Los Angeles Mission College
CURRICULUM COMMITTEE
MINUTES
April 5, 2011

Members Present: Diana Bonilla, Mike Climo, Cindy Cooper, Carolyn Daly, Louis Eguaras, Kelly Enos, Patricia Flood, Myriam Levy for Robbin Jeffries, Tigran Mkrtchyan, John Morales, Deborah Paulsen, Said Pazirandeh, Mike Reynolds, Nadia Swerdlow, Sandy Thomsen

Members Absent: Madelline Hernandez

Guests: Louise Barbato, Vilma Bernal, Jason Bordbar, Gloria Daims, Marie Echevarri, Mark Lampert, Margie Long, Thomas Nagel

Support: Susan Ghirardelli, Irma Montoya

Said called the meeting to order at 1:35pm

I. Approval of Minutes
   • March 15, 2011 (Tabled until next meeting)

II. Old Business
   A. Course Updates

   III. New Business
   A. Addition of District Courses
   • CAOT 126 (M. Echavarri/P. Flood) M/S/Approved Cindy/Carolyn
     ▷ Approved w/ changes: More work requested on Sect II, #4 writing assignment, Said to assist.
     o Advisory (CAOT 82) M/S/Approved Cindy/Carolyn
   • CAOT 255 (M. Lampert/P. Flood) M/S/Approved Cindy/Carolyn
     o Advisory (CAOT 82) M/S/Approved Cindy/Carolyn

   B. Course Updates
   • Child Dev 42 (G. Daims) M/S/Approved Cindy/Carolyn

   C. New Courses
   • Business 172 (V. Bernal/P. Flood) M/S/Tabled Cindy/Carolyn
     ▷ Committee recommends adding English 28/ESL 8 as Advisories. Tabled until next meeting in order to add Advisories.

   D. Archive
   • Art 101 H, 102H (D. Paulsen) M/S/Approved Deborah/Tigran
   • Humanities 185, 285, 385
   • Music 251
   • Agriculture 714 (M. Levy) M/S/Approved Deborah/Tigran
   • History 1H, 2H, 11H, 12H, 13H
   • Philosophy 1H
   • Political Science 1H
   • Psychology 2H
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.

E. Program Changes
F. Tech Review
G. Distance Ed
H. Advanced Course Request
I. Course Change Request
J. Cross-Listing Request
K. Prerequisite Change
L. Certificate/Skill Certificate
M. New Programs
N. Degree Options
O. Other Business
a. April 26th meeting - meeting proposed by Said and accepted by the Committee for April 26th, 1:30pm, LRC 205, to review Programs. Said will also invite the Deans and VP of Academic Affairs and the department chairs.
b. New Program Questionnaire – Said prepared this list of questions for Chairs to answer as they present their department’s new Programs. Curriculum committee members are requested to send him any comments/suggestions regarding the questionnaire.
c. English as prerequisite – on April 30th, Nadia and Said will attend a California Academic Senate meeting and participate in discussions that include prerequisites, corequisites and advisories for English and Math. As the State develops new policies, the Curriculum committee will need to formulate a proper procedure for determining use of English prerequisites. Said hopes to have this procedure in place by Fall 2011.

- The State will demand greater supporting data for use of prerequisites and advisories.
- Use of advisories and prerequisites for equal courses at other campuses such as CSUN and UCLA can be still used as data to support those here at Mission.

IV. Committee Reports
A. Curriculum Dean (N. Swerdlow)
- Elimination of ‘dead’ courses – departments need to make efforts to remove all their courses no longer taught from the list of active courses on ECD. Some issues:
  - Many courses are listed under the wrong department on ECD and are sometimes difficult to find.
  - Many courses have an “H” after the number, designating an Honors course. The Honors program no longer exists here at Mission, so please archive all of these.
  - If a department chooses not to archive a course, it will need to be updated, even if it is not regularly taught.
  - All 485 courses should be archived. They are no longer offered here at Mission.
  - Please update all Directed Study 185, 285 and 385 courses. Do not archive these, especially if they are attached to a degree.
  - Department chairs can’t do all the course updating themselves. The entire department must be involved.
- Directed Study – Many directed study courses are expired. Said will send the standard wording for all directed study courses and Nadia will remind all disciplines to update these with the standard wording.
- Coop Ed – Numerous members asked if they should be updating or archiving Coop Ed. Nadia explained that these courses do not belong to departments but are a separate program. Numerous additional questions regarding Coop Ed followed, and it was explained that Coop Ed underwent a Program Review and EPC made recommendations that are being addressed. Until such time as further instructions are given we should not address expired Coop Ed courses or archive them. Additional concerns were brought up, and Nadia invited members to send them to her to forward to Alma or to write to Alma directly.

B. Curriculum Chair (S. Pazirandeh)

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

V. Next Meetings
- April 26, 2011 Location: LRC 205, 1:30pm – 3:00pm
- May 3, 2011 Location: LRC 234, 1:30pm – 3:00pm
- May 17, 2011 Location: LRC 234, 1:30pm – 3:00pm