

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
March 14, 2017

CALL TO ORDER

Meeting called to order at 2:35 p.m. by Chair Carr.

Recorder: Isabelle Peña

Members:

Present: Michael Anderson, Monica Chaban, Rebecca Donegan, Dia Eldanaf, Essie French-Preston, Laurie Houske, Kelsey Iino, Jon Minei, Jean Shankweiler, Adrienne Sharp, Claudia Striepe

Absent: Sandra Bartiromo, Stephanie Rodriguez

Ex-Officio Members:

Present: Linda Clowers, Abiodun Osanyinpeju, Lori Suekawa, Janet Young

Absent: Syrah Navid, Nancy Ohia, LaShanta Young

Guests: David Mussaw, Analyst

I. APPROVAL OF MINUTES

Minutes for the February 28th committee meeting are still being worked on. Chair Carr asked committee members to really proofread the minutes to make sure they are accurate.

II. CURRICULUM REVIEW

A. Full Course Review

The committee reviewed the following courses, which are ready for final action:

1. Cosmetology 4 (COSM 4)
2. Fire Technology 110B (FTEC 110B)
3. Fire Technology 110C (FTEC 110C)
4. Nursing 152 (NURS 152)

B. Consent Agenda Proposals

The committee reviewed the following courses, which are ready for final action:

1. Administration of Justice 132 (AJ 132)
2. Anthropology 2 (ANTH 2)
3. Art 205A (ART 205A)
4. Computer Aided Design/Drafting 28 (CADD 28)
5. Computer Information Systems 19 (CIS 19)
6. Cosmetology 2B (COSM 2B)
7. History 105 (HIST 105)
8. History 108 (HIST 108)
9. History 145 (HIST 145)

CURRICULUM DISCUSSION

A. Full Course Review

Health Sciences and Athletics Division

Quajuana Chapman asked for the justification statement for adding pre-requisites to Nursing 152. If anyone needs examples of how to add a justification statement, A. Carr can send examples of ones from courses that were already approved.

It was moved by E. French-Preston to approve the CTE 2-year course review of Nursing 152. Motion was seconded by L. Houske. Motion was carried.

Industry and Technology Division

There was a question on COSM 4 regarding how career opportunities are done in a lab setting; this was answered at the last CCC meeting.

FTEC 110B and FTEC 110C are course re-activations. Initially, there was a question regarding the units for FTEC 110B. It is currently a 1.5-unit course but the lecture hours were at 2 so it was changed to 3 hours.

It was moved by A. Sharp to approve all Industry and Technology full course reviews. Motion was seconded by M. Chaban. Motion was carried.

B. Consent Agenda Proposals

It was moved by K. Iino to approve the Consent Agenda. Motion was seconded by M. Chaban. Motion was carried.

III. VICE PRESIDENT'S REPORT

Vice President of Academic Affairs – Dr. Jean Shankweiler

- J. Shankweiler stated that Portia Sorunke has moved to the Nursing Department and Quajuana Chapman to Cal State Chancellors office. Until a new Curriculum Advisor is hired, Isabelle Peña will be working on the minutes and helping with CurricUNET technical issues and David Mussaw will work on helping with curriculum between the departments, Curriculum Inventory and with courses on CurricUNET. J. Shankweiler is appreciative of Chair Carr as she tries to do some of what Quajuana Chapman used to do with regards to moving courses through the steps in CurricUNET so that we can continue to review curriculum, and of Janet Young, who is helping out this semester in preparation for next year, when she takes over as Curriculum Chair.
- J. Shankweiler is worried with our interaction with the Chancellor's Office with Curriculum Inventory; we received notice that the Chancellor's Office's migration to the new Curriculum Inventory system will be in three phases. She thought we are in Phase 3 but found that we are currently in Phase 2 and she has been calling the Chancellor's Office all week, but they are not answering e-mails or phone calls. Not only is the Chancellor's Office working on Curriculum Inventory migration, but they are also working on making changes to Title 5 to allow local curriculum committees to approve standard course reviews without the Chancellor's Office approving them.

