Meeting called to order 1:30 pm

I. Introduction
   • The Academic Senate President, Leslie Milke, introduced Carole Akl as the new Curriculum Committee Chair.

II. Public Address

III. Discussion Agenda
   A. Non-credit Course Update
      • ESL NC 7CE  M/Move to Approval Agenda  Tigran
      • ESL NC 8CE  M/Move to Approval Agenda  Tigran
   B. Non-Credit New Course
      • ESL NC 23CE  M/Move to Approval Agenda  Michong
   C. Course Updates
      • Prof Bkng 215 (revise course title only)  M/Move to Approval Agenda  Tigran
   D. Programs
      • AA-T Kinesiology  M/Move to Approval Agenda  Louis
      • AA-T Theater  M/Move to Approval Agenda  Michong
   E. Archive
      • LRNSKIL 40  M/Move to Approval Agenda  Michong

IV. Approval Agenda
   A. Non-credit Course Update
      • ESL NC 7CE, 8CE, 23CE  M/S/Approved Louis/David
         Approval pending revision of SLO sections by Thursday, February 19.
   B. Course Updates
      • Prof Bkng 215  M/S/Approved Michong/Mike R.
   C. Programs
      • AA-T Kinesiology  M/S/Approved Louis/Michong
         o Narrative/Template
      • AA-T Theater  M/S/Approved Mike R./Louis
         o Narrative/Template
   D. Archive
      • LRNSKIL 40  M/S/Approved Tigran/Mike R.

Faculty should remember that once a course is archived it is:
   o deleted from the catalog
   o removed from ASSIST
   o removed from UC and CSU transfer lists
   o 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.

E. Minutes
- December 9, 2014  M/S/Approved  Kelly/Mike R.
- January 26, 2015  M/S/Approved  Kelly/Louis

V. Policy Items
1. CORs Checklist –
   - for use in Tech Review; also for faculty use when creating/reviewing CORs on ECD
   - Committee suggestions:
     - Convert list into a spreadsheet table with checklist items as headers
     - Provide the form under ‘Resources’ on the Curriculum website, along with information on the submission process.

2. Certificate of Accomplishment  M/S/Approved  Louis/Pat
   - previously called ‘Skill Certificate,’ 18 units or less
   - Does not need State approval, only BOT approval
   - Purpose of this form is to create formal documentation for LAMC for this type of certificate.

VI. Other Business
1. Curriculum Committee survey results  (Kelly Enos)
   - Sent out during winter break, only 7 respondents. Kelly will do another survey now that faculty is back on campus. If you responded the first time, please do not respond to the new survey.
   - Some survey results:
     - CMS 214 for meetings – a little crowded and need more chairs.
     - Training opportunities favored for new members and for all members on policy

2. Committee members were encouraged to bring laptops and notes to meetings.
3. Carole is currently working to update the website, timelines and curriculum forms. Curriculum leadership is also working to create a checklist for Program submission.
4. Carole discussed the revised ECD routing flowchart
   - One step (the first Vice-chair Inbox) will be eliminated.
   - Kelly Enos, as committee vice-chair, will be assigning Tech Reviews.
   - Auto-forwarding from Tech Review inboxes has been extended from 4 days to 7 days.

5. Carole will be posting the Curriculum meeting agendas sooner, by the end of the Wednesday prior to the scheduled Tuesday meetings.
6. Members who are going to miss a meeting were asked to send an email to the “Curriculum” email: Curriculum@lamission.edu so that Kelly, Madelline and Carole can all have access to that information. Please also submit any questions or comments you might have regarding agenda items.
   - Attention will be paid to absences and committee activities. The Senate can replace any Curriculum committee member who is not fulfilling required duties.

Next Meetings:
- March 3, 17
- April 14, 21
- May 5, 19
- June 2

Meeting adjourned 2:35 p.m.

Transcribed by Susan Ghirardelli