

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
May 23, 2006

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

Absent (excused): L. Alamillo ,V. Rapp

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

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

Also Present: J. Combs, A. Grigsby, I. Haslam, B Jaffe, T. Lew, G. Miranda,
C. Neumann, L. Olsen, L. Plum, H. Story, R. Way

CALL TO ORDER

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

APPROVAL OF MINUTES

D. Charman moved that the minutes of the May 9, 2006, CCC meeting be approved and P. Gebert seconded the motion. As there were no corrections, Chair Young called for a vote and the minutes were accepted as presented.

CHAIR'S REPORT

The Chair asked the committee to consider a motion for approval of today's minutes via the mail so that curriculum approved during the meeting can be placed on the agenda for the Board of Trustees' June meeting. L. Kjeseth moved, and P. Gebert seconded, that the CCC approve its May 23, 2006, minutes via the mail. As there was no discussion, J. Young called for a vote and the motion carried.

Chair Young announced that three faculty were ending their terms as CCC representatives then presented certificates of appreciation to D. Charman, S. Dowden, and S. Oda-Omori. J. Young thanked these representatives for their service to the committee and the College. D. Charman, S. Dowden, and S. Oda-Omori said that serving on the committee was a memorable as well as valuable learning experience.

Vice President Arce thanked the entire CCC for its hard work and its worthwhile service to faculty. He stated that learning a college's curriculum is a complex task and then said he has been very pleased with the work of the CCC. F. Arce ended his remarks by thanking the CCC, on behalf of himself, President Fallo, and the Board, for making sure the integrity of the College's curriculum is maintained.

Chair Young then concluded her report by announcing that the committee reviewed 297 proposals this past year.

CURRICULUM REVIEW

INDUSTRY AND TECHNOLOGY PROPOSAL:

Dean Way introduced C. Neumann, Fire and Emergency Technology Department faculty, who was present to answer any questions the CCC had regarding Fire and Emergency Technology 50HH, Ambulance Strike Team Leader. The dean explained that the Fire and Emergency Technology Department had been asked to develop this experimental course by the Office of Emergency Services and that the course would provide ambulance personnel with leadership skills necessary for responding to large scale emergencies and disasters. During the brief discussion of the course, C. Neumann and the committee agreed to revisions to the justification, the catalog description, and Section III of the course outline. L. Kjeseth then moved that the CCC approve Fire and Emergency Technology 50HH. J. Stewart seconded the motion, which carried.

HUMANITIES PROPOSAL:

Dean Lew introduced B. Jaffe, Humanities faculty coordinator, and J. Combs, Journalism faculty, while an errata sheet was being distributed. B. Jaffe then informed the CCC of corrections to the proposal form for Journalism 100 and of revisions to the course's catalog description and Sections II, III, and VIII of the outline. After the committee agreed to the revisions, C. Somin moved, and P. Gebert seconded, that the CCC approve the Journalism 100 proposal. The motion carried. S. Dowden moved that the course's condition of enrollment be approved and C. Somin seconded the motion. This motion also carried.

HEALTH SCIENCES AND ATHLETICS PROPOSALS:

Chair Young informed everyone that the division's errata sheet was in the day's packet then turned the meeting over to Dean Haslam. The dean introduced L. Olsen, support staff, and D. Charman, Radiologic Technology faculty member. D. Charman asked that review begin with Radiologic Technology 244, which had been tabled at the May 9th CCC meeting. She told members their packets contained a new proposal form for this course because significant changes needed to be incorporated in the course. After reviewing the proposal form with the committee, D. Charman provided revisions, which were accepted, for the catalog description and for Sections II, III, V, and VIII of the course outline. The committee then briefly discussed the Radiologic Technology major and after the committee agreed to the revisions, L. Kjeseth moved that the Health Sciences and Athletics proposals be approved. J. Stewart seconded the motion, which carried. P. Gebert moved, and S. Dowden seconded, that the condition of enrollment for Radiologic Technology 244 be approved. The motion carried.

BEHAVIORAL AND SOCIAL SCIENCES PROPOSALS:

G. Miranda, while distributing an errata sheet, informed the CCC that Political Science 8 had been submitted again for review because the CSU General Education review panel had only conditionally approved the course for the United States History, Constitution, and American Ideals requirement. The approval was issued contingent upon faculty revising the list of textbooks so that a text on American government was included. The outline before the committee contained such a text. As there were no questions about this proposal, review turned to the General Studies major. Dean Miranda told the committee that this major was being inactivated because it did not meet the Title 5 requirement of 18 units of study in a single discipline. At the conclusion of the dean's remarks, J. Stewart moved, and C. Somin seconded, that the Behavioral and Social Sciences proposals be approved. The motion carried. P. Gebert then moved that the condition of enrollment for Political Science 8 be approved. S. Dowden seconded the motion, which carried. G. Miranda thanked the CCC for all the work it does and the help it provides faculty. She then stated she looked forward to working with the committee next year.

