

**EL CAMINO COLLEGE  
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE  
February 23, 2016**

**CALL TO ORDER**

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

**Members:**

*Present:* W. Brownlee, T. Bui, A. Carr, M. Chaban, A. Cornelio, E. French-Preston, A. Hockman,  
L. Houske, V. Nemie, S. Rodriguez, A. Sharp, J. Shankweiler

*Absent:* S. Bartiromo, S. Bosfield, K. Iino

**Ex-Officio Members:**

*Present:* Q. Chapman, L. Clowers, P. Pelayo, L. Suekawa

*Absent:* M. Lipe, P. McDermott, A. Osanyinpeju, L. Young

**Guests:** R. Davis, M. Fields, R. Lewis, L. Linka, C. Morado, P. Sorunke

**APPROVAL OF MINUTES**

The committee approved the minutes of the College Curriculum Committee of January 26, 2016.

**CURRICULUM REVIEW**

**A. Full Course Review**

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

1. Administration of Justice 109 (AJ 109)
2. Administration of Justice 134 (AJ 134)
3. Administration of Justice 135 (AJ 135)
4. Administration of Justice 170 (AJ 170)

**B. Standard Review/Consent Agenda Proposals**

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

1. Administration of Justice 190 (AJ 190)
2. Academic Strategies 36 (AS 36)
3. English 98 (ENGL 98)
4. English 15A (ENGL 15A)
5. English 15B (ENGL 15B)
6. English 1A (ENGL 1A)
7. English 1AH (ENGL 1AH)
8. English 1B (ENGL 1B)
9. English 1C (ENGL 1C)
10. English as a Second Language 51C (ESL 51C)
11. First Aid 1 (FAID 1)
12. Physical Education 201 (PE 201)

### 13. Sign Language/Interpreter Training 130 (SLAN 130)

The committee reviewed the following course inactivation, which is ready for final action:

1. Physical Education 244 (PE 244)

## **CURRICULUM DISCUSSION**

### **A. Full Course Review**

#### **Industry and Technology Division**

##### Administration of Justice 109 – Introduction to Police Patrol Procedures

Edit *Outline of Subject Matter* in the Course Checklist: Include subtopics in the outline of subject matter section of the course outline of record.

##### Administration of Justice 134 – Introduction to Crime Analysis

Edit *Outline of Subject Matter* in the Course Checklist: R. Lewis and M. Fields concurred with the committee to replace “project presentation” with “case study analysis” in the outline of subject matter, major topic XI.

Edit *Course Review* in the Course Checklist: Provide a justification for changing recommended preparation from English 84 to English A.

##### Administration of Justice 135 – Report Writing

Edit *Course Review* in the Course Checklist: Provide a justification for changing recommended preparation from English B to English A. Explain why students are advised to take English 103.

##### Administration of Justice 170 – Laws of Arrest, Search and Seizure

Edit *Outline of Subject Matter* in the Course Checklist: R. Lewis and M. Fields concurred with the committee to increase lecture hours from six to seven for major topic I and increase lecture hours from two to four hours for major topic IV.

It was moved by V. Nemie, seconded by L. Houske, that the committee approve course proposals, including the conditions of enrollment changes for Administration of Justice 109, 134, 135 and 170. Motion carried.

It was moved by W. Brownlee, seconded by L. Houske, that the committee approve new distance education online/hybrid courses for Administration of Justice 134, 135 and 170. Motion carried.

### **B. Standard Review/Consent Agenda Proposals**

Automotive Technology 41 was tabled for further discussion.

It was moved by E. French-Preston, seconded by L. Houske, that the committee approve the standard review/consent agenda proposals, including the conditions of enrollment changes and inactivation of Physical Education 244. Motion carried.

## **VICE PRESIDENT'S REPORT**

Vice President Academic Affairs – Dr. Shankweiler

Dr. Shankweiler thanked Chair A. Carr and Curriculum Advisor Q Chapman for their training presentations on schedule development and the curriculum process offered to administrators at the Torrance campus. Dr. Shankweiler recommended the training presentation be offered to administrators at the Compton campus.

