

**EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
February 25, 2014**

Present: F. Arce, S. Bartiromo, S. Bosfield, W. Brownlee, T. Bui, A. Cornelio, B. Flameno,
E. French-Preston, A. Hockman, R. Klier, S. Kushigemachi, M. Lipe, D. Pahl

Ex-Officio Members Present: Q. Chapman, S. Ecklund

Ex-Officio Members Absent: L. Houske, G. Florimon, M. Hall, V. Nemie, J. Simon,
L. Suekawa

Guests: V. Bruce, T. Lew, K. McLaughlin, T. Muckey, D. Shrader, P. Sorunke

CALL TO ORDER

Chair Lipe called the College Curriculum Committee (CCC) meeting to order at 2:35 p.m.

VICE PRESIDENT'S REPORT

F. Arce recommended the committee review the research study on degrees and certificates prepared by the Institutional Research and Planning Office. Many programs are earning less than ten per year. The committee will discuss the report at the next CCC meeting.

APPROVAL OF MINUTES

The minutes from the January 28th and February 11th meetings were sent via email and approved.

CURRICULUM REVIEW – Full Course Review Proposals

Industry and Technology Division

Automotive Technology 23 – Major Tune-Up and Emission Controls

The committee made the following recommendations to the course outline of record:

1. Edit Student Learning Objective #1 by replacing “Complete a safety test with 100% accuracy” with “Demonstrate 100% accuracy on safety test.”
2. Add two additional Student Learning Outcome (SLO) statements.

Chair Lipe called a motion to approve the proposal, including the conditions of enrollment changes. D. Pahl moved, W. Brownlee seconded, and the motion passed unanimously.

Fashion 14 – Apparel Production Techniques

Chair Lipe returned the course to proposer for major revisions. The committee tabled the course and made recommendations to the course outline of record as follows:

1. Revise Math requisites and update matching course objectives to Math requisite entrance skills. Make Math 23 or 37 prerequisite, not Math 40.

2. Update “Course Review” under Course Checklist for changes and justification of conditions of enrollment.
3. Under the “edit function”, click under “Student Learning Outcomes” and update the three listed SLO statements so they appear on the course outline of record (COR). The one SLO in the COR appears to be different than the three listed in the SLO alignment grids.
4. After corrections, submit course to Division Curriculum Committee (DCC) for their review. Changes in prerequisites require DCC review and approval before the CCC votes again on the proposal.

Fashion 16 – Intermediate Contemporary and Historical Fashion Illustration

The committee recommended the Fashion Department resubmit the course as a new course due to the significant changes to the course's descriptive title, catalog description and subject matter. Other concerns from the committee were related to course number, major course requirement for a degree or certificate, and the relationship this course has with the future course of Fashion 18. It was also recommended the committee review Fashion 16, Fashion 18, and certificates all at one time.

The committee tabled the course and made the following additional recommendations:

1. Reduce the independent study hours from 3 to 2 hours.
2. Add two additional SLO statements to the course outline of record.

Humanities Division

Journalism 9abcd – Magazine Editing and Production

The Journalism Department was advised by the committee to make adjustments to the course outline of record as follows:

1. Add a statement on intercollegiate completion in the catalog description.
2. Revise objective #8 under the “Student Learning Outcomes” by providing a description of the types of journalism competitions.

Chair Lipe called a motion to approve the proposal. W. Brownlee moved, D. Pahl seconded, and the motion passed unanimously.

CURRICULUM REVIEW – Standard Review/Consent Agenda Proposals

The committee tabled French 21 and a motion was called to approve ten of the eleven proposals, including the conditions of enrollment changes and all recommended changes made by the committee. E. French-Preston moved, D. Pahl seconded, and the motion passed unanimously.

The Nursing Department submitted seven nursing courses for inactivation. These courses were not approved by the Board of Registered Nursing. Chair Lipe called a motion to approve the inactivations, S. Bartiromo moved, A. Cornelio seconded, and the motion passed unanimously.

Full and Standard Review/Consent Agenda Proposals

The following courses were reviewed and are ready for final action:

1. Automotive Technology 21 (ATEC 21)
2. Automotive Technology 22A (ATEC 22A)
3. Automotive Technology 23 (ATEC 23)
4. Automotive Technology 24 (ATEC 24)
5. Cosmetology 1 (COSM 1)
6. English 24A (ENGL 24A)
7. English 25A (ENGL 25A)
8. Fashion 23 (FASH 23)
9. French 22 (FREN 22)
10. Japanese 2 (JAPA 2)
11. Journalism 9abcd (JOUR 9abcd)
12. Physical Education 249 (PE 249)

The following course inactivations were approved and are ready for final action:

1. Nursing 103 (NURS 103)
2. Nursing 104 (NURS 104)
3. Nursing 116 (NURS 116)
4. Nursing 124 (NURS 124)
5. Nursing 125 (NURS 125)
6. Nursing 126 (NURS 126)
7. Nursing 127 (NURS 127)

CHAIR'S REPORT

Chair Lipe thanked the Standard Technical Review Committee for their promptness in reviewing the list of proposals scheduled for the meeting.

