

**EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
MARCH 8, 2011**

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

Absent: V. Rayford

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

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

Also Present: L. Linka

CALL TO ORDER

Chair Kjeseth called the College Curriculum Committee (CCC) meeting to order at 2:34 p.m. At that time, Chair Kjeseth introduced and welcomed the newest member of the CCC, Ronald La Fond, who will represent the Natural Sciences division for Spring 2011.

VICE PRESIDENT'S REPORT

F. Arce shared a handout regarding an example of course reduction criteria at Modesto College, and strongly suggested the committee begin conversation soon in regards to proposed reductions. In a worst case scenario, over 600 course sections could be cut. The CCC should be informed and involved with the Academic Senate on this subject. Chair Kjeseth stated further discussion would be forthcoming in the Chair's report.

APPROVAL OF MINUTES

The minutes from the February 22 meeting were sent via email and approved as submitted prior to today's meeting.

CURRICULUM REVIEW

Chair Kjeseth reviewed voting procedures in CurricUNET. In regards to new courses and programs, these are not conducted strictly online – there will always be a final vote at the CCC meeting.

Behavioral and Social Sciences New Proposal

- Ethnic Studies 3 – the issue remained in regards as to how this course fit into the larger picture. Additional information had been requested from the Behavioral and Social Sciences division. Chair Kjeseth referred to the computer display and reviewed the two attachments which had been added since our last meeting, which

offer supporting documentation. Chair Kjeseth then fielded a question inquiring why new courses are being proposed at a time when courses are being cut. Chair Kjeseth stated that although the budget is reality, there is the choice to offer courses to serve the students their curriculum needs. We don't stop reacting to the world around us because of budget cuts. Also, divisions may be making sacrifices in order to offer a new course. We have to be prepared for new demands for the future. There were no further questions, and all recommendations were accepted and completed. Chair Kjeseth called for a motion to approve the course proposal and conditions of enrollment. M. Lipe moved, J. Thompson seconded, and the motion was carried.

Mathematical Sciences Proposal

- Computer Science 12 - the remaining issue was the question of the intent of the course: is it to be vocational, added to the major, or CSU transferrable? After some discussion, and input regarding M. Ghyam's objectives for the course, it was determined that the course was intended to be vocational. Per J. Thompson, it is possible that the course may fit in one of the Computer Information Sciences certificates. However, Q. Chapman stated that before it is offered, it should be cleaned up, including some type of data indicating that students need the course in the industry. Chair Kjeseth called for a motion to approve, subject to clean up, and to resolve the stand-alone status before implementation. J. Thompson moved, J. Sims seconded, and the motion was carried, with one oppose, and one abstention.

Chair Kjeseth noted that there were five course proposals for full review, and at this time there were insufficient votes to move on. He requested the committee members who had not yet voted to please review and give their comments as soon as possible.

CONSENT AGENDA

Due to insufficient votes, the following two courses have not yet passed:

- Computer Information Systems 3
- Nursing 153

The remaining courses were approved and will move on:

- ✓ Air Conditioning and Refrigeration 34
- ✓ Business 60A
- ✓ Business 60C
- ✓ Electronics and Computer Hardware Technology 62
- ✓ Electronics and Computer Hardware Technology 64
- ✓ English 1AX
- ✓ Fire and Emergency Technology 115A
- ✓ Fire and Emergency Technology 115B
- ✓ Physical Education 25ABC

Q. Chapman explained to the committee why English 1AX – *Reading and Composition for Foreign Students* was being inactivated. The course version designed for non-native speakers will no longer be offered. L. Suekawa explained further that the course content is the same as the English 1A - *Reading and Composition* course. However, students attempting to transfer have problems when the transfer institution believes that the course is not in fact English 1A.

There was also a brief discussion regarding the Honors Transfer Program courses. The course content is the same, but the rigor is different than the standard course. A. Himsel addressed the committee with her experiences and concerns when students who are not at the honors level register for the courses. Q. Chapman will follow-up with Joe Holliday, HTP program director, and discuss options for notifying students who enroll in honors classes.

CHAIR'S REPORT

- **Courses Not Offered in Three Years**

Included in today's packet was a handout of a list of courses not offered in three academic years. The committee then discussed considerations for inactivating a course and how inactivation differs from simply not offering a course.

