Members Present: Veronica Diaz-Cooper, Louis Eguaras, Kelly Enos, Pat Flood, John Morales, Said Pazirandeh, Mike Reynolds, Sandy Thomsen, Daniel Waktola

Kelly had proxy for Madelline Hernandez

Members Absent: Guillermo Aviles-Rodriguez, Cindy Cooper, Ebru Durukan, Madelline Hernandez, Tigran Mkrtchyan, Curt Riesberg

Guests: Mike Climo, Mari Rettke
Support: Susan Ghirardelli, Irma Montoya

Said called the meeting to order at 1:50 pm

I. Approval of Minutes
   - February 4, 2014
     M/S/Approved Mike/Veronica

II. Public Address

III. Old Business

IV. New Business
   A. Course Updates
      - ESL 3A
        M. Climo
        M/S/Tabled Mike/Louis
        - Align Sect II contents
        - Correct text book, methods of evaluation, diversity items
        - Attachments/benchmarks for SLO section
        - Stand Alone form required
        - Prerequisite (ESL 2)
          - Prerequisite ESL 2 requires update
      - ESL 3B
        - SLO – rubric needs points added; add benchmarks
        - Stand Alone form required
        - Correct methods of evaluation and diversity items
        - Prerequisite (ESL 2)
          - Prerequisite ESL 2 requires update

      ➢ The committee tabled remaining ESL courses on agenda below and briefly tech reviewed them. See notes on 3A and 3B above.
        - ESL 3C
          - SLO – rubric needs points added; add benchmarks
          - Stand Alone form required
          - Correct methods of evaluation and diversity items
          - Prerequisite (ESL 2)
      - ESL 4A
        - Prerequisite (ESL 3A)
      - ESL 4B
        - Prerequisite (ESL 3B)
      - ESL 4C
        - Prerequisite (ESL 3C)
Irma brought up the question about whether the parent ESL 3 course should be updated along with the modules. Said said that the parent course contains all the information for 3A, B, C, but is not offered as a class. Mike Climo said that in this situation, ESL 3 is not really a module type course and that LAMC is the only campus in the District that has a parent course for 3A, B, C.

- Said will find out if it's ok to archive the ESL 3 parent course.

### B. New Course
- **Co Sci 411**
  - M. Rettke
  - M/S/Approved Kelly/Louis
  - approved with corrections made in meeting
  - Pat said that the SLO can be used as a template
  - Said noted that because this course is being added to an existing program, that program will need updating at the same time.
  - Said will send Mari the new program update form, the committee will look at this in March after the Chancellor's office has approved Co Sci 411.
    - Advisory (Co Sci 431)
    - M/S/Approved Mike/Louis
    - Notes: This was tech reviewed as Co Sci 611 but the name was changed to 411 when the new ECD was created.

### C. Archive Courses

### D. Program Updates

### E. New Program

### F. Distance Learning

### G. Course Reinstatement

### V. Committee Reports
- **A. Curriculum Chair** (S. Pazirandeh)
- **B. Acting Curriculum Dean** (M. Allen)
- **C. IGETC/GE Breadth/Articulation** (M. Hernandez)

### IV. Other Business
- **A. CSUGE Certification (E-66 Revision)**
  - Madelline will explain revisions at a future meeting
- **B. District Prerequisite Policy – Draft** (S. Pazirandeh)
  - Currently this is in the process of revision
- **C. Program Discontinuance Process**
  - viability study required – see form
- **D. New 21-unit GE Plan for non-transfer students**
- **E. ECD COR outline**
  - District is reviewing the ECD COR format to streamline it.
  - At that point all departments will be required to re-write their SLOs and upload them as addendums. The Curriculum committee will then fast-track approvals of the revised CORs.

**Next Meeting:** March 4, 2014, **LRC 234**

Meeting adjourned 3:00pm

Transcribed by S. Ghirardelli
Agenda

April 1, 2014
LRC 234  1:30-3:00pm

I. Approval of Minutes
   • March 18, 2014

II. Public Address

III. Old Business

IV. New Business
   A. Course Updates
      • Cinema 3    G. Aviles-Rodriguez
      • Management 13  V. Bernal
   B. New Course
   C. Archive Courses
   D. Program Update
   E. New Program
   F. Distance Learning
   G. Course Reinstatement
   H. Program Inactivation

IV. Committee Reports
   A. Curriculum Chair          S. Pazirandeh
   B. Acting Curriculum Dean    M. Allen
   C. IGETC/GE Breadth/ Articulation  M. Hernandez

V. Other Business
   1. LACCD GE Plan (action item)  S. Pazirandeh
   2. Determination of GE Requirement area  M. Hernandez
   3. Required elements of COR  S. Pazirandeh
   4. Course Discrepancy Issue (update)  S. Pazirandeh
   5. Revision of future committee meeting schedule  S. Pazirandeh
   6. April 25th ECD workshop  K. Enos

Next Meeting:  April 15, 2014  CMS 222
Said called the meeting to order at 1:47 pm

I. Approval of Minutes
   - March 18, 2014
     M/S/Approved w/ changes  Sandy/Madelline

II. Public Address

III. Old Business

IV. New Business
   A. Course Updates
      - Cinema 3  G. Aviles-Rodriguez
         M/S/Approved  Louie/Mike
         * Approved w/ changes made in meeting

   - Management 13  V. Bernal
      M/S/Approved  Madelline/Kelly

   A. New Course
   B. Archive Courses
   C. Program Updates
   D. New Program
   E. Distance Learning
   F. Course Reinstatement

