



**WEST LOS ANGELES COLLEGE  
CURRICULUM COMMITTEE MEETING  
MINUTES  
February 22, 2012**

**Present:** Kristina Thomas (Curriculum), Kathy Walton (Dean), Judith-Ann Friedman (Dean), Donna Olvera (Articulation), Todd Matosic (SLO), Joyce Sweeney (Music), Michael Arata (Art), Ashok Patel (Co Sci), Norma Barragan (Sociology), Martin Nee (Aviation), Adriana Martinez (Counseling), Kenyatta Baker (Child Dev.), Abraha Bahta (Science), Gjenai Givhan (Business), Bill Bucher (Math).

**Absent:** Adrienne Foster (Chair), Nuala Lincke-Ivic (English), Coleen Matsuhara (PE), Learning Skills Rep.

- I. Meeting called to order at 1:13PM
- II. **Agenda Confirmation:**
  - a. Agenda confirmed with the addition of a discussion item #6 ECD backlog process and moving agenda item #4 Grad Plan A and B to be discussed first.
  - b. B. Bucher requested to withdraw Math 123A and Math 123B from today's agenda. He will resubmit as a module of courses with Math 123 (Parent Course) and Math 123C.
- III. Approval of Minutes from Nov. 30, 2011 – postponed to next meeting March 28, 2012 as minutes were unavailable.
- IV. **Graduation Plan A and B:**

D. Olvera handed out a draft of the 2011-2012 Plan A/B General Education Requirements along with a list of P.E. courses that need to be added or removed in Area E: Health and Phys Ed. for Committee review and feedback.

Requests from the floor:

- a. A. Patil requested to add CO SCI 930 to Area D2 on Plan A and remove CO SCI 915 and 936 from this area.
- b. Music and Business have courses to recommend and will meet with Donna to discuss.
- c. Counseling requested that language be added to both Plan A/B in Area A: Natural Sciences that recommends or requires students to take a lecture course in this area as students have been fulfilling this area by passing a combination of lab classes only without passing a lecture class.

**Action Item:** D. Olvera will check the General Education Criteria to ensure that added courses align with district guidelines. Dean Walton will check with District Curriculum regarding adding language to Area A: Natural Sciences.

**V. Course Approvals:**

The Committee voted to approve the following course updates: Music 121, Music 122, Music 775, Anatomy 1, Biology 6, Biology 7, Broadcasting 17, Cinema 4, Cinema 6, Cinema 10, and Cinema 32.

**VI. Bulk Archiving Process and ECD Backlog:**

**A. Bulk Archiving Process**

Dean Walton discussed the bulk archiving process as part of the continual “clean-up” of course outlines in ECD.

The process consists of:

- a. A database spreadsheet that lists courses by division that have not been offered in 2 years or more.
- b. The spreadsheet will be emailed to Chairs to review in conjunction with faculty to decide whether to keep or archive a course.
- c. The spreadsheet contains a signature line requiring Chair, Dean, and Academic Senate/Curriculum Chair approval.
- d. The finalized spreadsheet will be sent to the District to archive courses in bulk, rather than one at a time through the ECD system.

**Action Items:** The Committee requested to see the process steps in writing. The Committee requests that language be added to the spreadsheet that clarifies the definition of “archiving a course” in terms of articulation, transfer, and course reinstatement. The Committee requests that in addition to sending the spreadsheet via email to Chairs, that an announcement is made at the next Divisional Council meeting as well. Foster/Walton/Thomas

**B. ECD Backlog:**

A. Patil mentioned concerns with the effectiveness of the “ECD Approval Process” as he submitted course updates that only contain textbook changes needed for transferability but are taking months to get approved and go through the system.

Discussion continued about the possibility of “prioritizing” or separating ECDs that only contain minor changes, reducing the number of approvers needed for minor changes, and requiring those who are listed as “Approvers” to schedule time to review and approve ECDs in a timely manner.

Both items A: Bulk Archiving Process and B: ECD Backlog was moved to the next meeting on March 28, 2012 for further discussion.

**VII. SLO Update:**

T. Matosic provided a report on updated SLOs noting that the report is also on the SLO Website:  
<http://www.wlac.edu/slo/index.html>

**VIII. Distance Education Forms:**

N. Barragan expressed concerns regarding the Committee approval process for online courses in congruence with face-to-face courses, noting that the Committee is accountable to language in the Title 5 Rules on the *Distance Education Course Approval Form* regarding quality standards (Title 5, section 55207, 55209, and 55211).

**Action Item:** The Distance Education Title 5 Rules will be handed out at the next meeting on March 28, 2012 for review. Foster/Thomas

**IX. Adjournment:**

The meeting was adjourned at 2:53 PM.