

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
JUNE 7, 2011

Present: F. Arce, E. French-Preston, S. Gates, A. Himsel, L. Kjeseth,
R. La Fond, M. Lipe, E. Martinez, V. Nemie, T. Norton, V. Rayford,
S. Rodriguez, J. Sims, J. Thompson

Absent: J. Davidson

Ex-Officio Members Present: Q. Chapman, M. Hall, J. Simon, L. Suekawa, D. Vakil

Ex-Officio Members Absent: R. Brown, D. Budri, C. Lee

Also Present: L. Linka, J. Young

CALL TO ORDER

Chair Kjeseth called the College Curriculum Committee (CCC) meeting to order at 2:33 p.m.

VICE PRESIDENT'S REPORT

F. Arce took the opportunity to thank the members for all the work they have done and the time they have spent in support of the committee. What the committee has accomplished is very important to curriculum management. F. Arce also expressed his thanks to outgoing Chair Kjeseth for all his hard work on the committee, and commented it was sad to see him go. F. Arce then welcomed J. Simon as the new CCC chair.

APPROVAL OF MINUTES

The minutes from the May 24 meeting were sent via email and approved as submitted prior to today's meeting.

CONSENT AGENDA PROPOSALS

The following proposals were approved and have moved to final action:

- ✓ Auto Collision Repair/Painting 1A (ACRP 1A)
- ✓ Business 94 (BUS 94)
- ✓ Fashion 31 (FASH 31)
- ✓ Fire and Emergency Technology 134 (FTEC 134)
- ✓ German 2 (GERM 2)
- ✓ Nursing 151 (NURS 151)
- ✓ Physical Education 15abc (PE 15ABC)

In regards to the current consent agenda procedure in CurricUNET, Chair Kjeseth stated that at this time, the consent agenda was visible only to voting members. He explained that the consent agenda consisted of standard review proposals, and asked the ex-officio

members if they wish to have access to this report. It was agreed they did, and Chair Kjeseth stated he will make it available to them.

CHAIR'S REPORT

A handout was distributed to the members, and Chair Kjeseth reviewed the following:

- Course reviews completed to date this year
- Courses due for review
- Course inactivations in CurricUNET
- Courses from division 2010-2011 plans
- Courses from future years

FALL 2011 CURRICULUM REVIEW PLANS: STATUS UPDATES FROM CCC REPRESENTATIVES

At this time, the representatives presented status updates for fall 2011 curriculum review plans.

Behavioral and Social Sciences Division – A. Himsel

- Six-year plan is in place and they are on schedule
- Child Development courses will be reviewed in the fall
- The division is looking for someone to temporarily replace A. Himsel while she is on leave.

Business Division – J. Thompson

- Plan is straightforward
- There are some issues concerning lack of full-time faculty in one of their departments.
- Faculty are working together to fill the void and complete course review
- Minor changes reflecting technology are being made to some computer classes

Fine Arts Division – J. Davidson

- J. Davidson was absent from today's meeting

Health Sciences and Athletics Division – M. Lipe

- There are 34 courses designated for review next year
- A first aid and a physical education course will be proposed for distance education (online).
- There is discussion regarding a new course in coaching methods
- A sports officiating course will be reviewed for unit change
- The new Kinesiology transfer degree will be submitted, pending finalization of the TMC

At this time, Chair Kjeseth clarified the difference between those courses due for review (these will fall out of compliance if not submitted for review) and the six-year plan (this report is intended to spread out the work, and is a guide to which courses require review and when they must be submitted).

Humanities Division – S. Gates

- English 22 will be submitted for inactivation
- English 4 will be submitted for full review
- All reading courses will be revised next year
- Course review for reading courses has been assigned to two faculty members to work as teams
- SB1440 compliant majors (AA-T) for fall review:
 - English
 - Spanish
 - French
 - Japanese
 - Journalism
- S. Gates indicated she is assigned as originator on all courses, with faculty designated as co-contributors, who will be performing the majority of revisions

At this time, Chair Kjeseth stated it should be the faculty who is the originator, if they are actually conducting the revisions. This is an issue which will be discussed over the summer. The e-mail notifications are sent to the originator only, and the co-contributors should receive notification as well.