V. Committee Reports
   A. Curriculum Chair  (S. Pazirandeh)
   B. Acting Curriculum Dean  (M. Allen)
   C. IGETC/GE Breadth/Articulation  (M. Hernandez)

IV. Other Business
   A. LACCD GE Plan (action item)  S. Pazirandeh
      - Options for approval were presented, the proposed plan was compared to ELAC’s revised plan. The ELAC plan will be posted on today’s meeting site for this committee’s review.
      - The Plan will be discussed at the Academic Senate.
      - The vote on the Plan was postponed to the next Curriculum meeting.
   B. Determination of GE Requirement area  M. Hernandez
      - Curriculum to vote on this
   C. Required elements of COR  S. Pazirandeh
      - Each campus to review and come up with preferences for the Course Outline.
      - SLO section will become an addendum
      - Committee members were asked to review the current ECD COR and come to the next meeting (May 6) ready to discuss their preferences for including or excluding sections that are not required by Title V.
   D. Course Discrepancy Issue (update)  S. Pazirandeh
      - The District has received several rationales from disciplines that justify requiring differences in courses taught at different colleges. Therefore, this capability will be included in the new curriculum system from CURRICUNET. The District is asking disciplines to consider making the courses at different colleges uniform in areas that are possible and acceptable by all colleges.
E. Revision of future committee meeting schedule  S. Pazirandeh
   • The suggestion was made that starting in Fall 2014, the entire Curriculum Committee meet once monthly
     for voting and discussions of curriculum-related issues. A second monthly meeting would be held for Tech
     Review workshops to which various disciplines would be invited to meet with committee members and
     work on ECDs. These second meetings would require the input of Madelline, Sandy, and Pat and
     therefore would likely occur on Fridays.

F. April 25th ECD workshop  K. Enos
   • Date for workshop changed to April 15, in lieu of regular Curriculum meeting.
   • The workshop is planned to assist three or four ESL faculty members to update their ECDs. The goal is to
     update about 17 courses in one day.
   • The committee was asked for 4 Tech Review volunteers for that day (not including Pat, Sandy and
     Madelline).
   • Kelly will have office hours in the INST Academic Senate office for 3 hours per week this semester to
     assist faculty members with ECDs.

Next Meeting: ESL ECD workshop April 15, 2014, LRC 234

Meeting adjourned 3:00pm

Transcribed by  S. Ghirardelli
Meeting called to order 1:30 pm

I. Introduction

II. Public Address

III. Discussion Agenda

A. Non-credit Course Update

- **BSICSKL 025CE** (E. Sarmiento)  
  - SLO rubrics need explanation  
  - Address notes in Sect II, Content/Objectives

- **ESL CVCS 01CE** (E. Sarmiento/D. Solares)  
  - SLO rubrics need explanation  
  - Sect II, Content/Objectives: needs more subsections, higher Bloom’s terminology

- **ESL NC009CE** (E. Sarmiento/D. Solares)  
  - Complete rubric table  
  - Sect II, Content/Objectives: higher Bloom’s terminology

B. Course Updates

- **English 203** (V. Diaz-Cooper)  
  - M/Move to approval agenda  
  - Mike R.

- **Geography 15** (D. Waktola)  
  - SLO rubric addendum – revise from % to points in assessment section  
  - M/Move to approval agenda  
  - Mike R.

- **Co Sci 484** (Mari Rettke)  
  - Add “industry certification” in Catalog & Schedule description  
  - Change top code to 0701  
  - Add SAM code: C  
  - Revise Prereq form  
  - M/Move to approval agenda  
  - Tigran

- **TECTHTR 342** (D. Paulsen)  
  - Articulation section needs revision  
  - M/Move to approval agenda  
  - Mike R.

C. Programs

- **AA-T Spanish**  
  - Narrative corrected from AS-T to AA-T  
  - Tabled because no rep from discipline present  
  - M/S/Table  
  - Mike R./Tigran

IV. Approval Agenda

A. Course Updates

- **English 203**  
  - Prerequisite (English 101)  
  - M/S/Approved  
  - Mike R./Louis

- **English 203**  
  - Prerequisite (English 101)  
  - M/S/Approved  
  - Mike R./Louis
LAMC Curriculum Minutes March 3, 2015

- **Geography 15**  
  - Co-requisite (Geog 1)  
  M/S/Approved Mike R./Kelly

- **Co Sci 484**  
  - Approved pending corrections
  - Prerequisite (Co Sci 487)  
  M/S/Approved Ebru/Michong

- **TECHTR 342**  
  M/S/Approved Michong/Said

**B. Minutes**

- February 17, 2015  
  M/S/Approved w/ addition Mike R./Louis

**V. Policy Items**

1. Carole presented the revised COR approval process flowchart. Now the COR will go from the originator, to dept. chair, to area dean, to curriculum secretary, to SLO/Artic/Lib from which it will escalate after 7 days to vice chair’s inbox. The COR will then be assigned to tech review which also has an escalation period of 7 days. Then COR will be in chair’s inbox who will return it to originator to address tech review notes. Thereafter, the COR is ready to be on the Curriculum agenda. After approval at Curriculum meeting, the course gets approved by Curriculum Dean, Senate, Vice President, President and then back to chair for submitting to district and/or State.

2. Active curriculum committee membership is required. Tech Review will be rotating among members.
   - When you are tech reviewing, please add your name to the notes area, even if you have no comment, so that it is clear that you have completed your review.
   - Try to submit your Tech Review comments early enough to avoid deficient CORs being added to a meeting agenda.
   - Originators should make sure all notes from Tech Reviewers have been addressed.