## **CHAIR'S REPORT**

CCC Chair – A. Carr

Chair Carr recommended the Division Curriculum Committee (DCC) consult with Compton DCC representatives during course reviews for similar courses taught at Compton. In addition, Compton faculty who teach similar courses should be consulted for new curriculum replacing existing curriculum and changes to prerequisites, units, hours and inactivations.

The three-year term will expire at the end of the spring semester for College Curriculum Committee representatives from the Nursing and Counseling Departments at the Compton Center, the Fine Arts, Health Sciences and Athletics, Industry and Technology, Learning Resources Unit and Natural Sciences divisions. The Chair will send an email to the division deans for a faculty appointment.

Current members whose term expires at the end of the spring term may continue to serve on the committee. Members have until May 6, 2016, to decide to continue or provide the names of faculty who will support the College Curriculum Committee.

## **CURRICULUM ADVISOR REPORT**

Curriculum Advisor – Q. Chapman

There have been a small number of proposals submitted in CurricUNET. More proposals are needed for review this semester.

## **ADJOURNMENT**

Chair Carr called a motion to adjourn the meeting. M. Chaban moved, T. Bui seconded, and the motion carried. The meeting adjourned at 3:20 p.m.

**EL CAMINO COLLEGE  
COLLEGE CURRICULUM COMMITTEE  
February 23, 2016  
Approved Curriculum Changes for 2017-2018**

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**HEALTH SCIENCES AND ATHLETICS**

**COURSE REVIEW**

1. Physical Education 201 – Introduction to Adapted Physical Education

**COURSE REVIEW; CHANGES IN COURSE DISCIPLINE**

1. Sign Language/Interpreter Training 130 – Deaf Culture  
*Current Status/Proposed Changes*  
Course Discipline: Sign Language/~~English Interpreting~~, American

*Recommendation*

Course Discipline: Sign Language, American

**COURSE REVIEW; DISTANCE EDUCATION REVIEW, CHANGES IN CATALOG NOTE**

1. First Aid 1 – First Aid, Cardiopulmonary Resuscitation (CPR) and Basic Emergency Care  
*Current Status/Proposed Changes*  
This course follows the American Red Cross Certification Program for First Aid, Basic Life Support (infant, child, adult and two person CPR), and Automated External Defibrillation (AED). The course content includes an emphasis on prevention of injuries, safety education, and skills necessary to sustain life in the event of trauma or sudden illness. Demonstration of skill proficiency and passing written exams with 80% or better will qualify student for certification in American Red Cross First Aid, Community CPR, and Professional Rescuer CPR.  
Note: Certifying agencies charge an administrative fee for students who pass the exams and wish to receive certification. Obtaining certification documentation from these agencies is optional. Students may be required to obtain proof of certification for other needs or outside agency requirements. El Camino College is not a certifying agency.

*Recommendation*

This course follows the American Red Cross Certification Program for First Aid, Basic Life Support (infant, child, adult and two person CPR), and Automated External Defibrillation (AED). The course content includes an emphasis on prevention of injuries, safety education, and skills necessary to sustain life in the event of trauma or sudden illness. Demonstration of skill proficiency and passing written exams with 80% or better will qualify student for certification in American Red Cross First Aid, Community CPR, and Professional Rescuer CPR.

Note: Certifying agencies charge an administrative fee for students who pass the exams and wish to receive certification. Obtaining certification documentation from these agencies is optional. Students may be required to obtain proof of certification for other needs or outside agency requirements. El Camino College is not a certifying agency.

**INACTIVATE COURSE**

1. Physical Education 244 – Springboard Diving

**HUMANITIES**

**COURSE REVIEW**

1. English 1AH – Honors Reading and Composition
2. English as a Second Language 51C – Advanced Listening, Speaking, and Pronunciation

**COURSE REVIEW; DISTANCE EDUCATION REVIEW**

1. English 1A – Reading and Composition

**COURSE REVIEW; CHANGES IN CONDITIONS OF ENROLLMENT (PREREQUISITE)**

1. English 15A – Survey of British Literature I  
*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

2. English 15B – Survey of British Literature II

*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

**COURSE REVIEW; CHANGES IN LECTURE HOURS, COURSE LENGTH, CATALOG DESCRIPTION**

1. Academic Strategies 36 – Sentence Errors and Punctuation

*Current Status/Proposed Changes*

Lecture: 4- 2 hours per week to be arranged

Course Length: ~~9 weeks~~ Full term

This course focuses on students locating and correcting ~~in their own writing~~ the most common and troublesome sentence structure errors. The correct use of punctuation is reviewed and practiced.

