

**EL CAMINO COLLEGE**  
**MINUTES OF THE COLLEGE CURRICULUM COMMITTEE**  
**March 10, 2015**

**CALL TO ORDER**

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

**Members:**

*Present:* F. Arce, W. Brownlee, T. Bui, A. Carr, A. Cornelio, E. French-Preston, A. Hockman,  
L. Houske, R. Klier, M. Lipe, V. Nemie, D. Pahl

*Absent:* S. Bartiromo, S. Bosfield, B. Flameno

**Ex-Officio Members:**

*Present:* Q. Chapman, L. Suekawa

*Absent:* K. Nakao, L. Young

**Guests:** S. Rodriguez, M. Som de Cerff, P. Sorunke

**VICE PRESIDENT'S REPORT**

Vice President F. Arce reported that the ECC Compton self-evaluation would take three years to complete. During the first week of March, Curriculum Advisor Q. Chapman sent letters to the deans identifying courses pending Chancellor's Office approval. Due to the delay in approval, we were unable to get control identification numbers in time to load courses in the MIS system. Q. Chapman will provide the committee with a copy of the ECC Degrees and Certificates Awarded Recent Trends Report.

**APPROVAL OF MINUTES**

The minutes from the February 10, 2015, meeting were sent via email and approved by the committee.

**CURRICULUM REVIEW**

**A. Full Program Review**

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

1. Business Management AS Degree
2. Business Management Certificate of Achievement

**B. Full Course Review**

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

1. Mathematics 33 (MATH 33)
2. Mathematics 40 (MATH 40)
3. Mathematics 67 (MATH 67)

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

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

1. Child Development 129 (CDEV 129)
2. Child Development 130 (CDEV 130)
3. Dance 110 (DANC 110)
4. Fashion 10 (FASH 10)
5. Theatre 189 (THEA 189)

## **CURRICULUM DISCUSSION**

### **A. Full Program Review Proposals**

#### **Business Division**

##### Business Management Associate in Science Degree and Certificate of Achievement

The committee recommended a correction in the descriptive title for Business 21. The committee approved the descriptive title change to “Human Resources Management” back in November 2013.

Curriculum Advisor Q. Chapman informed the committee that there are many degrees in our college catalog that include residency requirements such as “minimum 12 units” in the major or “at least 50% of the courses” required for the major. This appears to be incorrect as the statements are inconsistent with the actual requirements to earn an associate degree. These statements should be removed from individual degrees, and we will be working with divisions to make the updates.

**Motion:** Moved by A. Carr, and seconded by T. Bui to approve the Business Management degree and certificate proposals including the recommendation made by the committee.

**Vote:** Motion carried unanimously

### **B. Full Course Review**

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

The following new course proposals were tabled to allow the division time to address the concerns and recommendations made by the committee. The committee will revisit these courses on April 14.

1. Administration of Justice 142 – Advanced Digital Forensics
2. Engineering Technology 15 – Aerospace Engineering
3. Engineering Technology 15A – Aerospace Engineering I
4. Engineering Technology 15B – Aerospace Engineering II

## **Mathematical Sciences Division**

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

1. Mathematics 33 – Extended Elementary Algebra, Part I
  - a. Edit *Conditions of Enrollment* in the Course Checklist: Update prerequisite with the addition of “with a minimum grade of C.”
  - b. Edit *Course Delivery Method* in the Course Checklist: Indicate the distance education course as being “Hybrid Online.”
  - c. Edit *Work Outside of Class* in the Course Checklist: Under the “Other” category, provide a justification for the six study hours per week outside of class.
  
2. Mathematics 40 – Elementary Algebra
  - a. Edit *Conditions of Enrollment* in the Course Checklist: Update prerequisite with the addition of “with a minimum grade of C.”
  - b. Edit *Course Delivery Method* in the Course Checklist: Indicate the distance education course as being “Hybrid Online.”

**Motion:** Moved by W. Brownlee, and seconded by E. French-Preston to approve course proposals for Mathematics 33, 40 and 67 including the conditions of enrollment changes and committee recommendations.

**Vote:** Motion carried unanimously

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

### **Business Division**

#### Computer Information Systems 3 – Introduction to Microcomputers and Software Applications

The division has decided to postpone the inactivation of Computer Information Systems 3 pending Chancellor’s Office approval for Computer Information Systems 2 (Office Applications).

