## EL CAMINO COLLEGE MINUTES OF THE COLLEGE CURRICULUM COMMITTEE SEPTEMBER 10, 2013

Present: F. Arce, S. Bartiromo, S. Bosfield, Thanh-Thuy Bui, W. Brownlee, A. Cornelio,

B. Flameno, E. French-Preston, L. Kjeseth, S. Kushigemachi

M. Lipe, V. Nemie, D. Pahl

Absent: L. Houske, R. Klier

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

Ex-Officio Members Absent: M. Hall, J. Simon

Guests: B. Carey, D. Charman, M. C. Fields, L. Linka, G. Manikandan, S. Marron, G. Miranda,

T. Pao, V. Rapp, J. Shankweiler, D. Shrader, J. Sims, M. Som De Cerff, P. Sorunke

#### CALL TO ORDER

Mark Lipe called the College Curriculum Committee (CCC) meeting to order at 2:35 p.m.

#### VICE PRESIDENT'S REPORT

F. Arce welcomed the new members, thanked the continuing members for their service, and provided the committee with an update on the accreditation progress. This is the final year for ECC to complete its accreditation self-evaluation report leading up to the accreditation team visit in October 2014. The critical issues for the deans are to identify those courses that need to be reviewed and inactivated, schedule the course reviews, and complete the course reviews between now and next spring. It is vital for the committee to support Chair Lipe and Q. Chapman with six-year review and Title 5 compliance.

### APPROVAL OF MINUTES

The minutes from the April 23<sup>rd</sup> and June 4<sup>th</sup> meetings were sent via email and approved.

### **CURRICULUM REVIEW**

Chair Lipe informed the committee in order for proposal submissions to pass, 51 percent of the committee must cast their vote. The committee will continue to review and vote on consent agenda items in CurricUNET. However, new courses and new degrees and certificates will require live voting at CCC meetings. Agenda items with specific course proposals will be posted and advertised 72 hours before the scheduled meeting. In addition, both the course originator and division dean will be invited to the CCC to answer questions. Chair Lipe may revisit the suggestion made by W. Brownlee to allow advisory vote for new courses.

Chair Lipe called for a motion to accept the 25 course inactivations. E. French-Preston moved, D. Pahl seconded, and the motion passed unanimously. F. Arce raised concern about the inactivation of the nine older adult noncredit music courses. Chair Lipe will review the rationale to determine the reason for the inactivations. At this time, the nine proposed noncredit music inactivations will be tabled until further information is received from Dean Fitzsimons.

- D. Pahl recommended the CCC meetings be posted in CurricUNET, and Q. Chapman concurred.
- F. Arce informed the committee CCC agendas and minutes will be submitted to the Senate.

### **Consent Agenda Proposals Tabled**

- 1. Music 555 (MUSI 555)
- 2. Music 560 (MUSI 560)
- 3. Music 561 (MUSI 561)
- 4. Music 562 (MUSI 562)
- 5. Music 563 (MUSI 563)
- 6. Music 565 (MUSI 565)
- 7. Music 567 (MUSI 567)
- 8. Music 570 (MUSI 570)
- 9. Music 576 (MUSI 576)

### **Consent Agenda Proposals**

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

- 1. Administration of Justice 50 (AJ 50)
- 2. Academic Strategies 31 (AS 31)
- 3. Academic Strategies 40 (AS 40)
- 4. Dance 166 (DANC 166)
- 5. English 7 (ENGL 7)
- 6. English 100 (ENGL 100)
- 7. English as a Second Language 50 (ESL 50)
- 8. Journalism 50 (JOUR 50)
- 9. Machine Tool Technology 47 (MTT 47)
- 10. Nursing 128 (NURS 128)
- 11. Nursing 129 (NURS 129)
- 12. Nursing 130 (NURS 130)
- 13. Nursing 131 (NURS 131)
- 14. Nursing 132 (NURS 132)
- 15. Nursing 133 (NURS 133)
- 16. Spanish 24 (SPAN 24)

# **Local Approval of Stand-Alone Credit Courses Training Session**

Chair Lipe conducted the annual Local Approval of Stand-Alone Credit Course Training session using training materials provided by the California Community Colleges Chancellor's Office, dated July 2013. El Camino College has approximately 220 stand-alone credit courses. Only credit courses were covered in this training. The training materials are available on the California Community Colleges Chancellor's Office website at <a href="http://www.ccco.edu">http://www.ccco.edu</a> and on the CurricUNET homepage.

