EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
MARCH 22, 2011

Present: F. Arce, J. Davidson, E. French-Preston, S. Gates, L. Kjeseth, R. La Fond,
      M. Lipe, E. Martinez, V. Nemie, T. Norton, V. Rayford, S. Rodriguez,
      J. Thompson

Absent: A. Himsel, J. Sims

Ex-Officio Members Present: Q. Chapman, M. Hall, C. Lee, L. Suekawa, D. Vakil

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

Also Present: L. Linka, J. Simon, J. Weitzel

CALL TO ORDER
Chair Kjeseth called the College Curriculum Committee (CCC) meeting to order at
2:30 p.m.

VICE PRESIDENT'S REPORT
F. Arce stated that he had not yet received feedback from the Academic Senate regarding
criteria for proposed reductions and planning for next year's course offerings. El Camino
College will be preserving the core course offerings in general education/transfer, Career
and Technical Education (CTE), and basic skills. The lower priority will be stand-alone
courses and elective courses not critical to completing a degree or certificate. We will
decrease the amount of lowest level basic skills course sections in the schedule. F. Arce
also stated that there is a proposal to reduce the winter session schedule significantly.

APPROVAL OF MINUTES
The minutes from the March 8 meeting were not approved at this time, due to the fact
they were sent shortly before today's meeting. Q. Chapman apologized for the delay and
stated the proposed curriculum changes section of the minutes will be forwarded for
review by Friday.

CCC CHAIR ELECTION
Chair Kjeseth requested the following steps be taken immediately in regards to electing
the next CCC Chair:
1. Nomination
2. Move to hold immediate vote
3. Election
4. Announce new CCC Chair

The CCC bylaws have been temporarily suspended by the Academic Senate in order to move forward with this action. At this time, Chair Kjeseth introduced Jenny Simon, who has volunteered to step into the position of CCC Chair. J. Simon stated this will be a learning experience and an interesting transition, following in Chair Kjeseth's steps. Both Chair Kjeseth and J. Simon were the SLO coordinator prior to becoming CCC Chair. Chair Kjeseth fielded a question as to whether he would be involved with the CCC. He stated that as Past Chair, he would be available for consultation, and while not attend CCC meetings, would continue weekly meetings with J. Simon and Q. Chapman. Chair Kjeseth then opened the floor for nominations for CCC Chair. S. Rodriguez moved to nominate J. Simon, and both T. Norton and V. Nemie seconded the nomination, and the motion was carried. Chair Kjeseth requested a motion to hold the vote immediately. T. Norton moved, J. Thompson seconded, and the motion was carried. Chair Kjeseth made a motion to elect J. Simon to CCC Chair, and all in favor was unanimous. J. Simon was elected CCC Chair, and Chair Kjeseth congratulated and welcomed her to the College Curriculum Committee.

CURRICULUM REVIEW
Health Sciences and Athletics Proposals
- Educational Development 40 – the originator will make the recommended minor changes, and this course will move on to final action.
- Nursing 145 - the originator will make the recommended minor changes, including justification to prerequisite, and this course will move on to final action.

Industry and Technology Proposals
- Fire and Emergency Technology 15 – this course is pending, as it requires one more vote. There are minor issues, including prerequisite, typographical errors, and a required document explaining credit units. Chair Kjeseth recommended this proposal be voted on in order to pass at today's meeting. Chair Kjeseth then called for a motion to approve the course proposal and the conditions of enrollment. E. French-Preston moved, V. Nemie seconded, and the motion was carried.
- Fashion 42ABC – the originator will make the recommended minor changes, and this course will move on to final action.
- Computer Aided Design/Drafting 43 – this new course has sufficient votes to pass – a final vote at the CCC meeting is required. There are issues that must be resolved prior to being submitted to the April board, including catalog description, and outcomes and objectives need to be clarified. The course will be published in the 2011-2012 catalog, and offered in Spring 2012. Q. Chapman assured the committee that the recommendations will be reviewed and approved before this course is offered. Chair Kjeseth stated that formal approval is required to move this course forward, and called for a motion to approve the new course proposal and the conditions of enrollment. T. Norton moved, V. Nemie seconded, and the motion was carried. It was noted that the inactivations of Computer Aided Design/Drafting 47 and Computer Aided Design/Drafting 49 were contingent on the passing of Computer Aided Design/Drafting 43.