- Is offering a course in the division budget?
- Is there room to keep a course active?
- If a course is listed in catalog, students will assume it is being offered.
- If there is a need, a course can be reactivated.
- The list will be sent to the deans, to make decisions with faculty.
- Some courses should be inactivated; some courses should not be offered.
- If a course on the list is pending inactivation, the process to inactivate has begun.
- Justification is needed on all inactivations.
- This report should be used as a tool, not the reason to inactivate a course.

- **Creating SB 1440-Compliant Degrees**

Included in today's packet was a draft of guidelines for creating SB 1440-Compliant AA-T or AS-T degrees and directions for submitting the proposals on CurricUNET. Chair Kjeseth emphasized that the committee needs to get started on the process and the deans need to coordinate and help faculty develop programs and degrees. Our goal is to have at least six transfer degrees submitted to the CCC for review/approval this April. Chair Kjeseth reviewed with the committee how to submit the proposals to CurricUNET. Q. Chapman thanked all those members who have begun the process.

- **Program Approval Process**

Also included in today's packet was a handout of the CCC review approval processes for courses and programs. This is a reference for committee members, and will be available in CurricUNET. Chair Kjeseth stated that although the voting process can be somewhat confusing at times, he requested members to please vote one time only.

An overview of the program approval process was then discussed.

- The Office of Academic Affairs is available to assist with editing and updating in CurricUNET
- CCC forms are now obsolete
- Program revision is similar to the review process for course review

- **Criteria for Course Reduction**

- We need to preserve our students' ability to complete the three components:
 - Transfer Education
 - Career-Technical Education (CTE)
 - Basic Skills
- Can we justify repeatability courses?
 - ABCD courses - students pursue different courses or repeat courses
 - Courses are being repeated without considerations to other students
 - Repeatable courses may not violate Title 5 technically, but may violate the spirit of it
 - CCC needs to discuss and submit resolutions/ideas to Academic Senate
- Criteria are required to guide us with the cuts, to make wise choices
- Some deans are making cuts without faculty input – it should not be the deans exclusively making the cuts
- Although the CCC will not make the final decisions, we should voice our thoughts and concerns
- CCC consultation is needed for the number of cuts that could transpire (400 – 600)

ADJOURNMENT

Prior to adjournment, Chair Kjeseth fielded a question regarding the appointment of a new CCC Chair. He responded that we would have to postpone the discussion. Chair Kjeseth then called for a motion to adjourn the meeting. A. Himsel moved, M. Lipe seconded, and the motion was carried. The meeting was adjourned at 4:31 p.m.

**EL CAMINO COLLEGE
COLLEGE CURRICULUM COMMITTEE
March 8, 2011**

Proposed Curriculum Changes for 2011-2012

BEHAVIORAL AND SOCIAL SCIENCES

NEW COURSE

1. Ethnic Studies 3 – The Chicano in Contemporary United States Society
Units: 3 Lecture: 3 hours Lab: 0 hours
Faculty Load: 20.00%
Recommended Preparation: eligibility for English 1A
Grading Method: Letter
Credit, Degree Applicable
Transfer CSU
Proposed Transfer UC
El Camino College AA/AS Degree Requirements – Area 2A
Proposed CSU General Education Requirement – Area C2
Proposed IGETC General Education Requirement – Area 3B

This course introduces the student to the complexity and diversity of contemporary Chicano society in the United States. The impact of American values on the socialization of Mexican Americans will be assessed with particular emphasis on political, economic, social, cultural and educational institutions.

BUSINESS DIVISION

COURSE REVIEW; CHANGE IN LAB; DISTANCE EDUCATION UPDATE

1. Business 60A - Microcomputer Keyboarding
Current Status/Proposed Change
Units: 1.0 Lecture: 0.5 hours Lab: 1.5 hours ~~TBA~~

Recommendation:
Units: 1.0 Lecture: 0.5 hours Lab: 1.5 hours

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

1. Business 60C - Microcomputer Document Formatting

Current Status/Proposed Change

Units: 1.0 Lecture: 0.5 hours Lab: 1.50 hours ~~TBA~~

In this course the student will use a ~~microcomputer~~ word processing program to increase touch skill in speed and accuracy. Formatting various kinds of business correspondence, reports, and tabulations from unarranged and rough draft sources is also emphasized. This course is recommended for students who need to develop speed and accuracy skill as well as advanced document formatting proficiency for personal and business use.

