

**EL CAMINO COLLEGE**  
**MINUTES OF THE COLLEGE CURRICULUM COMMITTEE**  
**September 11, 2007**

Present: J. Davidson, A. Himsel, R. Hughes, L. Kjeseth, M. Lipe, V. Lloyd, E. Martinez,  
C. Mosqueda, S. Panski, V. Rapp, J. Siddiqui, C. Somin, J. Young

Absent (excused): F. Arce

Ex-Officio Members Present: V. Armstrong, Q. Chapman, M. Hall, S. Oda-Omori

Absent (excused): R. Smith

Also Present: K. Baily, R. Elton-Collett, M. Gross, T. Jackson, S. Rodriguez, D. Teter,  
S. Zareski

**CALL TO ORDER**

Chair Young called the College Curriculum Committee meeting to order at 2:30 p.m.

**APPROVAL OF MINUTES**

Chair Young stated there were no minutes to be approved as this was the first meeting of the semester.

**CHAIR'S REPORT**

Chair Young welcomed the committee to the fall semester and the first CCC meeting of the academic year. Since new members were present, she asked the committee to introduce themselves. Chair Young then introduced Q. Chapman as the new Curriculum Advisor.

**COLLEGE CURRICULUM COMMITTEE BYLAWS**

Revisions to the CCC Bylaws were presented to the committee by Chair Young. Q. Chapman explained that the proposed revisions were to remove the title of Dean of Enrollment Services as an Ex-Officio Representative and replace it with Matriculation Officer as this will better serve the College in the curriculum review and approval process. At this time, all other items in the Bylaws are to remain the same. L. Kjeseth moved and E. Martinez seconded the motion that the Bylaws be approved. The motion carried. Chair Young will present the revised Bylaws to the Senate for their approval.

## **TIMELINE REVIEW FOR FALL 2007**

Chair Young reviewed the Curriculum Review Timeline for Fall 2007 and noted the submission dates for the divisions. Chair Young reminded the committee that distance education proposals no longer need to be approved by the Distance Education Advisory Committee (DEAC) and that Division Curriculum Committee's (DCC's) can approve their distance education courses as part of their committee process. Chair Young emphasized that courses must have been reviewed within six years in order to be submitted for approval as a distance education courses. Chair Young stated the dates for adjustments to certificates in response to the newly approved Title 5 revisions. She stated that she and the Curriculum Advisor will work with the divisions on a procedure for the certificate title adjustments.

Chair Young discussed the LVN Program Proposals on the timeline in response to a question from S. Panski. S. Panski wanted to know if the timeline was realistic and expected that there was more work to be done by the Dean of Nursing at the Compton Center. S. Panski will report the timeline back to his Division Curriculum Committee in hopes Compton Center will meet the deadline. He stated that in the past Compton College offered the program and that it was very successful. He added that it is currently being offered by Los Angeles Trade Tech College at the Center. Chair Young mentioned that not only will the courses need to come through the curriculum process, but that it will also need to be presented to LOWDL (Los Angeles Orange County Workforce Development Leader.) S. Rodriguez is knowledgeable of this process, and said that she could serve as a resource person for the division. M. Lipe suggested that S. Panski contact I. Drew, Dean of Health Sciences and Athletics for guidance as well. S. Panski thanked the committee and discussion about the LVN program concluded.

## **CCC TRAINING**

Chair Young stated there were numerous Title 5 changes that became effective in August and that she has been reviewing the changes and has been in contact with Stephanie Low, the Curriculum Specialist at the System Office regarding the changes and the implementation timeline. Chair Young reported that colleges have 180 days to comply with the new Title 5 regulations. V. Rapp asked about the deadline for changes on our campus. Chair Young stated the changes will need to be made this semester so that they can be reflected in the 2008-2009 Catalog.

