

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
September 25, 2007

Present: F. Arce, 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

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

Absent (excused): C. Brinkman, M. Hall, R. Smith

Also Present: W. Doyle, B. Jaffe, K. Key, J. Schwartz

CALL TO ORDER

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

APPROVAL OF MINUTES

C. Somin moved that the minutes for the September 11, 2007, CCC meeting be approved and V. Lloyd seconded the motion. As there was no discussion, Chair Young called for a vote and the minutes were approved.

CHAIR'S REPORT

Chair Young informed the committee of the efforts that she and the Curriculum Advisor have made to disseminate information and implement a process for the required certificate title changes. She stated that she and Q. Chapman have been working with Division Curriculum Committees to instruct them on the submission process and timeline in order to ensure that the certificates meet the revised Title 5 regulations.

Chair Young reported that she presented suggestions to the Academic Senate regarding certificate requirement options for a first reading at the September 18th meeting. She stated that the Senate is scheduled to vote on the certificate requirements at the October 2nd meeting at that she will report the outcome to the committee at the next meeting.

VICE PRESIDENT – ACADEMIC AFFAIRS REPORT

Included in the handouts for the day was a copy of an email message from Susie Dever, which addressed the definitions for ITV, distance education, hybrid, and Web-enhanced courses, as well as an excerpt from Academic Senate minutes of November 7, 2006. F. Arce stated that the distance education definitions had been approved by the Senate last year and the college should formerly adopt them. The committee reviewed the definitions. Chair Young had some reservations about the definition of hybrid courses, specifically the inclusion of the phrase “schedule to meet each week partly face-to face and partly online”. Q. Chapman explained

that this might have been written in this manner as it was mostly likely intended for weekly census accounting method. Chair Young and L. Kjeseth mentioned that there should be an option for courses to meet every other week as long as they meet 51% online to satisfy the state definition for distance education.

Chair Young reminded the committee that one of the stipulations for a hybrid course was that the scheduled meeting would appear in the schedule of classes. Q. Chapman confirmed that meeting dates will appear in the schedule of classes. She also explained that she had a meeting scheduled with Satish in ITS to discuss location designations for hybrid sections.

Chair Young stated the definition of Web-enhanced needs clarification. F. Arce suggested the issue be reviewed further. Chair Young asked L. Kjeseth to form a subcommittee to review the proposed definitions for distance education and report back to the committee. The distance education discussion and the Vice President's report concluded.

COURSE REVIEW

Chair Young then informed the committee that Course Review Status materials, scheduled for distribution at today's meeting, were not available and will be presented at the next meeting.

CERTIFICATE ADJUSTMENT PROCEDURE

Chair Young explained the process that divisions will undergo to rename their certificates. In the cases where a division has both a certificate of completion and a certificate of competence, the certificate of completion will be inactivated and the certificate of competence will be renamed a certificate of achievement. In the instances where there is only one certificate (either competence or completion) that certificate will be renamed a certificate of achievement. The CCC will be reviewing the first round of certificate changes at their next meeting.

The chair stated that certificates that are not approved by the state may not appear on student transcripts. Chair Young stated that ECC can award low unit certificates, but they cannot appear on student transcripts. However, certificates of 12-17 units can be forwarded to the System Office for approval and then they can be listed on the transcript. Chair Young has been meeting with Division Curriculum Committees regarding certificate changes and stated that there is a great deal of work to be done.

S. Panski expressed concern about the lack of involvement with the Compton Center faculty in regards to curriculum issues. F. Arce stated that he recommended that the ECC Deans include Compton faculty on their ListServ in an effort to keep the lines of communication open between the two campuses. S. Panski stated that Compton Center faculty do not have access to the ListServ and that it is, therefore, a barrier to communication with the ECC campus. L. Kjeseth informed the committee that ECC divisions create their own ListServes in the division offices and they are updated regularly. L. Kjeseth also stated that one problem with ECC e-mail is that faculty are not updated in the global ListServ on a regular basis.

F. Arce suggested that Compton Center faculty regularly attend ECC Division Curriculum meetings. S. Panski explained that the Compton Center has five division chairs who could serve on the respective DCC's and that he will bring this message back to the Compton Center. F. Arce reiterated the importance of communication between faculty at both campuses. The discussion about communication between both campuses concluded.

