

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
February 26, 2008

Present: J. Davidson, A. Himsel, R. Hughes, L. Kjeseth, M. Lipe, E. Martinez, C. Mosqueda, V. Rapp, J. Thompson, C. Somin

Absent (excused): F. Arce, V. Lloyd

Ex-Officio Members Present: V. Armstrong, C. Brinkman, L. Suekawa

Absent (excused): Q. Chapman, R. Smith

Also Present: I. Drew, M. Gross, G. Miranda, L. Olsen, S. Rodriguez, S. Zareski

CALL TO ORDER

Chair Young called the College Curriculum Committee meeting to order at 2:30 p.m. by welcoming everyone to the first CCC meeting of the Spring semester. She asked the committee to introduce themselves to Shirley Snider, retired administrative assistant from ECC who will be assisting the Chair, and new CCC member Jacquelyn Thompson who is representing the Business Division.

REVIEW OF MINUTES TRAINING SESSION

Chair Young presented a sample of previously approved minutes that contained several errors that were not noted by the committee. She is asking all committee members to carefully review the minutes, including Part II which contains all of the curriculum changes, prior to the meeting and apprise her of any corrections. She thanked them for their assistance.

APPROVAL OF MINUTES

L. Kjeseth moved that the minutes of the December 4, 2007, CCC meeting be approved as written. V. Rapp seconded the motion. As there were no corrections, Chair Young called for a vote, and the minutes were approved as presented.

CHAIR'S REPORT

The Chair reported that there was an omission on the November 27, 2007, meeting minutes. A motion was proposed by E. Martinez to amend the minutes of the November 27, 2007, meeting to reflect the approval of the Global Studies 101 Distance Education version. M. Lipe seconded the motion. J. Young called for a vote, and the motion carried.

The CCC Chair presented a clarification of previously reviewed proposals. She stated that the School Health Certificate conversion and inactivation had been included with Childhood Education Certificate proposals at the October 9, 2007 meeting and that they should have been presented separately. This has been corrected.

Chair Young stressed the need to have the actions that take place at this meeting reviewed and approved by CCC members immediately so that they can be presented to the Board in time for inclusion in the 2008-2009 catalog. Therefore, the Chair asked the committee to consider a motion for the approval of the minutes via email. She asked that they review the minutes and then provide a response to Christine Saldana in the Curriculum Office. C. Somin moved that February 26, 2008 minutes be approved via email. A. Himsel seconded. The motion carried.

Chair Young concluded her report by stating that Dr. Arce had withdrawn two courses from the Board agenda, Physical Education 218abcd - Introduction to Coastal Fishing and Physical Education 47abcd - Introduction to Rock Climbing . He stated that they should be presented as activity courses and informed the dean the courses should be resubmitted to the CCC. Chair Young is hoping that with better communication and with help from the CCC courses will not be removed from the Board agenda in the future.

CURRICULUM REVIEW

BEHAVIORAL AND SOCIAL SCIENCES PROPOSALS:

Dean G. Miranda explained that the Transfer Studies A.A. and A.S. degrees are out of compliance with the revised Title 5 regulations. As a result, the Chancellor's Office is requiring that they be inactivated. V. Rapp moved that the committee approve the inactivation of the A.A. and A.S. Transfer Study Majors, C. Somin seconded. The motion carried.

L. Suekawa reported that it is possible to develop a new major that would be in compliance with the new Title 5 regulations by revising the General Studies major to include options for areas of emphasis. She distributed a model created by Mt. San Jacinto College and said that she would develop a proposal and work with Dr. Miranda on a submission timeline.

FINE ARTS PROPOSALS:

J. Davidson presented the Program Description for the Speech Communication major. He reported that since a new Speech Communication Certificate of Achievement had been developed by the Speech Communication faculty, it was necessary to revise the catalog program description. E. Martinez moved that the committee approve the catalog program description. J. Thompson seconded. The motion carried.

HEALTH SCIENCES AND ATHLETICS PROPOSALS:

After an errata sheet was distributed, Acting Dean I. Drew outlined the proposal for revisions to Physical Education 282abcd, previously submitted to the CCC. Changes were made to sections 1.4.3, 1.4.7, 1.4.9, and 1.6, of the proposal form and Section I of the course outline.

A discussion was held regarding the appropriate interpretation to be used to calculate the instructor load. B. Perez was asked to come to the meeting to provide clarification. B. Perez said that the activity lab calculation was the correct one to be used for this course because of the content of the lab.

Acting Director of Nursing, S. Zareski, spoke on the proposed change to the Associate in Science degree program prerequisite. She explained that due to the attrition rate of students in all Nursing programs, a bill was passed to allow Nursing programs to add a readiness assessment test as a prerequisite for admission to the program.