Recommendation:

Units: 1.0 Lecture: 0.5 hours Lab: 1.5 hours

In this course the student will use a word processing program to increase touch skill in speed and accuracy. Formatting various kinds of business correspondence, reports, and tabulations from unarranged and rough draft sources is also emphasized. This course is recommended for students who need to develop speed and accuracy skill as well as advanced document formatting proficiency for personal and business use.

COURSE REVIEW; CHANGE IN CATALOG DESCRIPTION

1. Computer Information Systems 3 – Introduction to Microcomputer and Software Applications

Current Status/Proposed Change

In this course the student will be introduced to the capabilities of the ~~microcomputer~~ using file management, wordprocessing and spreadsheets in a hands-on environment. Operation of the ~~micro~~computer as a general purpose tool will be stressed.

Recommendation:

In this course the student will be introduced to the capabilities of the computer using file management, wordprocessing, and spreadsheets in a hands-on environment. Operation of the computer as a general purpose tool will be stressed.

HEALTH SCIENCES AND ATHLETICS DIVISION

COURSE REVIEW; CHANGES IN CATALOG DESCRIPTION NOTE, LECTURE/LAB HOURS, FACULTY LOAD

1. Educational Development 40 – Assisted Computer Literacy

Current Status/Proposed Change

Units: 2.0 Lecture: ~~1.50~~ 2.0 hours Lab: ~~1.50~~ 1.0 hours TBA
Faculty Load: ~~17.5%~~ 18.33%

This introductory computer course is designed to instruct students with disabilities in the use of assistive computer technology appropriate to the individual's functional limitations. The student will acquire basic computer literacy skills with an emphasis on word processing in the Windows environment.

Note: This course is appropriate for students with disabilities.

Recommendation

Units: 2.0 Lecture: 2.0 hours Lab: 1.0 hours
Faculty Load: 18.33%

This introductory computer course is designed to instruct students with disabilities in the use of assistive computer technology appropriate to the individual's functional limitations. The student will acquire basic computer literacy skills with an emphasis on word processing in the Windows environment.

Note: This course is appropriate for students with disabilities.

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

Current Status/Proposed Change

1. Nursing 145 – Introduction ~~to~~ and Preparation for Nursing

Prerequisite: ~~eligibility for~~ English 1A and Mathematics 73 or Mathematics 80 with a minimum grade of C in each prerequisite course

Recommendation

Introduction and Preparation for Nursing

Prerequisite: English 1A and Mathematics 73 or Mathematics 80 with a minimum grade of C in each prerequisite course

COURSE REVIEW; CHANGES IN CATALOG DESCRIPTION

1. Nursing 153 – Intermediate Nursing Process I

Current Status/Proposed Change

This course will assist the student ~~in meeting~~ to meet the needs of adult clients with moderately severe ~~disruptions to health~~ disease states. Theory and utilization of the nursing process will focus on pathophysiological problems associated with the pre-operative and post-operative periods. Students will examine problems associated with ~~the~~ physical integrity, respiratory, activity-rest, ingestive, excretory, and sexual needs.

Recommendation

This course will assist the student to meet the needs of adult clients with moderately severe disease states. Theory and utilization of the nursing process will focus on pathophysiological problems associated with the preoperative and postoperative periods. Students will examine problems associated with physical integrity, respiratory, activity-rest, ingestive, excretory, and sexual needs.

COURSE REVIEW; CHANGES IN CATALOG DESCRIPTION, CSU GENERAL EDUCATION REQUIREMENT

1. Physical Education 25abcd - Men's Intercollegiate Cross Country Team

Current Status/Proposed Change

This course provides instruction, and training, ~~and practice~~ in the advanced exercise techniques and principles required for successful development in ~~of~~ cross-country distance running training and the opportunity for intercollegiate competition. Students athletes will compete against conference schools and other colleges and universities.

Note: This course is offered in the fall semester only.

Proposed CSU General Education Requirement – Area E

Recommendation

This course provides instruction and training in the exercise techniques and principles required for successful development in cross country distance running and the opportunity for intercollegiate competition. Student athletes will compete against conference schools and other colleges and universities.

Note: This course is offered in the fall semester only.