3. Timeline for COR submissions – Carole created a table with submission dates
   - Committee approved the table dates
   - Takes approximately 1 month for a COR to move from submission on ECD to Curriculum approval agenda.
   - Carole will share the timeline table with Senate and also submit it for publication in the Weekly Mission.

4. Updated New Program Information form (revised) was discussed. New items on that form include the checkboxes at the top indicating the type of Program it is, and the recommended sequencing at the end of the form.

**VI. Other Business**

Kelly presented the updated Curriculum Survey results.
Kelly will email committee members materials from the District Academic Senate regarding credit by exam, for discussion at the next Curriculum meeting.

Next Meetings:
- March 17
- April 14, 21
- May 5, 19
- June 2

Meeting adjourned 3:00 p.m.

Transcribed by Susan Ghirardelli
I. Introduction

II. Public Address

III. Discussion Agenda
   A. Non-credit Course Update
      • **BSICS Kel 025CE** (E. Sarmiento)  
        ✥ SLO rubrics need points in order to assess SLOs.  
      • **ESL CVCS 001CE** (E. Sarmiento/D. Solares)  
      • **ESL NC 009CE** (E. Sarmiento/D. Solares)  
        ✥ M/Move to approval agenda Mike R.
   B. Course Updates
      • **Child Dev 60**  
        ✥ Address SLO notes  
        ✥ Originator not here yet  
        ✥ Address Content and Objectives notes  
        ✥ Rubric with rating scale missing-update to current SLO standards
        ✥ M/Table Mike R.
   C. Programs
      • **AA-T Spanish** (Jolie Scheib)  
        ✥ M/Move to approval agenda Mike R.

IV. Approval Agenda
   A. Minutes
      • March 3, 2015  
        ✥ M/S/Approved Mike R./Cindy
   B. Non-credit Course Update
      • **BSICS Kel 025CE**  
        ✥ M/S/Approved Mike R./Cindy
      • **ESL CVCS 001CE**  
        ✥ M/S/Approved Mike R./Cindy
      • **ESL NC 009CE**  
        ✥ M/S/Approved Mike R./Cindy
   C. Programs
      • **AA-T Spanish**  
        ✥ M/S/Approved Mike R./Cindy
V. Policy Items

1. **COR Checklist** – Updated (Carole Akl)
   - Good rubric to send to originators for reference when working on ECD CORs.
   - Needs editing to clarify SLOs
   - to be posted on Curriculum website as “COR Checklist”
   - to be sent to Deans and Dept. Chairs

2. **Program Discontinuance Form (Draft): Process, Request, Criteria** (Carole Akl)
   - For use in archiving degrees
   - Our catalog needs to be matched against the Chancellor’s list of Programs, then the departments will be contacted to initiate discontinuance of certain degrees. The goal is to eliminate duplication of degrees.

3. **Awarding Credit Where Credit is Due** – Effective Practices for the Implementation of Credit by Exam (Adopted Spring 2014) (Kelly Enos)
   - This is a process that has been in place for 3 or 4 years, but most disciplines are not aware of it.
   - Forms for Credit by Exam are kept in Academic Affairs by Trina Drueco. Trina and the disciplines keep all documentation for auditing purposes.
   - Previously it was only possible to grant P/NP grades via credit by exam. Now grades can be assigned, which serves transfer students better.
   - The credit by exam process should be described in the catalog generically; it is up to disciplines to create their own criteria. **The exam must be designed to include SLOs**
   - The question arose how the exam administrator would be paid for their time.

VI. Other Business

1. The committee decided to hold the next meetings CMS 205.

Next Meetings:
- April 14, 21
- May 5, 19
- June 2

Meeting adjourned 2:36 p.m.

Transcribed by Susan Ghirardelli
Los Angeles Mission College
Academic Senate
CURRICULUM COMMITTEE
Spring 2015

Curriculum Dean: Madeline Hernandez
Curriculum Chair: Carole Akl

Voting Members: Mike Climo, Cindy Cooper, Lilamani De Silva, Veronica Diaz-Cooper, Ebru Durukan, Louis Eguaras, Kelly Enos, Pat Flood, Thomas Folland, David Garza, Tigran Mkrtchyan, John Morales, Michong Park (Articulation Officer), Said Pazirandeh, Mike Reynolds, Daniel Waktola (AFT Representative), Christopher Williams

Non-Voting Resources
ASO Representative: Administrative Support: Susan Ghirardelli, Irma Montoya

Agenda
April 14, 2015
1:30-3:00pm
CMS 205

I. Introduction
II. Public Address
III. Discussion Agenda
   A. Non-Credit Course Updates
      • BSICS KL 002CE  D. Solares
      • BSICS KL 023CE  D. Solares
      • BSICS KL 038CE  (New Course)  D. Solares
   B. Other Course Updates
      • CH DEV 060  J. Silver
      • FRENCH 002  D. Pardess
         o Prerequisite: FRENCH 001
      • ITALIAN 002  D. Pardess
         o Prerequisite: ITALIAN 001
      • PORTGSE 002  (Reinstatement)  D. Pardess
         o Prerequisite: PORTGSE 001
      • GEOG 007  D. Waktola
      • POL SCI 001  E. Durukan
      • MATH 123A  T. Mkrtchyan
         o Prerequisite: Math 112 OR Placement Exam
      • MATH 123B  T. Mkrtchyan
         o Prerequisite: Math 123A
      • MATH 123C  T. Mkrtchyan
         o Prerequisite: Math 123B
   C. New Courses
      • CO SCI 488  M. Rettke
         o Prerequisite: CO SCI 487
      • KIN ATH 557  S. Ruys
   D. New Programs
      • AA-T Elementary Teacher Education  J. Silver
         o Narrative
         o Template