Chair Young then began a PowerPoint presentation which outlined revisions to Chapter 6 of Title 5, which relates to curriculum. The chair's presentation included an overview of required certificates changes. ECC has approximately 89 different certificates which includes certificates of competence or completion or both. Title 5 regulations now state the name of approved credit certificates must be changed to Certificate of Achievement. Chair Young continued her presentation and explained that grade requirements for certificates was a local decision.

A question came from the committee as to whether the CCC should make a recommendation to the Academic Senate about the required grades or GPA for certificates. J. Siddiqui suggested that a straw poll be taken. V. Rapp mentioned we will need to include clear wording in the catalog to guide students and apprise them of the changes. Chair Young presented the three options for consideration. A GPA of 2.0 or higher in all courses required in the certificate, 3.0 GPA or higher in all courses required for the certificate or a grade of C in each required course. L. Kjeseth suggested that the committee vote for the option that they would prefer as well as the one that they would accept, therefore, they were allowed to vote more than once. Five voted for GPA of 2.0, eight voted for GPA of 3.0, and four voted for grade C or better in each course. L. Kjeseth suggested further study is needed based on the vote. S. Panski suggested that the divisions, including faculty at the Compton Center be involved in the discussion before it is decided by the Academic Senate. Chair Young agreed to send information to the divisions on this matter. L. Kjeseth stated that input from the counselors on the impact of the certificate requirement changes should be carefully considered.

Chair Young continued training with brief comments on the California Community Colleges Program and Course Approval Handbook. She stated the handbook is in the process of being revised in light of recent Title 5 changes. Chair Young turned the committee's attention to the Approval Criteria section on pages 15-17 of the Program and Course Approval Handbook. Chair Young stated the committee must seriously consider this approval criteria when reviewing and approving curriculum.

The committee turned their attention to the Curriculum Handbook for ECC as instructed by Chair Young. Chair Young gave an overview of materials found in the handbook. She reminded the committee that many of the documents included in the handbook can also be found on the CCC Web site. Ending with Section V, the committee was asked to replace the contents with materials in today's packet which included the curriculum directory and scheduled meetings. Q. Chapman walked the committee through the replacements for Section III then explained that there are cover pages for replacement documents under each section. Chair Young reminded the committee that the proposal forms for revisions to certificates and majors (CCC Form 4 and 5) had been revised last semester in order to be ready for the anticipated Title 5 changes. She thanked the Committee for their work.

## **CURRICULUM REVIEW**

### **FINE ARTS PROPOSALS:**

Chair Young explained that there was one course included in the curriculum distribution packet and eight additional courses on today's errata sheet. She told the Committee that the non-credit music courses for the older adult had been submitted to the System Office for approval, but had been denied approval because they did not include objectives that were specific to the older adult. The Fine Arts faculty revised the objectives for these courses. However, since there had been additional courses that had been approved by the CCC, but had not yet been forwarded to the System Office, it was necessary to revise the

course objectives in these courses as well. Chair Young explained that the one complete proposal in today's packet for Music 555 and directed them to the two revised objectives. She then directed their attention to the errata sheet so the committee could review the revisions for Music 560, Music 561, Music 562, Music 563, Music 565, Music 567, Music 570, and Music 576. Chair Young asked D. Teter from the Fine Arts Division to take the podium for questions from the committee. M. Lipe asked about the course title and whether or not the courses are repeatable. D. Teter confirmed the courses are repeatable. As there were no other questions about the Fine Arts proposals, C. Simon moved that the proposals be approved. J. Siddiqui second and the motioned carried.

At the conclusion of the Fine Arts presentation, A. Himsel suggested we begin a recycle bin for documents used at the meetings. A suggestion came from the committee to bring in a small box for recycling. L. Kjeseth volunteered to recycle papers for future meetings.

### **CURRICULUM REVIEW – ELECTRONIC PROCESS**

Chair Young began her demonstration of the new curriculum management software, CurricuWare, by thanking curriculum committee members for their help in the development of the system. Chair Young proceeded with her presentation and logged into the portal (projected on the screen) to show the committee how it can be accessed. E. Martinez asked if changes to a course outline could be made at the meeting. Chair Young then took the opportunity to ask for changes from the committee as a practice session. Chair Young demonstrated changes in various sections of the course outline.

