

El Camino College ACADEMIC SENATE AGENDA

Apr, 04, 2006

1. **CALL TO ORDER** 12:30
2. **APPROVAL OF MINUTES: Feb. 21 , 2006**
3. **PRESIDENT'S REPORT AND/OR ANNOUNCEMENTS**
 - Academic Senate Website www.elcamino.edu/academics/academicsenate/
NOTE THE URL CHANGE!
 - Call for nominations for Part Time Faculty
 - National Student Employment Week
 - Del Fox Humanitarian Awards & Scholarship Luncheon
 - Class Schedule – Spring 06, 2nd 8 weeks
4. **VICE PRESIDENTS' & OTHER REPORTS**
 - **EDUCATIONAL POLICIES (Evelyn Uyemura)**
 - **FACULTY DEVELOPMENT (Lisa Raufman)**
 - **FINANCE & SPECIAL PROJECTS (Lance Widman)**
 - **DEANS' COUNCIL REPORT (Lance Widman)**
 - **LEGISLATIVE ACTION (Pete Marcoux)**
 - **CURRICULUM (Janet Young)**
 - **STUDENT LEARNING OUTCOMES (Janet Young, Evelyn Uyemura)**
 - **CALENDAR COMMITTEE (Lyman Hong)**
 - **ACADEMIC TECHNOLOGY COMMITTEE (Pete Marcoux, Michael Wynne)**
 - **ACCREDITATION (Ruth Banda-Ralph)**
 - **ENROLLMENT MANAGEMENT (Vice Presidents)**
5. **UNFINISHED BUSINESS**
 - Board Policy 4240 & Procedures – Academic Renewal
 - AS Constitutional Amendment – VP Technology
6. **NEW BUSINESS**
 - Call for nominations – President Elect
7. **Presentation**
 - Health Center – Debbie Conover
8. **ANNOUNCEMENTS**
9. **GENERAL DISCUSSION – Topics not on agenda**
10. **ADJOURN** 2:00

Note 1: All motions/resolutions must have been presented to the Senate in writing and in “DRAFT” form for review prior to voting and if necessary, gone through the “Consultation: process unless considered an emergency.

Note 2: Any timed item may be extended by majority vote of Senate members present at time.

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ACADEMIC SENATE
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Class Schedule – Spring 06, 2 nd 8 weeks	

Academic Senate Meeting Schedule – 2005-06

1st & 3rd Tuesdays, 12:30pm-2pm, Alondra Room

Fall

September 20
October 4, October 18
November 1, November 15
December 6

Spring

February 21
March 7, March 21
April 4, April 18
May 2, May 16, and perhaps a final meeting on May 30

El Camino College
Office of the President
Minutes of the College Council Meeting of March 20, 2006

Present: Dr. Fallo, Dr. Arce, Mr. Bagnall, Dr. Baker, Dr. Marsee, Dr. Dever, Mr. Brown, Mr. Middleton, Ms Caldwell, Ms. Pickens, Ms. Smith, and Dr. Simon.

Board Agenda

1. Presentation – the El Camino College Citizens’ Bond Oversight Committee will present its annual report.
2. Academic Affairs – Revised requirements for the Associate in Arts and Associate in Science Degrees was a recommendation by a joint committee that was co-chaired by Janet Young and Virginia Rapp.
3. Administrative Services
 - a. Budget Adjustments – this listing has no relation to the Budget Assumptions listing. These adjustments include revenue and appropriation changes. An explanation of these changes is listed on page 1. The ECCFT representative will meet with Dr. Marsee for specific budget information inquiries.
 - b. Transfer of Funds from General Fund Unrestricted (11) to Special Reserve Fund (17) – this transfer to the Special Reserve Fund is for payment of 2005-06 retiree benefit contributions. Long term budget planning for this liability could include the purchase of irrevocable bonds which would make interest on bond proceeds available up front.
 - c. Contracts Under \$50,000 – it is reported that contracts in these amounts were not previously Board approved. These types of contracts were formerly listed in the P.O. listing as \$1 entries.
 - d. Purchase Orders – Dr. Marsee will provide answers to questions from ECCE representative on Purchase Order listing.
4. Measure “E” Bond Fund – The Project Budget listing has not been updated to reflect increases in project costs. It was reported that these numbers can not be updated until bids are received on three major projects. In the future an update to the Facilities Master Plan may reflect changes to the number of projects and/or the scope of projects.
5. Human Resources- Elimination of Vacant Management Positions – these positions will be filled with contracted Special Services Professionals. These positions are not permanent and if the grant is eliminated the position will also be eliminated. There was discussion about the salary schedule and benefits provided these types of employees. Temporary Project Administrator positions will eventually be phased out.
6. President and Board of Trustees – Citizens’ Bond Oversight Committee – a senior citizen representative will be identified in the near future.

Agenda for the March 27, 2006 Meeting:

1. Minutes of March 20, 2006
2. Volunteer Policy and Procedure #7500- review/discussion
3. College Council Goals

El Camino College
Office of the President
Minutes of the College Council Meeting of March 27, 2006

Present: Dr. Fallo, Dr. Arce, Mr. Bagnall, Dr. Marsee, Dr. Dever, Mr. Brown, Mr. Middleton, Ms. Pickens, Ms. Smith, and Dr. Simon.

1. Retiree Health Benefits Fund – A portion of this money is in a restricted fund on our books. The other money is in a Joint Powers Authority (JPA) account. We do not have an irrevocable fund at this time. We may eventually combine these two portions into one fund. Funds held in JPA are not recorded in the Budget book at this time but can be in the future. There are other ways of funding retiree fund benefits such as pension obligation bonds. At one time we were funded to 50% of what our obligation was. After we did another actuary study we discovered we were only covered about 1/6 of our obligation. Retirees after the age of 65 are not covered in a bargaining unit. Retiree health benefits and pensions are a major issue for school districts and community college districts.
2. Faculty Hires – The President’s Cabinet has decided to only go forward with one faculty hire, which is the nursing position. Candidates will be receiving announcements from Human Resources.
3. Board Policy & Procedure 7500: Volunteers – Draft # 4 was presented. This draft reflects changes given by ECCFT representative. The original purpose of revising this policy was to enable volunteers to begin working as soon as possible without prior Board approval. There was some concern about requirements for fingerprinting. It was reported that this has always been part of the policy. There was also a request to put a statement in the policy about what a volunteer can and can not do. It was reported that such a statement is in the procedure and also in the bargaining unit. The ECCE representative wants to ensure that volunteers do not perform tasks included in any existing classified job description. Human Resources reports that there are already checks in balances in place to monitor volunteers.

The Board approval date was removed from the accompanying form in this revision. However, after some discussion it was put back on the form. Volunteers will be submitted to the Board for ratification. With this change, the policy, procedure and accompanying form are approved for submittal to the Board.

4. Forensics Team – There are two fundraisers planned: March 27th and March 29th.

Agenda for the April 3, 2006 Meeting:

1. Minutes of March 27, 2006
2. College Council Goals



NOTES – COUNCIL OF DEANS
9 MARCH 2006

Present: L. Aborn, F. Arce, K. Blackburn, A. Collette, A. Garten, M. Glucksman, A. Grigsby, I. Haslam, T. Jackson, T. Lew, J. Means, G. Miranda, B. Mulrooney, B. Perez, V. Rapp, R. Smith, A. Spor, J. Wagstaff, S. Warrier, R. Way, L. Widman

Also Present: I. Graff

I. INFORMATION ITEMS

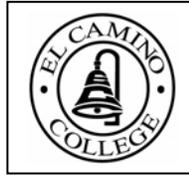
- A. Notes of February 23: Distributed.
 - The proposal for room usage will be discussed at an upcoming Council meeting.
 - Faculty Computers: ITS will need to be informed if a faculty member is on leave so a computer can be put on hold. The remaining orientation sessions will be held at 2 pm.
- B. Student Profile Fall 2004: Distributed and presented by I. Graff. Information was obtained using the MIS report. The student profile included age by gender, ethnicity, citizenship and residency status, disability status, enrollment and education status, campus enrollment patterns, educational goal, unit load, student retention and success, enrollment persistence, degrees conferred and completion rate.
- C. Student Portal: S. Warrier and J. Wagstaff demonstrated the student portal system. It was noted there has been an increase in the number of logons on the ECC website.

II. DISCUSSION/ACTION

- A. Enrollment Management
 - It was noted that the summer schedule has been printed in-house for the last three years. Dr. Arce and Dr. Baker will meet with Ann Garten to discuss the summer schedule of classes.
 - The College is down 1,000 FTES but will receive funds for 19,305 FTES this year which is what the base was last year. There is an urgency to earn back 1,000 FTES or apportionment will be cut next year.
 - All hiring is on hold including classified, management and faculty. Cabinet will review and advise preliminary plans next week.
 - Recruitment goals will be set for various outreach and support programs. The goal is to bring in 9,600 students for various programs, including 3,500 students from the local high schools. Some of the programs include Financial Aid, EOP&S, SRC, Puente, 1st Year Experience, WIT, Learning Communities, and business outreach.
 - In the coming weeks, information will be shared with the Academic Senate regarding some of the efforts the College is involved in. Faculty and staff support is needed to help with recruitment and retention.
 - Letters were sent to over 3,000 students on academic probation indicating that enhancement workshops are available to assist them. This support system was also offered last year to help students succeed.
- B. Guidelines on Course Repetition: T. Lew provided draft guidelines on course repetition and emphasized the importance of following Title 5 regulations for future audits. Following the guidelines will insure that students are claimed appropriately on the 320 report.

- Two categories: (1) students who received a substandard grade and (2) students who did not receive a substandard grade.
 - Repeatable courses can be repeated a maximum of three times – total of four times (first time and 3 repeats). Beyond that, the college does not receive apportionment. Noncredit courses are exempt.
 - Courses required for a legally mandated training requirement are okay.
 - Students with disabilities may repeat a special course based on state/federal laws and Title 5 criteria.
 - A repetition beyond the allowable that is approved will need to be noted in the database so that the college will not claim apportionment. Justification on student petition and a comment on the NCRS screen should also be included.
 - A list of all students approved for course repetition but not for apportionment, including names, ID number and course, will be forwarded to E. Nieto. Those students will not be reported on the 320 report.
 - ITS will generate two student lists which include (1) excessive repeats in non-repeatable courses and (2) excessive repeats in repeatable courses. The lists will be sent to each division to verify.
- C. Response to Preliminary Budget Assumptions: PBC will meet on March 9 to discuss the list that was distributed from the President's Office. One additional item was added – no lay off of permanent regular general fund, general purpose positions.
- D. Joint Meeting with Calendar Committee/Deans Council: The Council will meet with the Calendar Committee to discuss the 2007-08 calendar, including the winter session. It was noted that feedback is necessary from students as well.
- E. American Association of Community Colleges Convention: El Camino College will co-host the AACCC convention on April 22-25. Volunteers are still needed.

**ACADEMIC AFFAIRS AND
STUDENT/COMMUNITY
ADVANCEMENT**



**23 March 2006
9:00 AM to 10:15 AM
Library 202**

Type of meeting: Council of Deans Facilitator: Francisco Arce
Note taker: Karen Lam

Attendees

___ L. Aborn	___ A. Garten	___ J. Means	___ A. Spor
___ F. Arce	___ M. Glucksman	___ G. Miranda	___ K. Townsend
___ J. Baker	___ D. Goldberg	___ W. Mulrooney	___ R. Way
___ K. Blackburn	___ A. Grigsby	___ B. Perez	___ J. Wagstaff
___ A. Collette	___ I. Haslam	___ V. Rapp	___ S. Warriar
___ S. Dever	___ T. Jackson	___ R. Smith	___ L. Widman
	___ T. Lew		

Other Guests:

AGENDA ITEMS	ORIGINATOR	DESIRED OUTCOME
I. Information Items A. Notes of 3/9/06	All	A. Information
II. Discussion/Action A. Enrollment Management B. Recruitment Program Report C. Omni Training	Arce/Baker Spor Manno	A. Update and Discussion B. Discussion C. Update Webpage
III. Other		
IV. Next Meeting April 6, 9:00-10:15 a.m. Library 202		

Academic Senate representative for April 4: Ron Way

**EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE**

February 28, 2006

Present: L. Alamillo, F. Arce, D. Charman, S. Dowden, P. Gebert, L. Kjeseth,
E. Martinez, S. Oda-Omori, V. Rapp, J. Siddiqui, C. Somin, J. Stewart, J. Young

Ex-Officio Members Present: A. Collette, L. Suekawa

Absent (excused): J. Bagnall, M. Hall

Absent (unexcused): S. Rodriguez, A. Spor

Also Present: S. Barden, K. Blackburn, E. Carlson, S. Dever, I. Haslam, B. Jaffe,
P. Jefferson, C. Kroll, T. Lew, L. Medigovich, G. Miranda, B. Perez,
A. Perlstein, L. Plum, K. Townsend, R. Way

CALL TO ORDER

Chair Young called the College Curriculum Committee meeting to order at 2:35 p.m.

