Los Angeles Mission College  
CURRICULUM COMMITTEE  
MINUTES  
Final  
September 22, 2009

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

Guests: Tigran Mkrtchyan, Myriam Mekelburg, Irma Montoya

Members Absent:

Said called the meeting to order at 1:10 pm

I. Approval of Minutes  
- May 19, 2009  
  M/S/Approved Cindy/Sandy
- September 8, 2009  
  M/S/Approved Cindy/Sandy

II. Old Business

III. New Business

A. Motion to move Stand Alone training to top of Agenda  
  M/S/Approved Kelly/Madelline

B. Stand Alone Credit Course training  
  (S. Pazirandeh)
  - Said presented and explained the following handouts:
    - Handout #1 – Title 5, Chapter 6, Article 1, Approval of Credit Educational Programs  
      o Describes process of stand-alone course approval by college curriculum committee and district governing board.
      o Said explained what a stand-alone course is and new regulations for this as of August 2007.
      o Noncredit courses are not eligible for local stand-alone course approval. All noncredit courses still require the normal approval process.
      o Each college must complete stand-alone training and submit documentation by September 30 in order to qualify to use this approval process.
      o 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.
      o There is a limit of 18 stand-alone semester units which can be used towards fulfillment of requirements for degree major. The question was asked who keeps track of Stand Alone credits for students.
    - Handout #2 – Local Approval of Credit Courses – Frequently Asked Questions  
      o Describes subtopics on Training, Certification and Course information.
    - Handout #3 – Examples of credit stand-alone courses that were denied when submitted to the System Office for approval when submission was required prior to fall 2007, and reasons for denial.
    - Handout #4 – Standards and Criteria for Courses.
      o Describes criteria for Degree-Applicable Credit Courses, Non-Degree-Applicable Credit Courses, and Noncredit Courses.

C. Course Update Tutorial  
  (S. Pazirandeh)
  - Said used Kelly’s submission of AJ 185 to illustrate the steps involved in updating a Course Outline of Record (COR)
    - On the title page, the underlined items refer to official information that does not change and can be verified on the District ECD website.
    - When filling out outlines, use other colleges within the District as reference resources. Also, transfer destination schools can be a good source for course descriptions.
    - For now, use ASSIST for transferability information. After October, ECD will be updated with this information as well.
    - Determining units and hours: the number of hours for a course can vary, but the number of units are determined by the District.
    - In the course descriptions, there should be about 9 topics/objectives for an 18-week, 4-unit course. There should be about 5 or 6 topics/objectives for a 2-unit course.
  - Said will prepare a worksheet for Tech Review to guide the reviewer with check points and places to write notes.
  - Madelline and Kelly suggested the Committee have a portion of the curriculum meeting private, where CORs are discussed without the originator present.
Nadia reminded the Committee that it is important to include the respective Deans in the Course Update process.

The Academic Senate must be notified formally of courses approved by the Curriculum Committee. Said will start presenting a list of approved courses to the Senate at their meetings.

Said is planning an ECD training session for faculty in October or November. This is to comply with the District’s request that faculty use the ECD system.

D. Course Updates
   a. Tech Review
      - Admin Justice 185, 285, 385 (K. Enos)
      - Art 701 (Prereq: Art 502) (D. Paulsen)
         o Said asked the Committee to look at Art 701 prior to the next meeting and prepare to discuss.

E. New Courses

F. Addition of District Courses

G. Distance Ed

H. Archives
   a. Admin Justice 424, 425, 426 (K. Enos) M/S/Approved Myriam/Madelline
   b. 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.

I. Advanced Course Request

J. Course Change Request

K. Certificate/Skill Certificate

L. New Programs

M. Program Changes

N. Degree Options

O. Other Business

IV. Committee Reports
   A. District Curriculum Committee and Academic Senate (Said Pazirandeh).

   B. Matriculation Advisory Committee (Michong Park)

   C. IGET/GE Breadth/Articulation (Madelline Hernandez)

V. Next Meeting

   Tuesday, October 6, 2009 Location: LRC 234, 1:00-2:30

   Meeting adjourned: 3:05 pm

   Transcribed by Susan Ghirardelli