

**EL CAMINO COLLEGE**  
**MINUTES OF THE COLLEGE CURRICULUM COMMITTEE**  
**September 22, 2015**

**CALL TO ORDER**

Meeting called to order at 2:35 p.m. by Chair Carr.

**Members:**

*Present:* S. Bartiromo, T. Bui, A. Carr, A. Cornelio, E. French-Preston, A. Hockman,  
L. Houske, K. Iino, V. Nemie, D. Pahl, S. Rodriguez, J. Shankweiler

*Absent:* S. Bosfield, W. Brownlee, A. Sharp

**Ex-Officio Members:**

*Present:* Q. Chapman, K. Whitney

*Absent:* A. Osanyinpeju, A. Flores-Linares, M. Lipe, L. Suekawa, L. Young

**Guests:** D. Mussaw, W. Melendez, P. Sorunke

**VICE PRESIDENT'S REPORT**

Vice President Academic Affairs – Dr. Shankweiler

The associate transfer degree templates are available on the Chancellor's Office [web page](#).

**APPROVAL OF MINUTES**

The committee approved the minutes of the College Curriculum Committee of September 8, 2015.

**CURRICULUM REVIEW**

**A. Full Program Review**

The committee reviewed the following program proposals, which are ready for final action:

1. Paralegal Studies A.A. Degree
2. Paralegal Studies Certificate of Achievement

**B. Full Course Review**

The committee reviewed the following courses, which are ready for final action:

1. Fire and Emergency Technology 15 (FTEC 15)
2. Law 19 (LAW 19)
3. Paralegal 1 (PARA 1)

### **C. Standard Review/Consent Agenda Proposals**

The committee reviewed the following courses, which are ready for final action:

1. Construction Technology 160 (CTEC 160)
2. Electronics and Computer Hardware Technology 11 (ECHT 11)
3. Geography 9 (GEOG 9)
4. History 112 (HIST 112)
5. Psychology 8 (PSYC 8)
6. Recreation 207 (RECR 207)

The committee reviewed the following course inactivations, which and are ready for final action:

1. Electronics and Computer Hardware Technology 64 (ECHT 64)
2. Law 6 (LAW 6)

## **CURRICULUM DISCUSSION**

### **A. Full Program Review**

#### **Business Division**

It was moved by L. Houske, seconded by V. Nemie, that the committee approve program proposals for Paralegal Studies A.A. Degree and Paralegal Studies Certificate of Achievement. Motion carried.

### **B. Full Course Review**

The committee made the following recommendation to the course outline of records:

#### **Business Division**

##### Paralegal Studies 1 – Introduction to Paralegal Studies

Edit *Course Student Learning Outcomes* in the Course Checklist: Select a variety of assessment methods for the Student Learning Outcomes. Action: D. Pahl

It was moved by T. Bui, seconded by S. Bartiromo, that the committee approve the course proposals for Paralegal Studies I and Law 19. Motion carried.

#### **Industry and Technology Division**

##### Fire and Emergency Technology 15 – Fire Academy

Edit *Outline of Subject Matter* in the Course Checklist: Provide the number of laboratory hours for each subtopic listed in the Structural Fire Suppression section (topic IX). Action: W. Melendez

It was moved by E. French-Preston, seconded by V. Nemie, that the committee approve the course proposal including conditions of enrollment changes. Motion carried.

### **C. Standard Review/Consent Agenda Proposals**

It was moved by K. Iino, seconded by D. Pahl, that the committee approve the eight standard review/consent agenda proposals, including the new distance education hybrid courses for Construction Technology 160 and Recreation 207. Motion carried.

### **CHAIR'S REPORT**

Chair Carr recommended the committee review the Course Review Manual posted on CurricUNET, which provides the details to look for when reviewing course proposals.

