EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
February 27, 2018

CALL TO ORDER
Meeting called to order at 2:33 p.m. by Chair Young.

Recorder: C. Escutia

Members:
Present: M. Anderson, M. Chaban, R. Donegan, R. Ekimyan, D. Eldanaf, E. French-Preston,
L. Houske, J. Minei, R. Miranda, D. Roman, J. Shankweiler, A. Sharp, C. Striepe
Absent: R. Davis

Ex-Officio Members:
Present: L. Clowers, L. Plum
Absent: I. Castro, A. Osanyinpeju, L. Suekawa, L. Young

Guests: W. Cox, D. Gonzales

I. **APPROVAL OF MINUTES**
Minutes of December 5, 2017, were approved via email by the College Curriculum Committee on December 20, 2017.

II. **CHAIR'S REPORT**
College Curriculum Committee Chair – J. Young

Chair Young welcomed the Committee back and thanked them for their continued service. She reminded the Committee that they should remain mindful of the cycle for course review. CTE courses are reviewed every two years while other courses are reviewed every six years. We need to adhere to this cycle otherwise, we overwhelm the review system and we will not be able to maintain the review cycle. Therefore, when conducting 2-year or 6-year reviews, it is important to be diligent and make the changes to prerequisites, co-requisites, catalog descriptions, major topics, and any other areas of the course outline.

What has been happening is that, in the confusion (some related to CNET, to not having a Curriculum Advisor for a semester, to the backlog in CNET, and to the fact that we have a new curriculum team), we are seeing courses a year later for things faculty may have forgotten to include. We are not blaming any one person or issue, however now it is time for us to get our footing, think proactively, make sure we have the big picture in mind, and stay on our review cycles. Chair Young reminded the Committee that once this body approves a course, it goes through several other approval processes that the Curriculum Office has to initiate and track after-the-fact.

Chair Young explained that when a course is launched and is being presented for a specific semester, we are going to ask – Is it on the cycle for review this academic year? If not, it needs to wait.

Having said that, there are times when there is a serious need for a course to come forward out of its cycle. This is usually because an outside entity is driving that change such as mandates from the Bar Association, Nursing Board, or Fire Academy, or there might be a serious articulation issue that needs to be addressed. If you need to bring a course out of its cycle, your dean needs to send a memo to the Curriculum Advisor requesting extenuating circumstances. This includes a justification for the review and outside documentation as to why review is necessary. This will be reviewed by the Advisor, Chair, VPAA and Associate Dean of Academic Affairs, and if approved, you will be given a review date.

A question was asked regarding developing new courses and how they are handled. Chair Young responded that all new courses need to go to the Curriculum Advisor for review to determine feasibility. Ideally, new courses should be submitted in the fall so they can complete the process and be entered the following year in the catalog.

We are working on getting the review cycle posted on our website so you can track your review cycles more easily. We will report back on our progress at the next meeting.

III. CURRICULUM ADVISOR'S REPORT
Curriculum Advisor – L. Plum

A. Election Committee for CCC Chair for 2019-2020

L. Plum advised she is currently forming an election committee in order to elect the new CCC Chair for 2019-2020. Two volunteers are requested to help set the timeline, meeting dates, and decide when to hold the election. Chair Young advised she will be running for re-election. L. Plum will follow-up with an email regarding the committee selection.

L. Plum announced that last semester when courses were being copied over, it was discovered that the matching skills were also not copying over. Governet was contacted and the issue was corrected. Please notify L. Plum as soon as possible if this is still an issue.

IV. CURRICULUM REVIEW

A. Consent Agenda Course Proposals
The committee approved the following courses, which are ready for final action:
1. Non-Credit English as a Second Language 02A (NESL 02A)
2. Non-Credit English as a Second Language 02B (NESL 02B)
3. Non-Credit English as a Second Language 02C (NESL 02C)
4. Non-Credit English as a Second Language 02D (NESL 02D)
5. Non-Credit English as a Second Language 03A (NESL 03A)
6. Non-Credit English as a Second Language 03B (NESL 03B)
7. Non-Credit English as a Second Language 03C (NESL 03C)
8. Non-Credit English as a Second Language 03D (NESL 03D)
9. Non-Credit English as a Second Language 04A (NESL 04A)