Hard copies of the following programs were distributed. Committee members had been requested to review these proposals and degrees in CurricUNET; however, it was discovered that no one had access, due to a problem with CurricUNET.

- Computer Aided Design/Drafting A.S. Degree and Computer Aided Design/Drafting Certificate of Achievement – it was noted by M. Lipe that information had been omitted from the A.S. degree. 'One semester of Welding 15ab, Art 141abcd, 144abcd' should also include 'Machine Tool Technology 16ab and Machine Tool Technology 101abcd.' It was noted by V. Rayford that the following statement was omitted from the Certificate of Achievement: 'At least 50% of the major requirements for the Associate in Science degree must be completed at El Camino College.' Chair Kjeseth called for a motion to approve the A.S. degree and the Certificate of Achievement, including the changes just stated. M. Lipe moved, S. Rodriguez seconded, and the motion was carried.
- Fire Academy Certificate of Achievement – it was noted that Fire and Emergency Technology 115A and 115B were being inactivated and therefore removed from this certificate. Chair Kjeseth called for a motion to approve the Certificate of Achievement. E. French-Preston moved, V. Rayford seconded, and the motion was carried.
- Power Electronics Certificate A Certificate of Accomplishment – this is a new certificate, and was presented by J. Weitzel from the Industry and Technology department, who explained the need for the program. Students will be trained as industry technicians, and qualify for entry level positions (their education will continue with Certificate B). L. Suekawa expressed concern with the Cooperative Work Experience Education course being offered – will students be able to complete the certificate if the course is cut? S. Rodriguez responded that the department has the resources to offer this course as part of the certificate. Chair Kjeseth inquired about the time frame for the certificate. J. Weitzel stated twelve months – it is a short program designed to qualify the students quickly. Chair Kjeseth called for a motion to approve the Certificate of Accomplishment. M. Lipe moved, S. Rodriguez seconded, and the motion was carried.
- Powerline Industry Readiness Certificate of Accomplishment – this certificate has been approved for inactivation.

CHAIR'S REPORT

Chair Kjeseth reiterated that our goal regarding transfer degrees (those already in process) is to have them in the system by the end of the semester. CCC representatives should be working with the deans to develop the programs and degrees as quickly as possible. We do not have to wait for the TMC's. Chair Kjeseth is strongly encouraging the deans to work with faculty to create and work on submitting the proposals.

Chair Kjeseth fielded a question regarding the status of the Kinesiology A.A. degree. Q. Chapman advised it will be ready for April review.

ADJOURNMENT
Chair Kjeseth called for a motion to adjourn the meeting. M. Lipe moved, J. Thompson seconded, and the motion was carried. The meeting was adjourned at 3:05 p.m.

Note: Proposed curriculum changes will be effective Fall 2012. All new courses, new programs and changes to existing programs must be board approved by April 18, 2011 in order to be implemented with the 2011-2012 El Camino College requirements.

EL CAMINO COLLEGE
COLLEGE CURRICULUM COMMITTEE
March 22, 2011

Proposed Curriculum Changes for 2012-2013

BUSINESS DIVISION

COURSE REVIEW; CATALOG DESCRIPTION, CHANGE IN LAB HOURS, DISTANCE EDUCATION UPDATE

1. Business 60B - Microcomputer Document Processing
   Current Status/Proposed Change
   Lecture: 0.5 hours per week TBA   Lab: 1.5 hours per week - ~~TBA~~

   In this course the student will use a word processing program to prepare documents ~~in various business formats and~~ <u>such as correspondence, reports, and tables and</u> will build touch skill in speed and accuracy. ~~Examples of business documents include business correspondence, reports, and tables.~~ This course is recommended for students who need to develop speed and accuracy skill as well as document formatting proficiency for personal or business use.

