Los Angeles Mission College
CURRICULUM COMMITTEE
MINUTES
Final
September 8, 2009

Members Present: Cindy Cooper, Carolyn Daly, Ebru Durukan, Kelly Enos, Patricia Flood, Madelline Hernandez, Myriam Mekelburg, Mi Chong Park, Deborah Paulsen, Said Pazirandeh, Mike Reynolds, Nadia Swerdlow, Sandy Thomsen, Yoon Yun

Guests: Tigran Mkrtchyan, Irma Montoya, Debby Wong

Members Absent: Christopher Williams

Said called the meeting to order at 1:08 pm

I. Approval of Minutes
   - May 19, 2009  M/S/Approved to table until next meeting, Madelline/Cindy

II. Old Business
   A. Course Updates

III. New Business
   A. New Members
      - Said welcomed two new Curriculum members: Deborah Paulsen and Ebru Durukan.

   B. New Curriculum Update Process
      a. Said introduced a new Curriculum updating process
         - See handout titled Revised Curriculum Approval Process
            o This listed nine steps to follow for updating a Course of Record (COR).
            o All submissions will now be done electronically.
            o The following are the only hardcopies required from the originator: the COR signature sheet with the 4 primary signatures; any Prerequisite, Corequisite, or Advisory signature sheets with appropriate signatures.
         - See handout titled Curriculum Approval Process
            o This is the form that will be returned (via email) to the originator after his/her course outline has been received by the Curriculum email Inbox. On this form the originator will be informed whether the outline is accepted for review by the Committee or whether it needs to be corrected and resubmitted.
         - Said will create a Tech Review worksheet specifying which items the originator must correct prior to resubmission of their outline
            o There will no longer be any outlines “approved pending changes”. All corrections must be completed before the committee approves the updated outline.
         - Said will also post a spreadsheet on the Curriculum website indicating the progress of each course outline from the date of its acceptance for review. In this way, faculty members will be able to track their own course submissions.
      b. Sandy Thomsen said that she would like to revise the Library portion of the outline template. She asked for volunteers to help her with this or offer suggestions. Kelly, Nadia, Said and Cindy volunteered.
      c. Nadia discussed the framework for curriculum process changes:
         - One of the objectives is to motivate and assist the Curriculum Committee to perform its duties more fully.
         - Curriculum is on of the most important committees on campus
         - A common complaint to Dean Swerdlow from some members has been that they don’t feel adequately trained to perform various curriculum tasks.
         - LAMC is working with District to define the curriculum committee’s duties. There was a discussion of the Curriculum Chair’s duties and the Dean’s duties.
      d. ECD training
         - Said will arrange for ECD training for LAMC faculty with the District.

   C. Curriculum Newsletter
      a. Dean Swerdlow announced the creation of a newsletter devoted to Curriculum issues. She will be writing columns on various topics and invited members to submit to her via email any curriculum-related materials or topics they would like to see discussed as well.
D. Prerequisites, Corequisites, Advisories
   a. Nadia discussed the philosophy behind creating prerequisite courses.
   b. The Committee should feel free to ask the originator to describe their validation process.
   c. It is the duty of the Committee to ensure that prerequisites serve the best needs of the student (refer to LACCD Policy on Prerequisites, Corequisites and Advisories).
   d. Said is working on a revised Prerequisite, Corequisite, Advisory form. He is looking at the ones currently used by City and Southwest as templates. He will revise the one from City and bring it to our next meeting for the Committee to review.
   e. Mike raised the issue of English language skills as prerequisite for Biology courses. A lengthy discussion on this subject ensued. Nadia and Mike will work with Maury to apply an algorithm assessing the success rates of students in the Biology program who have taken English 28 as a prerequisite vs. those who have not.

E. Curriculum Membership Requirements
   a. The Academic Senate, of which Curriculum is a subcommittee, is considering new Curriculum committee membership requirements. Said explained what these might be and will let the committee know when changes are implemented.
   b. Some items yet to be voted upon:
      - What constitutes a Quorum: 50% + one (of active members).
      - Number of allowable unexcused absences per semester (three is being considered).
      - How to deal with the fact that certain departments are not represented by our current membership (ex.: Chicano Studies, ESL, Child Development).

F. 2009 / 2010 meeting dates
   a. Dates for the Fall ’09 semester are posted on the Curriculum website.

G. Course Updates

H. New Courses

I. Addition of District Courses

J. Distance Ed

C. Archives

D. Advanced Course Request

E. Course Change Request

F. Certificate/Skill Certificate

G. New Programs

H. Program Changes

I. Degree Options

J. Other Business

IV. Committee Reports
   A. District Curriculum Committee and Academic Senate (Said Pazirandeh).
   B. Matriculation Advisory Committee (Mi Chong Park)
   C. IGEC/GE Breadth/Articulation (Madelline Hernandez)
      a. Madelline announced that she is available to departments and committee members to train them on ASSIST.

V. Next Meeting
   Tuesday, September 22, 2009
   Location: LRC 234, 1:00-2:30
   Meeting adjourned: 3:00 pm
   Transcribed by Susan Ghirardelli