

**EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
MARCH 27, 2012**

Present: F. Arce, B. Carey, J. Davidson, E. French-Preston, S. Gates, M. Lipe, E. Martinez,
V. Nemie, T. Norton, V. Rayford, J. Simon, J. Sims, J. Thompson, J. Young

Absent: S. Rodriguez

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

Ex-Officio Members Absent: T. Carr, M. Hall, C. Valdez

Also Present: E. Geraghty, L. Linka, P. Marcoux, C. Mosqueda

CALL TO ORDER

Chair Simon called the College Curriculum Committee (CCC) meeting to order at 2:33 p.m.

VICE PRESIDENT'S REPORT

F. Arce expressed his thanks and appreciation to Chair Simon for a great year. He then requested the CCC members to go back to their divisions and expedite the development of the transfer degrees. These are very valuable, as they will assist the students with priority registration. We have until the end of the semester to complete the groundwork. F. Arce commented that the CCC members have great influence at the division level. Chair Simon added to this and informed the committee there is a link on CurricUNET – Transfer Model Curriculum Information, which contains a list of finalized TMCs.

APPROVAL OF MINUTES

The minutes from the May 13 meeting were distributed at the meeting for a live vote. The committee members reviewed the minutes, and Chair Simon called for a motion to approve. V. Rayford moved, V. Nemie seconded, and the motion was carried unanimously.

CURRICULUM REVIEW

Humanities

There was clarification by P. Marcoux, E. Geraghty and C. Mosqueda regarding new experimental courses English 50RR and English 50WW, and discussion on the following:

- the combining of English 82 and English 84
- the ease of combining the courses
- student failure/success of the courses
- financial aid issues
- courses will not be listed in class schedule or catalog addendum
- 50 series courses are in the catalog as special topics courses
- will be advertised by the departments/programs
- will be offered in Fall 2012

The following new courses have been approved in CurricUNET and are ready for final action:

1. English 50RR (ENG-50RR) Special Topics
2. English 50WW (ENG-50WW) Special Topics

The following course had no issues, has been approved in CurricUNET, and is ready for final action:

1. Humanities 1 (HUMA-1)

Natural Sciences

The following course has been approved in CurricUNET and is ready for final action:

1. Geography 1 (GEOG-1)

CONSENT AGENDA PROPOSALS

The following courses were approved in CurricUNET and are ready for final action:

1. Art 11abcd (ART 11ABCD)
2. Business 15 (BUS 15)
3. Business 52A (BUS 52A)
4. Business 52B (BUS 52B)
5. Chemistry 1B (CHEM 1B)
6. English 43 (ENGL 43)
7. English 44 (ENGL 44)
8. Nursing 250 (NURS-250)
9. Nursing 253 (NURS-253)
10. Recreation 207 (RECR-207)

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

1. Academic Strategies 100 (AS-100)
2. English as a Second Language 54 (ESL-54)
3. Human Development 95ab (HDEV-95AB)
4. Philosophy 99abc (PHIL-99ABC)
5. Sociology 110 (SOC-110)

Chair Simon reminded the committee to be careful when voting in CurricUNET – during course review, NAY votes are being selected with no comment. These could possibly have been selected in error. If you choose NAY, please include comment.

CHAIR'S REPORT

Curriculum Handbook

The first draft of the Curriculum Handbook is due after spring break, by the April 24 CCC meeting. The handbook committee, represented by M. Lipe, E. French-Preston, J. Sims and V. Nemie, will meet to review the draft in May. The second draft of the handbook is due at the end of spring.

Curriculum Institute

The Curriculum Institute will meet in San Francisco this July. Chair Simon inquired if anyone was interested in attending, as up to five participants per college are allowed to attend. Applications should be completed in a timely manner, and then the participants will be notified if funding is available through the college. Current issues for discussion include:

- Repeatability
- Prerequisites

- Compliance

This is an excellent training opportunity, and interested parties should advise as soon as possible if they wish to attend.

