

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
November 13, 2007

Present: J. Davidson, A. Himsel, R. Hughes, L. Kjeseth, M. Lipe, V. Lloyd, E. Martinez,
C. Mosqueda, S. Panski, V. Rapp, J. Siddiqui, J. Young

Absent (excused): F. Arce, C. Somin

Ex-Officio Members Present: Q. Chapman, L. Suekawa

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

Also Present: L. Back, E. Carlson, I. Drew, R. Elton Collett, P. Gebert, T. Hazell,
G. Miranda, L. Morford, S. Rodriguez, J. Shankweiler, D. Snowden, R. Wells

CALL TO ORDER

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

APPROVAL OF MINUTES

Chair Young asked if there were any corrections to the minutes from the October 23, 2007 meeting. As there were none, Chair Young called for a motion to approve the minutes as presented. V. Lloyd moved, L. Kjeseth seconded and the motion. The minutes were approved.

CHAIR'S REPORT

Chair Young informed the Committee that she will provide a report on the Fall 2007 Academic Senate Plenary Session at a later date so that the Committee could begin review of the large number of proposals that had been submitted for the day's meeting. However, she did inform the Committee of one of the significant Tile 5 changes that was presented at the session. As of 2009, all students will be required to earn a grade of C or above for all courses required for a certificate or a major. Chair Young said that she planned to bring this issue to the Senate at the November 20, 2007 meeting and will recommend that this requirement become effective in 2008 along with the other certificate changes. L. Suekawa requested clarification on the wording for the certificate of achievement. Chair Young explained that the terms Certificate of Achievement (2.0 GPA), Certificate of Achievement with Honors (3.0 GPA), and Certificate of Achievement with High Honors (3.5 GPA) is the approved wording.

CURRICULUM REVIEW**BEHAVIORAL AND SOCIAL SCIENCES PROPOSALS:**

G. Miranda, Dean of Behavioral and Social Sciences Division took the podium to present two proposals. Chair Young informed G. Miranda that a question about Chinese 24 had been raised by F. Arce at the October 23, 2007 meeting. Since the course was similar to a course that may be offered in the Behavioral and Social Sciences Division, F. Arce asked if G. Miranda had reviewed the proposal. The faculty member said that G. Miranda was aware of the proposal and that she had approved its development, but she wasn't sure if she had reviewed the final proposal. G. Miranda addressed the Chair's question and told the Committee that she had not only reviewed the proposal, but that she had been involved in the development of the course since its inception. She also stated that Chinese 24 is parallel to other language and culture courses offered in the Humanities Division. Chair Young thanked G. Miranda for the clarification.

G. Miranda presented Education 101 for changes to the descriptive title and catalog description, as well as course review. A recommendation was made to modify one of the course objectives. G. Miranda accepted the recommendation.

G. Miranda also presented Education 201 for catalog description revision and course review. Chair Young asked the committee if there were any questions regarding the proposal. As there were none, Chair Young asked for a motion to approve the course proposals. M. Lipe moved, V. Lloyd seconded and the motion carried. Chair Young asked for a motion to approve the conditions of enrollment. L. Kjeseth moved, J. Siddiqui seconded and the motion carried.

NATURAL SCIENCES PROPOSAL:

J. Shankweiler, Interim Dean of Natural Sciences, took the podium to present a proposal for course requirement revisions to the Environmental Horticulture Certificate. Chair Young asked the Committee if there were any questions about the Natural Sciences proposal. As there were none, Chair Young asked for a motion to approve the revised certificate. V. Lloyd moved, L. Kjeseth seconded and the motion carried.

HEALTH SCIENCES AND ATHLETICS PROPOSALS:

I. Drew, Interim Dean for Health Sciences and Athletics Division, took the podium to present two course proposals. He distributed an errata sheet and then began the presentation with Physical Education 282. He discussed each section where revisions were made. I. Drew presented a letter to the Committee from Dr. Sharon Guthrie, Chair of the Department of Kinesiology at California State University, Long Beach. Dr. Guthrie stated that Physical Education 282 appears to be appropriate for lower division transfer credit at California State University, Long Beach.

M. Lipe asked if Physical Education 282 should be repeatable. I. Drew and the Committee agreed the course should be repeatable and a change to the course number was made. Chair Young asked the Committee if there were further questions about the proposal. There were none.