Industry and Technology Division – V. Nemie

- 10 courses for content review
- 3 courses for inactivation
- Technical Mathematics is under review
- Chair Kjeseth stated that there has been discussion among math faculty to design Mathematics courses for our career and technical training student population.
 - S. Rodriguez, Dean of Industry and Technology, will pursue this idea

It was suggested by Chair Kjeseth that some divisions, specifically Industry and Technology and Health Sciences and Athletics, and perhaps Fine Arts, should have two division representatives. The role of the CCC representative is changing and growing – there is more to the position than just editing; they are becoming guides for the faculty.

Mathematics Division – J. Sims

- The division is reviewing concepts and topics, and changing their approach to mathematics
- There are two fields of thought in the division

- Some course reviews were delayed
- Faculty are engaging in meaningful discussions about course review and methods of teaching

Natural Sciences Division – R. LaFond

- Had straightforward year
- Division has fewer courses than most divisions
- Course review plan is in line
- Division met the previous six-year plan, and will meet the current plan

CHAIR'S REPORT

Chair Kjeseth shared some thoughts in regards to the direction of the committee and where the college needs it to go:

- Think beyond compliance
- Take the time and opportunity to review the courses
- The committee had many good discussions this spring
- The representatives are becoming better guides in their divisions

Chair Kjeseth then shared his secret to becoming an expert in curriculum – you just need some special help. At that point, Chair Kjeseth donned his “special help” – his College Curriculum Critter of Clarity, Clairvoyance and Comprehension Cap. He then passed the cap on to new Chair Simon, who wore it well.

ANNOUNCEMENTS

F. Arce presented Chair Kjeseth with a certificate, recognizing his two years as College Curriculum Committee Chair. F. Arce expressed his appreciation to Chair Kjeseth for his hard work and dedication, and for his leadership in the transition of CurricuWare to CurricUNET.

Chair Elect J. Simon invited the committee to a celebration in honor of outgoing Chair Kjeseth.

ADJOURNMENT

In his final action as CCC chair, Chair Kjeseth called for a motion to adjourn the meeting. J. Thompson moved, S. Rodriguez seconded, and the motion was carried. The meeting was adjourned at 3:11 p.m.

**EL CAMINO COLLEGE
COLLEGE CURRICULUM COMMITTEE
June 7, 2011**

**Proposed Curriculum Changes
for 2012-2013**

BUSINESS

COURSE REVIEW; CHANGES IN CATALOG DESCRIPTION

1. Business 94 – International Trade Logistics

Current Status/Proposed Change

In this course students will examine the international trade supply chain and its key elements, including logistical and documentary aspects of moving goods internationally from source to final destination. Emphasis will be placed on all modes of transportation involved in doing business on a global basis, as well as, the shipping, and other documents required for specific trade transactions. ~~Topics will also include~~ Other topics include the basic concepts of supply chain planning and fulfillment, international commercial terms (~~incoterms~~ INCOTERMS) commonly used for pricing and transport of goods ~~as well as,~~ and the roles of freight forwarders, carriers, and other providers of logistics and document-preparation services.

Recommendation

In this course students will examine the international trade supply chain and its key elements, including logistical and documentary aspects of moving goods internationally from source to final destination. Emphasis will be placed on all modes of transportation involved in doing business on a global basis, as well as, the shipping, and other documents required for specific trade transactions. Other topics include the basic concepts of supply chain planning and fulfillment, international commercial terms (INCOTERMS) commonly used for pricing and transport of goods, and the roles of freight forwarders, carriers, and other providers of logistics and document-preparation services.

DISTANCE EDUCATION COURSE VERSION UPDATE

1. Business 94 – International Trade Logistics

HEALTH SCIENCES AND ATHLETICS

COURSE REVIEW; CHANGES IN CATALOG DESCRIPTION

1. Nursing 151 – Human Development and Health

Current Status/Proposed Change

~~This course focuses on the various factors that affect human~~ is designed for nursing students to explore the impact of biopsychosocial growth and development principles from conception through death. Normal biopsychosocial development is emphasized and commonly occurring deviations are examined and analyzed. The course also focuses on health problems and concerns unique to each stage of growth and development. The emphasis is on analyzing the impact of these principles on health. The nurse's role in applying this knowledge analyzing problems and providing care throughout the life span is explored. through community observations and interview. Variables that influence health such as culture, family, and individual dynamics are examined and analyzed. This course sets the groundwork for initial clinical practice.

