Los Angeles Mission College
CURRICULUM COMMITTEE
MINUTES
Final
November 4, 2008

Members Present: Cindy Cooper, Carolyn Daly, Kelly Enos, Pat Flood, Myriam Mekelburg, Said Pazirandeh, Mike Reynolds, Yoon Yun

Guests: Louise Barbato, Leslie Milke, Deborah Paulsen, Jan Silver, Ed Zayas

Members Absent: Madelline Hernandez, Mi Chong Park, Sandy Thomsen, Christopher Williams

Said called the meeting to order at 1:08 PM

I. Approval of Minutes
   - October 7, 2008
     M/S/Approved Yoon / Mike

II. Old Business
   a. Child Dev. 30 (Janice Silver)
      M/S/Approved w/ changes Pat / Myriam
      • diversity missing

III. New Business
   A. Course Updates
      a. Child Dev. 1, 31, 46, 47 (Jan Silver)
         M/S/Approved Cindy / Mike
         • Motion to consider all four Child Dev. courses together
         • Motion to approve SLO’s for Child Dev. 1, 31, 46, 47
           (Pat said that the SLO’s for these were very good)
         • Motion to approve Child Dev. 1, 31, 46, 47 with changes
           o Child Dev. 1 – needs date
           o Child Dev. 46 – needs course description
           o Child Dev. 47 – needs catalog description
         • Jan Silver said that there is an effort to standardize all Child Development courses throughout the State to have the same course descriptions, SLO’s etc.
      b. Music 321 (Deborah Paulsen) update not approved - resubmit with corrections for Dec. 2nd meeting:
         • Course content and objectives need work
         • Revise hours
         • 1990 text may need updating. Said will ask Madelline about this.
         • Writing assignment needs clarification – there was a discussion about whether a writing assignment is appropriate for this course. Ed Zayas said yes; Said will speak with Madelline about this also.
         • Need to consider Title 5 requirement
         • Is it transferable?
         • Said suggested that we provide Deborah with current Music 321 Outlines from ELAC and/or City to help with the update.
c. **English 101** (Louise Barbato)  
   **M/S/Approved w/changes** Carolyn / Pat  
   - Pat said the SLO was good  
   - check to see if English 101 is required for AA degree (p. 12) starting Fall 2009  
   - motion to approve English 28 or ESL 8 as prerequisites **M/S/Approved** Mike / Myriam

d. Said reminded the Committee that the SLO form is now integrated inside the PNCR outline. All new course updates should now use this new PNCR package.

**B. New Courses**

**C. Addition of District Courses**

**D. Distance Ed**

a. **English 101** (Louise Barbato)  
   - Motion to table English 101 Distance Ed pending more discussion **M/S/Approved** Myriam/Pat  
   - Issues discussed include:  
     - PACE works off same course outline for English 101, but in reality it is a “hybrid” class, i.e. course work is split between online and on-campus  
     - A discussion followed as to what is considered a “hybrid” course. Said said that a course with from 0 to 50% of the work done on campus is considered a hybrid.  
     - Mike thinks that assessments, i.e. midterms and finals, should be on campus to avoid cheating.  
     - Louise has concerns regarding PACE English courses and faculty hiring. Mike suggested that Louise bring those concerns to VP Johnson-Hawkins.  
     - Louise would like to re-open the discussion of calling the English 101 Distance Ed course a hybrid. She would like to see a reevaluation of all online courses by the Curriculum committee.  
     - Said said that according to Madelline, there are certain online courses that will not be accepted for matriculation.  
     - Myriam checked to see if other colleges teach English 101 online. She found that West LA has it online, but it's not clear if it is a hybrid or not.  
   - **Motion to pass English 101 on to the Distance Ed Committee for its consideration:** **M/S/Approved** Mike / Carolyn

**E. Archives**

**F. Advanced Course Request**

**G. Course Change Request**

**H. Prerequisite Change**

**I. Certificate/Skill Certificate**

**J. New Programs**

**K. Program Changes**

**L. Degree Options**
M. Other Business
   a. The Tech Review Process
      • Leslie was concerned that Tech Review is falling behind in reviewing course updates.
      • Revisions to Tech Review Process
         ○ Said wants to make the Tech Review process more efficient and convenient for the Tech Review committee. He suggested that Tech Review members work outside the Tech Review meeting on their own. They can pick up the Course Outlines for review from Susan's desk in Academic Affairs, at which time they sign the check-out log sheet so we know who has what course. Then at their convenience they can edit the outline, sign it with their initials and return the corrected course with notes back to Susan. If necessary, each member can consult with other members if they have questions or need advice. The Tech Review committee will still meet at their regular monthly meetings.
         ○ Said also would like to recruit new Tech Review members. Myriam said she will help train Christopher. Also Yoon has offered to learn the review process.
   b. The Curriculum committee should be more strict when considering Outline content.
   c. Mike and Said commented that all online classes need to be reviewed. They are concerned about losing accreditation for some online courses. Myriam is concerned about the equity between regular classes vs. online classes. She said that West LA did not maintain the quality of many of its online courses.

IV. Committee Reports
   A. District Curriculum Committee and Academic Senate (Said Pazirandeh).
      • The district continues the development of the electronic curriculum system (ECD). All colleges have viewing privileges, and more functionality will become available after testing the system.
      • DCC has approved inclusion of Essential Academic Skills (ESA) into the electronic Course Outline of Record. Details of how to incorporate the various ESA sections into the outline are still being discussed.

   B. Matriculation Advisory Committee (Mi Chong Park) - No Report

   C. IGET/GE Breadth/Articulation (Madelline Hernandez) - No Report

V. Next Meeting

   Next Meeting: Tuesday, December 2, 2008
   Location: LRC 1:00 – 2:30

Meeting adjourned: 2:30 PM

Transcribed by Susan Ghirardelli