I. Drew proceeded with the errata sheet and discussion for Physical Education 300abcd. He presented the faculty-authored book, *The Road to Fitness*, which is currently being used for the course. After a brief discussion, it was determined that this title should be listed on the course outline of record as required supplementary readings.

As there were no further questions, Chair Young asked for a motion to approve the course proposals. M. Lipe moved, V. Lloyd seconded and the motion carried. Chair Young asked for a motion to approve the conditions of enrollment. M. Lipe moved, V. Lloyd seconded and the motion carried. Chair Young asked for a motion to approve Physical Education 282 as a Stand-Alone course. L. Kjeseth moved, M. Lipe seconded and the motion carried.

FINE ARTS PROPOSALS:

L. Back, Faculty Coordinator for the Fine Arts Division, took the podium to present proposals for Commercial Music Certificate, Speech Communication Certificate, Film/Video 4, Photography 150, Photography 151ab, Speech Communication 5, Speech Communication 9, and Speech Communication 14. L. Back introduced C. Wells, faculty member from Fine Arts, and distributed an errata sheet. Chair Young explained the revisions to the certificates are being proposed for Certificates of Achievement.

L. Back continued with Photography 150 and Photography 151ab. Chair Young explained that these two new courses were being created so that they can be cross listed with two Art courses currently being offered. The discussion continued with Photography 150. The Committee suggested minor revisions to course objectives, the typical assignment, and recommended the addition of a prerequisite statement. All recommendations were accepted.

L. Back proceeded to discuss the errata sheet for revisions to Film/Video 4, Speech Communication 5, Speech Communication 9, and Speech Communication 14. The Committee did not have any questions about these course proposals.

Chair Young asked for a motion to approve the Fine Arts proposals. S. Panski, moved, L. Kjeseth seconded and the motion carried. Chair Young asked for a motion to approve the conditions of enrollment. S. Panski moved, V. Lloyd second and the motion carried.

INDUSTRY AND TECHNOLOGY PROPOSALS:

S. Rodriguez, Dean of the Industry and Technology Division, took the podium to present proposals for certificate revisions to Automotive Collision Repair/Painting, Air Conditioning and Refrigeration, Automotive Technology, Cosmetology, Fashion, Machine Tool Technology, and Welding. S. Rodriguez distributed an errata memo and introduced P. Gerbert and E. Carlson, faculty members from the division. S. Rodriguez explained that once the certificates are approved by the CCC and the Board, they must be submitted to the System Office for approval.

Chair Young recommended minor wording changes to the Cosmetology Program Description. The revisions were accepted. The discussion continued with the remainder of the certificate revisions being proposed. The Committee compared the repeatable courses on the Fashion Certificate to the repeatable courses and notation on the Machine Tool Technology Certificate.

It was determined that a note under the course requirements for the proposed Machine Tool Technology Certificate was not necessary and should be removed since the lower case letters after the course description indicate that the course is repeatable.

As there were no further questions about the proposed certificate revisions, Chair Young asked for a motion to approve the Industry and Technology proposals. R. Hughes moved, L. Kjeseth seconded and the motion carried.

BUSINESS PROPOSALS:

V. Rapp took the podium to present proposals for Business 40, Business 100, Computer Information Systems 11, Computer Information Systems 16, Business 12 (Online), Business 19 (Online), Business 20 (Online), Business 21 (Online), Business 22 (Online), Business 25 (Online), and Computer Information Systems 133 (Online). V. Rapp distributed an errata sheet. She introduced K. Stauber and J. Siddiqui, faculty members, and L. Morford from the Business Division. V. Rapp explained each course to the Committee as stated on the errata sheet.

Regarding Business 40, K. Stauber fielded questions from the Committee in regards to the course objectives. L. Suekawa, Articulation Officer, suggested that Business 19 be tabled for a later discussion as she would like to research CSU transfer status for the course. V. Rapp agreed and the proposal was tabled. The Committee also discussed Computer Information Systems 16 and recommended changes to the prerequisite statement. The discussion of the Business Division proposals concluded.

Chair Young asked for a motion to approve the Business proposals. L. Kjeseth moved, S. Panski seconded and motion carried. Chair Young asked for a motion to approve the conditions of enrollment. M. Lipe moved, V. Lloyd seconded and the motion carried. Chair Young asked for a motion to approve the distance education versions of the proposed courses. V. Lloyd moved, S. Panski seconded and the motion carried.

ANNOUNCEMENTS

Chair Young asked the Committee to bring the Architecture 180, Spanish 52A and Spanish 52B proposals that were previously distributed, to the next meeting.

