Los Angeles Mission College  
CURRICULUM COMMITTEE  
MINUTES  
FINAL  
September 7, 2010

Members Present: Stephanie Atkinson-Alston, Diana Bonilla, Mike Climo, Cindy Cooper, Carolyn Daly, Ebru Durukan, Kelly Enos, Patricia Flood, Madelline Hernandez, Tigran Mkrtchyan, John Morales, Deborah Paulsen, Said Pazirandeh, Mike Reynolds, Nadia Swerdlow, Sandy Thomsen, Louis Zandalasini

Guests: Vilma Bernal, Luis Eguaras, Irma Montoya,

Members Absent:  

Said called the meeting to order at 1:10 pm

I. Approval of Minutes  
   ● June 8, 2010  
   M/S/Approved  
   Madelline/Tigran

II. Old Business
   A. Course Updates
      ● Humanities 3 COR (ECD)  
         (D. Paulsen)  
         M/S/Approved  
         Sandy/Cindy
      ● approved with changes made in meeting
      ○ Prerequisite Valid (English 28)  
         M/S/Approved  
         Sandy/Cindy
      ○ Prerequisite Valid (ESL 8)  
         M/S/Approved  
         Sandy/Cindy
      ● Marketing 31 COR (ECD)  
         (V. Bernal)  
         M/S/Approved  
         Cindy/Sandy
      ● approved with corrections made in meeting

   B. Addition of District Course

III. New Business
   A. Course Updates
   B. Tech Review
   C. Addition of District Course
   D. New Courses
   E. Distance Ed
   F. Archive
      ● Math 134 (ECD)  
         (T. Mkrtchyan)  
         M/S/Approved  
         Madelline/Cindy
      ● Math 136 (ECD)  
         (T. Mkrtchyan)  
         M/S/Approved  
         Madelline/Cindy
      ● 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.

   G. Advanced Course Request
   H. Course Change Request
   I. Prerequisite Change
   J. Certificate/Skill Certificate
   K. New Programs
   L. Program Changes
M. Degree Options

N. Other Business

a. Update of the Curriculum website (S. Pazirandeh)
   - All meeting dates for the Academic year are posted on the website. Curriculum Committee meets the 1st and 3rd Tuesdays of the month.
   - Curriculum submission deadlines: In order to be included in the next Catalog, course updates should be submitted (ECD) by December 7, 2010. Only course updates receiving final approval by March 1, 2011 will be included in the new catalog.
   - A course update is not considered submitted until it has been routed on ECD through the respective department chair and on to the department dean.
   - Part of Committee members’ duties are to inform your departments about curriculum matters, deadlines, updates, etc.
   - Note the approval process page with flow chart. The originator needs to make sure to edit their outline per notes and comments by the Committee and resubmit to the Curriculum Chair before ECD can be completed.
   - Note the list of forms required for various submissions.
   - No more paper course outline submissions will be accepted for Curriculum Committee review. All existing paper course outline submissions will need to be transferred to ECD prior to further consideration.
   - Starting today, Said will be giving Tech Review assignments.

b. Dean Swerdlow had some comments:
   - There will be no changes in the Catalog listings based on faculty intentions to update courses.
   - All changes must be approved by Curriculum Committee. Please spread this information to your respective departments.
   - All deadlines are fixed in order to get the Catalog out on time. March 1st is the absolute final date for course update approval.

c. Stand-Alone Training (S. Paziraneh)
   - Title 5, Chapter 6, Article 1. Approval of Credit Educational Programs
     - Said defined what a stand-alone course is and described the process of stand-alone course approval by the college curriculum committee and district governing board.
     - Noncredit courses are not eligible for local stand-alone course approval. All noncredit courses still require the normal approval process.
     - Each college must complete stand-alone training and submit documentation by September 30 in order to qualify to use this approval process.
     - Stand-alone approval criteria is the same as State qualifying criteria: if a course was denied approval by the State, it cannot be approved as a stand-alone course without some modification.
     - There is a limit of 18 stand-alone semester units which can be used towards fulfillment of requirements for degree major.
     - Standards and Criteria for Courses.
       - Describes criteria for Degree-Applicable Credit Courses, Non-Degree-Applicable Credit Courses, and Noncredit Courses.
     - Said will conduct a Stand Alone training session for committee members after this meeting today.

d. SB 1440 – The Student Transfer Achievement Reform Act (M. Hernandez)
   - SB 1440 (Padilla) is legislation that will give students who earn an associate degree for transfer a direct route to upper division coursework at the CSU.
   - At this time there is no need to take action until further guidance is provided by the Chancellor’s Office.
   - This legislation provides an opportunity to clarify the most appropriate preparation for students who seek an associate degree while preparing for transfer.

e. Request to change Curriculum meeting start time from 1:00pm to 1:30 pm: Approved by Curriculum committee.

IV. Committee Reports

A. District Curriculum Committee and Academic Senate (S. Pazirandeh)

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

V. Next Meeting

September 21, 2010 LRC 234, 1:30pm
Meeting adjourned: 3:00 pm
Transcribed by Susan Ghirardelli