BUSINESS PROPOSALS:

Chair Young informed the CCC that the distance education proposals for Computer Information Systems 26 and 27 and Real Estate 12A, 19, 26, and 31 had been removed from consideration. Chair Young said the reason for their removal centered on out-of-date outlines. The outlines for these courses have not been reviewed in over eight years and some CCC members had expressed to the Chair their concern that these outlines did not have the quality or rigor of those more recently reviewed. Chair Young said she will inform the divisions and the Distance Education Advisory Committee that in order to submit a distance education course version, the outline must have been reviewed by the CCC and approved by the Board within the past six years. Continuing, Chair Young stated that the proposals removed from consideration will be resubmitted next year after the outlines have undergone course review. The Business Division will be given an early fall submittal date so that the deadlines for distance education proposals can be accommodated. Chair Young then introduced H. Story, distance education faculty coordinator, and L. Plum, support staff, while an errata sheet was distributed. A. Grigsby began the review of the distance education proposals by providing the committee with corrections to the class sizes for Business 17, Computer Information Systems 19, 30, 46, 134, 140, and 143, and Real Estate 22. The inclusion of discussion/forum under the category of group meetings for Computer Information Systems 13, 18, 19, 30, 134, 140, 141, 142, and 143 was also noted. J. Stewart then noted that the addenda for the Computer Information Systems courses indicated that exams will be administered via the internet and/or proctored off-campus sites. She asked why they will not be administered on campus and J. Siddiqui responded that on-campus tests could be an option. However, such tests would prohibit out-of-state and out-of-country students from enrolling in these Computer Information Systems courses. A lengthy discussion on teaching distance education courses, which centered on methods that can be employed to guard the integrity of a course, then ensued. Chair Young ended the discussion by bringing the committee's attention back to the proposals under review. She asked for a motion of approval for the distance education versions and P. Gebert did so. L. Kjeseth seconded the motion and it carried with one abstention.

CCC MEETING DATES – 2006-2007 ACADEMIC YEAR

Chair Young directed everyone to the CCC's scheduled meeting dates for the 2006-2007 academic year and asked representatives to mark these dates on their calendars. She informed the committee that back-to-back meetings will be held in late November and early December in order to avoid holding a CCC meeting during the final week of the semester.

CURRICULUM REVIEW TIMELINE FOR THE 2006 FALL SEMESTER

J. Young referred the CCC to the Curriculum Review Timeline for the 2006 Fall Semester. The Chair explained that the timeline was developed after she and A. Collette discussed with each dean the types and numbers of proposals the divisions expected to submit next year. Now that Title 5 review is complete, divisions will be allowed to submit 10 proposals of their choice. Divisions may also submit proposals for existing courses that are to be considered for general education and/or CSU/UC transfer, as well as proposals for inactivations and any revisions to majors, certificates, and courses which the Chair and Curriculum Advisor request. Proposals that fall under these categories will not count toward a division's 10 allowable proposals. Divisions can also continue to submit proposals through the Extenuating Circumstances Procedure. Extenuating circumstances proposals also will not count toward the 10 allowable proposals. Chair Young then reviewed with the committee the number and types of proposals expected to be submitted next fall. She concluded the review by stating that the information on the timeline was very important and that CCC faculty representatives need to share the information with their respective divisions.

CCC FORM 1, COURSE OUTLINE OF RECORD

Members received copies of the final version of the electronic course outline of record form. Chair Young thanked everyone who worked with her to develop the document, especially the subcommittee of A. Collette, L. Kjeseth, L. Suekawa, and R. Way then advised the CCC of final adjustments to the form. The Chair reminded everyone that the CCC had agreed that she would monitor any adjustments that may be necessary for the other CCC forms as they are converted to electronic versions. L. Suekawa asked if the outlines for existing courses will be converted to electronic versions. Chair Young replied that it has not yet been determined how this can be accomplished but it was clear that division support staff does not have time to do the conversions. J. Stewart suggested phasing in the versions as existing courses are reviewed. J. Young said it is possible to do this but it would be far better for the College to convert all the outlines in a timely manner. Faculty will be developing student learning outcomes next year and will need easy access to the official outlines. The Chair informed the CCC that submission of electronic outlines will be piloted in the fall semester then asked for a motion of approval for the course outline of record form. S. Dowden made the motion and P. Gebert seconded it. The electronic outline form was approved. J. Young said she will now present the form to the Academic Senate at its May 30th meeting.

ANNOUNCEMENTS

Chair Young asked the CCC to join her in thanking A. Collette for her help and guidance throughout the year. A warm round of applause was given for the Curriculum Advisor.

At 3:45 p.m., P. Gebert moved, and J. Siddiqui seconded, that the meeting be adjourned. The motion carried.