Chair Young asked for a motion to adjourn the meeting. V. Rapp moved, J. Siddiqui seconded and the motion carried. The meeting was adjourned at 4:10 p.m.

**EL CAMINO COLLEGE
COLLEGE CURRICULUM COMMITTEE**

**Proposed Curriculum Changes
November 13, 2007**

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION; COURSE REVIEW

Current Status/Proposed Change

1. Education 101 – Introduction to ~~Teaching and Learning~~ the Field of Education
This course ~~provides~~ is designed to help students with an overview of teaching in K-12 public schools. Course topics include subject area coursework, teacher preparation explore a variety of careers in education and to prepare them for future studies in the field. Course topics include the qualities of effective teachers and other school professionals, the challenges and rewards of various careers in education. Types of credentials and credential programs, ~~credentialing,~~ subject area coursework, state examinations, educational and technological resources, ~~for~~ state standards, and professional portfolios will be discussed. Throughout the course, students ~~and teachers,~~ California state standards, diverse learners, contemporary classroom issues, qualities of effective teachers, and professional portfolios. Also, students will also conduct classroom off-site observations at area schools.

CHANGE IN CATALOG DESCRIPTION; COURSE REVIEW

1. Education 201 – Foundations in Education

Current Status/Proposed Change

This course introduces students to the concepts and issues related to teaching ~~kindergarten children with diverse backgrounds in preschool through grade twelve (K-12). Topics will~~ Course topics include teaching as a profession and career, contemporary educational issues, within historical, social, philosophical, legal, and political contexts, and teaching diverse student populations. Students will analyze the purposes and values of schools, the qualities of effective teachers, California's content and performance standards, for teaching and learning, and the appropriate use of technology in the classroom. and credential requirements. Throughout the course, students will ~~develop a professional portfolio and will engage in~~ contribute materials to their portfolios and will also conduct a minimum of 30 to 40 hours of pre-approved, structured fieldwork in diverse classroom settings.

BUSINESS DIVISION

CHANGES IN DISCIPLINE, TRANSFER STATUS; COURSE REVIEW

1. Business 40 – Career Orientation
Current Status/Proposed Change
 Discipline: Management Business Education/Business/Office Technologies
~~No Transfer CSU~~ Transfer CSU

CHANGES IN DESCRIPTIVE TITLE, DISCIPLINE, CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION; COURSE REVIEW; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

- Current Status/Proposed Change*
1. Business 100 – Supervised ~~Laboratory~~ Tutoring: ~~Microcomputer~~ Computer Applications
 Discipline: Business Education/Computer Information Systems/Office Administration Technologies
Enrollment Limitation: Referral by instructor or counselor based on assessed academic need
 This course provides ~~vocational-business~~ the students with supervised tutoring related to their classroom and lab assignments. This tutoring covers computer ~~time on~~ microcomputer applications. ~~The student will develop application skills in operating microcomputers and software programs that are useful in the local employment market~~
review of course content.
 Note: This course is repeatable and open for enrollment at registration and at any time during the semester.

NEW COURSE

1. Computer Information Systems 11 – Help Desk Operations
 Units: 3 Lecture: 2 hours Lab: 3 hours Faculty Load: 28.33%
 Recommended Preparation: Computer Information Systems 19
 Credit, degree applicable; Transfer CSU
 This course focuses on practical applications related to the process of help desk and end-user support in the field of Information Technology in a variety of organizational settings. Topics include the end-user support function in an organization, techniques to resolve various help desk issues, and strategies to provide ongoing technical support to end-users. Emphasis will be placed on problem solving with users, needs analysis, troubleshooting, and interaction with users.

DISTANCE EDUCATION COURSE VERSION; CHANGE IN CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation); COURSE REVIEW

1. Computer Information Systems 16 – Introduction to Visual Basic.Net (Online)

Current Status/Proposed Change

Prerequisite: ~~CIS 13; CIS 26 or 28 with a minimum grade of C in prerequisite or equivalent experience and one other Computer Information Systems class except Computer Information Systems 3, 19, and 30; or computer programming experience~~

DISTANCE EDUCATION COURSE VERSION; COURSE REVIEW

1. Business 12 – Advertising (Online)
2. Business 22 – Human Relations in Business (Online)
3. Computer Information Systems 133 – Web Programming Concepts