Note: Pass/no pass only.

*Recommendation*

Lecture: 2 hours per week to be arranged

Course Length: Full term

This course focuses on students locating and correcting the most common and troublesome sentence structure errors. The correct use of punctuation is reviewed and practiced.

Note: Pass/no pass only.

**COURSE REVIEW; CHANGES IN CATALOG DESCRIPTION**

1. English 98 – College Literary Magazine Editing and Publishing

*Current Status/Proposed Changes*

This course provides students with experience in literary journal publishing. Students will evaluate literary magazines, create submission guidelines, advertise for and collect submissions, learn about the literary journal printing process, proofread and edit submissions, and ~~design and compose layout~~ assist in designing and composing layouts. In addition, students will organize a public literary reading.

*Recommendation*

This course provides students with experience in literary journal publishing. Students will evaluate literary magazines, create submission guidelines, advertise for and collect submissions, learn about the literary journal printing process, proofread and

edit submissions, and assist in designing and composing layouts. In addition, students will organize a public literary reading.

## **COURSE REVIEW; DISTANCE EDUCATION REVIEW, CHANGES IN CONDITIONS OF ENROLLMENT (PREREQUISITE)**

### 1. English 1B – Literature and Composition

*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

### 2. English 1C – Critical Thinking and Composition

*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

## **INDUSTRY AND TECHNOLOGY**

### **CTE TWO-YEAR COURSE REVIEW; CHANGES IN CATALOG NOTE**

#### 1. Administration of Justice 190 – Law Enforcement Explorer Academy

*Current Status/Proposed Changes*

This course is designed to expose the pre-employment student to the many facets of law enforcement. Instructional activities will emphasize career exploration, law enforcement history and organization, professionalism, teamwork, drill and ceremony, Cardiopulmonary Resuscitation (CPR), and firearm safety. Upon successful completion of the course, a student will be eligible to become a member of a local Police Department Explorer Post.

Note: This course is available to students from the age of 14 to 20. Enrollment in this course requires concurrent participation and prior acceptance into one of the six participating Police Explorer Youth Programs (Hawthorne, Santa Monica, Torrance, Manhattan Beach, Gardena, or Inglewood Police Departments) in this region. After the student has completed a law enforcement explorer application with one of the police agencies, the student will be prepared to enroll in this course.

*Recommendation*

This course is designed to expose the pre-employment student to the many facets of

law enforcement. Instructional activities will emphasize career exploration, law enforcement history and organization, professionalism, teamwork, drill and ceremony, Cardiopulmonary Resuscitation (CPR), and firearm safety. Upon successful completion of the course, a student will be eligible to become a member of a local Police Department Explorer Post.

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### **CTE TWO-YEAR COURSE REVIEW; CHANGES IN CONDITIONS OF ENROLLMENT (Recommended Preparation)**

1. Administration of Justice 109 – Introduction to Police Patrol Procedures

*Current Status/Proposed Changes*

Recommended Preparation: ~~eligibility for~~ English 84

*Recommendation*

Recommended Preparation: English 84

2. Administration of Justice 134 – Introduction to Crime Analysis

*Current Status/Proposed Changes*

Recommended Preparation: ~~eligibility for English 84~~ English A

*Recommendation*

Recommended Preparation: English A

3. Administration of Justice 135 – Report Writing

*Current Status/Proposed Changes*

Recommended Preparation: Administration of Justice 103 and ~~eligibility for~~ English A

*Recommendation*

Recommended Preparation: Administration of Justice 103 and English A

4. Administration of Justice 170 – Laws of Arrest, Search and Seizure

*Current Status/Proposed Changes*

Recommended Preparation: ~~eligibility for~~ English 84

*Recommendation*

Recommended Preparation: English 84

**NEW DISTANCE EDUCATION ONLINE/HYBRID COURSE**

1. Administration of Justice 134 – Introduction to Crime Analysis
2. Administration of Justice 135 – Report Writing
3. Administration of Justice 170 – Laws of Arrest, Search and Seizure