Los Angeles Mission College
CURRICULUM COMMITTEE
MINUTES
October 19, 2010

Members Present: Diana Bonilla, Mike Climo, Cindy Cooper, Carolyn Daly, Kelly Enos, Patricia Flood, John Morales, Deborah Paulsen, Said Pazirandeh, Nadia Swerdlow, Sandy Thomsen,

Guests: Irma Montoya

Members Absent: Stephanie Atkinson-Alston, Ebru Durukan, Madelline Hernandez, Tigran Mkrtchyan, Mike Reynolds, Louis Zandalasini

Said called the meeting to order at 1:40 pm

I. Approval of Minutes
   • October 5, 2010 Approved

II. Old Business
   A. Course Updates
      • Admin. Justice 209 COR Approved

   B. Addition of District Course

III. New Business
   A. Course Updates
      • Admin. Justice 150 COR (K. Enos) Approved

   B. New Courses
      • Admin. Justice 204 COR (K. Enos) Approved

   C. Tech Review

   D. Addition of District Course

   E. Distance Ed

   F. Archive
      • History 43 Tabled (no representative present)
      • History 44 Tabled (no representative present)

      • 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.

   G. Advanced Course Request

   H. Course Change Request

   I. Prerequisite Change

   J. Certificate/Skill Certificate
K. New Programs

L. Program Changes

M. Degree Options

N. Other Business
1. Questions from the floor regarding ECD
   a. How to identify where a course is in the review process:
      • Said Pazirandeh brought ECD online to review “Status” notations.
      • Additional questions ensued.
      • Said explained that a bottleneck is with Madelline Hernandez, and that they are working at trying to find a way to improve courses getting through her tech-review function.
      • Said noted that we do not follow up with people who had outlines returned to them for changes. It is the responsibility of the submitter to make changes and resubmit.
   b. Question regarding “In Process” search function:
      • It was asked if Said could remove them when approved. However, Said confirmed that all approval levels need to be accomplished before it is removed (including Curriculum Dean, Senate Chair, President) and outlines will remain until the President's final signature is completed since these signatures are required by the District and State.
   c. Additional questions regarding specific courses were fielded and researched. In particular, there seems to be confusion regarding returning changes requested in tech review for final approval.
   d. “Protocol Refresh:”
      • Said explained Protocol Refresh as being a new function that allows the writer of an outline to update and incorporate District changes in Protocol database system.

IV. Committee Reports
A. Curriculum Dean (N. Swerdlow)

B. Curriculum Chair (S. Pazirandeh)
1. Process of outline submission
   • Said reiterated that department chair and dean are first steps towards review of an outline update on ECD.
   • Chair regularly does content review as does Dean, but not always necessary.

2. Program and courses for Program submission
   • Courses can be submitted first for initial review when review needed.
   • Eventually program and courses must be submitted for review together at one meeting.
   • Program should be sent to Susan Ghirardelli, with note in body of email indicating which courses are pending.

3. New Transfer Degree: AB 1440
   • No action on individual colleges announced; however, the District Curriculum Committee is uneasy about waiting. Plan to pick five examples from among top transfer degrees for preliminary work. Will invite district wide and four-year colleges to work on other area schools (Glendale, etc.) to have a brainstorm.
   • Nadia brought up that the state Chancellor's office has already begun to plan events and suggested District Curriculum Committee consult so efforts aren’t duplicated.

C. IGETC/GE Breadth/Articulation (M. Hernandez)

V. Next Meeting
   November 2, 2010   LRC 234, 1:30pm

Meeting adjourned: 3:00 pm
Transcribed by Nadia Swerdlow