DISTANCE EDUCATION COURSE VERSION

1. Business 20 – Business Management (Online)
2. Business 21 – Personnel Management (Online)
3. Business 25 – Introduction to Business (Online)

FINE ARTS DIVISION**CHANGES IN DISCIPLINE, CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation), CSU/IGETC GENERAL EDUCATION REQUIREMENT; COURSE REVIEW**

1. Film/Video 4 – Story Development
Current Status/Proposed Change
 Discipline: ~~Mass Communication~~/Broadcasting Technology/Film Studies
 Recommended Preparation: ~~Film/Video 3~~
 Prerequisite: English 1A with a minimum grade of C
CSU – Area C-1: Arts, Literature, Philosophy and Foreign Languages);
IGETC – Area A: Arts and Humanities-Arts

NEW COURSES

1. Photography 150 – The Art of Photography
 Units: 3 Lecture: 3 hours Faculty Load: 20.00%
 Recommended Preparation: eligibility for English 1A
 Credit, degree applicable; Transfer CSU, UC
 This course is a survey of photography as an art form which includes the evolution of photography as art. The course will also cover the aesthetic and cultural impact of photography as art. Also included is an examination of the techniques and methods of

traditional and digital photography. Students will learn camera functions and develop their ability to analyze, evaluate, and compose photographs.

Note: This course is the same as Art 150. Course credit is limited to Art 150 or Photography 150.

2. Photography 151ab – Elementary Digital Photography

Unit(s): 1 Lab: 3 hours Faculty Load: 15.00%

Prerequisite: Art 150, Film/Video 22 or Photography 51 or Photography 150 with a minimum grade of C in prerequisite or concurrent enrollment

Credit, degree applicable; Transfer CSU, UC

This course introduces the computer as a tool for manipulating photographic images.

Topics include digital image input, scanning, and various types of digital output.

Emphasis is placed on the artistic possibilities of the image.

Note: This course is the same as Art 151ab. Credit is limited to Art 151ab or Photography 151ab.

CHANGES IN CATALOG DESCRIPTION, CSU/IGETC GENERAL EDUCATION REQUIREMENT; COURSE REVIEW

1. Speech Communication 5 – Mass Communication

Current Status/Proposed Change

In this course, students ~~examine~~ study the ways in which ~~books, newspapers, magazines, film, radio, television, music, the Internet, public relations, and advertising have influenced, and continue to influence, society.~~ The history, effects, and role of the mass media in U.S. society. Topics include major forms of mass communication process, mass communication theory, and such as television, radio, cinema, print and new media. ~~regulation are discussed with particular attention paid to communication ethics.~~ Emphasis is placed on analyzing media messages and the effects of media on the individual and U.S. culture.

CSU – Area D3: Social, Political and Economic Institutions and Behavior; Historical Background (minimum 9 units), Ethnic Studies

IGETC – Area 4: Social and Behavioral Sciences

REACTIVATE COURSE; CHANGES IN LECTURE/LAB HOURS, FACULTY LOAD, CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation) CATALOG DESCRIPTION, CSU/IGETC GENERAL EDUCATION REQUIREMENT; COURSE REVIEW

1. Speech Communication 9 – Readers' Theatre

Current Status/Proposed Change

Lecture: 3 hours Lab: 3 hours Faculty Load: ~~35.00~~ 20.00%

~~Corequisite: enrollment in Speech Communication 9L~~

Recommended Preparation: ~~eligibility for English 2R or ESL 52C~~ 1A

CSU – Area C1 – Arts, Literature, Philosophy and Foreign Languages (minimum 9 units), Arts

IGETC – Area 3A: Arts and Humanities, Arts

~~Oral interpretation principles applicable to group and choral reading. Preparation and performance of~~ This course introduces students to the medium of readers' theatre productions. Students will evaluate, analyze, synthesize, and perform a variety of different texts for the purpose of creating, staging, and performing a readers theatre. Emphasis is placed on experimental presentations and the development of analytical insight into literary forms.

