

**EL CAMINO COLLEGE  
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE  
MAY 4, 2010**

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

Absent: F. Arce, M. Odanaka

Ex-Officio Members Present: Q. Chapman

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

Also Present: J. Meredith, D. Patel, J. Schwartz

**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 April 6<sup>th</sup> 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.

**CURRICULUM REVIEW**

**Natural Sciences Proposals**

- V. Lloyd distributed errata sheets to the committee with course revisions.
- Anatomy 32 - All recommendations were accepted and completed. No questions were asked.
- Chair Kjeseth called for a motion to approve the course proposal. S. Panski moved, M. Lipe seconded, and the motion was carried.

**Health Sciences and Athletics Proposals**

- D. Patel distributed errata sheets to the committee with course revisions.
- Educational Development 22 – D. Patel fielded a question regarding item VI of the Outline of Subject Matter – should the title be 'Complimentary Therapies' or 'Complementary Therapies'? D. Patel confirmed it should be corrected to read 'Complementary Therapies'. There were no further questions, and all recommendations were accepted and completed.
- Chair Kjeseth called for a motion to approve the course proposal. J. Thompson moved, J. Sims seconded, and the motion was carried.

### **Business Proposals**

- The Business proposals, which consisted of Real Estate Major Associate in Science, Mortgage Loan Broker Certificate of Achievement, Real Estate Certificate of Achievement, Real Estate Appraisal Certificate of Achievement, and Real Estate Assistant Certificate of Achievement, have been tabled and will be reviewed at the May 25<sup>th</sup> CCC meeting.

### **Mathematics Proposals**

- The Mathematics proposal included a Certificate of Achievement in Computer Science. Chair Kjeseth advised the committee the proposal required no changes as it was simply revised to exclude courses that had been inactivated. Chair Kjeseth called for a motion to approve the Certificate of Achievement in Computer Science. S. Panski moved, J. Thompson seconded, and the motion was carried.

### **Industry and Technology Proposals**

- The Industry and Technology proposals included an Associate in Science Degree in Architecture and a Certificate of Achievement in Architecture. It was determined that Architecture 180abcd should be followed by an asterisk on both the Major and the Certificate. The request was approved and made. The revision involved a title change to one course – Architecture 199ab is now Architecture 199abcd. Chair Kjeseth called for a motion to approve the requirements for the Associate in Science Degree in Architecture and Certificate of Achievement in Architecture. R. Hughes moved, M. Lipe seconded, and the motion was carried.

### **CONSENT AGENDA PROPOSALS**

- The committee reviewed the consent agenda proposals. There were 19 course proposals on the agenda – Behavioral and Social Sciences (1), Business (2), Health Sciences and Athletics (4), Humanities (4), Industry and Technology (6), and Natural Sciences (2).
- Chair Kjeseth fielded a question regarding Sign Language/Interpreter Training 201 – should the descriptive title read ‘Perspective on Deafness’ or ‘Perspectives on Deafness’? Chair Kjeseth will verify with the Special Resource Center and advise the committee.
- There was no further discussion of the Consent Agenda, and Chair Kjeseth asked for a motion to approve the proposals and conditions of enrollment. S. Gates moved, M. Lipe seconded, and the motion was carried.

### **CHAIR’S REPORT**

- Extra Standard Review Cycle: Need two volunteers

An updated Curriculum Review Timeline was distributed to the committee. There will be a Standard Review only for one more cycle, and two committee members are needed. Chair Kjeseth asked for volunteers from the committee, and R. Hughes and V. Lloyd graciously accepted. The Standard Review meeting will be held on Thursday, May 27<sup>th</sup>.

An electronic Consent Agenda will be sent after the June 1<sup>st</sup> meeting, and at that time the CCC should be completely caught up with Course Reviews.

- Curriculum Plans and Course Review – Fall 2010

Chair Kjeseth will be sending out an e-mail requesting that Deans know what courses are going to be reviewed in the Fall and finding the faculty who would act as proposer for those courses. This will allow Chair Kjeseth to assist the faculty with their first course review on CurricUNET.

- New CCC Representatives for 2010 -2013

A CCC Faculty Representatives 2009-2010 list was distributed to the committee. R. Hughes, M. Odanaka and S. Panski will be leaving their positions on the committee; their replacements will be announced at a later time. M. Lipe is 95% sure that he will return to sit on the committee. V. Lloyd confirmed he will also return. J. Davidson has been requested by his DCC to remain on the committee through the Fall term. P. Santelman will assist him throughout the Fall then take over the position in the Spring.

- Next CCC Chair – Next Steps

Chair Kjeseth fielded a question in regards to offering more reassigned time. He stated it could be at 60-67%, which could be helpful in drawing in a potential nominee.

J. Thompson has approached various individuals about the position – the mention of increased release time inspired a promising “Oh!” from one individual. Chair Kjeseth invited any member to step forward in confidentiality to discuss the issues of the Chair’s duties, responsibilities, obligations, and workload.

- IGETC and CSU Breadth

In L. Suekawa’s absence, Chair Kjeseth distributed copies of a report ‘Online Services for Curriculum and Articulation Review’. The discussion that ensued revolved around the currency of textbooks listed in the course outline and how this relates to articulation. A motion was made to bring this subject up for the consideration of the Academic Senate, and Chair Kjeseth put out a request to the committee for someone to write a description of the problem to present to the Senate. S. Panski agreed to write a draft.

## **ANNOUNCEMENTS**

- Q. Chapman presented the See’s Candy Award to the Natural Sciences Division for attaining 100% compliance with Title 5 Course Review Requirements.

## **ADJOURNMENT**

- Chair Kjeseth called for a motion to adjourn the meeting. V. Rayford moved, V. Lloyd seconded, and the motion carried. The meeting was adjourned at 3:20 p.m.

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**Note: Proposed curriculum changes will be effective Fall 2011 with the exception of major/certificate revisions. All major/certificate revisions were board approved May 17, 2010 in order to be implemented with the 2010-2011 El Camino College requirements.**