CHAIR'S REPORT

The Chair welcomed everyone then introduced the two new academic deans, K. Blackburn of Fine Arts and I. Haslam of Health Sciences and Athletics. J. Young then asked the CCC representatives to introduce themselves and identify the division or area they represent.

VICE PRESIDENT OF ACADEMIC AFFAIRS REPORT

Vice President Arce stated he had no report.

TITLE 5 COURSE REVIEW STATUS

Chair Young briefly discussed with the committee the Title 5 Course Review Status Chart. The chart indicated only 34 of the College's 1277 courses still needed to undergo review to ensure compliance with Title 5 regulations. Continuing, the Chair complimented the committee and the faculty for their diligent work with the Title 5 review and said that by the end of this spring semester all of the College's courses will, at a minimum, be in compliance. However, the CCC now must establish an on-going review schedule as required by Title 5. Next year, the focus of review will need to center on those courses brought to the CCC from 1994 to 1997. During this period, the College did not have a formal process for establishing conditions of enrollment so it is essential that the courses reviewed during these years undergo content review according to current policy and procedures. Also, the behavioral objectives of these courses may need to be strengthened so that faculty development of student learning objectives can proceed smoothly.

CURRICULUM REVIEW TIMELINE FOR THE 2006 SPRING SEMESTER

J. Young directed the committee's attention to the Curriculum Review Timeline for the 2006 Spring Semester. She noted that two meetings will be devoted to the completion of Title 5 updates. In addition, during the semester, the CCC will also see a number of proposals either submitted through the Extenuating Circumstances Procedures or requested to be submitted for review by the CCC Chair and Curriculum Advisor. The Chair asked all faculty representatives to help their divisions meet the submission deadlines so that the review needed to be completed this semester can be accomplished. J. Young also reminded everyone that the CCC meetings designated as "clean-up" were actually safety nets for those occasions when review cannot be completed at a meeting.

PROPOSED ASSOCIATE IN SCIENCE DEGREE GENERAL EDUCATION REQUIREMENTS

Chair Young referred everyone to the Proposed Associate in Science Degree General Education Requirements, which were included in the day's packet. She then asked V. Rapp to give the committee an update on the status of this proposed pattern. V. Rapp reminded the CCC that in Fall, 2004, the committee and the Academic Senate approved revisions to the requirements for both the Associate in Arts Degree and the Associate in Science Degree. For various reasons, neither of these patterns has yet been forwarded to the Board of Trustees for its approval. Subsequently, in Fall 2005, the Nursing Department revised the Nursing major and the revisions increased the number of units for the major. Now, when the units for the major are coupled with the proposed general education requirements, the number of allowable units a Nursing program may require a student to take are exceeded. This unit restriction is dictated by Nursing regulatory bodies, including the Board of Registered Nurses. Continuing, V. Rapp reported that the A.A./A.S. Task Force met last Friday to develop a resolution for this problem. The Task Force recommends that a third exemption, completion of Nursing 151 and 155, be added to the Health and Physical Education category of the general education requirements for the Associate in Science Degree. These two courses easily meet the criteria of this category and the exemption will allow Nursing students to complete the general education requirements with 18 units. This reduction of units then brings the program's unit requirement into compliance with the limitations of the regulatory bodies. Chair Young remarked that adding this exemption maintains the integrity of the general education requirements then asked for a motion of approval for the revision to the Associate in Science Degree general education pattern. J. Stewart made the motion, which was seconded by L. Kjeseth. The motion carried. Chair Young informed the CCC that this would be presented to the Academic Senate as an emergency measure on March 7th so that the proposed degree patterns can be placed on the March 20th Board of Trustees' agenda. F. Arce remarked that Cabinet will review the patterns prior to submission to the Board.

IN-SERVICE TRAINING – GENERAL EDUCATION REVIEW

J. Young directed committee members to the in-service training materials for general education review, which were part of the day's packet, then led a review of the El Camino College General Education Criteria for Associate in Arts and Associate in Science Degrees. After the review, Vice President Arce noted that the criteria were not in the College catalog and asked that the next catalog include them. J. Young then noted that the training materials, at the request of the Vice President, also included Title 5, Section 55806, Minimum Requirements for the Associate Degree, and the criteria for the CSU general education breadth pattern. The Chair added that both of these references can be found in the Curriculum Handbook for El Camino College and on the CCC website.

Chair Young concluded the in-service training with a brief overview of the Proposal for Course Revision Model, a document distributed to deans in January as a guide for developing proposals being submitted for general education review. The Chair reminded the committee that faculty had four courses of action that could be taken: 1) agreeing with the Task Force's recommendations, 2) keeping a course in the current area without making revisions, 3) making revisions to the course to satisfy the criteria of the current area, or 4) moving the course from one area to another.

ONLINE CURRICULUM DEVELOPMENT PROJECT

Chair Young introduced S. Barden, the programmer who is creating the online curriculum development program for the College, to the CCC. The Chair stated that much progress is being made and once the program is in place, developing, reviewing, and correcting proposals should be easier and less time consuming.

CURRICULUM REVIEW

NATURAL SCIENCES PROPOSAL:

J. Young explained to the CCC that the Horticulture faculty agreed with the A.A./A.S. Task Force's recommendation that Horticulture 44 be removed from Area A of the general education requirements. However, the department plans to revise the course and submit it for general education consideration at a future meeting. As there were no questions, P. Gebert moved, and C. Somin seconded, that the CCC approve the Horticulture 44 proposal. The motion carried.

BEHAVIORAL AND SOCIAL SCIENCES PROPOSALS:

Chair Young advised the division it would have 10 minutes to present its proposals then Dean Miranda, while distributing an errata sheet, asked the committee to begin review with Education 101. The dean introduced P. Jefferson, C. Kroll, and A. Perlstein, who were present to answer questions about the Education 101 proposal, and after she clarified the number of hours per week and the number of weeks for the course, minor modifications were accepted for Sections II and III of the course outline. Next, review turned to the division's general education proposals. The CCC agreed with the History Department's recommendation that History 3, 4, 5A, 5B, 14A, 14B, 19, 22, and 25 be moved from the Humanities area to the Social and Behavioral Sciences area. L. Kjeseth moved that the CCC approve the Behavioral and Social Sciences proposals. C. Somin seconded the motion, which carried. C. Somin then moved, and P. Gebert seconded, that the conditions of enrollment for Education 101 be approved. The motion carried.

HUMANITIES PROPOSALS:

Chair Young informed the division it would have 10 minutes for its presentation after which Dean Lew introduced B. Jaffe, faculty coordinator for the Humanities Division. The dean informed the CCC that the faculty coordinator would present the division's proposals. B. Jaffe asked the CCC to begin review with the English major, and while distributing an errata sheet, introduced L. Medigovich of the Journalism Department to the committee. After the committee agreed to the proposed rewording of the requirements for the English major, discussion turned to Journalism 12. The committee was informed of revisions to the proposal form and as there were no questions about the course outline of record, review continued with English 72. After the CCC accepted revisions to the proposal form and Sections IV, V, and VI of the course outline, J. Stewart commented that the objectives for this course were very well written and that they will well serve adjunct faculty. J. Young added that they will also be of value to faculty developing student learning outcomes. J. Stewart then moved that the Humanities proposals be approved. L.

Kjeseth seconded the motion, which carried. C. Somin moved, and J. Siddiqui seconded, that the conditions of enrollment be approved. The motion carried.

INDUSTRY AND TECHNOLOGY PROPOSALS:

After J. Young informed the division it would have 10 minutes to present the proposals, Dean Way distributed an errata sheet and introduced faculty member, E. Carlson. The dean then informed the CCC that the major and certificate of completion for Engineering Technology represent a new program for the College. Both the major and the certificate have two options. The option for technicians requires less science and math than the option designed for students preparing to transfer. Dean Way added that the sequence of courses for the transfer option was determined after review of program requirements for 13 CSU/UC programs. R. Way told the committee that once the CCC and Board of Trustees approve this new major and certificate, the program will be submitted to the System Office for approval. The dean then provided minor corrections for the major and certificate proposals. Next, the CCC reviewed the proposals for the Manufacturing Technology major and certificate of completion. In response to the committee's question about the large number of restrictive electives, R. Way explained that this program was developed in response to the Southern California Aerospace Education Council. The Council recommended students take a set core of courses and then a number of restricted electives from an assortment of disciplines. This would allow students to choose their own area of interest. The dean concluded his remarks by informing the CCC that the revisions to the major and certificate represent the inclusion of the new Engineering Technology courses in the restricted electives. After minor corrections to the proposals were noted, Chair Young commended the division for involving relevant departments from other divisions in the development of the Engineering Technology program.

Discussion was then held on the three courses submitted for general education review. R. Way informed the CCC that faculty agreed with the Task Force's recommendation that Electronics and Computer Hardware Technology 20, Machine Tool Technology 40, and Technical Mathematics 1 be removed from the Mathematics Competency category of the A.A. and A.S. general education patterns. The math taught in these courses is specific to industry and not at the level of elementary algebra. J. Stewart moved that the Industry and Technology proposals be approved. C. Somin seconded the motion, which carried.

HEALTH SCIENCES AND ATHLETICS PROPOSALS:

Chair Young informed the committee that she was tabling Nursing 95/96abcd because the course outline was submitted on an obsolete form and the four Sign Language/Interpreter Training proposals because the Sign Language/Interpreter Training Department needed more time to work with L. Suekawa on articulation issues. J. Young said that these proposals will be entertained at the March 14th CCC meeting and instructed representatives to keep the Sign Language/Interpreter Training proposals for this meeting. Members were advised to discard the Nursing 95/96abcd proposal as a new proposal will be provided. I. Haslam, Dean of Health Sciences and Athletics, then introduced K. Townsend, Director of Nursing, T. Hazell of the Physical Education Department, and L. Olsen, support staff. While an errata sheet was being distributed, I. Haslam asked that review begin with Nursing 210. K. Townsend provided the committee with revisions to the course's recommended preparation and catalog description as well as a revision to Section V of the course outline. Next, discussion was led by I. Haslam on Physical Education 14ab. He explained the rationale for changing the course's repeatability status and provided revisions for Sections III, IV, V, and VI of the course outline. C. Somin offered a correction for the catalog description, which was accepted, then review continued with Physical Education 221abcd. Corrections to the proposal form were noted and the committee accepted revisions for Sections II, III, IV, V, and VII of the course outline. I. Haslam asked that discussion turn to Physical Education

217 and then explained that the lab hours for the course should be listed as scheduled not as arranged. The dean also informed the CCC of revisions to the catalog description and Sections II, III, IV, V, and VI of the course outline. The division's review concluded with the general education proposals for Physical Education 201, 207A, 207B, 220, 233ab, 234abcd, 242abcd, 243abcd, 270, 277, 290, 295. The Physical Education faculty agreed with the Task Force's determination that these courses should be removed from Area 5 of the general education patterns. L. Kjeseth moved that the Health Sciences and Athletics proposals be approved and C. Somin seconded the motion. The motion carried. P. Gebert then moved that the conditions of enrollment be approved. C. Somin seconded the motion, which carried.