- Degrees and Certificates: Institutional Research and Planning (IRP) did some work on identifying what degrees and certificates we have and they don't match the Chancellor's Office and that is because some of the program control numbers we have are not the ones that the Chancellor's Office has so the degrees are not adding up right. So she has been trying to contact the Chancellor's office to correct these. Even though we can correct these in our system, she doesn't want to do this without permission because we don't know how the changes will affect what degrees we have earned historically. She will also work on a Task Force to figure out why they were wrong. Task Force will include people from Academic Affairs, Admissions & Records, Counseling, and ITS. Task Force will also delineate who should be responsible for each step after courses are approved by the CCC, so that when we discover an error, we will know where to go to fix it.
- VPAA's office is also in the process of packing for the move to the Communications Building.
- A question was asked regarding when the Curriculum Advisor position will be filled. J. Shankweiler stated that the job description has not been updated since it was last revised in 1982 and had no reference to Title 5, working with the Chancellor's office, and it was developed prior to our use of CurricUNET. To be revised, it has to be reviewed by the ECCE Executive Board and then Board-approved. Once this is done, the position can be advertised. Looking at 4 months before the position is advertised.

IV. CHAIR'S REPORT

College Curriculum Committee (CCC) Chair – A. Carr

- A question was asked regarding who will be sending the e-mail of the agenda showing which courses are going to be reviewed (Full Program Reviews, Full Course Reviews, and Consent Agenda Proposals). Chair Carr stated that she will be doing this until there is a new Curriculum Advisor on board.
- At the next CCC meeting Chair Carr will ask for standard review committee volunteers.
- It was mentioned that Quajuana Chapman used to send a spreadsheet that shows status and progress of each course proposal through the approval process. It would help a lot if it could be continued to be updated and distributed or if this is a document that someone can update? Chair Carr mentioned that this is a nice "goal", but access to this document is limited. However, for each faculty's purposes, they can go to CurricUNET and check on "All Proposals". Although D. Mussaw and J. Shankweiler have access to the Chancellor's office's Curriculum Inventory to check status, it may take longer than usual to update this spreadsheet.
- Even though we are only in our 3rd meeting, it's never too early to start thinking about Fall courses and Fall course timelines, knowing that someone new may be coming in around July or August, it would be beneficial to get started early. Fall plans generally have to be in at the second-to-last meeting of the semester; this semester it is May 23, 2017.
- We will also send out what has not been reviewed in 6 years.

- Chair Carr asked for everyone's patience as we try to move through this curriculum process; so much was done by Quajuana Chapman and until a new Curriculum Advisor is on board, others are doing their best they can do so things may not get done at the speed that others were used to before.

V. CURRICULUM ADVISOR REPORT

Chair Carr currently has the same permissions as the Curriculum Advisor. The good news is that everyone is turning their proposals in on time or even early so it's easier for them to move along.

The CCC timeline is posted on the CurricUNET homepage. Quajuana Chapman briefly highlighted upcoming due dates for curriculum review before leaving her position at ECC.

VI. ANNOUNCEMENTS

None.

VII. ADJOURNMENT

Chair Carr called for a motion to adjourn the meeting. L. Houske moved to adjourn and R. Donegan seconded the motion. Meeting was adjourned at 3:00 p.m.

**EL CAMINO COLLEGE
COLLEGE CURRICULUM COMMITTEE
March 14, 2017
Approved Curriculum Changes Proposed for 2018-2019**

BEHAVIORAL AND SOCIAL SCIENCES

Course Review

1. Anthropology 2 – Introduction to Cultural Anthropology

Course Review; Distance Education Review

1. History 105 – Women and American History from the Colonial Era to 1877
2. History 108 – United States History: The American Indian Experience
3. History 145 – History of World Religions

BUSINESS

CTE Two-Year Course Review; Changes in Descriptive Title, Catalog Description

Current Status/Proposed Changes

1. Computer Information Systems 19 – Internet, ~~Security~~ Social Networking, and the Web

This course explores the current state of the Internet, ~~web development~~ Social Networking, ~~networking~~, and ~~cyber security~~ the Web in correlation with emerging technologies. Topics discussed and examined through various assignments include ~~internet security, risk management, network defense, virus attacks, cloud computing, social networking, and the web~~ Internet fundamentals, web functionality, business uses of the web, social media, privacy and social networking.

Recommendation

Computer Information Systems 19 – Internet, Social Networking, and the Web

This course explores the current state of the Internet, Social Networking, and the Web in correlation with emerging technologies. Topics discussed and examined through various assignments include Internet fundamentals, web functionality, business uses of the web, social media, privacy and social networking.

