Los Angeles Mission College  
CURRICULUM COMMITTEE  
MINUTES  
Final  
February 17, 2009

Members Present: Cindy Cooper, Carolyn Daly, Kelly Enos, Madelline Hernandez, Myriam Mekelburg, Mi Chong Park, Said Pazirandeh, Mike Reynolds, Nadia Swerdlow, Sandy Thomsen, Christopher Williams, Yoon Yun

Guests: Adolfo Espinoza, Parthenia Grant

Members Absent: Patricia Flood

Said called the meeting to order at 1:15 PM

I. Approval of Minutes
   December 2, 2008 M/S/Approved Myriam/Madelline

II. Old Business
   None

III. New Business
   A. Course Updates
      a. English 21 M/S/Approved with changes, Madelline/Cindy
      b. English 21 Prerequisites: Dev.Com 1 and 36A M/S/Approved, Myriam/Cindy
      c. English 127 M/S/Approved with changes, Madelline/Cindy
      d. English 127 Prerequisite: English 101 M/S/Approved, Madelline/Cindy
      e. English 240 M/S/Approved with changes, Cindy/Sandy
         (Changes never resubmitted. Carolyn loaded new version to ECD on 2-22-10 for review. See approved courses May 18, 2010)
      f. English 240 Prerequisite: English 101 M/S/Approved with changes, Madelline/Myriam
      g. History 1 M/S/Approved with changes, Myriam, Cindy
      h. Multimedia 310 M/S/Approved with changes, Madelline, Sandy
      i. Multimedia 310 Advisory: MM100, Corequisites 500 M/S/Approved, Myriam/Carolyn

   B. New Courses
      None

   C. Addition of District Courses

   D. Distance Ed
      a. English 21 M/S/Approved with correction, Madelline/Myriam
b. **English 127 & English 240**  
   *M/S/Approved* together, Madelline / Myriam

E. **Archives**  
a. **Admin. Justice 24,297,298,299,300,301,302,303,485**  
   *M/S/Approved*, Madelline/Myriam

b. Madelline announced to all faculty archiving courses 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.

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. **Discussion of expired course outlines:**
   - Nadia asked for suggestions from the Committee for how to create a process to expedite updating the almost 250 currently expired courses.
   - District has an online process to update courses currently on trial at several campuses.
   - Said is working this semester to create a transparent process by which faculty can follow the progress of a submitted course update.
   - Submitters were reminded to use the new PNCR form which integrates the SLOs into the outline. All forms can be found on the Curriculum website. Committee members should remind department secretaries to use this new form.
   - Nadia and Said spoke about having training sessions for course updating targeted to particular departments.
   - Mike asked if there will be a definite deadline to enforce course updates. Nadia said that is the goal once the current backlog is caught up.
   - Said and Susan will work on a list to submit to chairs of all the courses in each department requiring updates.

b. **Discussion regarding criteria for co-requisites:**
   - Nadia commented that co-requisites create difficulty for students’ time management.
   - Said said the idea is to try to tie two courses together. Normally the co-requisite is a lab.
   - Nadia will do some research to try and better define the purpose of co-requisites.

c. **Distance Ed approvals:**
   - Said reminded members that any approvals of a course for Distance Ed by the Curriculum committee means that it is approved to move forward to the Distance Ed committee. They will
then review it and send it back to us with recommendations for our further consideration. Our purpose is to guide the departments in creating good structure for online courses.

IV. Committee Reports
A. District Curriculum Committee and Academic Senate (Said Pazirandeh).
B. Matriculation Advisory Committee (Mi Chong Park)-No Report
C. IGET/GE Breadth/Articulation (Madeline Hernandez) - No Report

V. Next Meeting
Next Meeting: Tuesday, March 3, 2009 Location: LRC 234, 1:00 – 2:30
Meeting adjourned: 2:50 pm
Transcribed by Susan Ghirardelli