

**EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
FEBRUARY 22, 2011**

Present: J. Davidson, S. Gates, A. Himsel, L. Kjeseth, M. Lipe, V. Nemie, T. Norton,
V. Rayford, J. Sims, J. Thompson

Absent: F. Arce, E. French-Preston, R. La Fond, E. Martinez, S. Rodriguez

Ex-Officio Members Present: Q. Chapman, M. Hall, C. Lee

Ex-Officio Members Absent: R. Brown, D. Budri, L. Suekawa

Also Present: L. Linka

CALL TO ORDER

Chair Kjeseth called the College Curriculum Committee (CCC) meeting to order at 2:37 p.m.

APPROVAL OF MINUTES

The minutes from the December 7 meeting were sent via email and approved as submitted prior to today's meeting.

CHAIR'S REPORT

- **SB1440/Transfer Model Curriculum (TMC)** – Originally, this new legislation called for the completion of all associate degrees for transfer by Fall 2011. At this time, they are requesting only two be completed. Therefore, this will be not such a creative headache as we first thought, though logistically, it will be a task. The CCC representatives have been asked to work with the deans on implementing the changes. The Transfer Model Curriculum (TMC) is new, and it was thought we had to wait until final drafts were approved to begin development of the programs. Chair Kjeseth recommended starting now.

- **CCC Bylaws** – As there is still no successor to the CCC Chair position, Chair Kjeseth, along with Senate president Chris Gold, have been strongly considering revisiting the Bylaws, and a handout of a draft was distributed:
 - Instead of one CCC Chair, there would be two Co-Chairs
 - Terms would be staggered
 - Proposal is for three year term
 - There may be problem with who's in charge / who makes decisions
 - Possibly have a senior and junior position
 - Positive point: the committee would always have faculty continuity, which would be extremely helpful

- The burden of work would be lessened
- The reassigned time would be a full course release or 20%, whichever is greater

Chair Kjeseth put forth a motion to support/oppose the proposition. T. Norton made motion to support. Q. Chapman recommended that a motion be made at the next CCC meeting, after the committee reviews the draft of the CCC Bylaws. At that time, a motion can be made with recommendations from the committee. T. Norton withdrew his motion.

At this time, there was discussion of the proposed revision to the Bylaws, and the committee shared their ideas and concerns:

- Should there be two co-chairs, or re-vamp to either/or?
- More sustainability over time with two co-chairs
- Why has no one stepped forward?
 - Certain faculty cannot give up a particular course and have another faculty step in
 - Personal commitments
 - Chair's position is not fully understood
 - Time involved
 - Faculty still learning CurricUNET
 - Prior Chairs were overwhelmingly qualified
 - Concern with lack of knowledge (noted: former and present Chairs learned on the job, too)
 - Enough curriculum knowledge to do a good job?
- Chair Kjeseth shared insight from his beginning as a committee representative:
 - Had negative encounter with the Curriculum Committee
 - Knew nothing of the system
 - Joined to learn
 - Stayed after meetings and asked questions
 - Was hooked by the third meeting
 - First year read the entire handbook
 - Learned more about Title 5
 - Was not ready for the position of Chair after first year
 - Third year became Chair Elect
 - There was a strong resource in Ann Collette then, and there is a strong resource in Quajuana Chapman now. Q. Chapman will be a resource for the future Chair.
 - Experience equals confidence
 - Teamwork is key; one person does not always have all the answers, but knows where to find them

- Many resources are available:
 - Title 5
 - Reference books
 - Computer
 - Curriculum Institute
 - Chancellor's office
- The position is not as time-consuming as it was in the past:
 - Monday meetings with deans have almost been eliminated; face to face meetings occur for more complicated issues
 - Standard review – primarily online
 - Occasional department meetings
 - Meetings with administration are few and far between (reserved for bigger issues that have impact on the college)
 - One time-consuming issue – reading every single proposal
- M. Lipe suggested an option to give total re-assignment time to Chair when Co-Chair is not available.
- Q. Chapman informed the committee of her recommendation to maintain the Chair position and create a Co-Chair role.
- Chair Kjeseth has requested an increase in the reassigned time for the CCC Chair but has been denied.
- The Academic Senate will be advised when the CCC makes a recommendation in regards to the Bylaws.

CURRICULUM REVIEW

Mathematical Sciences Proposal

Computer Science 12 – the originator needs to define the TOP code category that the course fits into. What is the purpose of the course? Chair Kjeseth fielded a question regarding a comparison to similar courses at other schools. At this time, what we need to know is what are we really developing this course for. More input is required from the originator, as we need to know the specific category for this course. Is it designed to give training for a job? Chair Kjeseth requested the committee review the proposal one more time, do a preliminary vote online (with comments), and be ready to do a formal vote at the March 8 meeting.

Behavioral and Social Sciences Proposals

Ethnic Studies 3 – the issues with content overlap and redundancy have been resolved. Remaining issues include an implementation plan and a plan describing how this course will fit into its program. In the current budget situation, what is the plan for course offering? Chair Kjeseth advised the committee to check ‘Attached Files’ on the course checklist for added documents relating to this course. Chair Kjeseth requested the committee review the proposal one more time, do a preliminary vote online (with comments), and be ready to do a formal vote at the March 8 meeting.

Chair Kjeseth fielded a question regarding deadlines, and is a notification e-mail sent? Chair Kjeseth will send notifications for deadlines on a weekly basis.

CONSENT AGENDA

The standard review proposals reviewed over winter session will appear on the consent agenda in CurricUNET. Chair Kjeseth reminded the committee that if proposals for course inactivations are submitted, there is no need to scrutinize course outlines.

Approximately two years ago a decision was made to no longer offer telecourses. The divisions have been inactivating telecourses as courses come up for review (this is ONLY the telecourse version of an existing course). The remaining “active” but no longer offered telecourses are:

Anthropology 2

Child Development 103

Human Development 5

Philosophy 2

Political Science 1

Psychology 5

Sociology 101

Sociology 102

Contemporary Health 1

Humanities 1

A motion was made to accept the inactivation list as presented. M. Lipe moved, A. Himsel seconded, and the motion was carried.

ANNOUNCEMENTS

Q. Chapman advised the committee of the CCC representatives whose terms are ending in Spring 2011. Those members are: E. Martinez, J. Sims and J. Thompson. J. Davidson has already accepted another term. Representatives can re-elect themselves or work with their dean on the election process. Terms are for three years, and the elections must take place by end of spring semester. Chair Kjeseth thanked all representatives for serving, and added there has been a lot of hard work in the last few years.

ADJOURNMENT

Chair Kjeseth called for a motion to adjourn the meeting. V. Rayford moved, S. Gates seconded, and the motion was carried. The meeting was adjourned at 3:48 p.m.

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February 22, 2011**

Proposed Curriculum Changes for 2011-2012

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

INACTIVATE TELECOURSE

1. Anthropology 2 –Introduction to Cultural Anthropology
2. Child Development 103 – Child Growth and Development
3. Human Development 5 – Career and Life Planning
4. Philosophy 2 – Introduction to Philosophy
5. Political Science 1 – Governments of the United States and California
6. Psychology 5 – General Psychology
7. Sociology 101 – Introduction to Sociology
8. Sociology 102 – The Family

HEALTH SERVICES AND ATHLETICS DIVISION

INACTIVATE TELECOURSE

1. Contemporary Health 1 – Personal and Community Health Issues

HUMANITIES

COURSE INACTIVATION

1. English 1AX – Reading and Composition for Foreign Students

INACTIVATE TELECOURSE

1. Humanities 1 – An Introduction to the Humanities