A. Himsel asked if it was possible to cut and paste from other documents into this system and Chair Young answered yes. M. Lipe followed with a question about privileges in the system. L. Kjeseth explained the differences between author privileges and viewer privileges. Chair Young further explained that the authors and three of the author's designees would have the ability to edit the proposal in the development stage.

The discussion turned back to the example course outline being displayed as L. Kjeseth asked if units are tied to number of hours in the course system, which they are not. L. Kjeseth stated there is a help button for users to double check total course hours on their outline. R. Hughes suggested a spell check function. Chair Young states the system will have a spell check feature. Chair Young then displayed a completed course outline on CurricuWare.

Chair Young mentioned that there may be advantages and disadvantages of making changes at CCC meetings with CurricuWare as it might slow the meeting down. This topic will be discussed in the future. Chair Young navigated to the CCC webpage and explained we are working towards getting all official course outlines of record published on the page. She noted the former ECC web designer already began working on the webpage in preparation for course outline uploading to the site. A. Himsel asked if course outlines are already in electronic versions in division offices. Chair Young stated

other copies of course outlines may not be updated and are not considered the official course outline of record.

S. Panski asked about a timeline for getting course outlines in the CurricuWare program. Chair Young hopes to have existing class outlines in the system by December 31, 2007.

Chair Young continued her demonstration with starting a new course outline in CurricuWare. She stated that we have been approved to move forward with phase two of the system and that soon all CCC forms will be available in CurricuWare. Chair Young demonstrated how users can be attached to the electronic course outline. At this time Chair Young recommends that users are deans, administrative assistants and one other faculty member, besides the author.

S. Oda-Omori asked about other colleges requesting course outlines and access to the electronic system. Chair Young explained official course outlines will be published on the CCC Web site and be accessible from the Academic Affairs webpage as well.

L. Kjeseth asked if the electronic course outline can be printed to a PDF to share with others. Chair Young demonstrated the print to PDF function for the committee.

A. Himsel complimented the committee on the design of the CurricuWare program.

L. Kjeseth agreed that having an official electronic version of course outlines is very important. Chair Young stated that the CCC will continue to experiment with CurricuWare to determine the best methods for reviewing and approving curriculum.

A. Himsel asked if she could use the CurricuWare comment function instead of emailing comments to the chair. The use of the comment boxes will be considered. Q. Chapman asked about the status of a course outline once it has been submitted to the Curriculum Office and is "closed" in the electronic system. Chair Young explained that at that point only the Curriculum Office will have the ability to edit the course, but that it can be returned to the division for further revisions if necessary. Chair Young will keep the committee apprised of further developments.

S. Zareski asked if divisions were still meeting the day before CCC meetings for technical review. Chair Young responded yes. A. Himsel asked if CurricuWare is currently available. Chair Young said that it was available, but that ITS needs to add the faculty as users so they can access it through the Portal. Chair Young will check with ITS on the status of the users in the system and will report back to the committee.

At 3:45 p.m. Chair Young called for a motion to adjourn the meeting. C. Simon second and the motion carried.

**EL CAMINO COLLEGE**  
**COLLEGE CURRICULUM COMMITTEE**

**Proposed Curriculum Changes**  
**September 11, 2007**

**FINE ARTS DIVISION**

**COURSE REVIEW; REVISION TO SECTION II – COURSE OBJECTIVES**

1. Music 555 – Community Choir for the Older Adult
2. Music 560 – Woodwind Ensembles for the Older Adult
3. Music 561 – Brass Ensembles for the Older Adult
4. Music 562 – Percussion Ensembles for the Older Adult
5. Music 563 – String Ensembles for the Older Adult
6. Music 565 – Community Band for the Older Adult
7. Music 567 – Jazz Band for the Older Adult
8. Music 570 – Orchestra for the Older Adult
9. Music 576 – Clarinet Choir for the Older Adult