BUSINESS PROPOSALS:

V. Rapp distributed an errata sheet and thanked the CCC representatives for the comments and suggestions she received prior to today's meeting. The dean then began the review with Business 22. After corrections to the proposal form were noted, revisions were agreed to for the catalog description and Sections II, III, IV, and V of the course outline. Next, Business 27 was discussed and corrections to the proposal form were made and revisions to Sections II, III, IV, and V of the outline were accepted. The CCC then turned to the Business-Management major, Business-Marketing major, and Business-Marketing certificates of competence and completion. V. Rapp explained that the revisions represented changes in course numbering and course inactivations. In addition, the Business Department was adding the requirement that a minimum of 12 units must be completed at El Camino College to the majors and certificates. J. Stewart then asked if discussion could return to Business 27, specifically with the proposed general education category for the course. J. Stewart expressed the opinion that the course did not meet the English Composition category that the department proposed but rather the Communication and Analytical Thinking category. A lengthy discussion ensued during which opinions were given in favor for both the English Composition category and the Communication and Analytical Thinking category. When comparisons of Business 22 and English 1A and English 72 began to be made, Chair Young stopped the discussion. She reminded the CCC it was its responsibility to determine if a course met the specific criteria of a general education category. Placement in a general education category was not to be determined by course similarity. The Chair then advised the CCC that she was separating the vote on Business 27 from the rest of the proposals. She then asked for a motion of approval for Business 22, the Business-Management major, the Business-Marketing major, and the Business-Marketing certificates of competence and completion. L. Kjeseth made the motion and C. Somin seconded it. The motion carried. L. Kjeseth then moved that the condition of enrollment for Business 22 be approved. C. Somin seconded the motion, which carried. Next, Chair Young asked for a motion of approval for the revisions to the Business 27 course and L. Kjeseth did so. J. Siddiqui seconded the motion, which carried. S. Dowden moved, and P. Gebert seconded, that the course's condition of enrollment be approved. The motion carried. The Chair concluded the voting by asking for a motion to approve Business 27 for the English Composition general education category. S. Dowden made the motion which was seconded by J. Siddiqui. Chair Young called for a vote and the results were eight in favor, three opposed, and no abstentions.

PROPOSALS REVIEWED BY CCC CHAIR AND VICE PRESIDENT OF ACADEMIC AFFAIRS:

J. Young directed the committee to the justifications for the inactivation of History 11, Liberal Studies 201, Physical Education 24abcd, and Physical Education 96abcd, the revision to the course numbers for Horticulture 47 and 48, the revision to the Horticulture 54 recommended preparation, and the revisions to the Environmental Horticulture major and certificates of competence and completion. After review of the justifications, the Chair asked for a motion of approval. L. Alamillo moved that the CCC approve the actions recommended for History 11, Liberal Studies

201, Physical Education 24abcd and 96abcd, Horticulture 47, 48, and 54, the Environmental Horticulture major, and the Environmental Horticulture certificates of competence and completion. J. Stewart seconded the motion, which carried.

At 4:15 p.m., C. Somin moved, and L. Kjeseth seconded, that the meeting be adjourned. The motion carried.

EL CAMINO COLLEGE
COLLEGE CURRICULUM COMMITTEE

Proposed Curriculum Changes
February 28, 2006

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

INACTIVATE COURSES

1. History 11 - History of Russia and the Soviet Union
2. Liberal Studies 201 - Introduction to Liberal Studies for Elementary School Teachers

CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION; COURSE REVIEW

Current Status/Proposed Change

1. Education 101 - Introduction to ~~Elementary School~~ Teaching and Learning
This course provides students with an introduction to the elementary school teaching profession with an emphasis on the application of learning theories. The qualities of an effective overview of teaching in K-12 public schools. Course topics include subject area coursework, teacher, the elements and purposes of a professional portfolio, and critical issues in preparation programs, credentialing, educational and technological resources for students and teachers, California state standards, diverse learners, contemporary classrooms will also be addressed issues, qualities of effective teachers, and professional portfolios. Also, Sstudents will conduct off-site classroom observations in the elementary school classrooms, begin professional portfolios, and initiate the development of a practitioner workbook at area schools.

CHANGE IN GENERAL EDUCATION REQUIREMENT

1. History 3 - History of Early Civilization
Current Status/Proposed Change
Associate in Arts Degree General Education Pattern - Section ~~A.3., Humanities A.2.C.,~~
Social and Behavioral Sciences
Associate in Science Degree General Education Pattern - Section ~~A.3., Humanities A.2.,~~
Social and Behavioral Sciences
2. History 4 - History of Modern Civilization
Current Status/Proposed Change
Associate in Arts Degree General Education Pattern - Section ~~A.3., Humanities A.2.C.,~~
Social and Behavioral Sciences
Associate in Science Degree General Education Pattern - Section ~~A.3., Humanities A.2.,~~
Social and Behavioral Sciences
3. History 5A - History of Early Britain

Current Status/Proposed Change

Associate in Arts Degree General Education Pattern - Section ~~A.3.~~, ~~Humanities~~ A.2.C.,
Social and Behavioral Sciences

Associate in Science Degree General Education Pattern - Section ~~A.3.~~, ~~Humanities~~ A.2.,
Social and Behavioral Sciences

4. History 5B - History of Modern Britain

Current Status/Proposed Change

Associate in Arts Degree General Education Pattern - Section ~~A.3.~~, ~~Humanities~~ A.2.C.,
Social and Behavioral Sciences

Associate in Science Degree General Education Pattern - Section ~~A.3.~~, ~~Humanities~~ A.2.,
Social and Behavioral Sciences

5. History 14A - History of Asian Civilizations

Current Status/Proposed Change

Associate in Arts Degree General Education Pattern - Section ~~A.3.~~, ~~Humanities~~ A.2.C.,
Social and Behavioral Sciences

Associate in Science Degree General Education Pattern - Section ~~A.3.~~, ~~Humanities~~ A.2.,
Social and Behavioral Sciences

6. History 14B - History of Asian Civilizations

Current Status/Proposed Change

Associate in Arts Degree General Education Pattern - Section ~~A.3.~~, ~~Humanities~~ A.2.C.,
Social and Behavioral Sciences

Associate in Science Degree General Education Pattern - Section ~~A.3.~~, ~~Humanities~~ A.2.,
Social and Behavioral Sciences

7. History 19 - A History of Mexico

Current Status/Proposed Change

Associate in Arts Degree General Education Pattern - Section ~~A.3.~~, ~~Humanities~~ A.2.C.,
Social and Behavioral Sciences

Associate in Science Degree General Education Pattern - Section ~~A.3.~~, ~~Humanities~~ A.2.,
Social and Behavioral Sciences

8. History 22 - Twentieth Century World History

Current Status/Proposed Change

Associate in Arts Degree General Education Pattern - Section ~~A.3.~~, ~~Humanities~~ A.2.C.,
Social and Behavioral Sciences

Associate in Science Degree General Education Pattern - Section ~~A.3.~~, ~~Humanities~~ A.2.,
Social and Behavioral Sciences

9. History 25 – History of Modern Germany, 1866 – Present

Current Status/Proposed Change

Associate in Arts Degree General Education Pattern – Section ~~A.3.~~, ~~Humanities~~ A.2.C.,
Social and Behavioral Sciences

Associate in Science Degree General Education Pattern - Section ~~A.3.~~, ~~Humanities~~ A.2.,
Social and Behavioral Sciences

BUSINESS DIVISION

CHANGE IN CATALOG DESCRIPTION; GENERAL EDUCATION REQUIREMENT CONFIRMED; COURSE REVIEW

1. Business 22 - Human Relations in Business

Current Status/Proposed Change

~~In T~~This course is designed to teach methods for improving working relationships. Topics include communications, leadership, counseling, employee motivation and empowerment, team building, managing change, and cultural diversity. A Total Quality Management (TQM) approach will be emphasized. Methods will include students will examine human relations theories and applications that will promote effective work relationships. Ethical issues in business are addressed as well as an explicit process of ethical reasoning that will aid in defining and dealing with dilemmas in the workplace. Current events and case studies, experiential exercises, role playing, will be used to develop critical skills as students apply theories and discussion principles.

Associate in Arts Degree General Education Pattern - Section A.2.C., Social and Behavioral Sciences

Associate in Science Degree General Education Pattern - Section A.2., Social and Behavioral Sciences

2. Business 27 – Effective English for Business

Current Status/Proposed Change

~~The intent of t~~This is a comprehensive course is designed to strengthen and refine the student's ability to communicate clearly and intelligently express and communicate through written language in a business environment. The course has a dual will focus: (1) to refine the English on the methods of organizing and presenting business data and ideas in written explanatory and persuasive formats as well as the structural relationships in language, skills of grammar, punctuation, capitalization, spelling, vocabulary and (2) to apply these skills to basic business writing—sentences, paragraphs, memos, letters, and reports. Assignments are designed to stimulate thought; and discussion, and writing as well as to formulate clear and precise expression of ideas.

Associate in Arts Degree General Education Pattern - Section A.4.A., Language and Rationality

Associate in Science Degree General Education Pattern - Section A.4.A., Language and Rationality

CHANGE IN MAJOR

1. Business Management

Current Status/Proposed Change

Business 1A or 11; Business 14 or 21; Business 20, 22, 24, 25, 29; Business 27 or 28; Law 5
Recommended electives: Business 1B, ~~13, 17, 18, 26, 90, 95abcd~~; Computer Information Systems 13 ~~or 60~~

A minimum of 12 units must be completed at El Camino College.

Total Units: 27-28

2. Business Marketing

Current Status/Proposed Change

Business 1A or 11; Business 12 or 24; Business ~~13~~, 14, 22, 25, 29; Business 27 or 28; Law 5

Recommended electives: Business 17, ~~18~~, 20, 21, 90, 95abcd, Computer Information Systems 13 ~~or 60~~

A minimum of 12 units must be completed at El Camino College.

Total Units: ~~27-28~~ 24-25

CHANGE IN CERTIFICATE OF COMPETENCE

1. Business Marketing

Current Status/Proposed Change

A Certificate of Competence will be awarded to the student completing the following courses with a minimum grade average of B.

Business 1A or 11; Business 12 or 24; Business ~~13~~, 14, 22, 25, 29; Business 27 or 28; Law 5

A minimum of 12 units must be completed at El Camino College.

Students who anticipate employment with large businesses are advised to take Business 12.

Those interested in smaller enterprises should complete Business 24.

Total Units: ~~27-28~~ 24-25 ~~grade point average of 3.0 or B in required courses~~

CHANGE IN CERTIFICATE OF COMPLETION

1. Business Marketing

Current Status/Proposed Change

A Certificate of Completion will be awarded to the student completing the following courses with a minimum grade average of C.

Business 1A or 11; Business 12 or 24; ~~13~~, 14, 22, 25, 29; Business 27 or 28; Law 5

A minimum of 12 units must be completed at El Camino College.

Students who anticipate employment with large businesses are advised to take Business 12.

Those interested in smaller enterprises should complete Business 24.

Total Units: ~~27-28~~; 24-25 ~~grade point average of 2.0 or C in required courses~~

HEALTH SCIENCES AND ATHLETICS DIVISION

INACTIVATE COURSES

1. Physical Education 24abcd – Gymnastics
2. Physical Education 96abcd – Cooperative Career Education

CHANGES IN DESCRIPTIVE TITLE, CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation); COURSE REVIEW

Current Status/Proposed Change

1. Nursing 210 - Implications of Pathophysiology Concepts for Nurses

Prerequisite: Nursing ~~63~~ 153 with a minimum grade of C or equivalent or Licensed Registered Nurse or Vocational Nurse

CHANGES IN NUMBER, CATALOG DESCRIPTION; GENERAL EDUCATION REQUIREMENT CONFIRMED; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

Current Status/Proposed Change

1. Physical Education 14abcd - Boxing
~~Instruction and practice in~~ This course examines the basic skills of boxing. Emphasis on footwork, jabbing, crossing, hooking, slipping, countering, blocking and shadow boxing. An understanding of rules, etiquette, and strategy, along with controlled competition strategies for boxing. Students will be introduced to the correct body position and footwork as well as the principles and mechanics of the basic punches and defenses. The training aspects of boxing as well as conditioning and fitness strategies will be covered.
Associate in Arts Degree General Education Pattern - Section A.5.B., Contemporary Health and Physical Education
Associate in Science Degree General Education Pattern - Section A.5.A., A.S. Vocational Degree