### **CURRICULUM ADVISOR REPORT**

Curriculum Advisor – Q. Chapman

Earlier in the day, Q. Chapman emailed the committee with the status update for transfer degrees. A hyperlink to the state Chancellor's Office was also included in the email. Transfer degrees for Engineering, Computer Information Systems, and Nursing are being finalized at the state level. It was recommended the committee include division counselors in curriculum discussions involving transfer degrees and new courses. D. Pahl was informed that the Chancellor's Office has not yet approved Business 28 for C-ID status. Q. Chapman confirmed that the Chancellor's Office is asking for 100% compliance for all courses in associate degrees for transfer (ADTs) with C-ID descriptors. We do not know what is happening in practice with previously approved ADTs. More information will become available later.

### **ADJOURNMENT**

Chair Carr called a motion to adjourn the meeting. T. Bui moved, V. Nemie seconded, and the motion carried. The meeting adjourned at 3:25 p.m.

**EL CAMINO COLLEGE  
COLLEGE CURRICULUM COMMITTEE  
September 22, 2015  
Approved Curriculum Changes for 2016-2017**

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**BEHAVIORAL AND SOCIAL SCIENCES**

**COURSE REVIEW; DISTANCE EDUCATION REVIEW**

1. History 112 – History of the Chicano in the United States
2. Psychology 8 – Social Psychology

**BUSINESS**

**CTE TWO-YEAR COURSE REVIEW; CHANGES IN UNITS, LECTURE CONTACT HOURS; FACULTY LOAD**

1. Law 19 – Law and Computers

*Current Status/Proposed Changes*

Units: ~~2.0~~ 3.0    Lecture hours: ~~1.0~~ 2.0    Lab hours: 2.0    Faculty Load: ~~16.67%~~ 23.33%

*Recommendation*

Units: 3.0    Lecture hours: 2.0    Lab hours: 2.0    Faculty Load: 23.33%

2. Paralegal Studies 1 – Introduction to Paralegal Studies

*Current Status/Proposed Changes*

Units: ~~2.0~~ 3.0    Lecture hours: ~~2.0~~ 3.0    Lab hours: 0    Faculty Load: ~~13.33%~~ 20.00%

*Recommendation*

Units: 3.0    Lecture hours: 3.0    Lab hours: 0    Faculty Load: 20.00%

**CHANGE IN MAJOR; PROGRAM DESCRIPTION, COURSE REQUIREMENTS, TOTAL UNITS**

1. Paralegal Studies A.A. Degree

*Current Status/Proposed Changes*

The program is designed to train students to assist lawyers in private firms, legal departments of companies, or governmental agencies. Upon successful completion of the program requirements, the student will have the ability to apply theories and principles of law to prepare and interpret legal documents, draft pleadings including

court forms, prepare for litigation, and apply legal ethics and case management techniques in a legal environment. Students will also develop skills for client interaction and legal research, including online legal research. Competency will be assessed regularly by examinations and assignments. This program is approved by the American Bar Association.

Program Prerequisite: Entrance to the program is gained by successful completion of Law 11, Introduction to Legal Research.

<b>Major Requirements:</b>		<b>Units</b>
Required Core: 21 - 22 units		
PARA 1	Introduction to Paralegal Studies	2 <u>3</u>
LAW 4	Legal Environment of Business	4
or		
LAW 5	Business Law	3
LAW 11	Introduction to Legal Research	3
LAW 16	Civil Procedure	3
LAW 17	Legal Research and Writing	3
LAW 19	Law and Computers	2 <u>3</u>
LAW 20	Paralegal Seminar	3
12-13 units from:		
<del>LAW 6</del>	<del>Agency, Corporation, and Partnerships</del>	<del>3</del>
LAW 12	Probate Procedures	3
LAW 13	Family Law	3
LAW 14	Tort Law	3
LAW 15	Civil and Criminal Evidence	3
LAW 18	Wills, Trusts and Estate Planning	3
LAW 95 <del>abcd</del>	Cooperative Work Experience Education (Legal Assistant)	2-4
RE 12A	Legal Aspects of Real Estate	3
<b>Total Units <del>31-33</del> <u>33-35</u></b>		

**In-Residence Requirements:**

A total of 15 units of Legal Specialty courses including Law 11, 17, 20; and six additional units selected from: Law 12, 13, 14, 15, 16, 18, or 19 must be taken at El Camino College for the degree.

