

**EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
SEPTEMBER 11, 2012**

Present: F. Arce, J. Davidson, B. Flameno, E. French-Preston, L. Houske,
D. Juarez, S. Kushigemachi, M. Lipe, E. Martinez, V. Nemie, D. Pahl, S. Rodriguez, J.
Simon, J. Sims

Absent: B. Carey

Ex-Officio Members Present: M. Hall, Q. Chapman, L. Suekawa, N. Wofford

Ex-Officio Members Absent: J. Romero-Reyes, D. Vakil

Guests: S. Bartiromo, D. Hayden, C. Fitzsimons, T. Lew, G. Miranda, J. Shankweiler, D.
Shrader, P. Sorunke

CALL TO ORDER

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

VICE PRESIDENT'S REPORT

F. Arce thanked the committee for supporting the CCC. "You provide important information to your colleagues. Thank you for all you do."

CHAIR'S REPORT

Chair Simon welcomed everyone to the first CCC meeting of the fall semester. Chair Simon stated that transfer degrees are still a priority.

Consent Agenda Proposals

The following proposals were approved and are ready for final action:

- Machine Tool Technology 11abcd
- Physical Education 302abcd

Chair Simon reminded the committee that CCC voting representatives need to sign up for the Standard Review Subcommittee. The following assignments were made:

September 25, 2012	B. Carey / J. Davidson
October 9, 2012	E. Martinez / B. Flemino
October 23, 2012	J. Sims / V. Nemie
November 13, 2012	E. French-Preston / D. Juarez
November 27, 2012	D. Pahl / L. Houske

CurricUNET Training

Chair Simon will conduct CurricUNET training for new CCC members one hour prior to the CCC meeting on Tuesday, September 25, 2012, from 1:30 to 2:30 p.m. in room ADM 131. New members will learn how to use and vote in CurricUNET. Continuing members are also welcome to attend.

Course Review Training

Course Review training is scheduled for Friday, September 28 and Tuesday, October 9, 2012, from 12:45 a.m. to 2:00 p.m. in the Library West Basement Computer Training Lab. Participants may register using Flex Reporter <http://www.elcamino.flexreporter.com>

College Curriculum Committee Bylaws

The committee reviewed the College Curriculum Committee Bylaws, Section 6.1 DCC Meetings handout. At least two regularly scheduled DCC meetings will be held in each division per semester. Meeting dates are to be forwarded to the CCC Chair no later than the first day of the fall semester. All division faculty members and the Counseling Division are to be notified of DCC meeting dates. Minutes of the meetings are to be kept on file in the division office. Names of DCC members and meeting dates should be established at the end of the spring term preceding the upcoming academic year and forwarded to the CCC Chair prior to the beginning of the academic year.

DCC Technical Review and the Division CCC Representative's Responsibilities

The committee reviewed the DCC Technical Review and the Division CCC Representative's Responsibilities handout. Chair Simon stated that the handout is a useful checklist for training purposes for DCC members. The checklist assists DCC members and Division CCC Representatives in approving and forwarding course review proposals. D. Juarez raised concern about the procedure for documenting face-to-face voting. Q. Chapman responded that if voting is held face-to-face, documentation need to be made when the voting took place.

Local Approval of Stand-Alone Credit Courses Training Session

Chair Simon conducted the annual Local Approval of Stand-Alone Credit Course Training session using training materials approved by the California Community Colleges Chancellor's Office and System Advisory Committee on Curriculum (SACC), dated July 2012.

- Handout 1A: Title 5, Section 55100 Chapter 6, Subchapter 2, Article 1. Approval of Credit Educational Programs gives CCC the right to approve stand-alone courses.
- Handout 1B: Amended law Assembly Bill No. 1029 extends CCC the right to approve stand-alone courses until January 1, 2018.
- Handout 2 contains Frequently Asked Questions, gathered from phone and email inquiries to the Chancellor's Office and from participants at training sessions in previous years. Chair Simon informed the committee that stand-alone courses fewer than 18 semester units do not require Chancellor's Office approval (refer to page 3 of Handout 2).
- Handout 3 gives some examples of stand-alone courses that were denied by the Chancellor's Office with the reasons.

