EL CAMINO COLLEGE MINUTES OF THE COLLEGE CURRICULUM COMMITTEE April 25, 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, Stephanie Rodriguez, Adrienne

Sharp, Claudia Striepe

Absent: Sandra Bartiromo, Jean Shankweiler

Ex-Officio Members:

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

Absent: Syrah Navid, Nancy Ohia, LaShanta Young

Guests: Rosa Ekimyan, Compton campus

I. APPROVAL OF MINUTES

Chair Carr informed the newer committee members that during the semester, the minutes are typically e-mailed out about a week before the next CCC meeting for the committee members' review and approval online. However, since the departure of Quajuana Chapman, we are still playing "catch-up" with the minutes, so the minutes for the rest of this semester's meetings will be distributed to the committee in hardcopy format.

It was moved by C. Striepe to approve the March 14, 2017 minutes with the understanding that corrections will be made on page 2—remove repeated text "to approve" under *Curriculum Discussion, part A, Full Course Review, second paragraph*, and on pages 2 and 3, under *Part III, Vice President's Report, second and fourth bullet point*—change *Title V* to *Title 5* (these are two different codes). Motion was seconded by M. Chaban. Motion was carried.

II. CURRICULUM REVIEW

A. Full Course Proposals

The committee reviewed the following courses for final action:

- 1. Architecture 107 (ARCH 107)
- 2. Architecture 108 (ARCH 108)
- 3. Computer Information Systems 11 (CIS 11)
- 4. Computer Information Systems 133 (CIS 133)
- 5. Cosmetology 2D (COSM 2D)
- 6. Cosmetology 6 (COSM 6)
- 7. Electronics and Computer Hardware Technology 191 (ECHT 191)
- 8. Fashion 10 (FASH 10)

- 9. Fashion 29 (FASH 29)
- 10. Fire and Emergency Technology 71 (FTEC 71)
- 11. Fire and Emergency Technology 72 (FTEC 72).
- 12. Fire and Emergency Technology 73 (FTEC 73)
- 13. Business 12 (BUS 12)
- 14. Business 14 (BUS 14)
- 15. Business 20 (BUS 20)
- 16. Music 258abcd (MUSI 258abcd)

B. Consent Agenda Proposals

The committee reviewed the following courses for final action:

- 1. Art 130 (ART 130)
- 2. Art 132 (ART 132)
- 3. Art 230 (ART 230)
- 4. Art 232 (ART 232)
- 5. Computer Information Systems 16 (CIS 16)
- 6. Computer Information Systems 2 (CIS 2)
- 7. Electronics and Computer Hardware Technology 130 (ECHT 130)
- 8. Fashion 16 (FASH 16)
- 9. Fashion 17 (FASH 17)
- 10. Fashion 18 (FASH 18)
- 11. Film/Video 100 (FILM 100)
- 12. Film/Video 105 (FILM 105)
- 13. Film/Video 109 (FILM 109)
- 14. Film/Video 114 (FILM 114)
- 15. Film/Video 153 (FILM 153)
- 16. Film/Video 120 (FILM 120)

C. Full Program Review

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

1. Architecture A.S. Degree

Program Revision

2. Architecture Certificate of Achievement

Program Revision

CURRICULUM DISCUSSION

A. Full Course Review

Business Division

- Computer Information Systems 11: Chair Carr reminded the committee that anytime there is a writing assignment, to please provide page length requirements.
- Computer Information Systems 133: SLO comment by C. Striepe to consider the wording of the SLO statements; Chair Carr stated that this cannot be changed and it would have to go through the SLO Facilitators and Coordinators.
- Business 12: C. Striepe commented that description of Lecture 3 VIII, may need revision for clarity—doesn't make sense having part of the words of the statement in parenthesis; committee looked at the Word document and the Course Comparison (CC) window; L. Linka stated that the CC window shows what has changed—the strikethrough shows that the verbs have been removed. Chair Carr

- stated that everyone should be looking at the Course Comparison (CC) window to see what has changed in a course as the other views may not be as clear.
- Business 14: Chair Carr went ahead and corrected the typo under "Typical Assignments"; she stated that if there are only minor changes like spelling or typos, she will go ahead and do the minor edits.
- Business 20: No major comments.