Election Committee

The Election Committee for the next CCC Chair, consisting of J. Thompson and T. Norton, advised that as of yet there were no potential nominees. It was stated that nominations are needed by the April 24 CCC meeting, and voting will take place at the May 8 CCC meeting. In regards to the CCC Chair, this was to be Chair Simon's final meeting for the year, with M. Lipe becoming Acting Chair at the April 24 CCC meeting, for the remainder of the semester.

ANNOUNCEMENTS

Q. Chapman referred to today's handout, which included the Curriculum Review Timeline for Spring 2012 Semester, and reminded the committee that there are two more submission due dates for DCC approved proposals:

April 16, 2012

- Business
- Fine Arts
- Industry and Technology
- Mathematical Sciences

April 30, 2012

- Behavioral and Social Sciences
- Health Sciences and Athletics
- Humanities
- Natural Sciences

The handout also included the report "Courses Not Reviewed in Six Years", which lists courses requiring review in order to remain in compliance.

ADJOURNMENT

Chair Simon called for a motion to adjourn the meeting. V. Rayford moved, M. Lipe seconded, and the motion was carried. Chair Simon adjourned the meeting at 3:14 p.m. At that time, the committee presented Chair Simon with a card and gift for her soon-to-be-born twins, and refreshments were served.

**EL CAMINO COLLEGE
COLLEGE CURRICULUM COMMITTEE**

**March 27, 2012
Proposed Curriculum Changes for 2013-2014**

BEHAVIORAL AND SOCIAL SCIENCES

INACTIVATE COURSES

1. Human Development 95ab – Cooperative Work Experience Education
2. Philosophy 99abc – Independent Study
3. Sociology 110 – Introduction to Social Work

BUSINESS

COURSE REVIEW; DISTANCE EDUCATION UPDATE

1. Business 52B – Microsoft Word Applications II

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

1. Business 52A – Microsoft Word Applications I
Current Status/Proposed Changes
Recommended Preparation: ~~eligibility for English 84; keyboarding skill is strongly recommended~~ English 82 and Business 60A

Recommendation
English 82 and Business 60A

COURSE REVIEW; CHANGES IN CATALOG DESCRIPTION, DISTANCE EDUCATION UPDATE

1. Business 15 – Business Mathematics
Current Status/Proposed Changes
This course is designed to prepare students for mathematical concepts involving quantitative reasoning and analysis in management, finance, accounting, real estate, and other areas of business. The course content involves a thorough study of all aspects of business mathematics including basic computational skills, fractions, decimals, percents, bank reconciliation, use of business formulas and equations, payroll, discounts, and

markup/markdowns, simple and compound interest, present values analysis, annuities and sinking funds, credit, depreciation and inventory, payroll taxes, promissory notes, insurance, financial reports, and business statistics.

Recommendation

This course is designed to prepare students for mathematical concepts involving quantitative reasoning and analysis in management, finance, accounting, real estate, and other areas of business. The course content involves a thorough study of all aspects of business mathematics including basic computational skills, fractions, decimals, percents, bank reconciliation, use of business formulas and equations, payroll, discounts, and markup/markdowns, simple and compound interest, present values analysis, annuities and sinking funds, credit, depreciation and inventory, payroll taxes, promissory notes, insurance, financial reports, and business statistics.

FINE ARTS

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

1. Art 11abcd – Drawing Fundamentals II

Current Status/Proposed Changes

Prerequisite: one semester of Art 10ab with a minimum grade of C ~~or equivalent~~