CHANGE IN GENERAL EDUCATION REQUIREMENT

1. Physical Education 201 - Introduction to Adapted Physical Education
Current Status/Proposed Change
~~Associate in Arts Degree General Education Pattern - Section A.5.B., Contemporary Health and Physical Education~~
~~Associate in Science Degree General Education Pattern - Section A.5.A., A.S. Vocational Degree~~
2. Physical Education 207A - Skills Proficiencies in Sports and Activities
Current Status/Proposed Change
~~Associate in Arts Degree General Education Pattern - Section A.5.B., Contemporary Health and Physical Education~~
~~Associate in Science Degree General Education Pattern - Section A.5.A., A.S. Vocational Degree~~
3. Physical Education 207B - Physical Education Proficiencies in Sports and Activities
Current Status/Proposed Change
~~Associate in Arts Degree General Education Pattern - Section A.5.B., Contemporary Health and Physical Education~~
~~Associate in Science Degree General Education Pattern - Section A.5.A., A.S. Vocational Degree~~
4. Physical Education 220abcd – Naginata: A Japanese Martial Art
Current Status/Proposed Change
~~Associate in Arts Degree General Education Pattern - Section A.5.B., Contemporary Health and Physical Education~~
~~Associate in Science Degree General Education Pattern - Section A.5.A., A.S. Vocational Degree~~
5. Physical Education 233ab – Pep Squad
Current Status/Proposed Change

- ~~Associate in Arts Degree General Education Pattern—Section A.5.B., Contemporary Health and Physical Education~~
~~Associate in Science Degree General Education Pattern—Section A.5.A., A.S. Vocational Degree~~
6. Physical Education 234abcd – Off-Season Training for Pep Squad
Current Status/Proposed Change
~~Associate in Arts Degree General Education Pattern—Section A.5.B., Contemporary Health and Physical Education~~
~~Associate in Science Degree General Education Pattern—Section A.5.A., A.S. Vocational Degree~~
 7. Physical Education 242abcd – Swimming, Lifeguard Training
Current Status/Proposed Change
~~Associate in Arts Degree General Education Pattern—Section A.5.B., Contemporary Health and Physical Education~~
~~Associate in Science Degree General Education Pattern—Section A.5.A., A.S. Vocational Degree~~
 8. Physical Education 243abcd – Swimming, Water Safety Instructor
Current Status/Proposed Change
~~Associate in Arts Degree General Education Pattern—Section A.5.B., Contemporary Health and Physical Education~~
~~Associate in Science Degree General Education Pattern—Section A.5.A., A.S. Vocational Degree~~
 9. Physical Education 270 – Fitness and Sports Nutrition
Current Status/Proposed Change
~~Associate in Arts Degree General Education Pattern—Section A.5.B., Contemporary Health and Physical Education~~
~~Associate in Science Degree General Education Pattern—Section A.5.A., A.S. Vocational Degree~~
 10. Physical Education 277 - Introduction to Kinesiology and Physical Education
Current Status/Proposed Change
~~Associate in Arts Degree General Education Pattern—Section A.5.B., Contemporary Health and Physical Education~~
~~Associate in Science Degree General Education Pattern—Section A.5.A., A.S. Vocational Degree~~
 11. Physical Education 290 – Personal Fitness Trainer
Current Status/Proposed Change
~~Associate in Arts Degree General Education Pattern—Section A.5.B., Contemporary Health and Physical Education~~
~~Associate in Science Degree General Education Pattern—Section A.5.A., A.S. Vocational Degree~~
 12. Physical Education 295 – Cardiopulmonary Exercise Testing
Current Status/Proposed Change

~~Associate in Arts Degree General Education Pattern – Section A.5.B., Contemporary Health and Physical Education~~
~~Associate in Science Degree General Education Pattern – Section A.5.A., A.S. Vocational Degree~~

CHANGES IN LECTURE/LAB HOURS, CATALOG DESCRIPTION, GENERAL EDUCATION REQUIREMENT; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

1. Physical Education 217 – Sports Officiating

Current Status/Proposed Change

~~A Study of rules, mechanics, This course provides instruction and practice in the basic principles and applications of sports officiating. techniques for sports in season. Emphasis is placed on a broad range of topics including officiating objectives, conduct, communication skills, conflict management, fitness and injury prevention, legal rights and responsibilities, and career development. Fall: football, basketball, wrestling, soccer. Spring: baseball, track, volleyball, and swimming.~~

~~Associate in Arts Degree General Education Pattern – Section A.5.B., Contemporary Health and Physical Education~~

~~Associate in Science Degree General Education Pattern – Section A.5.A., A. S. Vocational Degree~~

CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION; GENERAL EDUCATION REQUIREMENT CONFIRMED; COURSE REVIEW

Current Status/Proposed Change

1. Physical Education 221abcd – Combative Arts and Self Defense Tactics

This course provides instruction and practice in ~~methods~~ the application of combative arts for use in self defense. ~~The application of common sense procedures in times of emergency will also be explored. The student~~ Techniques presented will learn include various strikes, punches, and kicks as well as ground defense strategies. Defense against the headlock, bear hug, lapel grab, ~~and~~ chokes, and confrontational situations will also be examined. Physical conditioning and fitness specific to that needed to perform self-defense strikes will be emphasized. Prevention of training related injuries will be addressed through proper warm up and stretching.

~~Associate in Arts Degree General Education Pattern - Section A.5.B., Contemporary Health and Physical Education~~

~~Associate in Science Degree General Education Pattern - Section A.5., A. S. Vocational Degree~~

HUMANITIES DIVISION

CHANGE IN MAJOR

1. English

Current Status/Proposed Change

English 1A, 1B, 15A, 15B; 3 units from English 20, 21, 23, 35, 36, ~~40~~, 40A, 40B; 6 units from ~~Philosophy 10 or 11 or any other~~ the following literature or writing courses: Literature courses: English 10, 11, 12, 18, 22, 26, 27, 28, 29, 30, 31, 34, 39, 42, 43, 44, 46, 47, 98abcd

Recommended: History 5A, 5B, Speech Communication 8. Writing courses: English 1C, 24A, 24B, 25A, 32abc, 33, 38, 72

Total Units: 22

CHANGES IN CATALOG DESCRIPTION, GENERAL EDUCATION REQUIREMENT; COURSE REVIEW

1. English 72 – Technical Report Writing

Current Status/Proposed Change

~~A complete introduction to job-related writing~~ An introduction to written communication in business, industry, and technical professions, this course focuses on the writing analysis, evaluation, and composition of grammatically correct and stylistically effective sentences and on the effective organization and presentation of job-related information in various types of letters, ~~memos~~ memoranda, and reports. It is designed for anyone ~~in industry~~ whose job requires written communication logic, clarity, and precision in writing.

Associate in Arts Degree General Education Pattern - Section A.4.A-B., Language and Rationality

Associate in Science Degree General Education Pattern - Section A.4.A-B., Language and Rationality

CHANGE IN CATALOG DESCRIPTION; GENERAL EDUCATION REQUIREMENT CONFIRMED; COURSE REVIEW

1. Journalism 12 – Mass Media and Society

Current Status/Proposed Change

~~This course is a study of mass media and media technologies as they apply to~~ examines the past and current influences on American society. Students learn the history of the mass media as well as the functions, the responsibilities, and the influence of books, newspapers, magazines, movies, radio, television, recordings, and the World Wide Web. With a focus on critical thinking skills, students gain experience in reading and writing persuasive and argumentative essays about problems facing the mass media, on American society. The course increases student awareness of the impact ~~Students also learn the history of the eight mass media upon society and makes students critical consumers of our~~ as well as analyze and evaluate the functions, the responsibilities, the regulations, and the ethics involved in the mass media industry.

Associate in Arts Degree General Education Pattern - Section A.4.B., Language and Rationality

Associate in Science Degree General Education Pattern - Section A.4.B., Language and Rationality

INDUSTRY AND TECHNOLOGY DIVISION

CHANGE IN GENERAL EDUCATION REQUIREMENT

1. Electronics and Computer Hardware Technology 20 – Basic Mathematics for Electronics

Current Status/Proposed Change

~~Associate in Arts Degree General Education Pattern—Section A.6, Mathematics~~

~~Competency~~

~~Associate in Science Degree General Education Pattern—Section A.6, Mathematics~~

~~Competency~~

2. Machine Tool Technology 40 – Machine Shop Calculations
Current Status/Proposed Change
~~Associate in Arts Degree General Education Pattern—Section A.6, Mathematics Competency~~
~~Associate in Science Degree General Education Pattern—Section A.6, Mathematics Competency~~

3. Technical Mathematics 1 - Technical Mathematics for Vocational Students
~~Associate in Arts Degree General Education Pattern—Section A.6, Mathematics Competency~~
~~Associate in Science Degree General Education Pattern—Section A.6, Mathematics Competency~~

NEW MAJOR

1. Engineering Technology
 Catalog Program Description: The engineering technology program prepares students for transfer to university engineering technology programs and for employment in technical fields. By completing the degree or certificate requirements, students acquire a foundation in the principles of engineering, engineering design, digital electronics, automated manufacturing, and the application of math and science in technical fields. Careers in engineering technology involve high level technical work in the creation, production, utilization, and distribution of industrial materials, products and processes. Competencies will be assessed regularly in accordance with skill standards established by the National Alliance for Pre-engineering Programs.

Engineering Technician Option:

Engineering Technology 10, 12, 14, 16, Machine Tool Technology 13A, Technical Mathematics 1; three courses from the following: Engineering Technology 18, Machine Tool Technology 16ab*, Computer Aided Design/Drafting 26abcd*, 27abcd*, 28abcd*, Electronics and Computer Hardware Technology 22, Manufacturing Technology 70, 75, Welding 15ab*(*one semester of)

Total Units: 25-28

Engineering Technology Option:

Engineering Technology 10, 12, 14, 16, Chemistry 1A, Mathematics 190, Physics 2A; two courses from the following: Computer Information Systems 13, Electronics and Computer Hardware Technology 110, Engineering 1, 9, Engineering Technology 18, Machine Tool Technology 13A, Manufacturing Technology 70, 75

Total Units: 30-33

At least 50% of the requirements for the major must be completed at El Camino College.

NEW CERTIFICATE OF COMPLETION

1. Engineering Technology
 A Certificate of Completion will be granted to students completing the following requirements in either the option of Engineering Technician or Engineering Technology with a grade average of C.
 Engineering Technician Option:
 Engineering Technology 10, 12, 14, 16, Machine Tool Technology 13A, Technical Mathematics 1; three courses from the following: Engineering Technology 18, Machine

Tool Technology 16ab*, Computer Aided Design/Drafting 26abcd*, 27abcd*, 28abcd*, Electronics and Computer Hardware Technology 22, Manufacturing Technology 70, 75, Welding 15ab*

(*one semester of)

Total Units: 25-28

Engineering Technology Option:

Engineering Technology 10, 12, 14, 16, Chemistry 1A, Mathematics 190, Physics 2A; two courses from the following: Computer Information Systems 13, Electronics and Computer Hardware Technology 110, Engineering 1, 9, Engineering Technology 18, Machine Tool Technology 13A, Manufacturing Technology 70, 75

Total Units: 30-33

At least 50% of the courses required for the Certificate of Completion must be completed at El Camino College.

CHANGE IN MAJOR

1. Manufacturing Technology

Current Status/Proposed Change

Machine Tool Technology 13A; Machine Tool Technology 10A or Computer Aided Design/Drafting 10abcd*; Machine Tool Technology 2 or Computer Aided Design/Drafting 5; Technical Mathematics 1 or Machine Tool Technology 40; Electronics and Computer Hardware Technology 11, Welding 15ab*; and a minimum of 18 units from the following: Computer Aided Design/Drafting 26abcd*, 27abcd*, 28abcd*, 31abcd*, 32abcd*, 33abcd*, 34abcd*, 37abcd*, 45, 47, 49; Electronics and Computer Hardware Technology 22, 110, 112, 120, 122, 124, 130, 131, 140, 142, 144, 150, 152, 190, 191, 192, 193, 194; Engineering Technology 10, 12, 14, 16, 18; Environmental Technology 100, 110, 120, 130, 140, 150, 160, 200, 210; Machine Tool Technology 10B, ~~10G~~, 10J, 10K, 11abcd, 13B, 13C, 13D, 13E, 13F; Manufacturing Technology 1, 2, 3, 70, 75; Quality Assurance 1, 8, 9; Welding 1, 2abc, 19ab, 21, 23abc, 40abcd, 45ab; Cooperative Career Education courses: a maximum of 4 units from either Computer Aided Design/Drafting 95abcd, Electronics and Computer Hardware Technology 95abcd, Machine Tool Technology 95abcd, Quality Assurance 95abcd, Welding 95abcd (*one semester of)

Total Units: 37

CHANGE IN CERTIFICATE OF COMPLETION

1. Manufacturing Technology

Current Status/Proposed Change

A Certificate of Completion will be granted upon completion of the following courses with a grade average of C or better. At least 50% of the courses required for the Certificate of Completion must be completed at El Camino College.