It was moved by M. Chaban to approve all Business Division full course reviews (#3, 4, 13, 14, and 15). Motion was seconded by K. Iino. Motion was carried.

Fine Arts Division

Music 258abcd: Lori Suekawa commented that this course should also be proposed for UC transfer as our other ensemble courses are already UC transferrable; W. Cox and J. Minei stated to make the change now; Chair Carr made the change in the Course summary; okay to be repeatable since the students have to have a certain number of hours and semesters of practice and auditions.

It was moved by C. Striepe to approve the New Course Proposal for Music 258abcd. Motion was seconded by M. Chaban. Motion was carried.

Industry and Technology Division

- Architecture 107 and 108 are new courses that will replace Architecture 104 and Architecture 119. L. Suekawa stated that historically she has seen these courses in Area C1 for CSU GE and Area 3A for IGETC. CSU GE and IGETC shows Humanities (in WR view); need to change the category for CSU GE to be C1 (Arts, Literature, Philosophy & Foreign Languages) instead of C2 (Humanities) and IGETC to Area 3 (Arts and Humanties). Chair Carr will make the changes at the meeting. Chair Carr stated that we might see this type of issue again for other courses in the future and L. Suekawa confirmed that faculty can e-mail her if they have any questions regarding what areas in CSU GE and IGETC their course should be categorized under, before submitting to the DCC.
- Cosmetology 2D: All concerns have been answered; typographical error was corrected by Chair Carr. Chair Carr wanted to acknowledge the comment by L. Suekawa regarding transferability (i.e. other community colleges do not have their Cosmetology classes as transferrable whereas we do) and noted that we don't want to take transferability away in case a student wants to transfer to a 4-year college to get a Bachelor's degree in another field.
- Cosmetology 6: Minor typographical errors have been corrected. There were no other questions or concerns. Client lab is open to the public on Saturdays
- Electronics and Computer Hardware Technology 191: L. Suekawa questioned if acronyms should be spelled out. Chair Carr stated that sometimes, some courses (like computer courses) have their own "language" and that acronyms should not be spelled out. Also, if there is a change in SLO statements, Chair Carr stated that she can fix typos but cannot change the wording of SLOs; if SLO statements have to change for any reason (e.g. changing the outline, etc.), faculty need to go through SLO Coordinators and Facilitators to make this change. This is the one thing in Curriculum that we cannot touch.
- Fashion 10: No questions or concerns.

- Fashion 29: Pass/No Pass was changed to graded.
- Fire and Emergency Technology 71, 72, and 73 (new course proposals): Chair Carr noted to always get the consultation team in early, especially if they are an outside accrediting agency that dictates the content of the course, course objectives, course hours, lab time, etc., and make a note of this in CurricUNET.
- Fire and Emergency Technology 72: C. Striepe commented/asked if the Course Title of "Trench Rescue *Technician*" can be renamed to "Trench Rescue *Operations*" since we are not describing the technician, but the skills needed to become a technician. S. Rodriguez is not sure if that title is dictated by the State Fire Marshal. She will check on this.

It was moved by E. French-Preston to approve all Industry and Technology Division full course reviews (#1, 2, 5, 6, 7, 8, 9, 10, 11, and 12), provided that we get the official answer on the Course Title for Fire and Emergency Technology 72 before it goes on the Board agenda. Motion was seconded by S. Rodriguez. Motion was carried.

