Los Angeles Mission College  
CURRICULUM COMMITTEE  
MINUTES  
Final  
November 17, 2009

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

Guests: Irma Montoya, Yolanda Ramil, Mari Rettke, Johnny Berella (District office), Sheri Berger (Valley College), Steve Holton (District office)

Members Absent:

Said called the meeting to order at 1:10pm

I. Approval of Minutes
   ● September 22, 2009 no action taken
   ● October 6, 2009 no action taken
   ● October 20, 2009 no action taken
   ● November 3, 2009 no action taken

II. Old Business

III. New Business
   A. Course Updates
      a. Tech Review
      b. Final Approval
   B. New Courses
      a. Tech Review
      b. Final Approval
   C. Addition of District Courses
      a. Tech Review
      b. Final Approval
   D. Distance Ed
   E. Archives
   F. Advanced Course Request
   G. Course Change Request
   H. Prerequisite Change
   I. Certificate/Skill Certificate
   J. New Programs
   K. Program Changes
   L. Degree Options
M. Other Business
   a. ECD Training (J. Berella, S. Berger, S. Holton)
      • Johnny Berella gave an introduction
        o 10% of LAMC Course Outlines of Record (COR) are online now and available for view on ECD
        o 70-80% of LAVC’s CORs are online and available on ECD
        o The ECD COR template already has protocol information embedded in it. This eliminates some
          of the research previously required by the old update method.
        o The ECD has ‘workflow’ capability for the entire process. Each campus can choose
          its own customized routing. Said will work with Sheri and Steve to design the routing system we want at
          LAMC.
        o The originator or reviewers can use the “report a problem” link on each page of the COR to
          contact District with questions, suggestions, etc.
        o There are two modes of use for ECD:
          1) View Only – anyone anywhere can view this online through the website
          2) Login – those with a user account can log in from anywhere to view and edit CORs.
          Users can change their password at any time using the Main Menu.
      • Sheri Berger walked the Committee through every section of the COR describing its purpose and ways to
        edit material found there. Some topics covered:
        o Faculty can find any existing CORs for reference on the District ECD list. If desired, any existing
          COR can be copied as a template to start off the updating process.
        o Anyone with login capability can view any other person’s ECD inbox on our campus to view
          outlines in progress.
        o Any section of the COR can be printed separately, saved as a pdf, or printed with or without
          notes.
        o Tech Review is done by using the “add notes” box in individual sections.
        o Our SLOs are embedded in Section II; this is unique to LAMC. Said will send this to Steve Holton
          to upload to our LAMC COR template.
        o In Section III, the date remains blank until final approval of the outline.
        o Although Section V pulls data directly from Protocol, Sheri recommended checking all information
          to make sure it is correct. Section V, item # 10 is not yet programmed in Protocol.
        o Section VI automatically changes in response to your edits.
        o For Section VII, there is capability to get signatures electronically as the outline is routed.
        o Section VIII “Addenda” is the location for additional forms, such as prerequisite validations, etc.
          and these forms will vary from campus to campus.

VII. Committee Reports
   A. District Curriculum Committee and Academic Senate (S. Pazirandeh)
   B. Matriculation Advisory Committee (M. Park)
   C. IGET/GE Breadth/Articulation (M. Hernandez)

VIII. Next Meeting

   December 1, 2009

   Meeting adjourned: 3:30pm

   Transcribed by Susan Ghirardelli