ADVISORY REPORT

Q. Chapman provided the status on transfer degrees. There are two pending transfer degrees. The committee has officially approved 16 transfer degrees which is 3 degrees shy of meeting the target to be in compliance with the 80% goal for El Camino College.

ADJOURNMENT

Chair Lipe called a motion to adjourn the meeting. T. Bui moved, S. Bartiromo seconded, and the motion carried. The meeting adjourned at 3:40 p.m.

**EL CAMINO COLLEGE
COLLEGE CURRICULUM COMMITTEE
February 25, 2014
Approved Curriculum Changes for 2015-2016**

HEALTH SCIENCES AND ATHLETICS

COURSE REVIEW

1. Physical Education 249 – Swimming for Fitness

INACTIVATE COURSES

1. Nursing 103 (NURS 103)
2. Nursing 104 (NURS 104)
3. Nursing 116 (NURS 116)
4. Nursing 124 (NURS 124)
5. Nursing 125 (NURS 125)
6. Nursing 126 (NURS 126)
7. Nursing 127 (NURS 127)

HUMANITIES

COURSE REVIEW

1. English 24A – Creative Writing: Introduction to Poetry
2. French 22 – Intermediate Conversational French

COURSE REVIEW; CHANGE IN CATALOG DESCRIPTION

1. English 25A – Creative Writing: Introduction to the Craft of Fiction
Current Status/Proposed Changes

This course is an introductory level creative writing course focusing on writing the short story. In addition to outlining and composing well-crafted stories, students will study the techniques of plot, characterization, point of view, conflict, and setting. ~~Introduction to direct and indirect characterization will be illustrated through the narrative modes of action, description, exposition, and narration.~~

Students will also learn about peer editing and the workshop model for revising stories.

Recommendation

This course is an introductory level creative writing course focusing on writing the short story. In addition to outlining and composing well-crafted stories, students will study the techniques of plot, characterization, point of view, conflict, and setting. Students will also learn about peer editing and the workshop model for revising stories.

2. Japanese 2 – Elementary Japanese II
Current Status/Proposed Changes

This course, taught within the context of Japanese culture, is a continuation of the study of elementary Japanese through intensive training on listening, speaking, reading, and writing. Students improve their speaking skills and extend their study of the basic grammar and Kanji characters.

~~Technological support includes computer programs, DVDs, CDs, Internet access to online materials and tutorial services.~~

Recommendation

This course, taught within the context of Japanese culture, is a continuation of the study of elementary Japanese through intensive training on listening, speaking, reading, and writing. Students improve their speaking skills and extend their study of the basic grammar and Kanji characters.

COURSE REVIEW; CHANGES IN UNITS, LECTURE HOURS, FACULTY LOAD, CATALOG DESCRIPTION

1. Journalism 9abcd – Magazine Editing and Production
Current Status/Proposed Changes

Units: ~~2.0~~ 3.0 Hours of Lecture: ~~4~~ 2 Hours of Lab: 3 Faculty Load: ~~21.67%~~ 28.33%

~~This course is designed to provide advanced journalism students with experience in writing, editing, and graphic design for small publications, including production of Warrior Life, a general interest campus magazine. Throughout this course, all students are trained and prepared to compete in a variety of journalism competitions covers all aspects of magazine production with an emphasis on writing and editing in-depth magazine feature stories, selecting photographs and~~

art, designing pages, creating a production schedule, managing an editorial staff, overseeing advertising and producing a print and digital magazine for publication. Subsequent semesters of the course will strengthen writing, editing and design skills by increasing the variety and sophistication of production experiences. Throughout this course, all students are trained and prepared to compete in a variety of journalism competitions.

Recommendation

Units: 3.0 Hours of Lecture: 2 Hours of Lab: 3 Faculty Load: 28.33%

This course covers all aspects of magazine production with an emphasis on writing and editing in-depth magazine feature stories, selecting photographs and art, designing pages, creating a production schedule, managing an editorial staff, overseeing advertising and producing a print and digital magazine for publication. Subsequent semesters of the course will strengthen writing, editing and design skills by increasing the variety and sophistication of production experiences. Throughout this course, all students are trained and prepared to compete in a variety of journalism competitions.

INDUSTRY AND TECHNOLOGY

COURSE REVIEW; CHANGE IN CATALOG DESCRIPTION

1. Automotive Technology 21 – Introduction to Engine Tune-Up
Current Status/Proposed Changes

This course covers the study, theory, and application of minor engine tune-up, electrical ~~systems~~ and fuel systems ~~theory and application~~. Laboratory activities stress the proper use of test equipment utilized in the ~~industry~~ automotive field.

