



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
Language Arts

Adriana Martinez
Articulation Officer

Colleen Matsuhara
Health & Kinesiology

Jack Moy
Applied Technology

Alma Narez-Acosta
Counseling

Laura Peterson
CEMA

Aimee Preziosi
Social Sciences

Matt Robertson
Mathematics

Marlene Shepherd
Social Sciences

Joyce Sweeney
Humanities & Fine Arts

Susan Trujillo
Library

Pat Zuk
Science

Kimberly Davillier
Administrative Aide,
Curriculum

WEST LOS ANGELES COLLEGE
CURRICULUM COMMITTEE MEETING

MAY 31, 2016

1:15pm to 3:00pm in SSB 414

MEETING MINUTES

Table with 2 columns and 8 rows listing attendees: Aracely Aguiar, Alma Narez-Acosta, Nancy Brambila, Jason Coleman, Carmen Dones, Parvaneh Ghaforyfard, Fran Leonard, Colleen Matsuhara, Laura Peterson, Aimee Preziosi, Matt Robertson, Marlene Shepherd, Allison Tom-Miura, Susan Trujillo, Pat Zuk.

Meeting called to order at 1:11pm

I. ORGANIZATIONAL ITEMS - 5 MIN - ACTION

Approval of the agenda Shepherd/Dones Unanimous

Approval of the minutes for April 19, 2016 Shepherd/Leonard
Abstain: Coleman

No opposed

Approved: Narez-Acosta, Ghaforyfard, Leonard, Dones, Shepherd, Robertson, Matsuhara Motion Passed

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)

a. Basic Skills 2 will be reviewed by Allison Tom-Miura following approval as she was unsure it was complete and submitted.

b. New course, Persian 1, submitted under the name of instructor Meric Keskinel on behalf of another adjunct instructor. Neither instructor meets the district minimum qualifications for teaching Persian. COR will be withdrawn until it can be resubmitted by a qualified instructor.

Leonard/Shepherd Unanimous

2. Approval by the Senate Executive Committee of ADT's, courses updated or archived in Summer 2016 - Action (Witucki)



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A. Aguiar requests friendly amendment to include submission of ADTs for approval during the summer.

Coleman/Zuk **Unanimous**

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

Recommend E.S.L. make updates to their course outlines to accurately reflect the inclusion of cultural components of American culture.

Trujillo/Matsuhara **Unanimous**

4. Approval of the Biology AS-T – **Action** (Bahta)

Biology AS-T viewed by committee members present via projector.

Zuk/Robertson **Unanimous**

5. Approval of the Chemistry AS-T **Action** (Bahta)

Chemistry AS-T viewed by committee members present via projector.

Zuk/Robertson **Unanimous**

6. Approval of updated Dental Hygiene 354 Distance Learning forms – **Action** (Ogami Avila)

Shepherd/Leonard **Unanimous**

**Request to add additional Action item:**

7. Approval of updated Distance Education forms for:

HIST 043

HIST 044

Ghaforyard/Shepherd **Unanimous**

**IV. REPORTS:**

1. One College One Book News – Trujillo

First One College One Book experience was positive and successful.

Next book will be *In Defense of Food* by Michael Pollan. All faculty are encouraged to use this book in their Fall 2016 class curriculum.

Summer reading for faculty and staff: *The Sky is Not the Limit* by

Neil deGrasse Tyson

1. C-ID update on conditional, expired and not approved courses – Martinez  
Postponed, Adriana Martinez not present.

2. Math Department update on Math/Statistics pathway. (Robertson)

Discussion about potential promising Stats pathways to include Non-STEM Math course alternatives such as Math 122 instead of Math 125. Math 132

could potentially be an accelerated course from Pre-Algebra. The Department is working on the course outlines with a Spring 2017 completion target date.



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3. Catalog

a. Credit by exam list of courses - tracking and approval process  
Currently there is no form or system available for approval of credit by exams. Departments must approve the credit exam test then submit it to the Curriculum Committee who then submits it to the Academic Senate for approval. Once approved counseling needs to be informed and the credit by exam option needs to be listed in the college catalog.

Currently some courses in the catalog incorrectly show as *Pass/Fail* instead of *Letter Grade*. Course information in the catalog and class schedule should be the same as the information posted in the Course Outline of Record in ECD.

b. Bachelor Degree handbook

The Committee agrees to a separate section in the college catalog for all bachelor's degree content.

4. ACCJC recommendations for improvement (Aguiar)

The ACCJC had two recommendations for curriculum.

a. During the Accreditation review it was found that the course information posted in ECD did not match the information listed in the course syllabus. The course description, content, objectives and SLO's should all match the Course Outline of Record (COR). Faculty, particularly adjuncts, may not know how to access the course information in ECD. Recommendation suggested a syllabus template for each course. The correct course information would be listed on the template. Instructors would just have to add their assignments, grading break down, weekly class schedule. Syllabus template could be attached to the COR for easy confirmation that the information included is correct.

b. The second recommendation was to review and correct the Distance Learning Strategies forms. The COR objectives listed in the addendum should match exactly what is listed in Section II of the COR. In addition all Distance Learning forms (Approval and Strategies) should be attached to the COR. Recommendation is for improved compliance.

**V. ADJOURNMENT**

Meeting adjourned at 2:16pm

**SUMMER 2016**

Course updates and archive requests will be submitted to the Academic Senate Executive Committee for approval. New, Adopt or Reinstate courses must be submitted in the Fall 2016 semester.