M. Lipe moved and L. Kjeseth seconded that the proposals for PE282abcd, a revision to the Nursing major, and changing the Radiologic Technology Certificate of Completion to Certificate of Accomplishment be approved. The motion carried.

M. Lipe moved and L. Kjeseth seconded that the motion to approve the conditions of enrollment. For PE282abcd. The motion carried.

L. Kjeseth moved that PE 282abcd be approved as a stand-alone course. M. Lipe seconded. The motion carried.

INDUSTRY AND TECHNOLOGY PROPOSALS:

Dean S. Rodriguez presented proposals as follows: Revisions to Existing Certificate for Credit Programs for Automotive Collision Repair and Painting I and II; Automotive Technician I and II; Automotive Brakes and Suspension Technician, Automotive Transmission and Drive Train Technician, Automotive Engine Rebuilding and Repair Technician, Automotive Tune-Up Technician, Cosmetology, and Welding. Dean Rodriguez also presented a revision to the Automotive Technology catalog program description. After a minor edit was made to the catalog program description, R. Hughes moved to approve the Industry and Technology proposals; V. Rapp seconded and the motion carried.

IN-SERVICE TRAINING - REVISED TITLE 5 REGULATIONS

Chair J. Young provided an overview of the Revised Title 5 Regulations with special mention of the following sections. Chapter 6, Subchapter 1, Article 1, Sections: 55002 – Standards and Criteria for Courses, 55002.5 - Credit Hour, 55003 - Policies for Pre requisites, Corequisites and Advisories, 55062 - Types of Courses Appropriate to the Associate Degree, 55063 – Minimum Requirements for the Associate Degree, 55070 - Credit Certificates, 55100 - Course Approval, and 55130 - Approval of Credit Program. Chair Young noted that these sections will provide useful information in the development and review of curriculum.

DISTANCE EDUCATION GUIDELINES FOR CCC HANDBOOK

Chair Young reviewed the Distance Education Course Development procedures with the committee and gave them a copy of the procedures for their handbook. L. Kjeseth read the procedures for the committee. Chair Young explained that, when submitting a course for course review or other action, as well as for a distance education version, two Proposal for Course Revision forms must be submitted so that the two separate actions can be approved and recorded. However, only one official Course Outline of Record need be included in the packet.

CERTIFICATE OF ACHIEVEMENT APPROVAL PROCESS

Cathy Brinkman, Interim Dean of Workforce Development, presented an overview of the Certificate of Achievement approval process for LOWDL (Los Angeles Orange County Workforce Development Leaders) and the System Office. She reminded the Committee that she is available to assist them in the process.

At 3:54 p.m., V. Rapp moved, and J. Thompson seconded, that the meeting be adjourned. The motion carried.

**EL CAMINO COLLEGE
COLLEGE CURRICULUM COMMITTEE**

**Proposed Curriculum Changes
February 26, 2008**

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

INACTIVATE MAJORS

1. Transfer Studies – Associate of Arts
2. Transfer Studies - Associate of Science

FINE ARTS DIVISION

CHANGE IN CATALOG PROGRAM DESCRIPTION

1. Speech Communication

Current Status/Proposed Change

The degree and certificate provides students with a thorough foundation in the theory and practice of speech communication studies. This is achieved through a variety of courses that serve to develop personal, business, and professional communication skills in individual, interpersonal, and group situations, along with skills in research, organization, critical thinking, argumentation, and forensics. Students will demonstrate their proficiency through performance, class projects, research papers, objective tests, critiques, and competitions. Program assessment is measured by completion, evaluation of student learning outcomes, transferability, competitions at the local, state, and national levels, and periodic program review.

HEALTH SCIENCES AND ATHLETICS DIVISION

NEW COURSE

1. Physical Education 282abcd

Units: 2 Lecture: 1 hour Lab: 3 hours Faculty Load: 20.30%
Credit, degree applicable; Transfer CSU

This course provides instruction in risk factor identification and modification for cardiovascular related diseases including the metabolic syndrome. Emphasis is placed on healthy lifestyle behaviors including exercise training, proper nutrition, and weight management. Other topics to be discussed include smoking cessation, lipid lowering techniques, and blood pressure reduction strategies. This course is designed for apparently healthy individuals with one or more risk factors for cardiovascular disease such as physical inactivity, obesity, high blood pressure, high cholesterol, cigarette smoking, high blood sugar, and for students who are interested in these health-related topics.