**Motion:** Moved by E. French-Preston, and seconded by V. Nemie to approve the five standard review proposals.

**Vote:** Motion carried unanimously

## **CHAIR’S REPORT**

Chair Lipe has forwarded the proposals under review in CurricUNET to the committee. Courses proposed for Distance Education must first go through course review and have the Course Delivery Methods page completed in CurricUNET prior to DCC review. The Cooperative Career Education courses will be reviewed toward the end of summer.

The Curriculum Institute event will take place on July 9 to July 11, 2015, at the Double Tree by Hilton Hotel in Anaheim. Early registration fee of \$495.00 is due by May 30. Thereafter, the fee is \$545.

**ADVISORY REPORT**

Curriculum Advisor Q. Chapman reported that the three-year term of serving on the committee expires at the end of the spring semester for College Curriculum Committee representatives from the Counseling, Humanities, and Behavioral and Social Sciences divisions.

**ADJOURNMENT**

Chair Lipe called a motion to adjourn the meeting. T. Bui moved, D. Pahl seconded, and the motion carried. The meeting adjourned at 4:20 p.m.

**EL CAMINO COLLEGE  
COLLEGE CURRICULUM COMMITTEE  
March 10, 2015  
Approved Curriculum Changes for 2016-2017**

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**BEHAVIORAL AND SOCIAL SCIENCES**

**CTE TWO-YEAR COURSE REVIEW; DISTANCE EDUCATION UPDATE;  
CHANGES IN CATALOG DESCRIPTION**

1. Child Development 129 – Introduction to Program Administration

*Current Status/Proposed Changes*

This course offers an introduction to the administration of early childhood programs and focuses on the regulations, standards and practices for licensed preschool programs established by the California State Department of Social Services. Program types, budgeting, management, regulations, laws, as well as the development and implementation of policies and procedures, are presented. Topics include the role of the program director, interpersonal relationships, public relations, staff recruitment and selection, and community resources. Students will examine administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program.

*Recommendation*

This course offers an introduction to the administration of early childhood programs and focuses on the regulations, standards and practices for licensed preschool programs. Program types, budgeting, management, regulations, laws, as well as the development and implementation of policies and procedures, are presented. Topics include the role of the program director, interpersonal relationships, public relations, staff recruitment and selection, and community resources. Students will examine administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program.

2. Child Development 130 – Principles of Program Administration

*Current Status/Proposed Changes*

This course emphasizes the role of the director in child care programs. Topics ~~will~~ include legislative policies, legal and ethical responsibilities, supervision techniques, fiscal management, leadership styles, professional development and professionalism reflective practices. Effective communication ~~with early childhood staff and~~ strategies for working with staff and parents, as well as personnel management and leadership, in diverse and inclusive early care and education programs, will also be discussed.

*Recommendation*

This course emphasizes the role of the director in child care programs. Topics include legislative policies, legal and ethical responsibilities, supervision techniques, fiscal management, leadership styles, professional development and reflective practices. Effective communication strategies for working with staff and parents, as well as personnel management and leadership, in diverse and inclusive early care and education programs, will also be discussed.

**BUSINESS**

**CHANGE IN MAJOR; COURSE REQUIREMENTS**

- 1. Business Management A.S. Degree  
*Current Status/Proposed Changes*

<b>Major Requirements</b>		<b>Units</b>
<b>Required Core: 27-28 units</b>		
BUS 1A	Financial Accounting	4
or		
BUS 11	Accounting for Small Business	3
<del>BUS 14</del>	<del>Marketing</del>	<del>3</del>
or		
BUS 20	Business Management	3
BUS 21	<u>Human Resources Management</u> <del>Personnel Management</del>	3
BUS 22	Human Relations in Business	3
<del>BUS 24</del>	<del>Introduction to Small Business Entrepreneurship</del>	<del>3</del>
BUS 25	Introduction to Business	3
<del>BUS 27</del>	<del>Effective English for Business</del>	<del>3</del>
or		
BUS 28	Written Business Communications	3
BUS 29	Oral Business Communications	3
LAW 5	Contract, Sales, and Commercial Paper	3
<u>CIS 13</u>	<u>Computer Information Systems</u>	<u>3</u>

**Total Units 27-28**

Recommended Electives:

BUS 1B	Managerial Accounting
BUS 17	Personal Finance
<del>BUS 90</del>	<del>International Business</del>
<u>BUS 19</u>	<u>Principles of Retailing Management</u>
<del>CIS 13</del>	<del>Introduction to Computers</del>