B. Consent Agenda Proposals

- Fashion 17: This is a good example of a course reactivation. There was a question from L. Clowers if this course will be a requirement for Fashion program(s) upon reactivation. Chair Carr e-mailed Vera Bruce and Robin Elton-Collett of the Industry and Technology Division and the answer is "yes".
- Film/Video 120 is being inactivated.
- Chair Carr reminded the committee members that for the courses listed on the Consent Agenda, the entire College Curriculum Committee does not have to go over them; the Standard Technical Review Subcommittee are generally the ones who go over these items.
- Chair Carr also stated that on some of the old course outlines for Film/Video, the first thing listed on the Course Outline of Record, section III. OUTLINE OF SUBJECT MATTER is the Course Overview and Syllabus; she reminded the committee that we no longer put those in so she went ahead and removed them and kept the rest of the content of this section. She advised the committee to remind their faculty not to include these two items as part of the content in this section.
- Art 130, Art 132, and Art 230: W. Cox stated that these three courses show "Course Review" in CurricUNET but they should be listed as "CTE Course Two-Year Review"; he thinks the instructor hit the wrong selection when she started the proposal and wanted to know if this was critical. Chair Carr stated that this is just for our records and notation so he shouldn't worry about it. In two years, when it is reviewed again, the instructor can change this.

It was moved by A. Sharp to approve the Consent Agenda Proposals. Motion was seconded by K. Iino. Motion was carried.

C. Full Program Review

Industry and Technology Division

Architecture A.S. Degree
 Architecture Certificate of Achievement
 Program Revision
 Program Revision

Committee discussed rationale for the program revisions for both the Architecture A.S. Degree and Architecture Certificate of Achievement: Architecture 104 and Architecture 119 will be replaced with Architecture 107 & Architecture 108 for the core requirements. The number of units stays relatively the same (35 vs. 36).

A question was asked if the courses are inactivated in the cases where they are replaced by other courses. Chair Carr stated that the department will have to discuss course inactivation(s) with their DCC and they will have to generate the inactivation process in CurricUNET if they plan to inactivate a course. A course does not have to be inactivated if they don't know if the course is still going to be offered; however, it was suggested that a course should be inactivated if it is not going to be offered in three years due to SLOs that need to be assessed if a course is active. The other reason a course should be inactivated if it will no longer be offered is that we don't want the course listed in the catalog because students will think it is still being offered when it's not. Chair Carr also stated that even though a course is inactivated and the department decides to reactivate it at a future date, the process is easy and similar to the process of a course review since the course is still in the CurricUNET system. The department faculty will just have to write the reason why a course is being reactivated, under the *Rationale* section of the Course Summary page.

It was moved by S. Rodriguez to approve the Full Program Review for the Architecture A.S. Degree and Architecture Certificate of Achievement. Motion was seconded by A. Sharp. Motion carried.

III. VICE PRESIDENT'S REPORT

Vice President of Academic Affairs – Linda Clowers reporting for Dr. Jean Shankweiler

 Curriculum Advisor position announcement was posted and has closed. Hiring Committee should be meeting to go over applicants and schedule interviews and should have an update by next meeting.

IV. CHAIR'S REPORT

College Curriculum Committee (CCC) Chair – A. Carr

- Chair Carr thanked everyone for being patient with her dealing with different aspects of the curriculum process.
- Everyone currently on the committee is staying on for the fall semester except for Laurie Houske and Sandra Bartiromo. Adrienne Sharp will be on sabbatical next fall and Chris Glover will be her replacement for the fall semester. Chair Carr asked that current committee members e-mail her the names of any new/incoming CCC members so that she can make arrangements to get the new people familiarized with CurricUNET during the summer so that they're not coming in "cold" at the first

meeting in fall 2017. Chair Carr would like to do some kind of orientation session by the last week of the semester for the new/incoming members; she was also okay with any current committee member giving the orientation to the new member.

V. CURRICULUM ADVISOR REPORT

Important info to spread to your divisions: If a course or program review is at Step 8, it means that CCC has approved it and is now waiting for Board of Trustees approval. Once it is Board-approved and Curriculum Advisor enters the Board-approval date in CurricUNET, it does not mean that it automatically goes into the registration system; it still has to be submitted to the Chancellor's Office (Curriculum Inventory) and inputted into Colleague, once approved by the Chancellor's Office. Fall 2017 courses are okay, but for there may be some back-up in the next couple of months, for the Winter 2018 and Spring 2018 courses due to lack of staffing. Chair Carr asked that committee members share this information with their colleagues if they hear of sense any frustration from them.

VI. ANNOUNCEMENTS

- Next two meetings are scheduled on May 9, 2017 and May 23, 2017.
- Chair Carr advised K. Iino that the Standard Technical Review due date was extended to May 1, 2017.
- Last CCC clean-up meeting is June 6, 2017.

