Los Angeles Mission College  
CURRICULUM COMMITTEE  
MINUTES  
September 6, 2011

Members Present: Diana Bonilla, Cindy Cooper, Veronica Cox, Kelly Enos, Patricia Flood, Madelline Hernandez, Tigran Mkrtchyan, John Morales, Deborah Paulsen, Said Pazirandeh, Curt Riesberg, Nadia Swerdlow, Sandy Thomsen

Members Absent: Ebru Durukan, Louis Eguaras, Mike Reynolds

Guests: 
Support: Susan Ghirardelli

Said called the meeting to order at 1:35 pm

I. Approval of Minutes
   • May 31, 2011  M/S/Approved Sandy/Cindy

II. Old Business

III. New Business
   A. Course updates
   B. Archive
      • Admin Justice 100  M/S/Approved Madelline/Cindy
      • Admin Justice 427  M/S/Tabled Madelline/Diana
      ✔ Dept. Chair wants to review before archiving this course
      • English 185, 285, 385  M/S/Approved Madelline/Cindy
      • History 13  M/S/Tabled Madelline/Tigran
      ✔ No discipline representative present
      • Journalism 185, 285, 385  M/S/Approved Madelline/Cindy
      • Speech 185  M/S/Approved Madelline/Cindy

   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.

C. Program Changes
   • Skill Certificate – Multimedia-Animation & 3D Design (D. Paulsen)  M/S/Approved Madelline/Tigran
      o CCC-511 – Non-substantial Change to Approved Program
   • Skill Certificate – Multimedia-Graphic & Web Design (D. Paulsen)  M/S/Approved Madelline/Tigran
      o CCC-511 – Non-substantial Change to Approved Program
   • Skill Certificate – Multimedia-Video Production (D. Paulsen)  M/S/Approved Madelline/Tigran
      o CCC-511 – Non-substantial Change to Approved Program
D. Distance Ed
E. Advanced Course Request
F. Cross-Listing Request
G. Prerequisite Change
H. Degree Options
I. Committee Reports
J. Curriculum Dean & Curriculum Chair (N. Swerdlow & Said Pazirandeh)
   - (2) handouts were distributed:
     a. A memo from Nadia and Said discussed guidelines regarding the curriculum approval process for ECDs, new programs, and program updates for the 2011-2012 academic year.
        ❖ Note: all new programs must be submitted to the curriculum committee by October 1st, 2011, in order to ensure State approval and inclusion in the 2012-2013 catalog.
        ❖ During the spring 2011 semester, the curriculum committee will concentrate on course updates.
     b. A Curriculum Status Report, dated August 15, 2011, summarizing compliance per department, for use by the chairs.
   - ECDs will be Tech Reviewed not in order submitted, but in order of urgency to fulfill already approved programs. New Courses and Addition of District Courses must be submitted with a CCC-530 form as an addendum.
   - The State will no longer fund courses it has not approved, therefore LAMC will not run those unapproved courses.
   - When submitting a course for Archive, originator must at the same time provide a CCC-511 Non-substantial Change form if the archived course is within an existing program.
   - “Same As” courses require approval first from LAMC, then from all LACCD campuses.

K. IGETC/GE Breadth/Articulation (M. Hernandez)
General meeting was adjourned at 2:30pm.

L. Other Business
   - Stand Alone training, conducted by Said Pazirandeh.
     o Training commenced at 2:30pm. The following new members of committee, who had not completed training previously, participated: Diana Bonilla, Curt Riesberg, Veronica Cox, Madelline Hernandez.
     o Said will forward an e-copy of the training power point to committee members.
     o Training adjourned at 3:00pm.

IV. Next Meeting
   - September 20, 2011 Location: LRC 234, 1:30-3:00

Transcribed by S. Ghirardelli