   Recommendation:
   Lecture: 0.5 hours per week TBA   Lab: 1.5 hours per week

   In this course the student will use a word processing program to prepare documents such as correspondence, reports, and tables and will build touch skill in speed and accuracy. This course is recommended for students who need to develop speed and accuracy skill as well as document formatting proficiency for personal or business use.

HUMANITIES DIVISION

COURSE REVIEW

1. English 100 – Supervised Tutoring: Writing Center Laboratory

INDUSTRY AND TECHNOLOGY DIVISION

INACTIVATE COURSE

1. Computer Aided Design/Drafting 47 – Two Dimensional Mechanical Computer Aided Design/Drafting

2. Computer Aided Design/Drafting 49 – Advanced Two Dimensional Mechanical Computer Aided Design/Drafting

NEW COURSE

1. Computer Aided Design/Drafting 43 – Design Process and Concepts
   Units: 5   Lecture: 3 hours   Lab: 6 hours
   Faculty Load: 50.00%
   Prerequisite: Computer Aided Design/Drafting 5 with a minimum grade of C or equivalent
   Grading Method: Letter
   Credit, Degree Applicable
   Transfer CSU; Proposed Transfer UC

   This advanced design and drafting course addresses the processes of product design, from concept through final production drawings, and focuses on the documentation requirements for each step of these processes: design requirements definition, conceptual design, design evaluation/refinement, preliminary design, detail design, final production documentation. Industry practices are stressed throughout the course as students develop skills in conceptual sketching, orthographic projection, dimensioning and tolerancing, and drawing notes. Research, planning and sketching are done manually, while formal drawings are prepared on a personal computer utilizing appropriate Computer Aided Design/Drafting (CADD) software.

COURSE REVIEW; CATALOG DESCRIPTION, CHANGES IN CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Fire and Emergency Technology 15 – Fire Academy
   Current Status/Proposed Change
   Prerequisite:
   1. Fire and Emergency Technology 1with a minimum grade of C or equivalent
   2. ~~Fire and Emergency Technology 140 and Fire and Emergency Technology 141 (Emergency Medical Training) with a minimum grade of B in each or equivalent or~~ <u>P</u>possession of ~~valid certification as an Emergency Medical Technician~~ <u>a</u>

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National Registry Card or possession of a valid Emergency Medical Technician (EMT) license

3. <u>Pass the</u> Fire Fighter Physical Agility Test <u>(FPAT) or pass the Candidate Physical Agility Test (CPAT)</u> ~~(FPAT or CPAT)~~

4. Pass a physical examination according to the National Fire Protection Association (NFPA) Standard #1582

5. Possess a valid California Driver's License

Recommendation
Prerequisite:
1. Fire and Emergency Technology 1with a minimum grade of C or equivalent
2. Possession of a National Registry Card or possession of a valid Emergency Medical Technician (EMT) license
3. Pass the Fire Fighter Physical Agility Test (FPAT) or pass the Candidate Physical Agility Test (CPAT)
4. Pass a physical examination according to the National Fire Protection Association (NFPA) Standard #1582
5. Possess a valid California Driver's License

CHANGE IN MAJOR, COURSE REQUIREMENTS, UNITS

1. Computer Aided Design/Drafting Major
   Current Status/Proposed Change
   At least 50% of the major requirements for the Associate in Science Degree must be completed at El Camino College.

   Computer Aided Design/Drafting 5, 10abcd*, 28abcd*, 31abcd*, 32abcd*, 33abcd*, 37abcd*, <u>43,</u> 45, ~~47, 49,~~ Technical Mathematics 1
   (*one semester)
   one course from: Electronics and Computer Hardware Technology 11, 22, Machine Tool Technology 16ab*, 46, 101abcd*, Welding 15ab*, Art 141abcd*, 144abcd*, Computer Information Systems 13
   (*one semester)
   Total Units: ~~31-32~~ <u>30-31</u>

   Recommendation
   At least 50% of the major requirements for the Associate in Science Degree must be completed at El Camino College.