*Recommendation*

The program is designed to train students to assist lawyers in private firms, legal departments of companies, or governmental agencies. Upon successful completion of the program requirements, the student will have the ability to apply theories and principles of law to prepare and interpret legal documents, draft pleadings including

court forms, prepare for litigation, and apply legal ethics and case management techniques in a legal environment. Students will also develop skills for client interaction and legal research, including online legal research. Competency will be assessed regularly by examinations and assignments. This program is approved by the American Bar Association.

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LAW 13	Family Law	3
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LAW 15	Civil and Criminal Evidence	3
LAW 18	Wills, Trusts and Estate Planning	3
LAW 95	Cooperative Work Experience Education (Legal Assistant)	2-4
RE 12A	Legal Aspects of Real Estate	3
<b>Total Units 33-35</b>		

In-Residence Requirements:

A total of 15 units of Legal Specialty courses including Law 11, 17, 20; and six additional units selected from: Law 12, 13, 14, 15, 16, 18, or 19 must be taken at El Camino College for the degree.

## **CHANGE IN CERTIFICATE; COURSE REQUIREMENTS, TOTAL UNITS**

1. Paralegal Studies Certificate of Achievement  
*Current Status/Proposed Changes*

A certificate will be awarded to those possessing an Associate, Bachelor or higher degree or who will be completing a degree concurrently with the certificate requirements. Students may earn this certificate by completing the major courses with a B average or better.

Program Prerequisite: Entrance to the program is gained by successful completion of Law 11, Introduction to Legal Research.

<b>Certificate Requirements</b>		<b>Units</b>
Required Core: 21-22 units		
PARA 1	Introduction to Paralegal Studies	2 <u>3</u>
LAW 4	Legal Environment of Business	4
or		
LAW 5	Business Law	3
LAW 11	Introduction to Legal Research	3
LAW 16	Civil Procedure	3
LAW 17	Legal Research and Writing	3
LAW 19	Law and Computers	2 <u>3</u>
LAW 20	Paralegal Seminar	3
12-13 units from:		
<del>LAW 6</del>	<del>Agency, Corporation, and Partnerships</del>	<del>3</del>
LAW 12	Probate Procedures	3
LAW 13	Family Law	3
LAW 14	Tort Law	3
LAW 15	Civil and Criminal Evidence	3
LAW 18	Wills, Trusts and Estate Planning	3
LAW 95 <del>abcd</del>	Cooperative Work Experience Education (Legal Assistant)	2-4
RE 12A	Legal Aspects of Real Estate	3
<b>Total Units: <del>31-33</del> <u>33-35</u></b>		

**In-Residence Requirements:**

A total of 15 units of Legal Specialty courses including Law 11, 17, 20; and six additional units selected from: Law 12, 13, 14, 15, 16, 18, or 19 must be taken at El Camino College for the certificate.

*Recommendation*

A certificate will be awarded to those possessing an Associate, Bachelor or higher degree or who will be completing a degree concurrently with the certificate requirements. Students may earn this certificate by completing the major courses with a B average or better.

Program Prerequisite: Entrance to the program is gained by successful completion of Law 11, Introduction to Legal Research.

<b>Certificate Requirements</b>		<b>Units</b>
Required Core: 21-22 units		
PARA 1	Introduction to Paralegal Studies	3
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<b>Total Units 33-35</b>		

In-Residence Requirements:

A total of 15 units of Legal Specialty courses including Law 11, 17, 20; and six additional units selected from: Law 12, 13, 14, 15, 16, 18, or 19 must be taken at El Camino College for the certificate.