VII. ADJOURNMENT

Chair Carr called for a motion to adjourn the meeting. A. Sharp moved to adjourn and K. Iino seconded the motion. Meeting was adjourned at 3:30 p.m.

EL CAMINO COLLEGE COLLEGE CURRICULUM COMMITTEE April 25, 2017

Approved Curriculum Changes Proposed for 2018-2019

New Courses

1. Architecture 107-World Architecture: Pre-History to Middle Ages

Units: 3.0 Lecture: 3.0 Lab: 0 Faculty Load: 20.00%

Recommended Preparation: English A

Grading Method: Letter

Credit Status: Associate Degree Credit

In this course, students are introduced to the architecture from the pre-history through the middle ages. Structures from pre-history to the early middle ages will be studied, analyzed, and interpreted in terms of their architectural characteristics and their religious, social and political context.

2. Architecture 108 - World Architecture: Gothic to Early Modern

Units: 3.0 Lecture: 3.0 Lab: 0 Faculty Load: 20.00%

Recommended Preparation: English A

Grading Method: Letter

Credit Status: Associate Degree Credit

In this course, students are introduced to the architecture from the Italian Renaissance through the Contemporary Architecture. Buildings from late 12th through the 21st centuries will be studied, analyzed and interpreted in terms of their religious, social, economic and political context.

3. Cosmetology 2D - Advanced Preparation for State Board Review

Units: 8.0 Lecture: 3.0 Lab: 15.0 Faculty Load: 95.00%

Prerequisite: Cosmetology 2C with a minimum grade of C

Grading Method: Letter

Credit Status: Associate Degree Credit

This course is designed to prepare students for the California State Board of Barbering and Cosmetology licensing exams, both the written and practical. Students will complete the remaining 1600 hours of applied skill practices. Simulated state board exams will be administered.

Note: Prior to enrolling into this course, students must have completed 1300 of the 1600 hours of applied skill practices required by the State Board of Barbering and Cosmetology.

4. Cosmetology 6 – Cosmetology Client Lab

Units: 2.0 Lecture: 0 Lab: 6.0 Faculty Load: 30.00%

Prerequisite: Cosmetology 2B with a minimum grade of C

Grading Method: Letter

Credit Status: Associate Degree Credit

In a salon setting, students will work on clients. This lab course is designed for students to receive the necessary hours of applied skill practices toward their State Board of Cosmetology requirement.

5. Fire and Emergency Technology 71 - Vehicle Extrication

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

Prerequisite: Successful completion of a California State Fire Marshall certified Fire Academy. Proof of passing the Emergency Medical Technician (EMT) National Registry

Examination.

Grading Method: Letter

Credit Status: Non-Degree Credit

This course provides the knowledge and skills to prepare a firefighter to extricate victim(s) from a common passenger vehicle in a safe and effective manner in accordance with established policies and procedures.

6. Fire and Emergency Technology 72 - Trench Rescue Technician

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

Prerequisite: Successful completion of a California State Fire Marshall certified Fire Academy. Proof of passing the Emergency Medical Technician (EMT) National Registry Examination.

Grading Method: Letter

Credit Status: Non-Degree Credit

This course covers all aspects of working safely and efficiently in a trench rescue environment. Topics include trench and excavation regulations, soil conditions, trench configurations, trench hazards, rescue team preparation, incident response, initial on-scene and pre-entry operations, shoring systems and components, installation of shoring systems, victim rescue and recover, and incident termination.

7. Fire and Emergency Technology 73 – Human Resource Management for Company Officers (Company Officer 2A)

Units: 2.0 Lecture: 2.0 Lab: 0 Faculty Load: 13.33%

Recommendation Preparation: Fire and Emergency Technology 1 and English A

Grading Method: Letter

Credit Status: Associate Degree Credit

This course provides information on the use of human resources to accomplish assignments, evaluating member performance, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene.