Proposed CSU General Education Requirement – Area E

INDUSTRY AND TECHNOLOGY DIVISION

COURSE REVIEW

1. Air Conditioning and Refrigeration 34 – HVAC Customer Service

REACTIVATION; COURSE REVIEW, CHANGES IN LECTURE/LAB HOURS, FACULTY LOAD

1. Electronics and Computer Hardware Technology 62 – Introduction to the Electric Power Industry

Current Status/Proposed Change

Units: 2.0 Lecture: ~~1.50~~ 2.0 hours Lab: ~~1.50~~ hours

Faculty Load: ~~17.5%~~ 13.33%

Grading Method: Both

Credit, Degree Applicable

Transfer CSU

In this course, students are introduced to electric power generation and transmission. Topics will emphasize employment opportunities in the powerline industry. The course will include a general overview of the types of power systems, electricity generation, basic electrical theory, history of power generation and distribution, power system protection, system reliability, and power industry governance.

Recommendation

Units: 2.0 Lecture: 2.0 hours Lab: 0 hours

Faculty Load: 13.33%

Prerequisite: None

Grading Method: Both

Credit, Degree Applicable

Transfer CSU

In this course, students are introduced to electric power generation and transmission. Topics will emphasize employment opportunities in the powerline industry. The course will include a general overview of the types of power systems, electricity generation, basic electrical theory, history of power generation and distribution, power system protection, system reliability, and power industry governance.

REACTIVATION; COURSE REVIEW

1. Electronics and Computer Hardware Technology 64 – Electric Power Industry Safety

Units: 2.0 Lecture: 2.0 hours Lab: 0 hours

Faculty Load: 13.33%

Prerequisite: None

Grading Method: Both

Credit, Degree Applicable

Transfer CSU

This course addresses OSHA (Occupational Safety and Health Administration) regulations for the electric power generation and distribution industry. The topics covered include OSHA regulations for the utility industry, personal protective equipment, fall protection, hazardous material handling, fire protection, hand and power tools, and electrical distribution safety components. Students successfully completing the course will be eligible to take the examination for the OSHA (30 hour) safety-training certificate.

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

1. Fashion 42abc – Fashion Show Production and Promotions

Current Status/Proposed Change

~~Recommended Preparation: eligibility for English 84~~

Prerequisite: one of the following courses: Fashion 1 or Fashion 15ab or Fashion 20 or Fashion 28 or Fashion 31 or Fashion 41 or Fashion 10ab or Fashion 27 or Fashion 35 or Fashion 4ab or equivalent experience

This course is a study of the planning, directing and coordinating of fashion promotions, including the El Camino annual fashion show. the psychology used in the marketing of fashion products, the functions of the fashion coordinator, and the techniques and procedures for presenting fashion. Students will evaluate advertising campaigns and participate in two promotions. Promotions, financing, and vendor selection will be considered in relation to event planning and implementation.

Recommendation:

Prerequisite: one of the following courses: Fashion 1 or Fashion 15ab or Fashion 20 or Fashion 28 or Fashion 31 or Fashion 41 or Fashion 10ab or Fashion 27 or Fashion 35 or Fashion 4ab or equivalent experience

This course is a study of the planning, directing and coordinating of fashion promotions including the El Camino annual fashion show. Promotions, financing, and vendor selection will be considered in relation to event planning and implementation.

COURSE INACTIVIATION

1. Fire and Emergency Technology 115A – Fire Academy I
2. Fire and Emergency Technology 115B – Fire Academy II

MATHEMATICAL SCIENCES DIVISION

NEW COURSE

1. Computer Science 12 – Programming for Internet Applications using PHP, JavaScript, and XHTML
Units: 5 Lecture: 5 hours Lab: 5 hours
Faculty Load: 58.34%
Prerequisite: Computer Science 1 or Computer Information Systems 16 or Computer Information Systems 134 with a minimum grade of C or equivalent
Grading Method: Both
Credit, Degree Applicable
Transfer CSU

In this introductory Internet programming course, students learn the fundamentals of Internet programming with JavaScript (the standard client-side web programming language) and PHP (Hypertext Preprocessor, a widely-used, open source, general-purpose server-side programming language). Students design and write applications that extend web servers. These applications use back-end databases to process data submitted through web forms and provide access to dynamically generated web pages with the retrieved data from the database.

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