## **INACTIVATE COURSE**

1. Law 6 – Agency, Corporation, and Partnerships

## **HEALTH SCIENCES AND ATHLETICS**

### **COURSE REVIEW; NONSUBSTANTIAL CHANGES**

1. Recreation 207 – Introduction to Recreation



## NEW DISTANCE EDUCATION ONLINE/HYBRID COURSE

1. Recreation 207 – Introduction to Recreation

## INDUSTRY AND TECHNOLOGY

### CTE TWO-YEAR COURSE REVIEW; NONSUBSTANTIAL CHANGES

1. Construction Technology 160 – Business and Legal Aspects of Contracting
2. Electronics and Computer Hardware Technology 11 – Introduction to Electronics

## NEW DISTANCE EDUCATION ONLINE/HYBRID COURSE

1. Construction Technology 160 – Business and Legal Aspects of Contracting

### CTE TWO-YEAR COURSE REVIEW; CHANGES IN CATALOG DESCRIPTION, UNITS, LECTURE AND LAB CONTACT HOURS, FACULTY LOAD, COURSE LENGTH, CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Fire and Emergency Technology 15 – Fire Academy

*Current Status/Proposed Changes*

Units: ~~12~~ 15.0    Lecture hours: ~~20 or 10~~ 9.0    Lab hours: ~~20 or 10~~ 18.5  
Faculty Load: ~~233.34% or 116.67%~~ 152.50%    Course Length: ~~10 week course~~  
or 20 week course (full-time or part-time academy) Full-Term

Prerequisite :

- 1) Fire and Emergency Technology 1 with a minimum grade of C or equivalent  
and
- 2) Fire and Emergency Technology 6 with a minimum grade of C or equivalent  
and
- 3) Possession of a National Registry Card or possession of a valid Emergency Medical Technician (EMT) license as required by the California State Fire Marshal's Office  
and
- 4) Pass ~~the~~ a Fire Fighter Physical Agility Test (FPAT) or ~~pass the~~ Candidate Physical Agility Test (CPAT) within the last 6 months as required by the California State Fire Marshal's Office  
and

4. 5) Pass a physical examination according to the National Fire Protection Association (NFPA) Standard #1582  
and
- 6) Pass the El Camino College Fire Physical Qualification Test  
and
5. 7) Possess a valid California Driver's License

This ~~class~~ course is designed for students who wishes to prepare for entry\_ level positions as a firefighter and ~~become~~ work toward becoming certified as a Fire Fighter 1, as specified by the California State Fire Marshal's office. ~~The S~~ Students ~~will~~ participate in a ~~400~~ 495-hour course of instruction emphasizing basic firefighting skills, such as methods of ~~fire extinguishment~~ extinguishing fires, principles of ventilation, techniques of physical rescue, ~~fire behavior~~, building construction, fire apparatus, ~~and~~ fire equipment maintenance, and the knowledge of fire behavior.

Note: Students must apply through the Industry and Technology Division Office. ~~Once acceptance into the academy has been verified, college registration will take place at the first class meeting.~~

*Recommendation*

Units: 15.0    Lecture hours: 9.0    Lab hours: 18.5    Faculty Load: 152.50%  
Course Length: Full-Term

Prerequisites:

- 1) Fire and Emergency Technology 1 with a minimum grade of C or equivalent  
and
- 2) Fire and Emergency Technology 6 with a minimum grade of C or equivalent  
and
- 3) Possession of a National Registry Card or possession of a valid Emergency Medical Technician (EMT) license as required by the California State Fire Marshal's Office  
and
- 4) Pass a Fire Fighter Physical Agility Test (FPAT) or Candidate Physical Agility Test (CPAT) within the last 6 months as required by the California State Fire Marshal's Office  
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This course is designed for students who wish to prepare for entry-level positions as a firefighter and work toward becoming certified as a Fire Fighter 1, as specified by the California State Fire Marshal's office. Students participate in a 495-hour course of instruction emphasizing basic firefighting skills, such as methods of extinguishing fires, principles of ventilation, techniques of physical rescue, building construction, fire apparatus, fire equipment maintenance, and the knowledge of fire behavior.

Note: Students must apply through the Industry and Technology Division Office.

## **INACTIVATE COURSE**

1. Electronics and Computer Hardware Technology 64 – Electric Power Industry Safety

## **NATURAL SCIENCES**

### **COURSE REVIEW; CHANGE IN CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)**

1. Geography 9 – Weather and Climate  
*Current Status/Proposed Changes*  
Recommended Preparation: ~~eligibility for English 84~~ 82  
  
*Recommendation*  
Recommended Preparation: English 82