IV. Approval Agenda
   • Minutes (March 17, 2015)

V. DCC Updates
   • Guidelines for Title V Regulations (policies for Prerequisites, Corequisites and Advisories)
VI. Policy Items
   1. COR Checklist – [Posted on Curriculum website](#) (Under Curriculum Resources)
   2. Program Discontinuance Form – [Posted on Curriculum website](#) (Under Submission Requirements)
   3. Board of Trustees Deadlines – [Posted on Curriculum website](#) (Under Curriculum Resources)

VII. Other Business
   1. SLO Discussion

Next Meeting: April 21, 2015 (next week!)
Los Angeles Mission College
CURRICULUM COMMITTEE
MINUTES
April 14, 2015
CMS 205

Members Present: Carole Akl, Mike Climo, Cindy Cooper, Lilamani De Silva, Verónica Díaz-Cooper, Ebru Durukan, Louis Egúaras, Kelly Enos, Pat Flood, Tom Folland, David Garza, Michong Park, Said Pazirandeh, Daniel Waktola

Members Absent: Madelline Hernandez, Tigran Mkrtchyan, John Morales, Michael Reynolds, Christopher Williams

Guests: Dennis Solares
Support: Susan Ghirardelli

Meeting called to order 1:39 pm

I. Introduction

II. Public Address

III. Discussion Agenda

A. Non-credit Course Update

- BSICSKL 002CE (D. Solares) M/Move to approval agenda Louis
- BSICSKL 023CE (D. Solares) M/Move to approval agenda Louis

B. Non-credit New Course

- BSICSKL 038CE (D. Solares) M/S/Table Louis/David
  - Kelly to send Word documents to committee for review

C. Course Update

- Child Dev 60 (J. Silver/L. De Silva) M/Move to approval agenda Louis
- French 002 (D. Pardess) M/S/Table Louis/David
  - Second prereq addendum redundant-delete
  - No rep from Foreign Languages present
  - Prerequisite (French 001)
- Italian 002 M/S/Table Louis/David
  - No rep from Foreign Languages present
  - Prerequisite (Italian 001)
- Portuguese 002 (Reinstatement) M/S/Table Louis/David
  - No rep from Foreign Languages present
- Geography 007 (D. Waktola) M/Move to approval agenda David
- Political Science 001 (E. Durukan) M/Move to approval agenda Said
- Math 123A (C. Akl) M/Move to approval agenda Louis
- Math 123B (C. Akl) M/Move to approval agenda Louis
- Math 123C (C. Akl) M/Move to approval agenda Said
- Computer Science 488 (M. Rettke) M/S/Table Said/Louis
  - No rep from Co Sci dept. present

No report from Foreign Languages present
• Kin Ath 557 (S. Ruys/C. Cooper) M/Move to approval agenda Said

D. New Program
• AA-T Elementary Teacher Education (J. Silver/L. De Silva) M/Move to approval agenda Said
  ❖ Title of degree corrected in meeting

IV. Approval Agenda
A. Non-credit Course Update
• BSICSKL 002CE M/S/Approved Cindy/Said
• BSICSKL 023CE M/S/Approved Cindy/Louis

B. Course Update
• Child Dev 60 M/S/Approved Said/Michong
• Geography 007 M/S/Approved Michong/Ebru
• Political Science 001 M/S/Approved Cindy/Lil
• Math 123A
  o Prerequisite (Math 112) M/S/Approved Cindy/Ebru
• Math 123B
  o Prerequisite (Math 123A) M/S/Approved Cindy/Lil
• Math 123C
  o Prerequisite (Math 123B) M/S/Approved Cindy/Lil
• Kin Ath 557 M/S/Approved Veronica/Ebru

C. Programs
• AA-T Elementary Teacher Education M/S/Approved Said/Louis

D. Minutes
• March 17, 2015 M/S/Approved Said/Louis

V. DCC Updates C Akl
• Guidelines for Title V Regulations - policies for Prerequisites, Corequisites and Advisories, now posted on Curriculum website.

VI. Policy Items C. Akl
1. COR Checklist – posted on Curriculum website under ‘Resources’
2. Program Discontinuance Form – posted on Curriculum website under ‘Submission Requirements’
3. Board of Trustees Deadlines – posted on Curriculum website under ‘Resources’

VII. Other Business P. Flood
1. SLO discussion
   • We would like to find an alternate process to using the SLO addendum form, such as a link to SLOs which could be pasted into the ECD COR. Pat will write a standard statement to paste into the COR at the SLO box which would carry a link to the current SLOs. This would simplify the revision of SLOs without having to push the entire COR through Curriculum for approval.
2. Said suggested the Committee create a workshop to facilitate updating all FC&S and Interior Design CORs. This would be similar to how we updated the Culinary CORs.
   - There are approximately 14 FC&S CORs needing updates and about 13 Interior Design CORs needing updates.
   - Kelly will send the Committee members a Doodle poll for possible dates in May.

Next Meetings:
- April 21
- May 5, 19
- June 2

Meeting adjourned 2:40 p.m.