10. Non-Credit English as a Second Language 04B (NESL 04B)
11. Non-Credit English as a Second Language 05A (NESL 05A)
12. Non-Credit English as a Second Language 05B (NESL 05B)
13. Non-Credit English as a Second Language 06 (NESL 06)
14. Non-Credit English as a Second Language 07A (NESL 07A)
15. Non-Credit English as a Second Language 07B (NESL 07B)
16. Non-Credit English as a Second Language 07C (NESL 07C)
17. Non-Credit English as a Second Language 08 (NESL 08)
18. Non-Credit English as a Second Language 09A (NESL 09A)
19. Non-Credit English as a Second Language 09B (NESL 09B)
20. Non-Credit English as a Second Language 10 (NESL 10)
21. Non-Credit English as a Second Language 51A (NESL 51A)
22. Non-Credit English as a Second Language 51B (NESL 51B)
23. Non-Credit English as a Second Language 51C (NESL 51C)
24. Non-Credit English as a Second Language 52A (NESL 52A)
25. Non-Credit English as a Second Language 52C (NESL 52C)
26. Non-Credit English as a Second Language 53A (NESL 53A)
27. Non-Credit English as a Second Language 53B (NESL 53B)
28. Non-Credit English as a Second Language 53C (NESL 53C)
29. Non-Credit English as a Second Language 100 (NESL 100)

CURRICULUM DISCUSSION

A. Consent Agenda Proposals
Chair Young explained that we have added a number of non-credit ESL courses to the curriculum. This has mainly been through the work of Matt Kline, who is working on the Career Development and College Preparation (CDCP) program. By offering non-credit courses that lead to certificates or degrees, the college is eligible for enhanced funding. In order for students to find and distinguish non-credit courses, and for faculty and staff to easily determine the difference between credit and non-credit versions, the letter "N" will be placed before the acronym. A non-credit ESL course becomes NESL, a non-credit Child Development course becomes NCDV, and a non-credit Human Development course becomes NHDV. Acronyms will remain four letters to be consistent across disciplines.

In some cases there are straight non-credit courses such as ESL 04A ESL for Healthcare I. In other cases there are "mirrored courses," which means there is a credit (or parent course) with a non-credit version of that same course. This numbering system allows use of the same course number but with a different acronym to identify the course. For example, ESL 51A Introduction to English in Conversation is the "parent course" for the non-credit version of the same course NESL 51A Introduction to English in Conversation.

It was noted that non-credit courses apply only to certain categories: ESL, basic skills, short term vocational, or workforce preparation.

It was moved by D. Roman, seconded by C. Striepe, that the committee approve the consent agenda proposals. The motion carried.

V.   CCC Training

A. Certificate of Achievement and Accomplishment Changes

Chair Young reviewed the draft handout, *Pending Certificate Revisions for CCC Review*. The differences between a Certificate of Achievement and a Certificate of Accomplishment were presented, along with the newly revised unit requirements needed to determine the type of certificate. Chair Young explained the purpose of a Certificate of Accomplishment: 1) Stackable certificates that lead to a certificate of achievement and/or degree.
2) Low unit certificates that lead to employment.

B. Local Policy for Credit Certificates

Chair Young presented a draft (first reading) of the Local Policy for Credit Certificates. She noted that the language is taken from the California Code of Regulations, title 5, section 55070. Clarification is needed regarding the steps of the approval process. Suggested edits were noted. Changes will be brought back for review at the next meeting.

VI.   VICE PRESIDENT'S REPORT
Vice President of Academic Affairs – J. Shankweiler

J. Shankweiler indicated Strong Workforce is one of the categorical programs that provide money to Career and Technical Education. 17% or 1/6 of the Strong Workforce funding for next year will be based on the number of certificates or degrees that students earn. Governor's budget proposes that funding for the whole college be based 25% on student completion of degrees and certificates. Therefore, having a strong certificate and degree program will be important for college funding.

VII. ANNOUNCEMENTS

- CCC Meeting #2: March 13, 2018 – 2:30-4:30 p.m., DE/Library 166

VIII. ADJOURNMENT
Chair Young called for a motion to adjourn the meeting. M. Chaban moved to adjourn, A. Sharp seconded, and the motion carried. Meeting was adjourned at 3:25 p.m.

EL CAMINO COLLEGE

COLLEGE CURRICULUM COMMITTEE

February 27, 2018
Approved Curriculum Changes Proposed for 2019-2020

Change in Subject and/or Course Number

Current Status/Proposed Changes

1. <u>Non-Credit</u> English as a Second Language 02A - Grammar and Conversation Level I

   Recommendation
   Non-Credit English as a Second Language 02A - Grammar and Conversation Level I

2. <u>Non-Credit</u> English as a Second Language 02B - Grammar and Conversation Level II

   Recommendation
   Non-Credit English as a Second Language 02B - Grammar and Conversation Level II

3. <u>Non-Credit</u> English as a Second Language 02C - Conversation and Grammar Level III

   Recommendation
   Non-Credit English as a Second Language 02C - Conversation and Grammar Level III

4. <u>Non-Credit</u> English as a Second Language 02D - Conversation and Grammar Level IV

   Recommendation
   Non-Credit English as a Second Language 02D - Conversation and Grammar Level IV

5. <u>Non-Credit</u> English as a Second Language 03A - Reading and Writing Level I

   Recommendation
   Non-Credit English as a Second Language 03A - Reading and Writing Level I