Machine Tool Technology 13A; Machine Tool Technology 10A or Computer Aided Design/Drafting 10abcd*; Machine Tool Technology 2 or Computer Aided Design/Drafting 5; Technical Mathematics 1 or Machine Tool Technology 40; Electronics and Computer Hardware Technology 11; Welding 15ab*; and a minimum of 18 units from the following: Computer Aided Design/Drafting 26abcd*, 27abcd*, 28abcd*, 31abcd*, 32abcd*, 33abcd*, 34abcd*, 37abcd*, 45, 47, 49; Electronics and Computer Hardware Technology 22, 110, 112, 120, 122, 124, 130, 131, 140, 142, 144, 150, 152, 190, 191, 192, 193, 194; Engineering

Technology 10, 12, 14, 16, 18; Environmental Technology 100, 110, 120, 130, 140, 150, 160, 200, 210; Machine Tool Technology 10B, 10G, 10J, 10K, 11abcd, 13B, 13C, 13D, 13E, 13F; Manufacturing Technology 1, 2, 3, 70, 75; Quality Assurance 1, 8, 9; Welding 1, 2abc, 19ab, 21, 23abc, 40abcd, 45ab; Cooperative Career Education courses: a maximum of 4 units from either Computer Aided Design/Drafting 95abcd, Electronics and Computer Hardware Technology 95abcd, Machine Tool Technology 95abcd, Quality Assurance 95abcd, Welding 95abcd (*one semester of)

Total Units: 37

At least 50% of the courses required for the Certificate of Completion must be completed at El Camino College.

NATURAL SCIENCES DIVISION

CHANGE IN GENERAL EDUCATION REQUIREMENT

1. Horticulture 44 – Ecology of Edible, Medicinal and Poisonous Plants

Current Status/Proposed Change

~~Associate in Arts Degree General Education Pattern—Section A.1. Natural Sciences~~

~~Associate in Science Degree General Education Pattern—Section A.1., Natural Sciences~~

CHANGE IN NUMBER

Current Status/Proposed Change

1. Horticulture ~~47~~ 55 – Plant Identification – Trees

Current Status/Proposed Change

2. Horticulture ~~48~~ 56 – Plant Identification – Shrubs, Vines, and Groundcovers

CHANGE IN CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Horticulture 54 – Landscape Design

Current Status/Proposed Change

Recommended Preparation: Horticulture ~~47~~ 55 and ~~48~~ 56; eligibility for English 2R

CHANGE IN MAJOR

1. Environmental Horticulture

Current Status/Proposed Change

At least 50% of the requirements for the major must be completed at El Camino College.

Horticulture 41, 42, 46, ~~47~~ 55, ~~48~~ 56, 53, 54; one course from: Biology 15, 16, Horticulture 44, 95abcd

Total Units: 23-25

CHANGE IN CERTIFICATE OF COMPETENCE

1. Environmental Horticulture

Current Status/Proposed Change

A Certificate of Competence will be awarded upon completion of the courses listed below with a minimum grade average of B.

At least 50% of the requirements for the certificate must be completed at El Camino College.

Horticulture 41, 42, 46, ~~47~~ 55, ~~48~~ 56, 53, 54; one course from: Biology 15, 16, Horticulture 44, 95abcd

Total Units: 23-25

CHANGE IN CERTIFICATE OF COMPLETION

1. Environmental Horticulture

Current Status/Proposed Change

A Certificate of Completion will be awarded upon completion of the courses listed below with a minimum grade average of C.

At least 50% of the requirements for the certificate must be completed at El Camino College.

Horticulture 41, 42, 46, ~~47~~ 55, ~~48~~ 56, 53, 54; one course from: Biology 15, 16, Horticulture 44, 95abcd

Total Units: 23-25

**EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE**

March 14, 2006

Present: L. Alamillo, F. Arce, D. Charman, S. Dowden, P. Gebert, L. Kjeseth, E.
Martinez, S. Oda-Omori, V. Rapp, J. Siddiqui, J. Stewart, J. Young

Absent (excused): C. Somin

Ex-Officio Members Present: A. Collette, L. Suekawa

Absent (excused): : J. Bagnall, S. Rodriguez, A. Spor

Absent (unexcused): M. Hall

Also Present: V. Cafarchia, A. Cummings, R. Elton-Collett, I. Haslam, R. Hughes,
B. Jaffe, K. Key, T. Lew, R. Lewis, L. Olsen, G. Rodriguez,
K. Townsend, R. Way, M. Winfree

CALL TO ORDER

Chair Young called the College Curriculum Committee meeting to order at 2:30 p.m.

APPROVAL OF MINUTES

E. Martinez moved that the minutes for the February 28, 2006, CCC meeting be approved and D. Charman seconded the motion. As there were no comments, Chair Young called for a vote and the minutes were approved as presented.

CHAIR'S REPORT

J. Young remarked that she was hesitant to hold a CCC meeting in today's location, Library 202, because it has been difficult to hear comments at past meetings. To address this concern, Chair Young asked that all comments and questions be directed to her. She then thanked E. Martinez for his help with arranging the room. Next, J. Young told CCC representatives to discard the Sign Language/Interpreter Training proposals they had been asked to keep for the March 28th CCC meeting. She informed committee members they would receive replacement proposals next Monday. Chair Young concluded her report with the announcement that the Academic Senate approved the revision to the general education requirements of the proposed Associate in Science Degree pattern. Both the proposed Associate in Arts and Associate in Science patterns will now go to the Board of Trustees on March 20th for its approval.

CURRICULUM REVIEW

PROPOSAL REVIEWED BY CCC CHAIR AND VICE PRESIDENT OF ACADEMIC AFFAIRS:

J. Young directed the committee to the justification for the inactivation of Welding 25ab and as there were no questions, L. Kjeseth moved that the inactivation be approved.

P. Gebert seconded the motion, which carried.

HEALTH SCIENCES AND ATHLETICS PROPOSALS:

Chair Young informed the division it would have 20 minutes to present its proposals then told the CCC the division's errata sheet could be found in today's packet. Dean Haslam began by introducing K. Townsend, Director of Nursing, and L. Olsen, support staff, to the committee. He then thanked S. Dowden, D. Charman, and J. Stewart for the comments and suggestions they forwarded to him prior to today's meeting. The dean asked that review start with the Physical Education 208abcd proposal. During the ensuing discussion, S. Dowden suggested a revision to the catalog description, which was accepted, and I. Haslam provided revisions to Sections III, IV, V, and VI of the course outline, which the committee also accepted. Next, Physical Education 232abcd was addressed. Corrections to the proposal form and the number of hours per week the course meets were provided then agreement was reached on revisions to the catalog description and Sections II, III, IV, V, and VII of the course outline. I. Haslam asked that review continue with the proposal for Physical Education 245abcd. A correction to the number of hours per week the course meets was noted and revisions to Sections II, III, IV, V, and VI were accepted. The dean then turned the review over to K. Townsend. Chair Young reminded the CCC that the Cooperative Career Education proposal for Nursing had been developed in accordance with the template for work experience courses. Therefore, course specificity found in other outlines would not be evident in a CCE outline.

K. Townsend then provided the CCC with a revision to Section V of the course outline for Nursing 95/96abcd. It was noted that Section VIII had not been completed and

A. Collette said she would make sure the information needed was included in the official copy of the outline. As there were no more comments, P. Gebert moved that the Health Sciences and Athletics proposals be approved. D. Charman seconded the motion, which carried. L. Kjeseth moved, and L. Alamillo seconded, that the conditions of enrollment be approved. The motion carried.

HUMANITIES PROPOSALS:

After Chair Young informed the division it would have 15 minutes for its presentation, Dean Lew introduced B. Jaffe, faculty coordinator for the Humanities Division, and French instructor, A. Cummings. While an errata sheet was being distributed, B. Jaffe thanked D. Charman and S. Dowden for the comments they provided prior to the meeting then asked that review begin with English 43. During the brief discussion of the course, a correction to the discipline was noted then agreement was reached on Sections II, III, IV, and V of the outline. The division's presentation concluded with French 35. The CCC was provided with a rewritten catalog description which it accepted then agreed to revisions for Sections II, III, VI, and VII of the outline. J. Stewart moved, and

S. Dowden seconded, that the Humanities proposals be approved. The motion carried. L. Kjeseth then moved that the conditions of enrollment be approved. P. Gebert seconded the motion, which carried.

Chair Young announced that the Humanities Division has now completed the Title 5 update for all of its courses. She congratulated the division and thanked the dean and the coordinator for their efforts.

INDUSTRY AND TECHNOLOGY PROPOSALS:

Chair Young informed the division it would have 20 minutes to present its proposals then asked Dean Way to begin. While an errata sheet was being distributed, the dean introduced faculty members R. Lewis, Administration of Justice Department, G. Rodriguez, Welding Department, R. Hughes, Manufacturing Technology/Quality Assurance Department, V. Cafarchia, Air Conditioning and Refrigeration Department, M. Winfree and P. Gebert, Cosmetology Department, and R. Elton-Collett, support staff. He then thanked P. Gebert for the help and advice she provides the Industry and Technology Division Curriculum/Technical Review Committee (DCC). R. Way also thanked CCC members for the suggestions for improving the proposals they provided prior to today's meeting. Review started with Administration of Justice 170. After a revision to the catalog description was accepted, R. Lewis adjusted Section III of the course outline and J. Stewart provided a correction to Section IV. Next, discussion was held on Air Conditioning and Refrigeration 22. During the review, revisions to the catalog description and Section V of the outline were agreed to. Dean Way directed the committee's attention to Cosmetology 103 and provided revisions to the catalog description and Sections V and VII of the course outline, which the CCC accepted. Quality Assurance 9 was reviewed next. Dean Way corrected the course's discipline and recommended preparation and as there were no questions, review continued with Quality Assurance 10. After the course's discipline was corrected, the CCC agreed to a revision to Section II of the outline. The division's presentation ended with Welding 40abcd and during the brief discussion, a revision to Section V of the outline was agreed to. Chair Young then thanked the Industry and Technology faculty and R. Elton-Collett for the exceptional job they had accomplished in preparing the proposals presented to the CCC today. She then asked for a motion of approval for the Industry and Technology proposals and J. Stewart did so. P. Gebert seconded the motion, which carried. L. Kjeseth moved, and J. Siddiqui seconded, that the conditions of enrollment be approved. The motion carried.

BEHAVIORAL AND SOCIAL SCIENCES PROPOSALS:

J. Young relinquished the Chair to Chair Pro-Tempore S. Dowden so that she could present the Behavioral and Social Sciences proposals. J. Young began her presentation by thanking the Counseling Division for the help it provided the Behavioral and Social Sciences DCC with the revisions to the Transfer Studies A.A. major and the Transfer Studies A.S. major. She then provided a correction to the justification for the revisions and a correction to the proposed requirements. As there were no questions, Chair Pro-Tempore Dowden asked for a motion of approval for the Transfer Studies majors and J. Stewart did so. V. Rapp seconded the motion, which carried. The Chair Pro-Tempore then returned the Chair to J. Young.

VICE PRESIDENT OF ACADEMIC AFFAIRS' REPORT

Vice President Arce reported that, unfortunately, a problem had arisen regarding the placement of the curriculum reviewed by the CCC at its February 28th meeting on the agenda for the March 20th Board of Trustees meeting. He explained that because the curriculum items were not available for Cabinet review prior to publication of the Board agenda, placement on the agenda was postponed. J. Stewart asked if Cabinet could hold an emergency meeting to review the items and F. Arce said no, there was insufficient time. However, the curriculum items will be on the Board's April agenda. J. Young asked if the delay meant the curriculum would not be incorporated in next year's catalog. A. Collette responded this may be the case because she has a deadline date of April 1st for providing catalog edits to Public Relations and Marketing. The Vice President said he believed the curriculum could be incorporated and would investigate the possibility. In response to the

committee's inquiry if the revised Associate in Arts Degree and Associate in Science Degree patterns were affected by this problem, F. Arce stated he did not know. The Vice President told the CCC that if the revised patterns are going to the Board next week, he will inform the Chair.