M. Lipe asked about the process that Health Sciences and Athletics should undergo in regards to certificate changes. Chair Young explained she has distributed a complete list to each division, which includes the types of certificates offered and the number of units for each certificate. The list should be used as a tool for revising certificates.

L. Kjeseth inquired about the due date for certificate revisions. Chair Young responded and stated that the first round of certificate title revisions are due by Friday, September 28th.

CURRICULUM REVIEW

FINE ARTS PROPOSALS:

W. Doyle, instructor from the Fine Arts division, distributed an errata sheet for Music 12, Music Cultures of the World. W. Doyle took the podium to present the changes on the errata sheet, which included wording for the typical assignment for Section V. After a brief discussion the committee reviewed and discussed the critical thinking assignments.

M. Lipe asked W. Doyle to elaborate on the term "survey" used in the last sentence of the catalog description. W. Doyle explained that he included those terms in the description to give students a complete view of the course content. L. Kjeseth stated that the entire course appears to be a survey of music cultures and suggested W. Doyle eliminate the term survey. He agreed to this change.

M. Lipe asked why Title 5 update was not marked on the proposal form. Chair Young explained that all courses have been updated to meet Title 5 regulations and that this term is no longer relevant.

Discussion on the Fine Arts proposal concluded. Chair Young asked for a motion to approve the Music 12 course. L. Kjeseth moved, V. Lloyd seconded, and the motion carried. Chair Young asked for a motion to approve the conditions of enrollment for Music 12. M. Lipe moved, V. Rapp seconded, and the motion carried. Chair Young asked for a motion that the distance education version of Music 12 be approved. C. Simon moved, V. Rapp seconded, and the motion carried. The Music 12 proposals were approved by the committee.

HUMANITIES PROPOSAL:

Barbara Jaffe, Associate Dean from the Humanities Division, took the podium to discuss the distance education version for English 84. As there were no questions from the committee, C. Simon moved that the distance education version of English 84 be approved. V. Rapp seconded and the motion carried.

STAND-ALONE COURSE APPROVAL CERIFICATE TRAINING

Chair Young then began the training session for Local Approval of Stand-Alone Credit Courses. She asked committee members to make sure that they had signed the attendance form. She informed the committee that she, V. Rapp, and Q. Chapman had completed the training session and that the System Office mandates that she use the prescribed PowerPoint and handouts to conduct the training. She also explained that she was required to carefully follow the provided script in order to ensure consistency in the training sessions. She also explained that once the training had been completed, a certification form was to be signed by the Chair, the VPAA, and the President and forwarded to the System Office. She also explained that this certification would be in effect for one year and training would need to be conducted again the following year.

Included with the PowerPoint handout were four additional handouts prepared by the System Office as reference materials. Chair Young proceeded with the training and discussed each slide as required by the System Office. The PowerPoint slides included the following topics:

- Review of Training Materials
- Local Approval of Stand-Alone Credit Courses
- Restricted Electives
- Courses that are NOT covered
- That was then...This is now
- Title 5 Section 55100 Course Approval
- Requirements
- Compliance
- Training Certification Process
- Reporting New Approved Courses
- Program and Course Approval and Reporting Processes
- What Colleges Should Do
- System Office Responsibility
- Good practices for course approval
- Questions

Chair Young directed the committee's attention to Handout 3 which provided examples of stand alone courses that had been previously denied approval. Chair Young read each course scenario to the committee. After a question and answer period, the Stand-Alone Credit Course Approval training concluded.

Chair Young asked the committee if there were any announcements. As there were none, she asked for a motion to adjourn the meeting. C. Simon moved, V. Rapp seconded the motion, and the motion carried. The meeting was adjourned at 3:55 p.m.

**EL CAMINO COLLEGE
COLLEGE CURRICULUM COMMITTEE**

**Proposed Curriculum Changes
September 25, 2007**

FINE ARTS DIVISION

CHANGE IN CATALOG DESCRIPTION; COURSE REVIEW

1. Music 12 – Music Cultures of the World

Current Status/Proposed Change

This course focuses on the styles, techniques, performers, and historical evolution of Western art music and non-Western art music, including Emphasis is placed on African, Asian, Latin American, and Polynesian music and the relationship between the music and the culture. In addition, American ethnic music and jazz will be presented.

DISTANCE EDUCATION COURSE VERSION

1. Music 12 - Music Cultures of the World (Online)

HUMANITIES DIVISION

DISTANCE EDUCATION COURSE VERSION

1. English 84 – Developmental Reading and Writing (Online)