CHANGE CERTIFICATE OF COMPLETION TO CERTIFICATE OF ACCOMPLISHMENT

1. Radiologic Technology

CHANGE IN NURSING PROGRAM PREREQUISITE

Current Status/Proposed Change

In order to be eligible for the nursing program, students must first satisfy the following requirements:

- Attend a general orientation session for the prospective nursing students.
- Graduate from high school or earn acceptable scores on the G.E.D.
- Complete Mathematics 40 or 41B or higher level Mathematics course or pass the Mathematics Competency Test.
- ~~Complete the Degrees of Reading Power Test.~~
- Complete the following Nursing Program prerequisite courses with a minimum 2.5 GPA: Anatomy 30 or 32; English 1A, Microbiology 33, and Physiology 31. (Note: If a student earns only a grade of C in each of these prerequisite courses, then the 2.5 GPA requirement will not be met.)
- Achieve a passing composite score on a Nursing Assessment/Readiness Test
- Earn a cumulative 2.5 GPA in all college work.

In addition to meeting the above requirements, students must have official transcripts on file in the Records Office showing evidence of high school completion as well as all college and university credits earned. A student must also provide verification of criminal background clearance.

INDUSTRY AND TECHNOLOGY DIVISION

CHANGES IN TITLE, COURSE REQUIREMENTS; CHANGE CERTIFICATES OF COMPETENCE TO CERTIFICATES OF ACHIEVEMENT

Current Status/Proposed Change

1. Automotive Collision Repair/Painting II

~~A Certificate of Competence will be granted to the student completing the Core Requirements with a grade average of B and the General Requirements with a grade average of C. At least 50% of the Core Requirements courses required for the Certificate of Competence Achievement must be completed at El Camino College.~~

~~Core Requirements: Complete a minimum of 32 units from the following: Automotive Collision Repair/Painting 1A, 1B, 1C, 1D, 2A, 2B, 2C, 3A, 4abcd, 5abcd, 20, 22, 24, 26; General Requirements: Complete 9-12 units from the following: English A or qualifying score for English 1A on English Placement Test, Machine Tool Technology 16ab*, Technical Mathematics 1, Welding 15ab* (9-12 units)~~

~~(*one semester of)~~

~~Total Units: 41-44~~

Current Status/Proposed Change

2. Automotive ~~Technology~~ Technician II

~~A Certificate of Competence will be granted upon completion of 32-40 units in the core requirements with a grade average of B or better and the general requirements with a grade average of C. At least 50% of the major requirements courses required for the Certificate of Competence Achievement must be completed at El Camino College.~~

~~Core Requirements: Complete a minimum of: 8 units from: Automotive Technology 33 or 34 and 35; 8 units from: Automotive Technology 22A or 23 and 24; 8 units from: Automotive Technology 22B or 25 and 26 (or 8 units from Automotive Technology 71 and 72); one course from: Automotive Technology 41, 42, 43, 45; 8 units from: Automotive Technology 11 or 14 and 16;~~

~~General Requirements: Complete 6-10 units from the following: English A or qualifying score for English 1A on the English Placement Test, Technical Mathematics 1; Welding 15ab* or Machine Tool Technology 101abcd* or Machine Tool Technology 46 (3-9 units)~~

~~(*one semester of)~~

~~Total Units: 43-45 42-50~~

Current Status/Proposed Change

3. Welding II

~~A Certificate of Competence Achievement will be granted upon completion of the core courses in the day or evening programs, with a grade average of B and completion of the general requirements with a grade average of C. At least 50% of the core courses required for the Certificate of Achievement must be completed at El Camino College.~~

~~Core Courses:~~

~~Day Program: Complete 32 units from: Welding 1, 2abc; General Requirements: Complete 9-12 units from the following: Computer Aided Design/Drafting 5, Machine Tool Technology 16ab, Technical Mathematics 1, English A or qualifying score for English 1A on English Placement Test~~

~~Evening Program: Complete a minimum of 30 32 units from: Welding 21, 23abc, 40abcd, 45abcd; General Requirements: Complete 9-12 units from the following: Computer Aided Design/Drafting 5, Machine Tool Technology 16ab, Technical Mathematics 1, English A or qualifying score for English 1A on English Placement Test~~

~~Total Units: Day Program: 41-44; Evening Program: 39-42 41-44~~

CHANGES IN TITLE, COURSE REQUIREMENTS; CHANGE CERTIFICATES OF COMPLETION TO CERTIFICATES OF ACHIEVEMENT

Current Status/Proposed Change

1. Automotive Collision Repair/Painting I

~~A Certificate of Completion will be granted to the student completing the courses in the Automotive Collision Repair/Painting or the Automotive Collision Investigation or the Automotive Accident Reconstruction options with a grade average of C. At least 50% of the requirements for the Certificate of Completion Achievement must be completed at El Camino College.~~

Automotive Collision Repair/Painting 1A, 1B, 1C, 1D, 2A, 2B, 2C, 3A, 4abcd, 5abcd, 20, 22, 24, 26
Total Units: 32