Recommendation

This course is designed for nursing students to explore the impact of biopsychosocial growth and development principles from conception through death. The emphasis is on analyzing the impact of these principles on health. The nurse's role in applying this knowledge throughout the life span is explored through community observations and interview. Variables that influence health such as culture, family, and individual dynamics are examined and analyzed. This course sets the groundwork for initial clinical practice.

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

1. Physical Education 15abc – Men's Intercollegiate Basketball Team

Current Status/Proposed Change

Enrollment Limitation: ~~Tryout~~ (high school varsity or equivalent skill)

This course provides instruction, training, and practice in the advanced techniques of basketball and the opportunity for intercollegiate competition. Students athletes will compete against conference schools and other colleges.

Note: This course is offered in the fall semester only.

Recommendation

Enrollment Limitation: high school varsity or equivalent skill

This course provides instruction, training, and practice in the advanced techniques of basketball and the opportunity for intercollegiate competition. Student athletes will compete against conference schools and other colleges.

Note: This course is offered in the fall semester only.

HUMANITIES

COURSE REVIEW; CHANGE IN CATALOG DESCRIPTION, IGETC GENERAL EDUCATION REQUIREMENT

1. German 2 – Elementary German II

Current Status/Proposed Change

This course, taught within the context of German culture, is a continuation of the study of elementary German with an emphasis on listening, speaking, reading, and writing. Students improve their pronunciation and speaking skills along with their understanding of spoken German. ~~Computer programs and audio and video tapes are~~ Technology is available to reinforce the language skills acquired in the classroom.

Note: The prerequisite for this course is comparable to two years of high school German.

Proposed IGETC General Education – Area 3B

Recommendation

This course, taught within the context of German culture, is a continuation of the study of elementary German with an emphasis on listening, speaking, reading, and writing. Students improve their pronunciation and speaking skills along with their understanding of spoken German. Technology is available to reinforce the language skills acquired in the classroom.

Note: The prerequisite for this course is comparable to two years of high school German.

Proposed IGETC General Education – Area 3B

INDUSTRY AND TECHNOLOGY

COURSE REVIEW

1. Fire and Emergency Technology 134 – Medical Emergencies

COURSE REVIEW; CHANGE IN CATALOG DESCRIPTION

1. Auto Collision Repair/Painting 1A – Introduction to Auto Collision Repair

Current Status/Proposed Change

This course is designed to introduce students to automotive collision repair and provide an overview of the skills needed for employment in industry. Topics covered include safety practices, industry repair standards, repair theory, tool identification and use, vehicle construction, gas and electric welding ~~and brazing~~, hot shrinking, ~~hammer forging, grinding~~, metal finishing, ~~body solder~~, grinding, applying and shaping plastic filler, and spraying primer.

Note: The two-course sequence of Automotive Collision Repair/Painting 1A and 1B is the same as four semesters of Automotive Collision Repair/Painting 4abcd. Students who have completed two semesters of Automotive Collision Repair/Painting 4abcd will not receive credit for 1A.

Recommendation

This course is designed to introduce students to automotive collision repair and provide an overview of the skills needed for employment in industry. Topics covered include safety practices, industry repair standards, repair theory, tool identification and use, vehicle construction, gas and electric welding, hot shrinking, metal finishing, grinding, applying and shaping plastic filler and spraying primer.

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2. Fashion 31 – History of Costume

Current Status/Proposed Change

This course covers the important periods of costume design, ~~and~~ their effects on and relationships to the political, social and economic conditions of the times and how they have influenced life-style and culture. Emphasis is placed on both aesthetic and functional aspects of costumes and their importance in the evolution and inspiration of modern dress.

Recommendation

This course covers the important periods of costume design, their effects on and relationships to the political, social and economic conditions of the times and how they have influenced lifestyle and culture. Emphasis is placed on both aesthetic and functional aspects of costumes and their importance in the evolution and inspiration of modern dress.

NEW DISTANCE EDUCATION COURSE VERSION

1. Fashion 31 – History of Costume (Online)