

**EL CAMINO COLLEGE  
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE  
MAY 10, 2011**

Present: F. Arce, J. Davidson, A. Himsel, L. Kjeseth, R. La Fond, M. Lipe,  
E. Martinez, T. Norton, V. Rayford, J. Sims, J. Thompson

Absent: E. French-Preston, S. Gates, V. Nemie, S. Rodriguez

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

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

Also Present: L. Linka

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

The minutes from the April 26 meeting were sent via email and approved as submitted prior to today's meeting.

**CHAIR'S REPORT**

Chair Kjeseth began by thanking the committee for a job well done on the consent agenda. There were ten proposals, eight of which were inactivations. The remaining two standard review proposals, Chinese 2 and Physical Education 60abc, were approved and are ready for final action. There is one full course review, English 1A, and three program proposals which require action by the committee. Chair Kjeseth requested the members respond in a timely manner. The status of other proposals that were schedule for review by today's meeting is as follows:

<b>Standard Review Curriculum Proposals</b>	<b>Status</b>
1. Air Conditioning and Refrigeration (ACR 21)	Forward for 5/24/11 Consent Agenda
2. Art 34ab (ART 34AB)	Originator/Request Major Changes
3. Auto Collision Repair/Painting 1A (ACRP 1A)	Originator/Request Minor Changes
4. Physical Education 15abc (PE 15ABC)	Forward for 5/24/11 Consent Agenda
5. Physical Education 16abc (PE 16ABC)	Originator/Request Minor Changes
6. Physical Education 61abc (PE 61ABC)	Originator/Request Minor Changes

There are currently fifteen standard review course proposals for the May 24 meeting. Chair Kjeseth will send an e-mail to the committee members, requesting volunteers to review approximately 20 standard review proposals by May 19.

A Preliminary Curriculum Review Timeline for Fall 2011 Semester was included in today's handout. Chair Kjeseth and Q. Chapman will assign courses to various meetings this fall, and a more detailed timeline will be available in the fall.

### **CONSENT AGENDA PROPOSALS**

The consent agenda included two High School Articulation Agreements and one Occupational Center Articulation Agreement. Chair Kjeseth requested the committee to review at that time, and recommended approval of the proposals. T. Norton moved to approve, J. Thompson seconded, and the motion was carried.

### **CURRICULUM PLANS FOR FALL 2011 – COURSE REVIEW DOCUMENTS**

Also included in today's handout for division representatives were the 2010-2011 and 2011-2012 course review status reports (courses not reviewed in six years).

Q. Chapman asked the representatives to review any outstanding courses on the 2010-2011 list and begin planning for next year curriculum review. Division plans for next fall are due by June 7. The course review status lists will be updated by the end of the semester. Also included was a complete list of courses in the respective divisions, which will help faculty with planning.

### **CURRICUNET TRAINING: COURSE REVIEW**

The final handout was a worksheet titled "DCC Technical Review and the Division CCC Representative's Responsibilities." This worksheet assists DCC members and the CCC representatives in approving and forwarding course review proposals to the Curriculum Advisor. Chair Kjeseth reviewed the checklist with the committee, answered questions, and detailed the steps taken for the review process in CurricUNET.

### **ADJOURNMENT**

Chair Kjeseth called for a motion to adjourn the meeting. V. Rayford moved, M. Lipe seconded, and the motion was carried. The meeting was adjourned at 3:45 p.m.