EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
SEPTEMBER 8, 2009

Present: J. Davidson, S. Gates, A. Himsel, R. Hughes, L. Kjeseth, M. Lipe, E. Martinez, M.
Odanaka, S. Panski, V. Rapp, J. Sims, J. Thompson

Absent: F. Arce, V. Lloyd, V. Rayford

Ex-Officio Members Present: L. Alford, J. Young

Ex-Officio Members Absent: C. Brinkman, Q. Chapman, M. Hall, J. Harmon, R. Smith, L.
Suekawa

Also Present: S. Black, B. Jaffe

CALL TO ORDER
Chair Kjeseth called the College Curriculum Committee (CCC) meeting to order at 2:48 p.m. and
extended a warm welcome.

APPROVAL OF MINUTES
- In today's packets were the minutes from the Virtual Consent Agenda on August 18, 2009
  and the Emergency Consent Agenda on August 24, 2009 with recommendations to
  approve.
Chair Kjeseth then asked for a motion to approve the recommended minutes. A. Himsel moved,
M. Lipe seconded, and the motion carried.

CHAIR'S REPORT
- Chair Kjeseth thanked everyone for their attendance and hard work, and then asked
  everyone in attendance to introduce themselves. He also acknowledged the newest
  members of CCC.

Summer Course Review
- Chair Kjeseth advised CCC of that approximately 100 courses were inactivated, 288
  courses reviewed, and 15 courses were tabled and are still outstanding during Summer
  Curriculum Review. He also noted the excellent quality of course review performed by
  everyone involved.

CurricUNET Update
- CCC received an update on CurricUNET. CCC was informed by Chair Kjeseth that
  implementing will begin this fall. He is not sure about when training will be, maybe early
  October. This semester new courses will be done via CurricUNET. All course reviews will
  be submitted via CurricUNET in spring 2010. Additional benefits of CurricUNET are that
  the State is in the process of adopting CurricUNET:
    1. Everything will be mostly electronic except signature page;
    2. Track the progress of proposals in the Chancellor's system.

- The Chair was asked questions by members of CCC regarding the timeline for uploading
  courses (Courses scheduled to be reviewed in spring will be entered first); when

CurricuWare will go offline? (Sometime this spring, possibly); when will courses reviewed this summer be effective? (Fall 2010, will reflect in 2010-2011 Academic Year Catalog).

- The Committee discussed how in this transition time, knowing where to find current information and knowing when to implement approved changes is confusing to faculty, and requested guidelines from the Academic Affairs Office. B. Jaffe suggested more communication, and Chair Kjeseth stated he will produce a document clarifying these issues. J. Young suggested faculty go through the list on CurricuWare and make sure what is official is marked as "official". Chair Kjeseth will provide some clarification and direction at the next meeting.

Fall 2009 and Spring 2010 CCC Calendars

- Chair Kjeseth stated that today's packet included the Curriculum Review Calendars for the Fall 2009 and Spring 2010 semesters.
- Chair Kjeseth briefly explained the timeline format and proposal deadlines.

Standard Review Subcommittees

- Chair Kjeseth provided subcommittee assignments in today's packet throughout fall and CCC Spring #1, and explained how the Standard Review Subcommittees will split the workload for the upcoming academic year.
- The Committee was informed there were approximately 170 out-of-compliance courses left to review from this summer. Approximately 45 course proposals will be reviewed at each meeting, except the next meeting where there will be approximately 22 courses from Industry and Technology.
- Upon the move to CurricuNET, the same structure and scrutiny will be counted upon to ensure quality of course reviews. This will depend on committee members to perform the best reviews possible.
- Chair Kjeseth gave details regarding the effectiveness of the subcommittees on workload. Everyone except those who did review this summer will serve twice on a subcommittee, while those who served on Standard Review Subcommittees during the summer will only serve once.

Year-long Projects

CurricuNET

- Chair Kjeseth requests those interested in volunteering to help on CurricuNET subcommittee to email him.

CCC Chair Election

- Chair Kjeseth states he will not be running for chair reelection. The Chair position serves for a 2-year term. According to bylaws, election must be no later than 12th week of the spring semester of the seated Chair's 1st year of office, and an elections committee should be formed. He proposed to have election this fall and that the next chair begin attending meetings sooner rather than later. J. Young emphasized how the workload of the Chair will be different by next term once new program is implemented and courses are up-to-date.

CCC Handbook

- The Committee was advised that ECC had largest handbook at Curriculum Institute by 100+ pages (265 pages). The official state copies (PCAH) will be handed out at the next meeting. Chair Kjeseth suggested revising handbook in order to lessen its length.

Course Review Worksheet and Checklist – Draft

In today's packet the Committee received a draft of a Course Review Worksheet and Checklist for review. This 6-page summary of what course review entails in the

CurricuNET operations. Chair Kjeseth asks committee to please read before next meeting and send electronic comments to him.

VICE PRESIDENT – ACADEMIC AFFAIRS' REPORT
- On behalf of VPAA F. Arce, B. Jaffe did not have a report. However, she did thank everyone on the behalf of VP/AA and Academic Affairs Office for all of the hard work.

CURRICULUM REVIEW
Business Proposals
- Chair Kjeseth invited Dean V. Rapp to present proposal to reactivate Bus 99abc.
- Dean V. Rapp explained the background of the course, and provided rationale for reactivating the course, including in order to meet agreement requirements with a business school in Denmark (Niels Brock Copenhagen Profession Higher Education) for 2 Danish students on exchange here at ECC for 1 semester and must complete project.
- Chair Kjeseth asked for a motion to approve the proposal. S. Panski moved, J. Thompson seconded and the motion carried.

STAND-ALONE TRANING
- Chair Kjeseth directed the Committee's attention to today's packet, which included Stand-Alone Training materials provided by the System Office.
- Chair Kjeseth informed members of the CCC who have received training only have to be re-certified and may leave upon confirmation of their previous attendance at training.
- Stand-Alone was conducted by Chair Kjeseth.

ANNOUNCEMENTS
- Chair Kjeseth is no longer an SLO Coordinator. Representation from CCC is needed on SLO Assessment of Learning Committee which meets 2nd and 4th Mondays 2:30-4:00 p.m. in Library 202.
- Chair Kjeseth may contact those who are under consideration.
- Chair Kjeseth mentioned to the Committee about discussions with regard to possibly reducing the number of degrees offered.
- An emphasis is being placed on the General Studies AA Degree. There is concern regarding degree conferral (Students who are eligible, are not applying for the AA degrees).
- V. Rapp informed CCC that she chairs the AA Degree task force and will keep the CCC informed.

ADJOURNMENT
Chair Kjeseth adjourned the meeting at 4:27 p.m.

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Proposed Curriculum Changes
September 8, 2009

BUSINESS DIVISION

REACTIVATE COURSE

1. Business 99abc – Independent Study