

**EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
MAY 25, 2010**

Present: J. Davidson, S. Gates, A. Himsel, R. Hughes, B. Jaffe, L. Kjeseth, M. Lipe, V. Lloyd,
V. Rayford, J. Sims, J. Thompson

Absent: F. Arce, E. Martinez, M. Odanaka, S. Panksi

Ex-Officio Members Present: Q. Chapman

Ex-Officio Members Absent: R. Brown, J. Casper, M. Hall, R. Smith, L. Suekawa, J. Young

Also Present: R. Elton Collett, C. Fitzsimons, E. French-Preston, P. Gebert, T. Jackson,
J. Meredith, J. Schwartz, L. Sinopoli

CALL TO ORDER

- Chair Kjeseth called the College Curriculum Committee (CCC) meeting to order at 2:35 p.m.

APPROVAL OF MINUTES

- The minutes from the May 4th meeting were sent via email and approved before today's meeting. Chair Kjeseth thanked the committee for the continued success of reviewing and approving the minutes electronically in a timely manner.

VICE PRESIDENT'S REPORT

- There was no report from the Vice President; however, B. Jaffe announced there were "lots of academics in Academic Affairs", and thanked the committee for the amazing job they do. The committee in turn thanked her for all her support.

CCC FACULTY REPRESENTATIVES

- M. Odanaka introduced Essie French-Preston as his replacement as representative on the College Curriculum Committee. The committee congratulated and welcomed her. S. Panksi was not present at the meeting; however, Chair Kjeseth announced that Thomas Norton would be his replacement. Both new members represent the Compton Center, and the committee is happy to have them on board.

CURRICULUM REVIEW

Fine Arts Proposals

- C. Fitzsimons, Dean of Fine Arts, distributed errata sheets to the committee for course revision, major revision, and certificate revision.
- Music 40abcd – Due to numerous changes, a new Form 3 was also distributed. C. Fitzsimons fielded a question regarding conditions of enrollment. She explained that the courses are offered as combined classes, and Music 41abcd is not a co-requisite for Music 40abcd. S. Gates made a recommendation for Objective 11, and it was accepted. The Entrance Skills will be updated on the course outline.
- Photography Major - All recommendations were accepted and completed. No questions were asked.
- Photography Certificate of Achievement - All recommendations were accepted and completed. No questions were asked.

- Chair Kjeseth called for a motion to approve the course proposal, major, and certificate revision. J. Davidson moved, J. Thompson seconded, and the motion was carried.

Industrial and Technology Proposals

- T. Jackson, Associate Dean of Industry and Technology, distributed errata sheets to the committee with course revisions.
- Cosmetology 4 – T. Jackson fielded a question regarding the prerequisite. After discussion, it was decided that “in each prerequisite course” be deleted from the prerequisite. There were no further questions, and all recommendations were accepted and completed.
- Machine Tool Technology 47abcd – T. Jackson fielded a question regarding the prerequisite. After discussion, it was decided that “or equivalent” be added to the prerequisite. There were no further questions, and all recommendations were accepted and completed.
- Chair Kjeseth called for a motion to approve the course proposals and conditions of enrollment. R. Hughes moved, M. Lipe seconded, and the motion was carried.

Health Sciences and Athletics Proposals

- J. Schwartz, Dean of Health Sciences and Athletics, distributed errata sheets to the committee with course revisions.
- Educational Development 31abcd – In course objectives, it was suggested for Objective 6 that “Math” should be “Mathematical”. This change was accepted and completed. There were no further questions.
- L. Sinopoli continued with the proposals for ten new Respiratory Care courses.
- He introduced a Blanket Adjustment Proposal for New Course Forms for all courses. In the first line of 3.1.1, it was determined that “form” should be “from”. This change was accepted and completed.
- Respiratory Care 289 – L. Sinopoli fielded a question regarding 1.4.6 Degree status. It was acknowledged that the degree status indicated here was not associated with the General Education Information on page 3.
- At this point, Chair Kjeseth fielded a question regarding course objectives. Some committee members were under the impression that 50% of course objectives must be critical thinking. Chair Kjeseth stated this was not necessary per Title 5. After a brief discussion, it was decided that the conversation would be continued at another time.
- Respiratory Care 290 – All recommendations were accepted and completed. No questions were asked.
- Respiratory Care 291 – All recommendations were accepted and completed. No questions were asked.
- Respiratory Care 292 – A correction was made on the errata sheet, to the last sentence of the catalog description: “and result blood gases” should read “and report blood gas results”.
- Respiratory Care 293 – A correction was made to the descriptive title on form 3. This should read “Cardiac Monitoring in Advanced Respiratory Care”. In an effort to be consistent, the last sentence of the catalog description will be changed to read, “Laboratory experiments and clinical visitation will be used to complement lectures”, thereby deleting “the didactic instruction”.
- Respiratory Care 294 – All recommendations were accepted and completed. No questions were asked.
- Respiratory Care 295 – All recommendations were accepted and completed. No questions were asked.

