Los Angeles Mission College  
CURRICULUM COMMITTEE  
MINUTES  
Final  
May 19, 2009

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

Guests:  
Abdo Malki

Members Absent:  
Cindy Cooper, Carolyn Daly

Said called the meeting to order at 12:35pm

I. Approval of Minutes

- March 3, 2009  
  M/S/Approved, Madelline/Myriam
- April 14, 2009  
  M/S/Approved, Kelly/Myriam
- May 5, 2009  
  M/S/Approved, Myriam/Madelline

II. Old Business

A. Course Update (tabled from May 5th meeting pending clarification of prerequisites)

a. Math 240  
   M/S/Approved with changes, Madelline/Myriam
   Prerequisite Validation: Math 121  
   M/S/Approved, Madelline/Myriam
   Prerequisite Validation: Math 125  
   M/A/Approved, Madelline/Myriam

III. New Business

A. Course Updates

B. New Courses

C. Addition of District Courses

D. Distance Ed

a. CAOT 82  
   Application for Online Course Approval  
   M/S/Approved, Madelline/Kelly

E. Archives

a. Fire Technology 01, 05, 21, 30  
   (K. Enos)  
   M/S/Approved, Madelline/Myriam
b. Personal Development 105, 106  
   (S. Ritcheson)  
   M/S/Approved, Sandy/Kelly

c. All 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.

F. Advanced Course Request

a. Food Service Mgmt 103  
   (L. Zandalasini)  
   Not Approved
   The two degree-applicable prerequisites, F & CS 21 and FSM 100, will expire in June 2009, therefore the Committee cannot approve FSM 103 for advanced status.
   The Committee recommended updating the two prerequisite courses and then resubmitting the Advanced Course Request for FSM 103

G. Course Change Request

H. Prerequisite Change

I. Certificate/Skill Certificate
LAMC  
Curriculum Minutes  
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J. New Programs
   a. Biology AS Degree (CCC-501) (M. Reynolds)
      • Application for Approval of New Credit Program  M/S/Approved, Sandy/Myriam
      • Proposed New Program Request  M/S/Approved, Sandy/Myriam

K. Program Changes
   a. Non-Substantial Changes to Approved Program – AA in Accounting (P. Flood)
      • Modify existing program  M/S/Approved, Madelline/Myriam
   b. Non-Substantial Changes to Approved Program – AA in Business Administration (P. Flood)
      • Modify existing program  M/S/Approved, Madelline/Kelly
   c. Non-Substantial Changes to Approved Program – AA Finance (P. Flood)
      • Modify existing program  M/S/Approved with changes, Madelline/Myriam
   d. Non-Substantial Changes to Approved Program – AA Management (P. Flood)
      • Modify existing program  M/S/Approved with changes, Madelline/Kelly
   e. Non-Substantial Changes to Approved Program – AA Marketing (P. Flood)
      • Modify existing program  M/S/Approved with changes, Madelline/Kelly
   f. Non-Substantial Changes to Approved Program – AA Small Business Management (P. Flood)
      • Delete existing program  M/S/Approved, Madelline/Myriam
   g. Program Update – Security Management Specialist (K. Enos)
      • Delete existing program  M/S/Approved with changes, Myriam/Madelline
   h. Non-Substantial Changes to Approved Program – Security Mgmt. Specialist Certificate (K. Enos)
      • Delete from current college program inventory  M/S/Approved with changes, Myriam/Madelline
   i. Non-Substantial Changes to Approved Program – AA Math (R. Smazenka)
      • Modify existing program  M/S/Approved with changes, Madelline/Myriam

L. Degree Options

M. Other Business
   a. Expiration dates of Course Outlines
      • District guidelines stipulate that a course’s approval expires every 6 years
      • LAMC guidelines stipulate that a course’s approval expires every 5 years
      • Nadia suggested creating a way to keep track of expirations, and requested a follow up on this
      • When Tech Review and Curriculum review course outlines and prerequisites, they need to make sure to check expiration dates
      • Mike suggested a handbook from Curriculum for the department Chairs with guidelines on updating and creating new courses.
   b. Pat and Nadia suggested calling a summer Curriculum meeting during which only courses intended for Archiving would be considered for approval. Said suggested July and will email the Committee the time.

IV. Committee Reports
   A. District Curriculum Committee and Academic Senate (Said Pazirandeh).
   B. Matriculation Advisory Committee (Mi Chong Park)
   C. IGET/GE Breadth/Articulation (Madelline Hernandez)
      a. Announcement reminding faculty of the new Math and English Competency (Math 123C, 125, English 101) requirements, effective for Fall 2009 and beyond. Madelline explained that English 28, ESL 8, Math 114 and 115 will all still continue to be listed on the AA GE plan (b/c these courses continue to meet Graduation requirements, but will not meet Competency for students using catalog 09-10 and beyond).

V. Next Meeting
   Tuesday, September 9, 2009  
   Location: LRC 234, 1:00-2:30
   Meeting adjourned: 3:00 pm
   Transcribed by Susan Ghirardelli