CCC FORM 1, COURSE OUTLINE OF RECORD

Chair Young directed CCC representatives to the existing course outline of record form and the draft revision of the form developed by the Online Course Development Subcommittee, both of which were in the day's packet. She explained that the subcommittee, comprised of her, L. Kjeseth, L. Suekawa, and A. Collette, discovered that the current form needed to be revised to ensure that the online course development program being created is successful. J. Young explained to the committee the online program is still in the developmental phase then demonstrated the program as it now exists. The CCC favorably received the online program and offered suggestions, including ones for ease of navigation, for it.

Chair Young then reviewed with the committee the revisions to the course outline form which included separating the behavioral objectives from the methods of evaluation. The subcommittee also recommended that the catalog description be immediately followed by the behavioral objectives then the outline of subject matter. The CCC supported this recommendation. During the discussion of the section on planned instructional activities, it was the consensus of the committee that a checklist should be devised for this area. Chair Young asked committee members to send her, via an e-mail message, their suggestions for the checklist.

FEBRUARY 28, 2006 MINUTES

J. Stewart asked if discussion of the February 28th CCC minutes could be held and Chair Young advised that a motion to reconsider the minutes be made. J. Stewart did so and S. Dowden seconded the motion. J. Stewart then directed the committee's attention to page four, paragraph two. She stated that she did not make the comment that the well-written objectives for English 72 would be of value to faculty developing student learning outcomes. J. Young remarked that she had made the comment and that the minutes would be corrected to reflect that this statement was made by the Chair. S. Dowden then moved that the corrected minutes be approved and P. Gebert seconded the motion. The motion carried.

At 3:30 p.m., S. Dowden moved, and J. Siddiqui seconded, that the meeting be adjourned. The motion carried.

EL CAMINO COLLEGE
COLLEGE CURRICULUM COMMITTEE

Proposed Curriculum Changes
March 14, 2006

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

CHANGE IN MAJORS

1. Transfer Studies (Associate in Arts)

Current Status/Proposed Change

Major Requirements:

~~Complete 60 degree applicable units to include all El Camino College Associate in Arts general education requirements. 21 units of the 60 units must be applicable to the general education pattern of the transfer institution.~~

~~General Education Requirements—20-29 Units~~

~~Degree applicable courses—31-40 Units~~

Option 1: Complete the Intersegmental General Education Transfer Curriculum (IGETC) plus the required number of CSU or UC transferable units to meet the 60 units requirement.

Note: All courses on the IGETC pattern must be completed with a grade of C or better.

Total Units: 60

Option 2: Complete the CSU General Education Breadth requirements plus the required number of CSU or UC transferable semester units to meet the 60 units requirement.

Note: 30 units from the CSU General Education Breadth requirements, including Areas A and B.4, must be completed with a grade of C or better.

Total Units: 60

Note: Completion of the IGETC or CSU General Education Breadth requirements alone is not enough to make students eligible for admission to a CSU or UC. Please consult with a counselor for details on completing transfer admission requirements.

2. Transfer Studies (Associate in Science)

Current Status/Proposed Change

Major Requirements:

~~Complete 60 degree applicable units to include all El Camino College Associate in Science general education requirements. 21 units of the 60 units must be applicable to the general education pattern of the transfer institution.~~

~~General Education Requirements—18 Units~~

~~Degree applicable courses—42 Units~~

Option 1: Complete the Intersegmental General Education Transfer Curriculum (IGETC) plus the required number of CSU or UC transferable units to meet the 60 units requirement.

Note: All courses on the IGETC pattern must be completed with a grade of C or better.

Total Units: 60

Option 2: Complete the CSU General Education Breadth requirements plus the required number of CSU or UC transferable semester units to meet the 60 units requirement.

Note: 30 units from the CSU General Education Breadth requirements, including Areas A and B.4, must be completed with a grade of C or better.

Total Units: 60

Note: Completion of the IGETC or CSU General Education Breadth requirements alone is not enough to make students eligible for admission to a CSU or UC. Please consult with a counselor for details on completing transfer admission requirements.

HEALTH SCIENCES AND ATHLETICS DIVISION

CHANGE IN CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

1. Physical Education 208abcd - Bowling

Current Status/Proposed Change

~~This course provides instruction and practice in the fundamentals of bowling. Bowling examines the basic skills, rules, etiquette, and scoring, will also be covered and playing strategies for the activity of bowling. Students will participate in intra-class competition in an individual handicap league which also introduces be introduced to the student to one of America's leading recreational sports mechanics of stance, delivery, and follow-through as well as proper grip of the ball. In this course, students will examine and practice the physical and mental skills required to succeed in this lifetime activity. Students will also participate in league play during the semester.~~

Note: Students will pay a user fee for each class meeting for three lines of bowling, shoes, and bowling ball. Students must furnish their own transportation to and from the bowling alley.

CHANGES IN GRADING METHOD, CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

1. Physical Education 232abcd - Racquetball

Current Status/Proposed Change

~~Letter grade or CR/NCR option.~~

~~This course offers instruction and practice in the basic skills of racquetball with an emphasis on serving, forehand and backhand play. This course also offers an understanding of rules and strategy, along with competition singles, cutthroat, and doubles. Eye protectors are required. Students must provide all balls and racquet.~~

~~Note: Students will be introduced to racquetball equipment, safety, rules, regulations, strokes, and tactics. The course will ensure that the student has the physical and mental skills required to succeed in this lifetime activity.~~

CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

Current Status/Proposed Change

1. Physical Education 245abcd – ~~Theory and Practice of~~ Water Aerobics

~~Instruction and workout in the basic skills of focuses on aerobic cardiovascular conditioning done in water. Emphasis is placed on cardio-respiratory endurance, muscular strength and endurance, and flexibility, muscular strength, and endurance. All exercises are done with music accompaniment.~~

CHANGE IN CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation); COURSE REVIEW

1. Nursing 95/96abcd - Cooperative Career Education

Current Status/Proposed Change

Prerequisite: Nursing 150 with a minimum grade of C completion of a minimum of seven units (including CCE). ~~Students must have completed or equivalent or completion of or be currently enrolled in the El Camino College Nursing Program and have satisfactorily completed Nursing 60B .~~

Enrollment Limitation: Parallel Plan (Work and Attend School at the Same Time):

Enrollment in a minimum of seven units, including Cooperative Career Education;

employment in a job related to the major or career goal by the third week of the semester; completion of or current enrollment in one course from the major.

Alternate Plan (Work and Attend School Alternately): Successful completion of one semester at El Camino College including one course from the major before initial enrollment in plan; enrollment limited to one other class during the semester; employment in a job related to the major or career goal by the third week of the semester; successful completion of at least seven units of other class work at El Camino before re-enrolling in plan.

HUMANITIES DIVISION

CHANGE IN CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

1. English 43 – African American Literature

Current Status/Proposed Change

~~This course, which emphasizes contemporary literature, is~~ provides a chronological and thematic survey of African American literature. ~~is a chronological survey of~~ Students will read and discuss representative works by African American writers. Emphasis will be on classic and contemporary literature from the Colonial Period to the present.

CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

Current Status/Proposed Change

1. French 35 – Introduction to ~~French~~ Francophone Literature in ~~English~~ Translation

~~In t~~ This course, emphasizes analysis of chosen students analyze texts in English translations of selected francophone literature from the Middle Ages to contemporary works.

~~Francophone culture will be examined through works of French poetry and literature, as works of universal literary value and as keys to an understanding of French culture.~~

INDUSTRY AND TECHNOLOGY DIVISION

INACTIVATE COURSE

4. Welding 25ab – Introduction to Manual and Semiautomatic Welding Processes

CHANGE IN CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

1. Administration of Justice 170 – Laws of Arrest, Search and Seizure

Current Status/Proposed Change

~~In t~~ This course, covers the study of students examine the history and development of the laws and customs of arrest, search and seizure, and the “eExclusionary #Rule.” Emphasis Consideration is given to the application of these procedures as they relate to law enforcement officers and others in the apprehension of criminals and the procuring of evidence.

2. Air Conditioning and Refrigeration 22 – Basic Refrigeration

Current Status/Proposed Change

~~This course will offer~~ In this course, students are provided basic instruction in refrigeration covering the principles and their application to domestic and commercial refrigeration systems, including compression systems and absorption systems. Soldering and brazing copper to copper and copper to steel with air-acetylene and oxygen-acetylene methods, use of hand tools, electric meters, and test equipment are included.

3. Cosmetology 103 – Introduction to Manicuring Arts

Current Status/Proposed Change

~~The~~ This course covers the study of the principles and practices of manicuring, techniques, procedures, and products. It is designed as an intensive multi-disciplinary workshop in the most common manicuring and pedicuring processes. Lectures center on the fundamental theories of manicuring, pedicuring, and artificial nails, application nail wraps and nail repairs, spa treatments, reflexology, and paraffin treatments. Laboratory work is designed to support practical applications. The student will have a basic understanding of the manicuring arts and be able to analyze manicuring products for worth and quality. This is a course in preparation and prepares the student for the State Board of Cosmetology Manicuring Examination.

~~Note: Complete course totals 350 hours. Student cost for materials is approximately \$200.~~

4. Welding 40abcd – Gas Tungsten Arc Welding (GTAW), Gas Metal Arc Welding (GMAW)

Current Status/Proposed Change

~~This is a four semester~~ In this course, in gas tungsten arc welding (GTAW) and gas metal arc welding (GMAW) developing students will develop manipulative skills using alternating currents (AC) and direct currents (DC) Gas Tungsten Arc Welding (GTAW) and Gas Metal Arc Welding (GMAW) processes on ferrous and nonferrous alloys. Emphasis is placed on the requirements for certification shall be placed in the last two semesters in accordance with AWS D.17.1:2001, specifications for Fusion Welding for Aerospace Applications (formerly Mil-Standard-1595A Qualification of Aircraft, Missile and Aerospace Fusion Welders).

CHANGES IN CONDITIONS OF ENROLLMENT Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

1. Quality Assurance 9 – Participative Management: Introduction to Self-Regulating Work Teams

Recommended Preparation: eligibility for English 2R and Mathematics 40 or 41B

Current Status/Proposed Change

~~Upon completion of the~~ This course addresses the student will have acquired a working knowledge of how teams activity assist subject of team activity in the improvement of quality/productivity levels in any work manufacturing environment. The student will review and provides the student with an understanding of the ways in which team activities assist in the improvement of quality and productivity in work team techniques, implementation, support and environments. Subjects covered include work team implementation, support, and maintenance. Quality circles as well as other Specific team concepts currently in the workplace will be investigated techniques such as customer surveys and statistical analysis are covered.

2. Quality Assurance 10 – Quality Planning

Current Status/Proposed Change

Recommended Preparation: ~~eligibility for~~ Technical Mathematics 1 and English 2R

This course ~~covers the~~ is a study of the principles of quality planning and their applications. With the use of statistical aids, students ~~will~~ learn how to write proposals/reports, ~~and~~ inspection procedures. ~~Also covered are~~ Selection of key characteristics, use of feedback information, use of prediction techniques ~~along with how to formulate~~ and methods for formulation of quality control policies and objectives ~~with the establishment of within~~ organizational hierarchies, ~~will be covered.~~ A review An overview of the concepts and the structuring of cost studies and audit programs ~~will~~ is also ~~be discussed~~ included.

El Camino College-Office of the President
Facilities Steering Committee
March 13, 2006

Present: Francisco Arce, John Baker, Rocky Bonura, Don Brown, Mike D'Amico, Susie Dever, Pam Fees, Bob Gann, Ann Garten, Bruce Hoerning, Jeff Marsee, Leo Middleton, Barbara Perez, Susan Pickens, Angela Simon, Luukia Smith, and Arvid Spor.

Also present: Jim Rogers - Maas Companies.

1. Facilities Master Plan Report – March 2006

a. Science Complex

1. Heat Ventilation & Air Conditioning—The installation contractor corrected identified installation inefficiencies during the winter break. Some operational procedures were modified to enhance performance. Additional noise attenuation measures are also being performed.
2. DSA Certification - We have been unable to schedule a meeting with DSA staff to obtain certification. It is planned to send a series of letters to increasingly higher level DSA staff until a response is given.

b. Humanities Building – Construction documents were approved by DSA on February 10.