Recommendation

Prerequisite: one semester of Art 10ab with a minimum grade of C

HEALTH SCIENCES AND ATHLETICS

COURSE REVIEW

1. Nursing 250 – Intermediate Nursing Process and the Family
2. Nursing 253 – Intermediate Nursing Process II

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

1. Recreation 207 – Introduction to Recreation

Current Status/Proposed Changes

Recommended Preparation: eligibility for English 1A ~~A or English 84~~

Recommendation

Recommended Preparation: eligibility for English 1A

HUMANITIES

COURSE REVIEW

1. English 43 – African American Literature

COURSE REVIEW; CHANGES IN CATALOG DESCRIPTION

1. English 44 – The Literature of American Ethnic Groups

Current Status/Proposed Changes

This course provides a chronological and thematic survey of American ethnic literature. Students will examine and discuss representative works by members of the following groups: African Americans, Asian Pacific Americans, Chicano/Latino Americans, European, Middle Eastern, and Near Eastern Americans, Jewish Americans, and Native Americans. Emphasis will be on contemporary literature.

Recommendation

This course provides a chronological and thematic survey of American ethnic literature. Students will examine and discuss representative works by members of the following groups: African Americans, Asian Pacific Americans, Chicano/Latino Americans, European, Middle Eastern, and Near Eastern Americans, Jewish Americans, and Native Americans. Emphasis will be on contemporary literature.

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

1. Humanities 1 – An Introduction to Humanities

Current Status/Proposed Changes

Recommended Preparation: eligibility for English 84-1A

Recommendation

Recommended Preparation: eligibility for English 1A

NEW EXPERIMENTAL COURSES (SPECIAL TOPICS)

The Experimental Course Approval Procedure provides faculty with an opportunity to offer a course on a trial basis while exploring the extent of the need for a particular type of course or program. An experimental course is usually one for which full information on some approval criterion, such as feasibility or need, cannot be determined until the course is offered on a trial basis.

An experimental course must be forwarded to the Board of Trustees for final approval. After approval, an experimental course will remain active for a period of 24 months beginning with the date of Board approval. An experimental course may be offered a maximum of three (3) academic sessions, including intersessions. Experimental courses, without exception, will be inactivated at the end of the 24th month. Departments wishing to introduce an experimental course into the permanent curriculum must initiate this action as soon as possible.

Procedure Adopted by the College Curriculum Committee: May 7, 2002

1. English 50RR – Developmental Reading: Skills to Analysis
Units: 6 Lecture: 6 hours Lab: 2 hours Faculty Load: 50.00%
Prerequisite: English 80 or qualification by testing (English Placement Test) and assessment
Grading Method: Pass/No Pass
Credit, not degree applicable
Not transferrable

This course prepares students to read college-level reading materials through increasing the following skills: comprehension, vocabulary, and study and test-taking techniques. Special emphasis will be placed on moving the students from a literal level of comprehension to a critical analysis of texts.

Note: This course is a compressed course combining English 82 and English 84.

2. English 50WW – Developmental Writing: Paragraph to Essay
Units: 6 Lecture: 4 hours Lab: 4 hours Faculty Load: 46.67%
Prerequisite: English C or qualification by testing (English Placement Test) and assessment
Grading Method: Pass/No Pass
Credit, not degree applicable
Not transferrable

The course introduces students to the processes of creating, developing, and revising paragraphs and short essays based on personal experience, observations, and reactions to short readings.

Note: This course is a compressed course combining English B and English A.

INACTIVATE COURSES

1. Academic Strategies 100 – Supervised Tutoring: Academic Skills Development
2. English as a Second Language 54 – American Culture for ESL Students

NATURAL SCIENCES

COURSE REVIEW

1. Chemistry 1B – General Chemistry II

COURSE REVIEW; CHANGES IN DESCRIPTIVE TITLE, DISCIPLINE, CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation)

Current Status/Proposed Changes

1. Geography 1 – Physical ~~Elements~~ Geography
Discipline: Geography ~~or Earth Science~~

Recommended Preparation: ~~eligibility for~~ English 84

Recommendation

Geography 1 – Physical Geography

Discipline: Geography

Recommended Preparation: English 84

Note: The English 50RR and English 50WW proposals were approved at the March 27, 2012 CCC meeting under extenuating circumstances for implementation in the 2012-2013 academic year.