105A, Curriculum Meetings 1 - 3pm SSB 414. Rows: 5/26/16 (submit by 5/23/16), 5/31/2016



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