Current Status/Proposed Change

2. Automotive Technician I

~~A Certificate of Completion will be granted upon completion of the required courses in the Automotive Technician or Automotive Tune Up Technician or Automotive Brakes and Suspension Technician or Automotive Transmission and Drive Train Technician or Automotive Engine Rebuilding and Repair Technician options with a grade average of C. At least 50% of the requirements courses required for the Certificate of Completion Achievement must be completed at El Camino College.~~

8 units from: Automotive Technology 33 or 34 and 35; 8 units from: Automotive Technology 22A or 23 and 24; 8 units from: Automotive Technology 22B or 25 and 26 ~~or 71 and 72~~; one course from: Automotive Technology 41, 42, 43, 45; 8 units from: Automotive Technology 11 or 14 and 16

Total Units: ~~32-40~~ 36-40

CHANGE IN CATALOG PROGRAM DESCRIPTION

Current Status/Proposed Change

1. Automotive Technology

The automotive technology program prepares students for employment in the field and provides upgrade opportunities for currently employed personnel. By completing the degree or certificate requirements, the student will gain proficiency in safety practices, automotive service, testing, troubleshooting, brakes, suspension, wheel alignment, engine tune-up, electrical systems, fuel systems (carburetion and fuel injection), emission systems, transmissions, drive trains, engine repair, engine rebuilding, ~~and~~ automotive machining, or air conditioning. Competencies will be assessed regularly in accordance with Automotive Service Excellence (ASE) standards. ~~A Students student~~ student completing ~~the program degree or certificate requirements~~ may expect to enter industry as a technician in automotive service, repair, tune-up, ~~or smog, or automotive air conditioning~~ technicians. ~~Internship opportunities are also available through the T-TEN (Toyota Technical Education Network) program.~~

CHANGE CERTIFICATE OF COMPLETION TO CERTIFICATE OF ACHIEVEMENT

1. Cosmetology

CHANGE IN TITLE; CHANGE CERTIFICATE OF COMPLETION TO CERTIFICATE OF ACHIEVEMENT

Current Status/Proposed Change

1. Welding I

A Certificate of ~~Completion~~ Achievement will be granted upon completion of the courses in the day or evening program ~~with a grade average of C~~. At least 50% of the ~~core~~ courses must be completed at El Camino College.

Day Program: Complete 32 units from: Welding 1, 2abc

Total Units: 32

Evening Program: Complete a minimum of 32 units from: Welding 21, 23abc, 40abcd, 45abcd

Total Units: 32

CHANGE CERTIFICATE OF COMPLETION TO CERTIFICATE OF ACCOMPLISHMENT; NEW OPTION

1. Automotive Technology

Current Status/Proposed Change

A Certificate of ~~Completion~~ Accomplishment will be granted upon completion of the required courses in the ~~Automotive Technician or Automotive Tune-Up Technician or Automotive Air Conditioning Technician or Automotive Brakes and Suspension Technician or Automotive Engine Rebuilding and Repair Technician or Automotive Transmission and Drive Train Technician options~~. ~~with a grade average of C~~. At least 50% of the ~~requirements~~ courses required for the Certificate of ~~Completion~~ Accomplishment must be completed at El Camino College.

Automotive Air Conditioning Technician Option:

Automotive Technology 81

Total Units: 3

Automotive Brakes and Suspension Technician Option:

Automotive Technology 11 or 14 and 16

Total Units: 8

Automotive Engine Rebuilding and Repair Technician Option:

Automotive Technology 41 or 42 or 43 and 45

Total Units: 8

Automotive Transmission and Drive Train Technician Option:

Automotive Technology 33 or 34 and 35

Total Units: 8

CHANGE CERTIFICATE OF COMPLETION TO CERTIFICATE OF ACHIEVEMENT; NEW OPTION

1. Automotive Technology

Current Status/Proposed Change

A Certificate of ~~Completion~~ Achievement will be granted upon completion of the required courses in the Automotive Brakes/Suspension, Transmission/Drive Train Technician or Automotive Engine Rebuilding/Repair Technician or Automotive Tune-up Technician Options. At least 50% of the courses required for the Certificate of ~~Completion~~ Achievement must be completed at El Camino College.

Automotive Brakes/Suspension, Transmission/Drive Train Technician Option:

Automotive Technology 11 or 14 and 16; Automotive Technology 33 or 34 and 35

Total Units: 16

Automotive Engine Rebuilding/Repair Technician Option:

Automotive Technology 41 or 42; Automotive Technology 43 or 45

Total Units: 12

Automotive Tune-Up Technician Option:

Automotive Technology 22A or 23 and 24; Automotive Technology 22B or 25 and 26

Total Units: 16