

**EL CAMINO COLLEGE  
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE  
OCTOBER 23, 2012**

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

Absent: J. Davidson, B. Flamenno,

Ex-Officio Members Present: A. Beverly, Q. Chapman, L. Suekawa, D. Vakil

Ex-Officio Members Absent: M. Hall, J. Romero-Reyes

Guests: G. Miranda, R. Natividad, D. Shrader, P. Sorunke, J. Young

**CALL TO ORDER**

Chair Simon called the College Curriculum Committee (CCC) meeting to order at 2:40 p.m.

**VICE PRESIDENT'S REPORT**

F. Arce informed the committee he had a meeting with the Assessment Learning Committee (ALC). F. Arce is proud and impressed with the strong ground work ALC is doing for El Camino College.

**APPROVAL OF MINUTES**

The minutes from the October 9<sup>th</sup> meeting were sent via email. P. Sorunke informed the committee that only four members had approved the minutes. Therefore, Chair Simon took a live vote which generated enough votes to approve the minutes.

**CURRICULUM REVIEW**

**Child Development Department**

Chair Simon introduced Dean Miranda and J. Young to the College Curriculum Committee. J. Young stated that the ECC Compton Childhood Education Departments are participating in the statewide Curriculum Alignment Project (CAP) and have developed common course outlines for eight courses. To date, 47 community colleges are CAP aligned and 20 more are in the process of attaining this designation. The department will offer two new courses in fall 2013: Child Development 106 Infant/Toddler Curriculum (required by Head Start and LACOE for infant/toddler teachers) and Child Development 115 Introduction to Curriculum (required for the A.S. Transfer Degree in Child Development). The department has inactivated Child Development 111, 122, 123, 137abcd, 138abcd, 139abcd, and 140abcd in order to limit course offerings to only those that apply to degrees, certificates, or transfer.

Chair Simon reviewed Child Development 125 course outline of record to obtain clarification for the change in the primary method of evaluation from substantial writing demonstration to skills demonstration. J. Young responded that all assignments are typical and students will spend 3 ½ hours a day in the field observing and evaluating children and summarizing results in a two-to-three page observation report. Chair Simon felt students will spend more time demonstrating writing than skills demonstration. Dean Miranda agreed, and Chair Simon volunteered to make the change. Chair Simon noted the independent study hours for Child Development 131 should change from 6 hours to 4 hours for a two unit course. Q. Chapman will make the change. Chair Simon sent back the Certificate of Achievement for Early Intervention Assistant for correction to the total units from 27 to 30 units.

### **Athletics Department**

Dean Natividad informed the committee the Athletics department has reviewed try-out courses, assigned course number changes for repeatability courses, and corrected lecture and laboratory hours load to a standard 54 hours.

Chair Simon commented that Physical Education 71abc and 87abc will be sent forward since a justification was provided for the non-course recommended preparation in section VII of the course outline of record.

### **Environmental Technology Department**

S. Rodriguez mentioned there is a real demand for Environmental Technology courses from students and local employers. Environmental Technology courses 101, 102, 103 are 165 were grouped into the Environmental Technology Certificate of Accomplishment. Chair Simon recommended the certificate of accomplishment be revised since it reads as a rationale.

A. Beverly from the Associated Student Organization asked for clarification on the difference between a certificate of accomplishment and certificate of achievement. Q. Chapman responded that the Admissions office issues certificate of accomplishment and the certificate of achievement is approved by the Chancellor's office and appears on a student's transcript.

Chair Simon approved the Environmental Technology courses but requested the department to prepare SLOs and attach files. Chair Simon made the following recommendations for Environmental Technology 101 and 165 course outline of records:

- Modify Environmental Technology 101 to remove paragraph 1 and provide the page range for the essay in paragraph 2 in section IV Typical Assignment. Update paragraph 1 to include the page range for the written report in section IV College-Level Critical Thinking.
- Modify Environmental Technology 165 to change laboratory hours from 4.5 to 4.0 hours in section I General Course Information. Update paragraph 1 to include page range for term paper in section 4 College-Level Critical Thinking Assessments.

M. Lipe noticed Environmental Technology 103 laboratory hours need to be reduced to 4.0 hours, and D. Shrader suggested reducing independent study hours to 4 hours. Q. Chapman

recommended the department review course discipline for its appropriateness in section I General Course Information.

### **Geography Department**

Chair Simon will propose the Geography department consider English 1A for recommended preparation for Geography 2 and Geography 5. Q. Chapman referred the committee to the English chart in the college catalog to assist with some of their reviews. L. Suekawa stated the English Department may revise the title for English 84 Developmental Reading and Writing because the word “writing” is not clear.