Transcribed by Susan Ghirardelli
Los Angeles Mission College
CURRICULUM COMMITTEE
MINUTES
May 5, 2015
CMS 205

Members Present: Carole Akl, Steve Brown, Mike Climo, Cindy Cooper, Veronica Diaz-Cooper, Ebru Durukan, Kelly Enos, Pat Flood, David Garza, Madelline Hernandez, Michong Park, John Morales, Said Pazirandeh, Daniel Waktola, Christopher Williams

Members Absent: Lilamani De Silva, Louis Eguaras, Tom Folland, Tigran Mkrtchyan

Guests: Vilma Bernal, Darlene Montes, Deborah Paulsen, Jolie Scheib

Support: Irma Luna

Meeting called to order 1:35 pm

I. Introduction

II. Public Address
   ★ Steve Brown will be Life Sciences department chair while Mike Reynolds is on leave.
   ★ New Nursing Program submitted. All courses submitted by Fall 2014

III. Discussion Agenda

A. New Non-Credit Course
   - BSICSKL 038CE (D. Solares) M/Moved to Approval Agenda John
     ★ Class will prepare students to take 4 tests to obtain GED

B. Course Updates
   - Spanish 1 (J. Scheib) M/S Tabled Kelly/Veronica
     ★ Work on SLOs & Comments
   - Spanish 2 (J. Scheib) M/S Tabled Kelly/Pat
     o Prerequisite (Spanish 1)
     ★ Work on SLOs & Comments
   - Anthro 101 (SLO update) (P. Mohammadian) M/Moved to Approval Agenda Michong
     o Prerequisite (English 28)
     o Prerequisite (ESL 8)
   - Anthro 121 (SLO update) (P. Mohammadian) M/Moved to Approval Agenda Pat
     o Prerequisite (English 28)
     o Prerequisite (ESL 8)
   - Management 33 (V. Bernal) M/S Tabled Michong/Pat
     ★ Work on descriptions to better match course content & objective
     ★ Update library form
     ★ Title change will be presented to district for review. If no challenge from other colleges then update will take place in 1-2 months.

   - Poli Sci 2 (E. Durukan) M/Moved to Approval Agenda Michong
C. New Credit Courses
- Kin Ath 558 (C. Cooper) M/Moved to Approval Agenda Pat
- Psych 74 (C. Williams) M/Moved to Approval Agenda Said
  - Prerequisite (Psych 1)
  - Prerequisite (Math 227)

D. Programs
- AA-T Psychology (C. Williams) M/Moved to Approval Agenda Said

IV. Approval Agenda

A. New Non-Credit Course
- BSICSKL 038CE M/S/Approved Kelly/David

B. Course Updates
- Anthro 101 (SLO update) M/S/Approved Kelly/Cindy
  - Prerequisite (English 28)
  - Prerequisite (ESL 8)
- Anthro 121 (SLO update) M/S/Approved Chris/Pat
  - Prerequisite (English 28)
  - Prerequisite (ESL 8)
- Poli Sci 2 M/S/Approved Kelly/Michong

C. New Credit Courses
- Kin Ath 558 M/S/Approved Ebru/Said
- Psych 74 M/S/Approved David/Michong
  - Prerequisite (Psych 1)
  - Prerequisite (Math 227)

D. Programs
- AA-T Psychology M/S/Approved Madeline/Kelly

E. Minutes
- April 21, 2015 M/S/Approved Said/Chis

V. DCC Updates
- CurricUNET Update
  - Demo presented
  - Decide what to take or remove from ECD to curricunet, except for Title V requirements (the only difference may be layout)
  - Email curriculum with feedback by May 15, subject: "curricunet element". Red font are proposed changes. Green font are annotations.

VI. Policy Items
- Curriculum membership terms L. Milke
  - Brought up by Senate and supported by curriculum. Issues with attendance, participation, tech review with no comments or minimal input.
  - No notification of absences, members coming late or leaving early leading to danger or no quorum
  - Senate may recommend members replacement if needed to improve curriculum participation
  - There will be training to inform members about curriculum process & resources
Credit by Exam Policy

K. Enos

* Copy of form and procedures provided

Next Meetings:

- May 19
- June 2

Meeting adjourned 3:10 p.m.
Transcribed by Irma Luna
Los Angeles Mission College
CURRICULUM COMMITTEE
MINUTES
May 19, 2015
CMS 205

Members Present: Carole Akl, Mike Climo, Cindy Cooper, Lilamani De Silva, Veronica Diaz-Cooper, Ebru Durukan, Louis Eguaras, Kelly Enos, Tom Folland, David Garza, Michong Park, Tigran Mkrtchyan, John Morales, Said Pazirandeh, Daniel Waktola, Christopher Williams

Members Absent: Steve Brown, Pat Flood, Madelline Hernandez

Guests: Vilma Bernal, Gina Ladinsky, Sherrie Loper, Par Mohammadian, Deborah Paulsen, Jolie Scheib

Support: Susan Ghirardelli, Irma Luna

Meeting called to order 1:33 pm

I. Introduction
II. Public Address
III. Discussion Agenda
   A. Course Updates
     • Spanish 1 (J. Scheib) M/Move to Approval Agenda Michong
       ❖ Book section needs update-David Garza will send Carole a completed Library form
     • Counseling 4 (S. Loper/M. Park) M/Move to Approval Agenda Cindy
       ❖ This is an update and course title change from Personal Development 4 to Counseling 4, but is the same course in content.
       ❖ Michong will revise SLO #2 to incorporate Pat's suggestion
     • Counseling 22 (S. Loper/M. Park) M/Move to Approval Agenda Ebru
       ❖ This is an update and course title change from Personal Development 22 to Counseling 22, but is the same course in content.
     • Child Dev 30 (L. De Silva) M/Move to Approval Agenda Ebru
       ❖ Revised to align w/ California Alignment Expansion Program (CAEP)
     • Child Dev 38 (L. De Silva) M/Move to Approval Agenda Louis
       ❖ Prerequisite update
       ❖ Revised to align w/ California Alignment Expansion Program (CAEP)
     • Child Dev 39 (L. De Silva) M/Move to Approval Agenda Louis
       ❖ Revised to align w/ California Alignment Expansion Program (CAEP)
       ❖ Clarify SLO #2: "compose grant proposal"
       ❖ Clarify Assessment #2: "prepare a written grant or proposal"
     • Management 33 (V. Bernal) M/Moved to Approval Agenda Said
       ❖ Name change request. Title change will be presented to District for review. If no challenge from other colleges and District approves, then update will take place in 1-2 months.
       ❖ Revise SLO # to read “States (add "s") why this conclusion was chosen.”
LAMC          Curriculum Minutes          May 19, 2015