#### **CHAIR'S REPORT**

### **CurricUNET Training**

Chair Lipe will conduct CurricUNET training for all newly appointed CCC representatives. The training will cover the process for reviewing curriculum proposals. The training will be held on September 17<sup>th</sup> and October 1<sup>st</sup> in the Admissions Building, Room 131 from 2:30 to 3:30 p.m.

#### **Standard Technical Review Committee**

Chair Lipe asked for volunteers to serve on the Standard Technical Review Committee formerly known as the Standard Review Committee. This committee is comprised of Chair Lipe, F. Arce, R. Klier, Q. Chapman, L. Suekawa, and two floating CCC representatives. The following CCC representatives have volunteered to serve on the committee:

<u>Date</u> <u>CCC Representatives</u>

September 12 S. Kushigemachi/E. French-Preston

September 26 D. Pahl/ V. Nemie October 10 B. Flameno/T. Bui

October 31 TBD November 14 TBD

#### **CURRICULUM ADVISOR REPORT**

#### Fall 2013 CCC Review Timeline

D. Pahl asked if it would be possible to push back on the November 1st deadline for completed proposals since the divisions are trying to meet C-ID requirements as well as manage other curriculum revisions. Q. Chapman responded the deadline cannot be changed. Q. Chapman also reminded the committee of the 2014 calendar change and that our publication date for any curriculum changes will be one month earlier than in past years. Therefore, the deadlines are firm.

L. Kjeseth advised the committee there has been tremendous pressure from the C-ID system to include math as a prerequisite for courses outside of the math discipline. These requests are often in violation of the definition of a prerequisite as outlined in Title 5, and the faculty should be very careful when considering changes required for C-ID approval.

#### **ANNOUNCEMENTS**

Chair Lipe announced that anyone interested in the CCC Chair Pro Tem position should contact him. This person will perform the duties of a chair in the event Chair Lipe is unable to attend the meeting or must relinquish his role during a meeting.

#### **ADJOURNMENT**

Chair Lipe called for a motion to adjourn the meeting. W. Brownlee moved, V. Nemie seconded, and the motion was carried. The meeting was adjourned at 3:50 p.m.

#### EL CAMINO COLLEGE

### **COLLEGE CURRICULUM COMMITTEE**

# September 10, 2013 Approved Curriculum Changes for 2014-2015

#### **FINE ARTS**

#### **INACTIVATE COURSES**

1. Dance 166 (DANC 166) Flamenco Dance

### HEALTH SCIENCES AND ATHLETICS

#### **INACTIVATE COURSES**

- 1. Nursing 128 (NURS 128) Maternal-Infant Vocational Nursing
- 2. Nursing 129 (NURS 129) The Childrearing Family for Vocational Nurses
- 3. Nursing 130 (NURS 130) Advanced Vocational Nursing I
- 4. Nursing 131 (NURS 131) Professional Issues for Vocational Nurses
- 5. Nursing 132 (NURS 132) Advanced Vocational Nursing II
- 6. Nursing 133 (NURS 133) Transition to Licensed Vocational Nurse

### **HUMANITIES**

#### **INACTIVATE COURSES**

- 1. Academic Strategies 31 (AS 31) Study Techniques
- 2. Academic Strategies 40 (AS 40) Mathematics Anxiety Workshop
- 3. English 7 (ENGL 7) Speed and Power Reading
- 4. English 100 (ENGL 100) Supervised Tutoring: Writing Center Laboratory
- 5. English as a Second Language 50 (ESL 50) Special Topics in English as a Second Language
- 6. Journalism 50 (JOUR 50) Special Topics in Journalism
- 7. Spanish 24 (SPAN 24) Introduction to Spanish and Latin American Language and Cultures

### INDUSTRY AND TECHNOLOGY

#### **INACTIVATE COURSES**

- 1. Administration of Justice 50 (AJ 50) Special Topics in Administration of Justice
- 2. Machine Tool Technology 47 (MTT 47) NIMS Level I Credential Preparation