### **Full Course Review**

The following courses were approved in CurricUNET and are ready for final action:

1. Child Development 106 (CDEV 106)
2. Child Development 115 (CDEV 115)
3. Child Development 125 (CDEV 125)
4. Child Development 126 (CDEV 126)
5. Child Development 129 (CDEV 129)
6. Child Development 131 (CDEV 131)
7. Environmental Technology 101 (ET 101)
8. Environmental Technology 102 (formerly ET 1)
9. Environmental Technology 103 (ET 103)
10. Environmental Technology 165 (ET 165)
11. Geography 2 (GEOG 2)
12. Geography 5 (GEOG 5)
13. Physical Education 71ABC (PE 71ABC)
14. Physical Education 74 (formerly PE 74ABCD)
15. Physical Education 87ABC
16. Physical Education 111 (formerly PE 111ABC)
17. Physical Education 204 (formerly PE 204ABCD)
18. Physical Education 240 (formerly PE 240ABCD)
19. Physical Education 241 (formerly PE 241ABCD)
20. Physical Education 253 (formerly PE 253ABCD)
21. Physical Education 254 (formerly PE 300ABCD)

### **Full Program Review**

The following degrees and certificates were approved in CurricUNET and are ready for final action:

1. Child Development A.A. Degree
2. Early Childhood Education AS-T Degree
3. Early Intervention Assistant Certificate of Achievement
4. Environmental Technology Certificate of Accomplishment

### **Consent Agenda Proposals**

The following courses were approved in CurricUNET and are ready for final action:

1. Ethnic Studies 1 (ESTU 1)

2. History 101 (HIST 101)
3. History 108 (HIST 108)
4. History 110 (HIST 110)
5. History 111 (HIST 111)
6. History 128 (HIST 128)
7. History 143 (HIST 143)
8. Physical Education 2 (formerly PE 2ABCD)
9. Psychology 21 (PSYC 21)

### **Inactivations**

The following course inactivation was approved in CurricUNET and is ready for final action:

1. Psychology A.A. Degree

### **CHAIR'S REPORT**

#### **Board Policy 4260**

Chair Simon presented the committee with Board Policy 4260 for its review and approval. The policy will then be presented to Academic Senate and Board for approval and afterward published in the next college catalog. F. Arce recommended removing reference to Title 5 in the second paragraph because Board policies usually do not refer to laws. E. Martinez noticed the inconsistencies in the spelling of the word "prerequisite." The dash should be removed in the word (pre-requisite) to make the word consistent throughout the policy. Chair Simon motioned to take a vote on BP 4260. M. Lipe moved to approve the policy as written with changes noted by the committee, E. Preston-French seconded, and the motion was carried unanimously. The policy will move forward and sent to Educational Policies.

#### **Administrative Procedure 4260**

The committee reviewed page 6 of the Administrative Procedure 4260. Chair Simon informed the committee AP 4260 will be revisited at the next CCC meeting to allow the committee time to review the entire procedure.

Chair Simon shared with the committee that last year the statistical evaluation standard for prerequisites and co-requisites changed to content review only. No statistical evaluation is required, but colleges decide which standard to apply for prerequisites. The idea is to emphasize student success and not just student access. Departments could still elect to use statistical evaluation. Content review involves research as well as looking at assessment and objectives.

F. Arce recommends divisions do not discourage programs from using research. The procedure does not direct faculty on how to do content review. Q. Chapman stated the committee has to develop a process outlining how content review will be conducted. Q. Chapman will upload the content review form in CurricUNET. Q. Chapman read the definition of "content review."

Content review, according to Title 5 § 55000(c), "means a rigorous, systematic process developed in accordance with sections 53200 and 53204, approved by the Chancellor as part of the district matriculation plan

required under section 55510, and that is conducted by faculty to identify the necessary and appropriate body of knowledge or skills students need to possess prior to enrolling in a course, or which students need to acquire through simultaneous enrollment in a corequisites course.”

### **Curriculum Advisory Report**

Q. Chapman advised the committee to remind their faculty that new courses and new degrees and certificates go through consultation phase. The committee should be given early feedback to help get proposals in best shape before DCC review/approval. New courses and new programs require a face-to-face meeting with Deans and will not go forth without Deans’ review and comments.

M. Lipe asked if we needed to provide documentation from four-year colleges authorizing parallel courses. L. Suekawa replied activity courses do not require documentation from four-year colleges. Faculty should look at the major preparation, the college catalog, or visit the ASSIST website for student-transfer information. Q. Chapman suggested reviewing the catalog program descriptions for transfer degrees. In regards to AA-T and AS-T degrees, write in the catalog description which majors students will transfer into. Use the majors stated on the Transfer Model Curriculum (TMC) template to write catalog description.

### **ANNOUNCEMENTS**

Chair Simon and Q Chapman will meet with Standard Review representatives E. French-Preston and D. Juarez on November 1; D. Pahl and L. Houske on November 15. E. French-Preston is available in the morning before noon. Chair Simon will email representatives with the time and room location. Representatives should bring their laptops to the meeting.

### **ADJOURNMENT**

Chair Simon called for a motion to adjourn the meeting. M. Lipe moved, V. Nemie seconded, and the motion was carried. The meeting was adjourned at 4:05 p.m.