Recommendation

This course covers the study, theory, and application of minor engine tune-up, electrical and fuel systems. Laboratory activities stress the proper use of test equipment utilized in the automotive field.

2. Automotive Technology 22A – Introduction to Tune-Up , Electrical and Fuel Systems
Current Status/Proposed Changes

This is an introductory engine tune-up course which covers construction and operation of the following systems: electrical charging, cooling, emission controls, fuel, and ignition. Laboratory activities stress the proper use of test equipment and repair procedures used in the ~~industry~~ automotive field.

Note: This course is equivalent to the ~~same as the~~ two-course sequence Automotive Technology 23 and 24. Students who have completed Automotive Technology 23 and 24 will not receive credit for Automotive Technology 22A.

Recommendation

This is an introductory engine tune-up course which covers construction and operation of the following systems: electrical charging, cooling, emission controls, fuel, and ignition. Laboratory activities stress the proper use of test equipment and repair procedures used in the automotive field.

Note: This course is equivalent to the two-course sequence Automotive Technology 23 and 24. Students who have completed Automotive Technology 23 and 24 will not receive credit for Automotive Technology 22A.

3. Automotive Technology 24 – Fuel Systems and Emissions
Current Status/Proposed Changes

This course covers the study of fuel system service, testing and diagnosis, including carburetor overhaul procedures, fuel injection and computer controlled fuel systems. Laboratory activities stress the proper use of test equipment utilized in the automotive field.

Note: The two-course sequence Automotive Technology 23 and 24 is ~~the same as~~ equivalent to Automotive Technology 22A.

Recommendation

This course covers the study of fuel system service, testing and diagnosis, including carburetor overhaul procedures, fuel injection and computer controlled fuel systems. Laboratory activities stress the proper use of test equipment utilized in the automotive field.

Note: The two-course sequence Automotive Technology 23 and 24 is equivalent to Automotive Technology 22A.

4. Cosmetology 1 – Introduction to Cosmetology Procedures
Current Status/Proposed Changes

This course covers the study of basic principles and practical operations of cosmetology equipment, procedures and techniques. It is designed as an intensive, multidisciplinary ~~workshop~~ lab in the most common cosmetology processes. Lectures center on the fundamental theories of the practice of cosmetology and their application. Laboratory work is designed to provide the basic cosmetology student with an intensive forum for development of basic cosmetology skills, techniques, safety practices, and sanitation procedures.

Note: ~~Students who have earned credit in Cosmetology 10 and 11 cannot receive unit credit in~~ can be substituted for Cosmetology 1.

Recommendation

This course covers the study of basic principles and practical operations of cosmetology equipment, procedures and techniques. It is designed as an intensive, multidisciplinary lab in the most common cosmetology processes. Lectures center on the fundamental theories of the practice of cosmetology and their application. Laboratory work is designed to provide the basic cosmetology student with an intensive forum for development of basic cosmetology skills, techniques, safety practices, and sanitation procedures.

Note: Cosmetology 10 and 11 can be substituted for Cosmetology 1.

5. Fashion 23 – Fitting and Alterations
Current Status/Proposed Changes

This course teaches ~~alteration~~ alterations and repair of Ready-To-Wear (RTW) clothing and alterations of commercial patterns to conform to body contours by analysis of problem areas, using sewing techniques for the professional dressmaker, tailor, or home sewer. Students analyze the figure and adjust patterns and garments for figure variations. Material covered will be valuable to apparel industry patternmakers and home sewers.

Recommendation

This course teaches alterations and repair of Ready-To-Wear (RTW) clothing and alterations of commercial patterns to conform to body contours. Students analyze the figure and adjust patterns and garments for figure variations. Material covered will be valuable to apparel industry patternmakers and home sewers.

COURSE REVIEW; CHANGES IN CATALOG DESCRIPTION, CONDITIONS OF ENROLLMENT (PRE/COREQUISITE, RECOMMENDED PREPARATION, OR ENROLLMENT LIMITATION)

1. Automotive Technology 23 – Major Tune-Up and Emission Controls
Current Status/Proposed Changes

Recommended Preparation: Automotive Technology ~~24~~ 1 or equivalent

This course covers the study of major engine tune-up ~~and~~, service and testing of emission control systems. Laboratory activities stress the proper use of test equipment utilized in the automotive field.

Note: The two-course sequence Automotive Technology 23 and 24 is ~~the same as~~ equivalent to Automotive Technology 22A.

Recommendation

Recommended Preparation: Automotive Technology 1 or equivalent

This course covers the study of major engine tune-up, service and testing of emission control systems. Laboratory activities stress the proper use of test equipment utilized in the automotive field.

Note: The two-course sequence Automotive Technology 23 and 24 is equivalent to Automotive Technology 22A.