FINE ARTS

Course Review

1. Art 205A – History of Asian Art - India and Southeast Asia

HEALTH SCIENCES AND ATHLETICS

CTE Two-Year Course Review; Change in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation or Enrollment Limitation)

1. Nursing 152 – Introduction to Nursing Pharmacology
Current Status/Proposed Changes
Prerequisite: Nursing 150A or Nursing 151 with a minimum grade of C in prerequisite

Recommendation

Prerequisite: Nursing 150A or Nursing 151 with a minimum grade of C in prerequisite

INDUSTRY AND TECHNOLOGY

CTE Two-Year Course Review; Distance Education Review; Change in Catalog Description

1. Administration of Justice 132 – Forensic Crime Scene Investigation
Current Status/Proposed Changes

This course provides students with an introduction to forensic crime scene investigation (CSI). It examines the methods utilized in the forensic analysis of crime scenes, pattern evidence, instruments, firearms, questioned documents and controlled substances. ~~The student will gain an understanding of~~ Topics covered will include the workings of a CSI unit, an overview of the relationship between forensic science and law enforcement, as well as evidence collection and analysis rules.

Recommendation

This course provides students with an introduction to forensic crime scene investigation (CSI). It examines the methods utilized in the forensic analysis of crime scenes, pattern evidence, instruments, firearms, questioned documents and controlled substances. Topics covered will include the workings of a CSI unit, an overview of the relationship between forensic science and law enforcement, as well as evidence collection and analysis rules.

2. Computer Aided Design/Drafting 28 – Parametric Three Dimensional (3D) Modeling and Assemblies

Current Status/Proposed Changes

In this course, students create ~~two~~three ~~Two-dimensional-Dimensional~~ Three-dimensional-Dimensional (3D) models, assemblies, orthographic ~~two~~three ~~Two-dimensional-Dimensional~~ Three-dimensional-Dimensional (2D) drawings with dimensions, detail, auxiliary and section views. Students will also create exploded animated assemblies (~~kinematics~~motion study). This course utilizes Dassault SolidWorks software (SolidWorks).

Recommendation

In this course, students create Three- Dimensional (3D) models, assemblies, orthographic Two- Dimensional (2D) drawings with dimensions, detail, auxiliary and section views. Students will also create exploded animated assemblies (motion study). This course utilizes Dassault SolidWorks software (SolidWorks).

CTE Two-Year Course Review

1. Cosmetology 2B – Advanced Cosmetology

CTE Two-Year Course Review; Change in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation or Enrollment Limitation)

1. Cosmetology 4 – Cosmetology Practicum

Current Status/Proposed Changes

Prerequisite: Cosmetology 1 or Cosmetology 10 and Cosmetology 11

Recommendation

Prerequisite: Cosmetology 1 or Cosmetology 10 and Cosmetology 11

Course Reactivation

1. Fire and Emergency Technology 110B – Fire Inspector 1B

Units: 1.5 Lecture hours: 1.5 Lab hours: 0 Faculty Load: 10.00%

Recommended Preparation: Fire and Emergency Technology 1

Grading Method: Letter

Credit Status: Associate Degree Credit

Proposed CSU Transfer

This course provides students with a basic knowledge of fire and life safety aspects related to the roles and responsibilities of a Fire Inspector 1, including building construction, occupancy classifications, occupant load, means of egress, hazardous conditions, fire growth potential, fire flow, and emergency planning and preparedness measures. The student who completes this course will be awarded a Certificate from the Office of the California State Fire Marshal.

2. Fire and Emergency Technology 110C – Fire Inspector 1C
Units: 2.0 Lecture hours: 2.0 Lab hours: 0 Faculty Load: 13.33%
Recommended Preparation: Fire and Emergency Technology 1
Grading Method: Letter
Credit Status: Associate Degree Credit
Proposed CSU Transfer

This course provides students with a basic knowledge of field inspection roles and responsibilities of a Fire Inspector 1 including basic plan review, emergency access for an existing system, hazardous materials, and the operational readiness of fixed fire suppression systems, existing fire detection and alarm systems, and portable fire extinguishers. The student who completes this course will be awarded a certificate from the Office of the California State Fire Marshal.

New Distance Education Course Version

1. Fire and Emergency Technology 110B – Fire Inspector 1B
2. Fire and Emergency Technology 110C – Fire Inspector 1C