1. Cost Estimate – The estimate for the total project cost is \$31,125,427.
2. Schedule – The bidding process has begun and the bid close date is March 22. It is expected that a recommendation for bid award will go to the Board in April 2006. The project completion date is anticipated to be delayed to July 31, 2007.
3. Final Project Proposal—was submitted for State funding to equip and furnish the new building; the amount of funding requested has been increased from \$2,425,000 to \$2,600,000 due to inflation.

c. Primary Electrical System Replacement Phase 1 – Work has begun to construct a new electrical substation and provide electrical power to the new Humanities building and new Lot H parking structure. Future phases will complete the changeover of the entire campus' electrical system to the new substation.

1. Schedule– Completion of this phase is scheduled for March 2007.
2. Budget–The project budget is \$5,282,000.

d. Learning Resources Center (LRC) – This is a state funded project. Preliminary plans have been approved by District staff, the Chancellor's Office and the State Public Works Board. Funding was authorized to proceed with producing construction documents. Funding for construction equipment is included in the State's 2005-06 budget bill in the amount of \$6,255,000 for construction and \$1,896,000 for equipment.

1. Schedule – Plans were submitted to DSA for review in September. The results of the initial review of the structural and fire and life safety components of the project have caused the project architect to believe approval will not be obtained by the March 15th target date for submittal to the Chancellor's Office. ECC's Chancellor's Office Facilities Specialist has been notified and is taking action to carry the approved funding over to the 2006/07 fiscal year.

2. Cost Estimate – The estimate for total project cost is slightly over \$10,803,236. An effort to obtain additional state funding for this project is being coordinated with the Public Information Officer.
- e. Temporary Space Issues-Modular Buildings – Architectural and engineering design is being performed to provide additional building space and relocate the Community Advancement building. The January and February 2006 Facilities Master Plan reports contain additional information about these projects.
 - f. Lot H Parking Structure & Athletics Facilities -
 1. Schedule –The project plans were submitted to DSA in October. Construction is scheduled to begin in July 2006, with completion in July 2007.
 2. Cost Estimate – The cost estimate for this project is \$22,340,000.
 - g. Central Plant – This project will construct capacities of cooling water and heating water of sufficient size to supply the entire campus.
 1. Schedule –The project plans were submitted to DSA in November and construction is scheduled to begin in July 2006, with completion in July 2007.
 2. Budget

Design	\$460,000
Construction	
Owner supplied equipment	420,000
Construction contract	5,930,000
Test & Inspection	150,000
Construction Administration (Engineer)	110,000
Program Management	120,000
Contingency	<u>720,000</u>
Total	\$7,910,000

- h. Student Services and Activities Center Replacement – WWOC, the project architect, has completed the user group interview portion of the building programming, and prepared and presented a draft preliminary project program to Cabinet. The building square footage contained in the draft is substantially higher than contemplated in prior planning. A reduction in the program square footage is required to reduce the building’s construction cost to an acceptable amount.
 1. Reduction Measures – The following measures will be used to identify possible reductions in building size.
 1. WWCOT will work with area managers to validate space requirements and identify opportunities for divisions to share or combine spaces.
 2. Building Efficiency – WWCOT will develop options to increase the building’s efficiency factor (assignable square footage divided by gross square footage).
 3. Programs – consideration will be given to reducing the number of programs planned to be housed in the new building.
 2. Schedule –Construction is scheduled to start in October 2007 and be completed in June 2009.

- i. Cafeteria Conversion to Administrative Offices
 - 1. Schedule – The programming phase of this project will be completed in March of this year. Construction is scheduled to be performed January to September 2007.
 - 2. Budget – The budget for this project is \$6,085,000.

- j. Other Projects
 - 1. Fire Alarm System Replacement & Upgrade–The fire alarm systems are being replaced and upgraded in the Communications and Women’s Locker Room buildings. Estimated cost is \$660,000, \$400,000 will be funded by the Chancellor’s Office Scheduled Maintenance Program. The remaining funding will be provided by Measure E. Work is scheduled to be completed by April 30, 2006.
 - 2. Art & Behavioral Science Elevator Modernization – This work is completed.
 - 3. Lot F Parking Structure Improvements – The design firm of Walker Parking evaluated the existing structure and produced a report detailing needed and desirable improvements with the associated estimated costs. The total amount of the estimated cost of the improvements is \$3,800,000. Proposals will be solicited. Further work on this project is being deferred until completion of the new parking structure.
 - 4. Restroom Improvements & ADA Compliance – A contract for design services is being negotiated with the architectural firm of Flewelling & Moody. Contingent upon agreement, a recommendation to approve the contract will be prepared for the April 2006 Board meeting.

- k. Energy Management System Upgrade – Utilizing a provision of the Public Contract Code that allows college districts to enter into energy saving projects without competitive bidding, a request for proposals to upgrade and expand the College’s existing energy management system was prepared and distributed to a select group of companies specializing in this type of work. One firm, Southland Industries, submitted a proposal, at a cost of \$1,530,000 for the specific scope of work. A recommendation has been prepared for the March 2006 Board meeting to approve a contract with Southland Industries.
 - 1. Utility Rebates – The District has applied for rebates from Southern California Edison of over \$400,000 for energy saving measures that will be performed through this project.

- l. Humanities Mall Landscaping – This is a project to provide hardscape, landscape and a food service venue in the area bounded by the MCS building on the north, the Library on the south, the new Humanities building on the east and the main north/south walkway on the west. LPA, the building architect for the new Humanities and Learning Resources Center buildings, is performing the design for this project.

- m. Facilities Master Plan Schedule – is unmodified from the August 2005 schedule.

- n. Educational Planning Issues – The Facilities Master Plan’s purpose is to support the Educational Plan. In order to implement some Facilities Master Plan projects it is necessary to resolve some Educational Plan issues. Currently three issues need to be resolved in the near term. The issues are listed below. Meetings have been held to

discuss the Machine Tool Technology issues and the Communications building programs with the appropriate area managers.

1. Machine Tool Technology Program – Current planning is to move this program from its current location and incorporate it into a renovated Shops building. Alternate options to the current plan are being developed for evaluation and will be discussed when their feasibility is verified.
 2. Communication Building Programs – The future locations of Photography and the Mac Lab, will need to be decided prior to the beginning of construction of the Student Services building. The Communications building has been designated to be used as temporary relocation space for some of the displaced student services programs.
- o. Measure E Second Issuance Amount – The 2002 Facilities Master Plan planned for a second series of bonds to be issued in 2006.
- p. 2006 Equipment Purchases – It is anticipated Measure E will fund some 2006 equipment purchases. Discussions are ongoing to define the level of funding and the equipment to be purchased.
- q. Los Angeles County Sheriffs Training Facility – A proposal has been received to provide a training facility for the Los Angeles Sheriffs on the El Camino College campus. Preliminary information indicates the space requirements to be approximately 1920 square feet contained within a modular type building. Location options will be developed for evaluation. Ron Way is working with them.

The date for the next meeting will be determined at a later time.

El Camino College
Faculty Development Committee Meeting Notes
March 14, 2006

Present: Elaine Cannon, K. Digregorio , M. Ichinaga, D.Manno, J. Ruggierello, M. Thompson, L. Raufman, M. Steinberg

Excused: R. Banda-Ralph, dmanno

CETC

Margaret will confirm if the second Thursday in May is ok for a CCC Confer workshop whereby we can “attend the workshop” from any phone line at home or on campus. If we want to learn to use the Web-based sharing and phone together, then we need a computer near us too. We discussed using the downstairs training room with a speaker phone for those who want to “learn” with others. We also hope to learn how to use the system for “virtual” office hours.

- Save the day: 2nd Thursday in May (12:45-2pm): learn how to use CCC Confer for virtual meetings as well as virtual office hours. Will be advertised by Donna Manno’s Calendar for May.

EMPLOYEE RECOGNITION

Each Division has a different way of using the Applause cards; half of the Divisions represented at this meeting do not have a ready supply of cards. Therefore, we are still not sure who is responsible for getting a supply of cards to a noticeable place.

- Industry and Technology makes a nice presentation to its faculty who receive the cards;
- Counseling gives out the Cards to its faculty who have received them at one of the counseling meetings twice a year. The Dean reads to all the counselors what a student has written about one of their colleagues.
- Social and Behavioral Sci. and Humanities have a wall with Faculty who have received awards, given presentations, published, etc.

The Student Services V.P. office does have a supply of Applause Cards. Divisions can request cards from ext. 3472, however, this office does not have the staff to keep track of the results due to budget cuts. Mattie, V.P s Adm. Asst. suggested that the Staff Development office was a good location for keeping such materials; however, Staff Development also does not have staff to do much with the information. We need to continue to discuss this at a future meeting.

Sara Blake did a study on what employees need for recognition. Kristie brought in a large poster that would draw students attention to filling out Applause cards and maybe we could have a week a semester that we devote to encouraging students to fill out these cards. We also discussed encouraging more faculty to create a webpage that included their vitas online. The faculty who have created such a page are very impressive!

To Faculty: Faculty Development would like to explore your ideas on what types of recognition you would like to have available on this campus (a future email....)

MENTORING

Please bring to the next meeting how your Division has implemented “mentoring” of new faculty and if there is any mentoring of adjuncts.

MEETING TIMES-

It was decided that we would have some meetings on Tuesdays and some on Thursday so some of us could attend Tuesday events! The following are the meeting dates for Spring Semester:

Thursday April 6, Thursday April 27, Tuesday, May 9, Thursday May 25

- Next meeting Thursday, April 6 of Faculty Development Team will be discussing mentors for new faculty (how do we do it in each Division); Great Teachers Seminar Funding; funding for New Faculty End of the Year Luncheon or Reception; and Retention Tips learned from Workshops at our Spring Flex Day.

SPRING 2006 TREATMENTS TO RETAIN STUDENTS

3/19/2006

To: Francisco Arce and Susan Dever

From John Baker

Had a chance to review the Flex Day comments from faculty. Amazing. The work faculty do in class to retain students is at the heart of retention efforts at the college.

Here is a summary of what I gleaned.

1. Deal with student problems immediately
2. Phoning students who miss classes
3. Provide students with key information on support services
4. Early contact with first time students
5. Talk with low performing students to identify their problem
6. Inform students early about their academic progress
7. Learn students names and call students by their names
8. Provide frequent evaluation via quizzes
9. Get students acquainted with each other
10. Available at office hours, phone, email
11. Provide students a sound syllabus with key data, timelines, dates
12. Respect students: don't reference them as kids when they are adults
13. Use peer review groups in an out of class
14. Identify student problems and work student to address
15. Provide information on line for students who have missed class or simply want to refresh their notes
16. Encourage students to join college activities(student governance, clubs, etc)

As the Enrollment Management Team identifies 6 treatments to promote the retention of students this Spring this cluster of activities should be one of the treatments promoted. If the above has broad support from faculty and if faculty can help promote early enrollment for summer and fall classes for continuing students, El Camino would be well on its' way to addressing the short fall of FTES.

For example, research has just determined that 9000+ students in Fall, 2005 left the college. If the college was able to hold on to 1 out of 2 of those students, the FTES issue would largely be solved.

Agape'

John Baker

EL CAMINO COLLEGE

Staff Development Office

Type of Meeting: Faculty Development Team
Facilitator: Dr. Lisa Raufman, ext 3435
Date: April 6, 2006
Time: 12:45 – 2:00 PM
Location: Admin 127
To: R. Banda-Ralph, E. Cannon, K. Digregorio, M. Ichinaga, L. Raufman, M. Thompson, J. Ruggirello, R. Taylor, D.Manno, M. Steinberg

AGENDA

- Great Teachers Seminar- update
- **Mentoring: what does your Division do**
- New Faculty Reception
- Retention Tips from Spring Flex Day Workshops (see attached)
- Flex Credit questions from Faculty
- Meeting Dates for Spring: April 27, May 9, May 25
- **Events:** American Association of Community Colleges Nat'l Conference is in Long Beach in April 22-25
On Course (April) ; Great Teachers Seminar (July 30-August 2)

Faculty Development Mission Statement

- *To stimulate the exchange of information and ideas among colleagues*
- *To analyze instructional problems and to find creative solutions*
- *To respond to the changing professional needs of faculty*
- *To celebrate strong teaching and share interdisciplinary approaches for student success*

- Call Lisa Raufman at ext. 3435 (or email) if you have someone to recommend for this committee
- Call Anita Martinez at ext. 3869 if you are unable to attend.