- English 127 (G. Ladinsky)          M/S/Table Ebru/Kelly
  ❖ SLO addendum rubric - mapping needs clarification

- Math 215 (Prerequisite Update) (T. Mkrtchyan)          M/Moved to Approval Agenda Said
  ❖ Math 121 changed from Prerequisite to Advisory
  ❖ Math 125 (or) Math 123B (or) Math 129C added as Prerequisites

- Kin Ath 503 (C. Cooper)          M/Moved to Approval Agenda Louis
  ❖ COR last approved 10-21-14
  ❖ Needed to add missing ILO

- CAOT 64 (Kelly to represent Pat who is not present)          M/S/Table Ebru/David
  ❖ This is a 1-unit lab supporting other CAOT classes.
  ❖ Need Pat’s input about hours and homework

B. Addition of District Course
- Theater 291 (D. Paulsen)          M/Moved to Approval Agenda David
  ❖ This tba course is part of the AA-T Theater degree
  ❖ Needs Stand Alone addendum

- Kin 268-1 (C. Cooper)          M/Moved to Approval Agenda David
  ❖ This course is equivalent to the former Kin 268

- Kin 387-1 (C. Cooper)          M/Moved to Approval Agenda John
  ❖ Need specific SLOs for this level

- Kin 387-2 (C. Cooper)          M/Moved to Approval Agenda Kelly
  ❖ Need specific SLOs for this level

C. Course Archive
- AJ 41 (K. Enos)          M/Moved to Approval Agenda Said

D. Programs
- AS Health Science (non-substantial change to approved program) (G. Ladinsky)
  ❖ Bio 5 added to program          M/Moved to Approval Agenda Said

IV. Approval Agenda
A. Course Updates
- Management 33          M/S/Approved Louis/Michong
- Spanish 1          M/S/Approved Said/Louis
- Child Dev 30          M/S/Approved Louis/Chris
- Child Dev 38
  ❖ Prerequisites (Child Dev 1, 2, 3, 4, 7, 8, 11)  M/S/Approved David/Michong
- Child Dev 39
  ❖ Prerequisite (Child Dev 38)  M/S/Approved Tigran/John
- Counseling 4          M/S/Approved Louis/Michong
- Counseling 22          M/S/Approved David/Daniel
- Math 215
  ❖ Prerequisite (Math 125)          M/S/Approved Tigran/Kelly
  ❖ Prerequisite (Math 123B)
  ❖ Prerequisite (Math 123C)
  ❖ Advisory (Math 121)
- Kin Ath 503          M/S/Approved David/Chris

M/S/Approved Louis/Michong
M/S/Approved Said/Louis
M/S/Approved Louis/Chris
M/S/Approved David/Michong
M/S/Approved Tigran/John
M/S/Approved Louis/Michong
M/S/Approved David/Daniel
M/S/Approved Tigran/Kelly
M/S/Approved David/Chris
M/S/Approved John/Michong
M/S/Approved Kelly/Louis
M/S/Approved Kelly/Louis
M/S/Approved John/Michong
M/S/Approved Tigran/Lilamani
B. Addition of District Course

- Kin 268-1
- Kin 387-1
- Kin 387-2
  - Prerequisite (Kin 387-1)
- Theater 291

M/S/Approved David/Chris

M/S/Approved David/Chris

M/S/Approved David/Chris

M/S/Approved Michong/Tigran

M/S/Approved Michong/Louis

C. Course Archive

- AJ 41

M/S/Approved Said/Louis

- Faculty should remember that once a course is archived it is:
  - deleted from the catalog
  - removed from ASSIST
  - removed from UC and CSU transfer lists
  - removed from all advising forms (IGETC, CSU and AA plans)
  - If a course is reinstated, it may take a minimum of 1 to 2 years to have a course approved for transfer and for the course to be placed on the advising forms again.

D. Program Updates

- AS Health Science (non-substantial change to approved program)

M/S/Approved Said/Chris

E. Minutes

- May 5, 2015

M/S/Approved Said/Louis

V. DCC Updates

C. Akl

- CurricUNET
  - Program developers request feedback from all the CC campuses. Veronica and Ebru, along with Curriculum committee leadership, reviewed a list of items proposed to be part of the final program. Please review the forwarded document and send your comments/preferences to Carole

- E-65
  - New regulation - may remove non-faculty signatures from the approval process in Curricunet

VI. Policy Items

Next Meeting:

- June 2

Meeting adjourned 3:10 p.m.