- Handout 4: Title 5, Section 55002 Standards and Criteria for Courses is a general handout for quality of course outline.

M. Lipe commented that the Compliance chart (slide 23) statement which reads “units of credit based on minimum of 48 hours of student learning per unit” is actually 54 hours of student learning per unit for our district.

Course Number Guidelines, dated September 7, 2012

The committee reviewed Title 5, Section 55000 definitions listed on pages 3-4 of the Course Number Guidelines handout.

1. **Activity Participatory Courses** are those courses where individual study or group assignment are the basic means by which learning objectives are obtained.
2. **"Courses that are related in content" or "family of courses"** are those courses with similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation.
3. **"Intercollegiate academic or vocational competition course"** is a course that is designed specifically for participation in non-athletic competitive events between students from different colleges that are sanctioned by a formal collegiate or industry governing body. The participation in the event must be directly related to the course content and objectives pursuant to subdivisions (a) or (b) of section 55002.
4. **"Intercollegiate athletic course"** is a course in which a student athlete is enrolled to participate in an organized sport sponsored by the district or conditioning courses which supports the organized competitive sport.

Course Repeatability Q&A

M. Lipe provided an overview of repeatability. Beginning fall 2013, activity courses with “abcd” designation will no longer be repeatable, but there are exceptions. Designated repeatable course consistent with requirements of Title 5, Section 55041:

1. Repetition is necessary to meet the major requirements of CSU or UC for a bachelor's degree.
2. Intercollegiate athletic competition courses.
3. Intercollegiate athletic specific conditioning courses.
4. Intercollegiate academic or vocational competition courses

Course Repetition

M. Lipe discussed course repetition which is defined as occurring when a student who has previously received an evaluative symbol in a credit course, as set forth in section 55023, re-enrolls in that course and receives an evaluative symbol. Designated courses allowing course repetition consistent with Title 5, Section 55040:

1. Students with disabilities may continue to repeat a designated “special class” any number of times based on their disability-related accommodation.
2. Students may repeat legally mandated courses regardless of substandard grades.
3. Cooperative Career Education courses remain eligible for course repetition.
4. Repeat course for a substandard grade.
5. Repeat a course due to significant lapse of time.
6. Repeat a portion of a variable unit open-entry/open-exit course.

7. Repeat a course for extenuating circumstances.
8. Repeat a course as a result of significant change in industry or licensure standards for employment or licensure.

M. Lipe informed the committee that Independent Study courses are no longer repeatable. V. Nemie asked if Cosmetology will be affected by the changes. Q. Chapman responded that Cosmetology Practicum will not be affected by the recent Title 5 changes that go into effect fall 2013. L. Suekawa inquired if all courses will be considered for renumbering using the 3-digit system. Q. Chapman stated the priority is to focus on course renumbering for Fine Arts, Health Sciences, and Industry and Technology, since these divisions have the most number of repeatable courses. She reminded the committee that revised and updated curriculum plans for fall 2012 are due by Friday, September 14. M. Lipe suggested the Deans let Q. Chapman know their short-term changes to curriculum plans, especially for this fall.

CURRICULUM ADVISOR REPORT

Q. Chapman updated the committee on degrees in progress and new degrees that are expected to be approved this fall. A total of four Transfer degrees consisting of Sociology, Geology, Communications, and Psychology were approved by the Chancellor's Office. Kinesiology and Math degrees need to be reviewed by faculty again. Nine other new transfer degrees are expected to be reviewed by the CCC this fall semester. The transfer degrees in the Fine Arts division are planned for spring CCC review. There are three new degrees that have been vetted at the state level. A total of 21 TMC's have been developed at El Camino.

ADJOURNMENT

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

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Proposed Curriculum Changes for 2013-2014

HEALTH SCIENCES AND ATHLETICS

INACTIVATE COURSE

1. Physical Education 302abcd – Step Aerobics

INDUSTRY AND TECHNOLOGY

INACTIVATE COURSE

1. Machine Tool Technology 11abcd – Step Numerical Control Graphics Programming with CATIA