EL CAMINO COLLEGE
COLLEGE CURRICULUM COMMITTEE

Proposed Curriculum Changes
May 23, 2006

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

COURSE REVIEW

1. Political Science 8 – California State and Local Government and Intergovernmental Issues

INACTIVATE MAJOR

1. General Studies – Associate in Arts

BUSINESS DIVISION

NEW DISTANCE EDUCATION COURSE VERSIONS

1. Business 15 – Business Mathematics (Online)
2. Business 17 – Personal Finance (Online)
3. Computer Information Systems 13 – Introduction to Computers (Online)
4. Computer Information Systems 18 – Systems Analysis and Design (Online)
5. Computer Information Systems 19 – Introduction to the Internet and Web Publishing (Online)
6. Computer Information Systems 30 – Introduction to e-Commerce (Online)
7. Computer Information Systems 46 – Local Area Network System Administration (Online)
8. Computer Information Systems 134 – Web Programming (Online)

9. Computer Information Systems 140 – Data Communications Cisco 1 (Online)
10. Computer Information Systems 141 – Networking Microcomputers Cisco 2 (Online)
11. Computer Information Systems 142 – Implementing and Administering Network Routers Cisco 3 (Online)
12. Computer Information Systems 143 – LAN and WAN Router Configurations Cisco 4 (Online)
13. Real Estate 11 – Real Estate Principles (Online)
14. Real Estate 25 – Computer Applications in Real Estate

HEALTH SCIENCES AND ATHLETICS DIVISION

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

1. Radiologic Technology 244 – Radiation Physics, Equipment, and Safety
Current Status/Proposed Change
 Prerequisite: Radiologic Technology ~~122~~ 124 with a minimum grade of C or equivalent
 Corequisite: ~~enrollment in~~ Radiologic Technology 217 and 233
~~Recommended Preparation: Mathematics 40~~
 This course introduces fundamentals of radiation and radiological physics. Additional subjects covered are: the operation of medical radiographic x-ray units, the effects of radiation in humans, the principles of radiation protection as applied in medical radiography, an introduction to health physics instrumentation and radiation control regulations, and the production of radiation by fluoroscopic units with an emphasis on radiation health and safety. Principles of digital imaging will also be discussed.

CHANGE IN MAJOR

1. Radiologic Technology
Current Status/Proposed Change
 Program Prerequisites:
 - High School graduate with at least a C average or GED equivalent
 - Complete the following courses:
 Anatomy 32, Computer Information Systems 13, English 1A, Mathematics 40 or 41B, Physiology 31, Psychology 5, Radiologic Technology A

A minimum grade of C must be earned in each course.

- Grade point average of 2.25 or better ~~in all post high school courses~~
- ~~Recommended Preparation: English 2R, Mathematics 23 or 25~~

Major Requirements:

Radiologic Technology A, 91, 93, 106, 107, 108, 111, ~~122, 123, 124~~, 217, 218, 233, 244, 255; ~~Anatomy 32, Medical Assistant 4 Terminology 1, Physiology 31, Computer Information Systems 13, Psychology 5 (71-68-72 units); other required courses to meet Associate Degree requirement (10-14) units~~

Total Units: ~~82-86~~ 58

Students must complete Radiologic Technology 217, 218, 233, 244, and 255 at El Camino College. Radiologic Technology students must complete the general education requirements described in the college catalog (see A.S. Degree requirements), to be eligible for certification by the American Registry of Radiologic Technologists.

HUMANITIES DIVISION

CHANGES IN LAB HOURS, CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION; COURSE REVIEW

1. Journalism 100 – Supervised Tutoring: Journalism Laboratory
Current Status/Proposed Change
 Lab: ~~4.5 hours~~ maximum 72 lab hours per semester
 Corequisite: enrollment in one of the following journalism course classes:
Journalism 1, 3ab, 7ab, 9abcd, 11abcd
 This course provides ~~supervised laboratory time during which students obtain advice while completing journalism class assignments. Students can learn how to write and edit for various media, design with supervised tutorial instruction on writing and editing for various media, as well as designing newspaper and magazine pages using desktop publishing, and take and process journalistic photographs.~~
 Note: This course is repeatable and open for enrollment at registration and any time during the semester.

INDUSTRY AND TECHNOLOGY DIVISION

NEW EXPERIMENTAL COURSE

1. Fire and Emergency Technology 50HH – Ambulance Strike Team Leader
 Unit: 1 Lecture: 18 hours (one week course) Faculty Load: 6.67%
 Credit, not degree applicable

This course is designed to prepare ambulance personnel to respond to large scale emergencies and disasters as leaders in accordance with the Ambulance Strike Team/Medical Task Force (AST/MTF) guidelines published by the California Emergency Medical Services Authority (EMSA).