Transcribed by Susan Ghirardelli
Los Angeles Mission College  
Academic Senate  
CURRICULUM COMMITTEE  
Fall 2015

Curriculum Dean: Madelline Hernandez  
Curriculum Chair: Carole Akl  
Curriculum Vice Chair: Kelly Enos  
Voting Members: Mike Climo, Cindy Cooper, Lilamani De Silva, Veronica Diaz-Cooper, Louis Eguaras, Kelly Enos, Thomas Folland, David Garza (Library), Gayane Godjoian, Tigran Mkrtchyan, John Morales, Michong Park (Articulation Officer), Said Pazirandeh, Deborah Paulsen (SLO Coordinator), Mike Reynolds, Daniel Waktola, Christopher Williams

Non-Voting Resources  
Administrative Support: Susan Ghirardelli, Irma Montoya

Agenda  
September 15, 2015  
1:30-3:00pm  
CMS 205

I. Introduction

II. Public Address

III. Approval of Minutes from June 02, 2015

IV. Course Approvals

A. Archive Courses
   • MUSIC 921  
   • MUSIC 931  
   • MUSIC 941

B. Course Updates
   • ADM JUS 006  
   • ADM JUS 250  
   • THEATER 110  
   • THEATER 450

V. DCC Updates
   • CurricUnet update  
   • E-64 (Procedures for Development and Approval of New Educational Programs and Options)

VI. Policy Items
   • SLO rubric update

IV. Other Business
   • Training

Next Meeting: Sep 29, 2015
LOS ANGELES MISSION COLLEGE  
CURRICULUM COMMITTEE  
MINUTES  
SEPTEMBER 15, 2015  
CMS 205

MEMBERS PRESENT: Carole Akl, Mike Climo, Cindy Cooper, Lilamani De Silva, Veronica Diaz-Coope, Louis Eguaras, Kelly Enos, Tom Folland, David Garza, Gayane Godjoian, Madelline Hernandez, Tigran Mkrtchyan, Deborah Paulsen, Said Pazirandeh, Mike Reynolds, Daniel Waktola, Christopher Williams

MEMBERS ABSENT: Sherrie Loper, John Morales, Michong Park

GUESTS: Steve Brown

SUPPORT: Susan Ghirardelli

Meeting called to order 1:35 pm

I. INTRODUCTION  
(C. Akl)

- Three new members were welcomed:
  - Gayane Godjoian (Faculty Member-at-Large, appointed by Senate)
  - Sherrie Loper (Faculty Member-at-Large, appointed by Senate)
  - Deborah Paulsen (SLO Coordinator)

- The agenda format has been revised. The ‘approval agenda’ portion has been omitted. Courses will be approved/tabled in the order they are discussed at the meeting.

II. PUBLIC ADDRESS

III. APPROVAL OF MINUTES June 2, 2015

M/S/Approved Mike R./Tigran

Abstention: Deborah Paulsen

IV. COURSE APPROVALS

A. ARCHIVE COURSES

- Music 921, 931, 941 (D. Paulsen)  
  M/S/Approved Cindy/Mike R.

  - Faculty should remember that once a course is archived it is:
    - deleted from the catalog
    - removed from ASSIST
    - removed from UC and CSU transfer lists
    - removed from all advising forms (IGETC, CSU and AA plans)
    - If a course is reinstated, it may take a minimum of 1 to 2 years to have a course approved for transfer and for the course to be placed on the advising forms again.

B. COURSE UPDATES

- AJ 6 (K. Enos)  
  M/S/Approved Said/Cindy

- AJ 250 (K. Enos)  
  M/S/Tabled Cindy/Mike R.

  - Originator requested the COR be returned to him to revise the SLO rubric.

- Theater 110 (R. Cucuzza/ D. Paulsen)  
  M/S/Approved Tigran/Cindy

  - Part of Theater Arts AA-T degree
  - Revised to align w/ C-ID

- Theater 450 (D. Paulsen)  
  M/S/Approved Tigran/Cindy

  - Hours/units revised to align w/ C-ID
V. DCC Updates (C. Akl)
- The DCC (District Curriculum Committee) convenes once a month at the District Office.
- The District is discussing our impending transition from ECD to CurricUNET.
  - We should start preparing now by cleaning up all ECD inboxes and deleting excess COR drafts. If you are not comfortable deleting an ECD COR in process, you can download it to Word as a backup copy before you discard it.
  - CurricUNET allows only one approved COR and one working draft in the system at the same time.
  - The District plan is to switch to CurricUNET in spring of 2016, and we need to prepare for this even if it seems unlikely to happen that soon.
  - CurricUNET is directly connected to the State Chancellor’s office.
  - CurricUNET will be compatible with the new SIS system (PeopleSoft); ECD is not.
  - District planners are still taking suggestions from the 9 campuses regarding formatting.
- **E-64** (Procedures for Development and Approval of New Educational Programs and Options)
  - Since CurriCUNET is being vetted, DCC members thought it was a good idea to update this e-reg to include language aligning with the language used in E-65.

VI. Policy Items
A. SLO rubric update (D. Paulsen)
- Par Mohammadian and Steve Brown will be working with Deborah Paulsen on SLOs this semester.
- The focus this year is to align SLOs with ILOs.
- Include criteria on each rubric that can be used to measure SLOs.
- An SLO Summit training for faculty is in the planning stage, date set for November 6th.