*Recommendation*

<b>Major Requirements</b>		<b>Units</b>
Required Core: 27-28 units		
BUS 1A	Financial Accounting	4
or		
BUS 11	Accounting for Small Business	3
BUS 20	Business Management	3
BUS 21	Human Resources Management	3
BUS 22	Human Relations in Business	3
BUS 25	Introduction to Business	3
BUS 28	Written Business Communications	3
BUS 29	Oral Business Communications	3
LAW 5	Contract, Sales, and Commercial Paper	3
CIS 13	Computer Information Systems	3

**Total Units: 27-28**

Recommended Electives:

BUS 1B	Managerial Accounting
BUS 17	Personal Finance
BUS 19	Principles of Retailing Management

**CHANGE IN CERTIFICATE; COURSE REQUIREMENTS**

1. Business Management Certificate of Achievement

*Current Status/Proposed Changes*

A Certificate of Achievement will be granted upon completion of the program requirements.

<b>Course Requirements</b>		<b>Units</b>
Required Core: <u>18</u> <del>27-28</del> units		
<del>BUS 1A</del>	<del>Financial Accounting</del>	4
or		
<del>BUS 11</del>	<del>Accounting for Small Business</del>	3
<del>BUS 14</del>	<del>Marketing</del>	3
or		
BUS 20	Business Management	3
BUS 21	<u>Human Resources Management</u> <del>Personnel Management</del>	3
BUS 22	Human Relations in Business	3
<del>BUS 24</del>	<del>Introduction to Small Business Entrepreneurship</del>	3
BUS 25	Introduction to Business	3

<del>BUS 27</del>	<del>Effective English for Business</del>	<del>3</del>
or		
BUS 28	Written Business Communications	3
BUS 29	Oral Business Communications	3
<del>LAW 5</del>	<del>Contract, Sales, and Commercial Paper</del>	<del>3</del>

**Total Units: 18 ~~27-28~~**

*Recommendation*

<b>Course Requirements</b>		<b>Units</b>
Required Core: 18		
BUS 20	Business Management	3
BUS 21	Human Resources Management	3
BUS 22	Human Relations in Business	3
BUS 25	Introduction to Business	3
BUS 28	Written Business Communication	3
BUS 29	Oral Business Communications	3

**Total Units: 18**

**FINE ARTS**

**COURSE REVIEW**

1. Dance 110 – Beginning Dance
2. Theatre 189 – Costuming for the Stage

**INDUSTRY AND TECHNOLOGY**

**CTE TWO-YEAR COURSE REVIEW**

1. Fashion 10 – Clothing Construction I

**MATHEMATICAL SCIENCES**

**COURSE REVIEW; CHANGES IN CONDITIONS OF ENROLLMENT  
(Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)**

1. Mathematics 67 – General Education Algebra  
*Current Status/Proposed Changes*



Prerequisite: Mathematics 23 with a minimum grade of C or Mathematics ~~25 with a minimum grade of C or~~ Mathematics 37 with a grade of P or qualification by testing (El Camino College Mathematics Placement Test) and assessment

*Recommendation*

Prerequisite: Mathematics 23 with a minimum grade of C or Mathematics 37 with a grade of P or qualification by testing (El Camino College Mathematics Placement Test) and assessment

**COURSE REVIEW; DISTANCE EDUCATION UPDATE, CHANGES IN CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)**

1. Mathematics 33 – Extended Elementary Algebra, Part I

*Current Status/Proposed Changes*

Prerequisite: Mathematics 23 ~~or Mathematics 25~~ with a minimum grade of C ~~in prerequisite~~ or qualification by testing (El Camino College Mathematics Placement Test) and assessment

*Recommendation*

Prerequisite: Mathematics 23 with a minimum grade of C or qualification by testing (El Camino College Mathematics Placement Test) and assessment

2. Mathematics 40 – Elementary Algebra

*Current Status/Proposed Changes*

Prerequisite: Mathematics 23 ~~or Mathematics 25~~ with a minimum grade of C ~~in prerequisite~~ or qualification by testing (El Camino College Mathematics Placement Test) and assessment

*Recommendation*

Prerequisite: Mathematics 23 with a minimum grade of C or qualification by testing (El Camino College Mathematics Placement Test) and assessment