EL CAMINO COLLEGE

Planning & Budgeting Committee

Minutes

March 2, 2006

MEMBERS PRESENT

David Vakil, Chair

Miriam Alario

Thomas Jackson

Susan Taylor

Dawn Reid

Harold Tyler

Lance Widman

Kelvin Lee

Cheryl Shenefield

OTHERS ATTENDING: Lucinda Aborn, John Baker, Carolee Casper, Mike D'Amico, Pam Fees, Ken Key, Maria Lopez, Luis Mancina, Teresa Palos, Allene Quarles, Arvid Spor, John Wagstaff

Handouts:

- Preliminary Budget Assumptions
- GASB Information (Slide presentation by David Vakil - March 2, 2006)
- Retiree Medical Benefits Liability Issues for Community College (October 21, 2005)
- Student Profile – Fall 2004

The meeting was called to order at 1:05 p.m. by David Vakil.

Approval of Minutes

The minutes of February 16 were approved.

Student Profile: Copies of the Fall 2004 ECC Student Profile were shared with the group. The document included a Student Centered Service Quiz and a breakdown of the instructional areas that impact student services. These documents provided detailed information on how the student profile has changed, which is considered crucial to the goal of the student services area (“What will best serve the interests of our students?”) and the themes of PBC (improvement and retention of students). Noted:

- Students should be the center of programs and planning.
- The student profile was put together by the Office of Institutional Research with source data from the Chancellor’s Office.
- Additional information on ECC instructional areas can be obtained from the College Load Committee.

GASB Presentation: A PowerPoint presentation on *GASB (Government Accounting Standard Board)* was made, and paper copies of the information presented were also provided. Noted:

- Most of the data is from an actuarial study done on 8/22/2005, which means it is already out of date.
- GASB is an accounting method, not funding.
- The new part of GASB is that soon the college will have to account for accrued benefits, not just “pay-as-you-go” benefits.

- The trend for long term health benefits cost increases is approximately 4%. This assumes no changes in benefits in the contract.
- *Past Service Liability (PSL)* is the total amount the college would have on hand today if it had started saving for retiree benefits the day each current employee was hired.
- ECC is currently *only paying for current retirees' benefits ("pay-as-you-go")*, which come from the General Fund.
- With this practice, ECC has only saved \$3 million of the \$15 million actuarial estimate; consequently, it is short \$12 million in Past Service Liability.
- GASB allows institutions to *amortize (pay by installments)* the money owed over 30 years (like a mortgage). Amortizing \$12 million over 30 years would require a \$535,000 payment annually. This is only for the \$12 million in Past Service Liability and doesn't include current retiree benefits and benefits being accrued by current employees.
- Using the "pay-as-you-go" method will hinder the General Fund in 10 years.
- Fully funding accrued benefits plus PSL would cost \$1.4 million annually.
- Minimum funding for current employees is \$488,000 annually.
- Unfunded liability builds up if it isn't pre funded, and this could affect interest rates on TRANs and a second bond issuance, audits and accreditation.

Preliminary Budget Assumption: The Budget Assumptions agreed on by the PBC were taken to Cabinet. The \$3 million gap in the budget has been accepted by the President and Cabinet, and rather than cutting discretionary funds, they decided to put a freeze on all new hiring to address this issue. This does not include categorical funds. Hiring committees already in progress are going forward at this time; however the president will make the final determination on positions by March 23. Noted:

- The PBC assumptions and the work they did were important.
- Equalization is still a key unknown.
- The message going around to "spend it or lose it" is erroneous and is not what was conveyed by managers.
- Due to lower FTES, there could be 19 fewer faculty positions opened.
- If growth goes down, it could result in no salary increase.

Insurance Benefits Committee (IBC): Three motions will be presented to IBC members at the end of the month. There are no dollar amounts attached to these three motions, and it will take ten member votes to pass them.

Agenda Development:

- Preliminary Budget Assumptions
- Revise the money recommendation for GASB?

Meeting adjourned at 2:40 p.m.

El Camino College
Academic Senate

March 29, 2006

To: Academic Senate Representatives
From: Karen Warrener, Chair, Senate Elections Committee
Subject: Nominations for AS President

Nominations are now open for the position of Academic Senate President-Elect (2006/2007 academic year). The President-Elect will serve as AS President for the following two academic years (2007-2009).

Description of the positions from the AS constitution:

- 4.1 *Senate President: The president shall preside over meetings of the Senate, as outlined in Robert's Rules of Order; chair the Executive Committee; represent the Senate to the administration, the Board of Trustees, and the State Academic Senate for the California Community Colleges (ASCCC); and appoint a parliamentarian, newsletter editor and sergeant-at-arms, as deemed necessary.*
- 4.2 *President-Elect: The President-Elect shall become familiar with the duties of the Senate president; learn pertinent parliamentary procedure; become familiar with the El Camino College governance structures; and learn the functions of the ASCCC. The President-Elect is encouraged to attend College Council, ASCCC Area C meetings and the plenary sessions, and the El Camino College Academic Senate Executive Committee.*

The Senate President is eligible for reassigned time.

Nominees must be members of the Senate. **If you would like to nominate yourself or someone else, please fill out this form and return it to Karen Warrener (Humanities Division) by April 7th, 2006.** You must obtain permission from the person you are nominating. Thank you!

Academic Senate President-Elect Nomination Form

I nominate _____ for the position of President-Elect.

To: F. Arce
From: S. Dever
Date:
Re: Submission of Board Policy for approval by Board of Trustees

Board Policy 4240 – Academic Renewal
Administrative Procedure 4240– Academic Renewal

As per our last conversation on submission of board policies and their accompanying procedures approved by the Academic Senate, the attached are being submitted for approval. If any part of these is not accepted for submission to the Board of Trustees, the Senate will reconsider both items again as a unit.

The accompanying administrative procedures list elements that the Senate deems essential to effective interpretation and/or implementation of the policy and procedure. The Senate understands, of course, that after review by other units within the college, other items may need to be added.

It is the policy of El Camino College to allow previously recorded substandard academic work to be disregarded if it is not reflective of a student's more recently demonstrated ability and if repetition is not appropriate to the current objectives of the student. A student may petition to have up to 24 semester units of substandard work (D, F or WF grade assigned) taken at El Camino College disregarded in determining the student's grade point average.

Procedures for implementing the policy will be developed with collegial consultation with the Academic Senate, as defined in CCR § 53200.

See Administrative Procedure 4240

Reference: Title 5, Section 55765

A student may petition to have up to 24 semester units of substandard work (D, F or WF grade assigned) taken at El Camino College disregarded in the determination of the grade point average (GPA), subject to limitations as follows:

- The student must have earned a GPA of 2.25 or higher in the last 30 units of graded work, or 2.5 or higher in the last 24 units of graded work, completed at any regionally accredited college or university.
- At least two years must have passed since the end of a semester with a grade to be disregarded.
- A student may be granted academic renewal at El Camino College only once.
- Units disregarded by other institutions shall be deducted from the 24 semester units maximum of course work to be disregarded by El Camino College.
- Course work with disregarded grades may not be used to meet degree or certificate requirements.

Academic renewal actions are irreversible.

The student's permanent academic record shall be annotated to indicate all disregarded course work, but all grades shall remain legible to ensure a true and complete academic history.

If another accredited college has removed previous course work from associate in arts or bachelor's degrees consideration according to terms of that institution's policy, such an action shall be honored by El Camino College.

It is the student's responsibility to ensure that any institution or program to which he or she is applying will accept Academic Renewal from El Camino College.

Reference: Title 5, Section 55765

Approved by Academic Senate: 6/1/04

Proposed Academic Senate Constitutional Amendment:

I propose that the Senate amend the constitution to include the Academic Technology Committee as a STANDING committee of the Senate (ARTICLE VII, Section 1); included in this motion will be to amend the Constitution to also add a Vice President of Technology to attend the necessary campus wide committees and to report back to the Senate (eg: College Technology Committee, Academic Technology Committee, etc) (ARTICLE IV, Section 1).

ADD:

ARTICLE IV:

Section 1.3- Vice President of Academic Technology

Section 4.3.5 Vice President of Academic Technology shall be the Senate's voting member at the College Technology Committee and the Academic Technology Committee; report on the actions of the CTC and ATC; represent the senate position; monitor and propose action for academic technology; handle special projects as assigned by the senate president.

ARTICLE VII

Section 1.1

f) Academic Technology Committee

Remove:

ARTICLE VII

Section 1.4- Standing Committee

a) ~~Academic Technology Committee~~ (and adjust others accordingly)

Statement of Purpose:

Currently there is no formal link between the Academic Senate and the Academic Technology Committee. Unofficially, members of both would report under "Campus Wide Committees" during Senate meetings. However, since technology has become such an important economic, pedagogical, and political force on campus, a formal link MUST be made in order that faculty concerns are heard and acted upon.

Effect of the Proposed Amendment:

Briefly, the ATC came about because in the past many believed that the College Technology Committee (CTC) did not focus enough attention on academic issues. Currently, the administration does not officially recognize the Academic Technology Committee; however, interestingly enough, administrators have charged this committee to perform important functions in terms of academic technology (faculty laptops issue, software prioritization, learning management systems issue, etc). Because of this identity crisis, the administration and the CTC does not always recognize the work and importance of this truly campus-wide committee and often threatens its existence Making this an official part of the Academic Senate will ensure that faculty voices regarding technology are heard and will continue to be heard in the future.

ARTICLE X Amendments to the Constitution

Section 1. Amendments to the Constitution

- 1.1 Amendments to the Constitution may be proposed by:
 - a) A motion approved by a majority vote of the Senate, or
 - b) A petition signed by one-quarter of the faculty.The motion or petition must be presented in writing to the Senate president accompanied by a statement of the purpose and effect of the proposed amendment.
- 1.2 Upon receipt of a valid proposal for amendment, the Senate president shall submit the proposal to the Senate for a first reading. At the meeting following the first reading, there shall be a discussion, debate and vote on the proposed amendment.
- 1.3 If the Senate approves the proposal for amendment, it is put to a ratification vote by the faculty. The Election Committee chair shall conduct the vote by mail.
- 1.4 Proposed amendments to the Constitution must be ratified by a majority vote of the faculty members voting. The amendment shall become effective immediately upon ratification.

From: Mancia, Luis

Sent: Thursday, March 23, 2006 9:21 AM

To: ECC Faculty; ECC Managers; ECC Staff; ECC Supervisors; Luis Escamilla (americorps@volunteers.org); Brantz, Molly; TimothySweeney11@aol.com; stvhack60@aol.com

Cc: Christina Cho; Lew, Linda; Martinez, Ed; McClendon, Martha; McQueen, Abetta; Mosqueda, Cynthia; Oshio, Nina; Philip Gomez; Quarles, Allene; Tyler, Harold; Yaguchi, Lisa

Subject: FW: National Student Employment Week (NSEW) Ceremony

Follow Up Flag: Follow up

Flag Status: Flagged

NSEW is a week dedicated to show appreciation to all student employees for their enormous contribution through their work and service they provide to El Camino College. Following the lead of many colleges and universities across the nation, El Camino College will dedicate the week of April 3 through April 7, 2006 to show appreciation to our student employees. **Please mark your calendars as we will have a ceremony in their honor on Thursday, April 6, 2006. We will also announce the 2006 Student Employee of the Year.**

Refer to the enclosed attachments for detail information.

Here are some suggestions to recognize your student employees during National Student Employment Week:

Decorate your office doors or bulletin boards with posters expressing appreciation to your student workers and listing all their names.

Do some “reverse” job shadowing – partner with a student worker for an hour to see what kind of duties students do.

Give your student workers a “care package” popcorn, soft drinks, candy bars, etc.

Use your creativity to recognize your student employees.

Luis Mancia
Financial Aid Advisor
El Camino College
16007 Crenshaw Boulevard
Torrance, CA 90506
(310) 660-3496
lmancia@elcamino.edu

Student Employees
Building Bridges to
Future Careers

EL CAMINO COLLEGE

You are cordially invited to the
Award Ceremony
For all Student Employees

Thursday, April, 6, 2006
12:15-2:00 p.m.

Student Activities Center

Please join us in celebrating
Our Student Employees

Refreshments will be served