VII. Other Business
A. Training (C. Akl and K. Enos)
- There was a discussion of some of the duties of Curriculum Committee members, including:
  - Attending all meetings and bringing meaningful contributions
  - Completing assigned Tech Reviews in a timely manner
  - Reviewing all courses linked on Agenda sent out prior to Curriculum meetings
  - Bringing review notes for discussion to the Curriculum meetings
  - Sharing and helping one’s department/area with Curriculum related business

B. Curriculum website (C. Akl and K. Enos)
- Over the summer, Carole, Kelly, Madeline and Said met several times to work on updating Curriculum processes, scheduling, and documents. These have all been posted on the updated website. Some of the useful items posted are:
  - samples of completed curriculum forms to use for reference
  - tutorial videos created by Kelly
  - a COR Tech Review checklist for use by committee members as well as originators
- Committee members were asked to guide their respective department faculty to these resources.
- There are 3 online resources for curriculum information:
  - Campus [http://www.lamission.edu/curriculum/](http://www.lamission.edu/curriculum/)
  - District (ECD) [https://ecd.laccd.edu/](https://ecd.laccd.edu/)
  - State Chancellor’s Office [http://curriculum.cccco.edu/Search](http://curriculum.cccco.edu/Search)

C. The Curriculum Committee Chair and Dean both attended a Curriculum Institute conference held over the summer.

D. Kelly presented a 10-question curriculum information quiz to members.

Next Meetings:
- September 29, 2015
- October 6, 2015

Meeting adjourned 2:58 p.m.
Transcribed by Susan Ghirardelli
Los Angeles Mission College
CURRICULUM COMMITTEE
MINUTES
November 3, 2015
CMS 205

Members Present: Carole Akl, Mike Climo, Cindy Cooper, Lilamani De Silva,
Tom Folland, David Garza, Gayane Godjoian, Madelline Hernandez,
Tigran Mkrtchyan, Deborah Paulsen, Said Pazirandeh, Mike Reynolds, Daniel Waktola

Members Absent: Veronica Diaz-Cooper, Louis Eguaras, Kelly Enos, Sherrie Loper, John Morales, Michong
Park, Christopher Williams

Guests: David Jordan, Mildred Macaranas (Financial Aid), Mari Rettke, Debby Wong

Support: Susan Ghirardelli

Meeting called to order 1:40pm

I. Introduction

II. Public Address

III. Approval of Minutes October 20, 2015 M/S/Approved Tigran/Cindy

IV. Course Approvals

A. DE Update
   • English 28 (DE Shell Rubric) (L. Barbato/D. Jordan) M/S/Tabled Mike R./Deborah
     ❖ Revision to the COR’s SLO section and the Degree update section requested by the committee.
     o Prerequisite (English 21) M/S/Tabled Mike R./Deborah

B. DE and General Update
   • Math 125 (COR update) (T. Mkrtchyan) M/S/Approved Mike R./Gayane
     o Prerequisite Math 123B M/S/Approved Mike R./Gayane
     o Prerequisite Math 115 M/S/Approved Mike R./Gayane
     ❖ Math 115 still routing through ECD system
   • Math 125 (DE Shell Rubric) (D. Wong/D. Jordan) M/S/Approved Said/Lilamani

C. DE & C-ID Updates
   • Math 265 (C-ID update) (C. Akl) M/S/Approved Said/David G.
     o Prerequisite (Math 240) M/S/Approved Said/Gayane
     o Prerequisite (Math 245) M/S/Approved Said/Gayane
     o Prerequisite (Math 260) M/S/Approved Said/Gayane
   • Math 265 (DE Shell Rubric) (C. Akl) M/S/Approved Said/David G.
   • Math 266 (D-ID update) (Y. Yun/C. Akl) M/S/Approved David G./Said
     o Prerequisite (Math 265) M/S/Approved Said/Gayane
   • Math 266 (DE Shell Rubric) (C. Akl) M/S/Approved Said/Daniel

D. C-ID Update
   • Math 227 (D. Wong) M/S/Approved Said/Lilamani
     o Prerequisite (Math 123C) M/S/Approved Said/Lilamani
     o Prerequisite (Math 125) M/S/Approved Said/Lilamani
     o Prerequisite (Math 129B) M/S/Approved Said/Lilamani
E. General Course Updates

- Fam & CS 185 (J. Silver/L. De Silva) M/S/Approved Tigran/Daniel
- Fam & CS 285 M/S/Approved David/Gayane
- Fam & CS 385 M/S/Approved Daniel/Gayane
- Music 322 (D. Paulsen) M/S/Approved Tigran/David G.
  - Prerequisite (Music 321)
- Music 323 (D. Paulsen) M/S/Approved David G./Tigran
  - Prerequisite (Music 322)
- Music 324 (D. Paulsen) M/S/Approved David G./Tigran
  - Prerequisite (Music 323)
- Kin 201 (C. Cooper)
  - removed from agenda per originator's request

F. Addition of a District Course

- Kin 329-1 (C. Cooper) M/S/Tabled Said/David G.
  - SLOs to be revised
  - Add a "New Course" form

G. New Courses

- Theater 292 (R. Cucuzza/D. Paulsen) M/S/Approved Tigran/David G.
- Theater 293 (R. Cucuzza/D. Paulsen) M/S/Approved Tigran/David G.

V. Program Approvals

A. New - Certificate of Accomplishment

- CyberSecurity Associate (15 units) (M. Rettke) M/S/Tabled Tigran/Gayane
  - Originator to attach supporting documents for committee to review

B. New – Associate in Science for Transfer Degree

- Computer Science AS-T (34 units) (M. Rettke) M/S/Approved Tigran/David G

VI. DCC Updates (C. Akl)

- CurricUNET update M/S/Tabled Said/David G.
  - College Routing, ECD Accounts, Mapping Subject to Division
  - Tabled until next meeting due to lack of time

Next Meetings:

- November 17, 2015
- December 1, 2015

Meeting adjourned 3:15 p.m.

Transcribed by Susan Ghirardelli