6. <u>Non-Credit</u> English as a Second Language 03B - Reading and Writing Level II

   Recommendation
   Non-Credit English as a Second Language 03B - Reading and Writing Level II

7. <u>Non-Credit</u> English as a Second Language 03C - Reading and Writing Level III

   Recommendation
   Non-Credit English as a Second Language 03C - Reading and Writing Level III

8. <u>Non-Credit</u> English as a Second Language 03D - Reading and Writing Level IV

   Recommendation
   Non-Credit English as a Second Language 03D - Reading and Writing Level IV

9. <u>Non-Credit</u> English as a Second Language 04A - ESL for Healthcare I

    Recommendation
    Non-Credit English as a Second Language 04A - ESL for Healthcare I

10. <u>Non-Credit</u> English as a Second Language 04B - ESL for Healthcare II

    Recommendation
    Non-Credit English as a Second Language 04B - ESL for Healthcare II

11. <u>Non-Credit</u> English as a Second Language 05A - ESL for Childhood Educators I

    Recommendation
    Non-Credit English as a Second Language 05A - ESL for Childhood Educators I

12. <u>Non-Credit</u> English as a Second Language 05B - ESL for Childhood Educators II

    Recommendation
    Non-Credit English as a Second Language 05B - ESL for Childhood Educators II

13. <u>Non-Credit</u> English as a Second Language 06 - ESL Support for Career and Technical Programs

    Recommendation
    Non-Credit English as a Second Language 06 - ESL Support for Career and Technical Programs

14. <u>Non-Credit</u> English as a Second Language 07A - ESL for Math I

    Recommendation
    Non-Credit English as a Second Language 07A - ESL for Math I

15. <u>Non-Credit</u> English as a Second Language 07B - ESL for Math II

    Recommendation
    Non-Credit English as a Second Language 07B - ESL for Math II

16. <u>Non-Credit</u> English as a Second Language 07C - ESL for Math III

    Recommendation
    Non-Credit English as a Second Language 07C - ESL for Math III

17. <u>Non-Credit</u> English as a Second Language 08 - ESL for Medical Terminology

    Recommendation
    Non-Credit English as a Second Language 08 - ESL for Medical Terminology

18. <u>Non-Credit</u> English as a Second Language 09A - ESL for Anatomy and Physiology I

    Recommendation
    Non-Credit English as a Second Language 09A - ESL for Anatomy and Physiology I

19. <u>Non-Credit</u> English as a Second Language 09B - ESL for Anatomy and Physiology II

    Recommendation
    Non-Credit English as a Second Language 09B - ESL for Anatomy and Physiology II

20. <u>Non-Credit</u> English as a Second Language 10 - ESL for Radiologic Technology

    Recommendation
    Non-Credit English as a Second Language 10 - ESL for Radiologic Technology

21. <u>Non-Credit</u> English as a Second Language ~~41A~~ <u>51A</u> - Introduction to English in Conversation

    Recommendation
    Non-Credit English as a Second Language 51A - Introduction to English in Conversation

22. <u>Non-Credit</u> English as a Second Language ~~41B~~ <u>51B</u> - Intermediate Listening, Speaking, and Pronunciation

    Recommendation
    Non-Credit English as a Second Language 51B - Intermediate Listening, Speaking, and Pronunciation

23. <u>Non-Credit</u> English as a Second Language ~~41C~~ <u>51C</u> - Advanced Listening, Speaking, and Pronunciation

    Recommendation
    Non-Credit English as a Second Language 51C - Advanced Listening, Speaking, and Pronunciation

24. <u>Non-Credit</u> English as a Second Language ~~42A~~ <u>52A</u> - Introduction to Reading and Vocabulary Building

    Recommendation
    Non-Credit English as a Second Language 52A - Introduction to Reading and Vocabulary Building

25. <u>Non-Credit</u> English as a Second Language ~~42C~~ <u>52C</u> - Advanced Reading

    Recommendation
    Non-Credit English as a Second Language 52C - Advanced Reading

26. <u>Non-Credit</u> English as a Second Language ~~43A~~ <u>53A</u> - Elementary Writing and Grammar

    Recommendation
    Non-Credit English as a Second Language 53A - Elementary Writing and Grammar

27. <u>Non-Credit</u> English as a Second Language ~~43B~~ 53B - Intermediate Writing and Grammar

    Recommendation
    Non-Credit English as a Second Language 53B - Intermediate Writing and Grammar

28. <u>Non-Credit</u> English as a Second Language ~~43C~~ 53C - Advanced Essay Writing and Grammar

    Recommendation
    Non-Credit English as a Second Language 53C - Advanced Essay Writing and Grammar

29. <u>Non-Credit</u> English as a Second Language 100 - Supervised Tutoring: English Support Center

    Recommendation
    Non-Credit English as a Second Language 100 - Supervised Tutoring: English Support Center