- Respiratory Care 296 – All recommendations were accepted and completed. No questions were asked.
- Respiratory Care 297 – All recommendations were accepted and completed. No questions were asked.
- Respiratory Care 298 – All recommendations were accepted and completed. No questions were asked.
- Q. Chapman confirmed that the Respiratory Care department will be updating degree and certificate programs and the committee will review these in the Fall.
- Chair Kjeseth called for a motion to approve the conditions of enrollment and course proposals. J. Sims moved, M. Lipe seconded, and the motion was carried.

Business Division

- There was an inquiry regarding the Real Estate proposals from the Business division. These proposals will be reviewed at next week's June 1st final CCC meeting.

CLEAN-UP CCC MEETING

- Per Chair Kjeseth, this meeting does not normally include a full review. However, three Welding degrees and certificates proposals were added to the last meeting. These will be reviewed, together with the Real Estate degrees and certificates, at the last meeting. The other courses that came in on May 17 will be reviewed using standard review on Thursday, May 27, and an electronic consent agenda will be sent to committee members after the final CCC meeting.

CONSENT AGENDA PROPOSALS

- The committee reviewed the consent agenda proposals. There were 13 course proposals on the agenda – Fine Arts (2), Health Sciences and Athletics (3), Humanities (3), and Industry and Technology (5).
- After review of the Consent Agenda, Chair Kjeseth asked for a motion to approve the proposals. V. Rayford moved, J. Thompson seconded, and the motion was carried.

CHAIR'S REPORT

- Chair Kjeseth attended a meeting of the Academic Senate, and brought to their table the CCC proposition regarding the currency of textbooks listed in course outlines. The Academic Senate first questioned why this was a concern. There was discussion regarding IGETC and CSU Breadth, then the Senate decided to review and discuss again in the Fall. The subject was tabled until the Fall, as the Senate was unsure of what action they should take.
- A rough draft of a revised Curriculum Handbook, which will more thoroughly explain tasks, should be complete by summer's end. A clear, concise course outline will be integrated. There are requirements of what should be in a course outline. The current handbook does not train; basically, it is steps to take for course review, and needs to be updated.
- Chair Kjeseth apologized for holding CCC meetings two weeks in a row.
- Chair Kjeseth fielded a question from the committee regarding a memo he sent concerning the DCC and planning for the Fall. Chair Kjeseth clarified his intentions, stating he wants a meeting of the CCC representatives and the deans/directors only.

- There was a discussion on the subject of CurricUNET and establishing a target date. The committee was informed that this is not a database conversion; due to the simplicity of CurricuWare, this was not possible. Each outline that has been sent to CurricUNET for data entry will have to be checked by the Curriculum office.
- There was a question from the committee regarding SLO responsibilities. B. Jaffe responded that SLO duties have been assigned to faculty members within each division, but at this time, she does not have specific information about how the assignments are being carried out in the divisions.

ADJOURNMENT

- Chair Kjeseth called for a motion to adjourn the meeting. M. Lipe moved, J. Davidson seconded, and the motion was carried. The meeting was adjourned at 3:50 p.m.

Note: Proposed curriculum changes will be effective Fall 2011. All major/certificate revisions were board approved July 19, 2010 to be implemented with the 2011-2012 El Camino College requirements.