8. Music 258ABCD – Vocal Jazz Ensemble

Units: 1.0 Lecture: 0 Lab: 4.0 Faculty Load: 20.00%

Enrollment Limitation: Audition, Band/Orchestra

Grading Method: Letter

Credit Status: Associate Degree Credit

This course focuses on the rehearsal and performance of traditional and contemporary vocal jazz repertoire, accompanied by a small instrumental ensemble. Emphasis is placed on stylistic and historical performance practices, ensemble singing, improvisation, performance

technique and musicianship. Performances include on-campus concerts, festivals and at local jazz venues.

Course Review

1. Computer Information Systems 2 - Office Applications

CTE Two-Year Course Review

- 1. Art 130 Two-Dimensional Design I
- 2. Art 132 Advertising Design I
- 3. Art 230 Two-Dimensional Design II
- 4. Art 232 Advertising Design II
- 5. Computer Information Systems 11 Help Desk Operations
- 6. Computer Information Systems 16 Application Development and Programming Using Visual Basic.Net
- 7. Computer Information Systems 133 Mashup JavaScript, jQuery and AJAX
- 8. Electronics and Computer Hardware Technology 130 Digital Systems and Computer Logic I
- 9. Fashion 17 Decorative Textiles
- 10. Film/Video 100 Introduction to Electronic Media
- 11. Film/Video 105 Media Aesthetics
- 12. Film/Video 109 Introduction to Media Writing
- 13. Film/Video 153 American Independent Cinema

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

1. Business 12 - Advertising

Current Status/Proposed Changes

Recommended Preparation: Eligibility for English 8482 and eligibility for English AB

Recommendation

Recommended Preparation: English 82 and English B

2. Business 14 - Marketing

Current Status/Proposed Changes

Recommended Preparation: Eligibility for English 8482 and eligibility for English AB

Recommendation

Recommended Preparation: English 82 and English B

3. Business 20 – Business Management

Current Status/Proposed Changes

Recommended Preparation: Eligibility for English 8482 and eligibility for English AB

Recommendation

Recommended Preparation: English 82 and English B

4. Film/Video 114 - Story Development

Current Status/Proposed Changes

Prerequisite: English 1A or English 1AH with a minimum grade of C- in prerequisite

Recommendation

Prerequisite: English 1A or English 1AH with a minimum grade of C in prerequisite

CTE Two-Year Course Review; Change in Catalog Description

1. Electronics and Computer Hardware Technology 191 - Introduction to Microprocessors and Interfacing

Current Status/Proposed Changes

This course is an introduction to industrial microprocessors (microcontrollers) as they relate to industrial and consumer equipment. Included are the fundamentals of assembly language computer languages, use of software to simulate hardware, digital and analog interfacing, data storage, and troubleshooting.

Recommendation

This course is an introduction to industrial microprocessors (microcontrollers) as they relate to industrial and consumer equipment. Included are the fundamentals of computer languages, use of software to simulate hardware, digital and analog interfacing, data storage, and troubleshooting.

2. Fashion 10 – Clothing Construction I

Current Status/Proposed Changes

This course provides the analysis and application of basic clothing construction techniques used on woven and knit garments emphasizing pattern and fabric selection, seam and garment construction, and finishing. Students will be trained on the Topics will include the proper use and care of the sewing and overlock machines. Students will construct several garments. Consumer decision-making is emphasized. The sewing projects include an elastic waist pant, tee shirt, lined vest and skirt.

Recommendation

This course provides the analysis and application of basic clothing construction techniques used on woven and knit garments emphasizing pattern and fabric selection, seam and garment construction, and finishing. Topics will include the proper use and care of the sewing and overlock machines. The sewing projects include an elastic waist pant, tee shirt, lined vest and skirt.

3. Fashion 16 - Intermediate Contemporary and Historical Fashion Illustration *Current Status/Proposed Changes*

This course focuses on contemporary and historic illustration. <u>Students delve into Topics include</u> the study of historical fashion design, how it is properly illustrated, and its application for contemporary apparel design. <u>Historic Historical</u> time periods include the Egyptian, Greek, Roman, Middle Ages, Renaissance, 17th and 18th Centuries, Empire, Romantic, Caroline and Edwardian Period to <u>1980's 1980s</u>. Attention is given to fabric, color, and texture renderings in various mediums.