   Computer Aided Design/Drafting 5, 10abcd*, 28abcd*, 31abcd*, 32abcd*, 33abcd*, 37abcd*, 43, 45, Technical Mathematics 1
   (*one semester)

one course from: Electronics and Computer Hardware Technology 11, 22, Machine Tool Technology 16ab*, 46, 101abcd*, Welding 15ab*, Art 141abcd*, 144abcd*, Computer Information Systems 13
(*one semester)
Total Units: 30-31

CHANGE IN CERTIFICATE OF ACHIEVEMENT, COURSE REQUIREMENTS, UNITS

1. Computer Aided Design/Drafting Certificate of Achievement
    Current Status/Proposed Changes
    A Certificate of Achievement will be granted upon completion of the program requirements. At least 50% of the courses required for the Certificate of Achievement must be completed at El Camino College.

    Computer Aided Design/Drafting 5, 10abcd*, 28abcd*, 31abcd*, 32abcd*, 33abcd*, 37abcd*, 43, 45, 47, 49, Technical Mathematics 1
    (*one semester)
    one course from: Electronics and Computer Hardware Technology 11, 22, Machine Tool Technology 16ab*, 46, 101abcd*, Welding 15ab*, Art 141abcd*, 144abcd*, Computer Information Systems 13
    (*one semester)
    Total Units: 31-32 30-31

    Recommendation
    A Certificate of Achievement will be granted upon completion of the program requirements. At least 50% of the courses required for the Certificate of Achievement must be completed at El Camino College.

    Computer Aided Design/Drafting 5, 10abcd*, 28abcd*, 31abcd*, 32abcd*, 33abcd*, 37abcd*, 43, 45, Technical Mathematics 1
    (*one semester)
    one course from: Electronics and Computer Hardware Technology 11, 22, Machine Tool Technology 16ab*, 46, 101abcd*, Welding 15ab*, Art 141abcd*, 144abcd*, Computer Information Systems 13
    (*one semester)
    Total Units: 30-31

2. Fire and Emergency Technology: Fire Academy Certificate of Achievement
    Current Status/Proposed Changes
    A Certificate of Achievement will be granted upon completion of all program requirements. At least 50% of the courses required for the Certificate of Achievement must be completed at El Camino College.

Fire and Emergency Technology 1, 140, 141; Fire and Emergency Technology 15 ~~or 115A and 115B~~;
three units from: Fire and Emergency Technology 2, 5, 6, 7, 8, 9, 10, 11, 14, 19, 20;
and completion of the California Physical Agility Test (CPAT) or the Firefighter Physical Agility Test (FPAT)
Total Units: ~~25.5~~ 23

Recommendation
A Certificate of Achievement will be granted upon completion of all program requirements. At least 50% of the courses required for the Certificate of Achievement must be completed at El Camino College.

Fire and Emergency Technology 1, 15, 140, 141;
three units from: Fire and Emergency Technology 2, 5, 6, 7, 8, 9, 10, 11, 14, 19, 20;
and completion of the California Physical Agility Test (CPAT) or the Firefighter Physical Agility Test (FPAT)
Total Units: 23

NEW CERTIFICATE OF ACCOMPLISHMENT

1. Electronics and Computer Hardware Technology: Power Electronics Certificate A
    A Certificate of Accomplishment will be granted upon completion of all program requirements. At least 50% of the courses required for the Certificate of Accomplishment must be completed at El Camino College.

    Electronics and Computer Hardware Technology 11, 62, 64, 95abcd, Technical Mathematics 1
    Total Units: 12

INACTIVATE CERTIFICATE OF ACCOMPLISHMENT

1. Electronics and Computer Hardware Technology: Powerline Industry Readiness

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