Recommendation

This course focuses on contemporary and historic illustration. Topics include the study of historical fashion design, how it is properly illustrated, and its application for contemporary apparel design. Historical time periods include the Egyptian, Greek, Roman, Middle Ages, Renaissance, 17th and 18th Centuries, Empire, Romantic, Caroline and Edwardian Period to 1980s. Attention is given to fabric, color, and texture renderings in various mediums.

4. Fashion 18 - Advanced Fashion Illustration Portfolio Techniques

Current Status/Proposed Changes

The advanced fashion illustration and costume design course prepares students to develop covers the development of a professional portfolio for presentation to employers and to qualify for university university transfer. Through lecture and lab, advanced research, rendering, and media techniques, fashion design and merchandising skills are emphasized for perfecting portfolio presentations.

Recommendation

The advanced fashion illustration and costume design course covers the development of a professional portfolio for presentation to employers and to qualify for university transfer. Through lecture and lab, advanced research, rendering, and media techniques, fashion design and merchandising skills are emphasized for perfecting portfolio presentations.

5. Fashion 29 - Computer Pattern Design/Patternmaking

Current Status/Proposed Changes

This course covers the application of computer pattern-aided design pattern design software. Students will draft and manipulate Topics include the drafting and manipulation of basic blocks and garment styles. Students will work in teams to simulate the work environment. Note: Letter grade or pass/no pass option

Recommendation

This course covers the application of computer-aided pattern design software. Topics include the drafting and manipulation of basic blocks and garment styles.

Change in Certificate; Course Requirements

1. Architecture Certificate of Achievement Current Status/Proposed Changes

Certificate Requirements		Units
ARCH 100	An Orientation to Architecture	1
ARCH 104	History of Western Architecture	3
ARCH 119	Computer Aided Architectural Drafting	3
ARCH 107	World Architecture: Pre-History to Middle Ages	<u>3</u>
<u>ARCH 108</u>	World Architecture: Gothic to Early Modern	<u>3</u>
ARCH 150A	Architectural Drafting I	3
ARCH 150B	Architectural Drafting II	3
ARCH 170	Architectural Graphics Techniques	3
ARCH 171	Architectural Three-Dimensional Illustration	3
ARCH 199	Architecture Design Studio	4

Certificate Requi	rements	Units
ARCH 100	An Orientation to Architecture	1
ARCH 107	World Architecture: Pre-History to Middle Ages	3
ARCH 108	World Architecture: Gothic to Early Modern	3 3
ARCH 150A	Architectural Drafting I	3
ARCH 150B	Architectural Drafting II	3
ARCH 170	Architectural Graphics Techniques	3
ARCH 171	Architectural Three-Dimensional Illustration	3
ARCH 199	Architecture Design Studio	4
hange in Major; Co	ourse Requirements	
Architecture A.S.	<u> </u>	
Current Status/Proposed Changes		
Major Requirements		Units
Required Core: 23	<u>units</u>	
ARCH 100	An Orientation to Architecture	1
ARCH 104	History of Western Architecture	3 3 3 3 3
ARCH 119	Computer Aided Architectural Drafting	3
<u>ARCH 107</u>	World Architecture: Pre-History to Middle Ages	<u>3</u>
ARCH 108	World Architecture: Gothic to Early Modern	3
ARCH 150A	Architectural Drafting I	3
ARCH 150B	Architectural Drafting II	3
ARCH 170	Architectural Graphics Techniques	3
ARCH 171	Architectural Three-Dimensional Illustration	3
ARCH 199	Architecture Design Studio	4
Recommendation		
Major Requirements Required Core: 23 units		Units
	units	
	An Orientation to Architecture	1
Required Core: 23		1 3
Required Core: 23 ARCH 100	An Orientation to Architecture	1 3 3

ARCH 150A

ARCH 150B

ARCH 170 ARCH 171

ARCH 199

Architectural Graphics Techniques
Architectural Three-Dimensional Illustration

3 3 3

Architectural Drafting I

Architectural Drafting II

Architecture Design Studio