CHANGE IN CSU/IGETC GENERAL EDUCATION REQUIREMENT; COURSE REVIEW

1. Speech Communication 14 – Introduction to Intercultural Communication
Current Status/Proposed Change
CSU – Area D3: Social, Political and Economic Institutions and Behavior; Historical Background (minimum 9 units), Ethnic Studies
IGETC – Area 4: Social and Behavioral Sciences

HEALTH SCIENCES AND ATHLETICS DIVISION

CHANGE IN DISCIPLINE; COURSE REVIEW

1. Physical Education 300abcd – Aerobic Fitness
Current Status/Proposed Change
Physical Education/Dance

INDUSTRY AND TECHNOLOGY DIVISION

CHANGE CERTIFICATE OF COMPLETION TO CERTIFICATE OF ACHIEVEMENT

1. Air Conditioning and Refrigeration
Heating Ventilation and Air Conditioning (HVAC) and Refrigeration Option

CHANGE CERTIFICATE OF COMPLETION TO CERTIFICATE OF ACHIEVEMENT; CONFIRM CERTIFICATE REQUIREMENTS

1. Air Conditioning and Refrigeration
Air Conditioning Option: Air Conditioning and Refrigeration 5, 21, 25, 27, 34
Total Units: 17

Refrigeration Option: Air Conditioning and Refrigeration 6, 22, 23, 34
Total Units: 13

Air Conditioning and Refrigeration Electric Controls Option: Air Conditioning and Refrigeration 5, 6, 30, 31, 32, 34

Total Units: 15

CHANGE CERTIFICATE OF COMPETENCE TO CERTIFICATE OF ACHIEVEMENT; NEW OPTION, CHANGE IN CERTIFICATE REQUIREMENTS

1. Automotive Collision Repair/Painting

Current Status/Proposed Change

~~A Certificate of Competence will be granted to the student completing the Core Requirements with an average grade of B or better and the General Requirements with a grade of C. At least 50% of the Core Requirements courses required for the Certificate of Competence Achievement must be completed at El Camino College.~~

Automotive Collision Repair/Painting I Option

Complete a minimum of 32 units from the following: Automotive Collision Repair/Painting 1A, 1B, 1C, 1D, 2A, 2B, 2C, 3A, 4abcd, 5abcd, 20, 22, 24, 26

Total Units: 32

Automotive Collision Repair/Painting II Option

Complete a minimum of 32 units from the following: Automotive Collision Repair/Painting 1A, 1B, 1C, 1D, 2A, 2B, 2C, 3A, 4abcd, 5abcd, 20, 22, 24, 26

~~General Requirements~~ Complete 9-12 units from the following: English A or qualifying score for English 1A on English Placement Test, Machine Tool Technology 16ab*, Technical Mathematics 1, Welding ~~12ab~~ 15ab* (*one semester of)

Total Units: 41-44

CHANGE IN CATALOG PROGRAM DESCRIPTION

1. Automotive Technology

Current Status/Proposed Change

The automotive technology program prepares students for employment in the field and provides upgrade opportunities for currently employed personnel. By completing the degree or certificate requirements, the student will gain proficiency in safety practices, automotive service, testing, troubleshooting, brakes, suspension, wheel alignment, engine tune-up, electrical systems, fuel systems, fuel systems (carburetion and fuel injection), emission systems, transmissions, drive trains, engine repair, engine rebuilding, and automotive machining. Competences will be assessed regularly in accordance with Automotive Service Excellence (ASE) standards. Students completing the program may expect to enter industry as automotive service, repair, tune-up, or smog or automotive air conditioning technician. ~~Internship opportunities are also available through the T-TEN (Toyota Technical Education Network) program.~~

CHANGE CERTIFICATE OF COMPETENCE TO CERTIFICATE OF ACHIEVEMENT; NEW OPTION; CHANGE IN CERTIFICATE REQUIREMENTS

~~A Certificate of Competence will be granted upon completion of 32-40 units in the core requirements with a grade average of B or better and the general requirements with a grade average of C. At least 50% of the major requirements courses required for the Certificate of Competence~~ Achievement must be completed at El Camino College.

Automotive Technician I Option

Complete 8 units from: Automotive Technology 33 or 34 and 35; 8 units from: Automotive Technology 22A or 23 and 24; 8 units from: Automotive Technology 22B or 25 and 26; one course from: Automotive Technology 41, 42, 43, 45; 8 units from: Automotive Technology 11, or 14 and 16

Total Units: 36-40

Automotive Technology Automotive Technician II Option

Complete 8 units from: Automotive Technology 33 or 34 and 35; 8 units from: Automotive Technology 22A or 23 and 24; 8 units from: Automotive Technology 22B or 25 and 26; one course from: Automotive Technology 41, 42, 43, 45; 8 units from: Automotive Technology 11 or 14 and 16

General Requirements: Complete 6-10 units from the following: English A or qualifying score for English 1A on the English Placement Test; Technical Mathematics 1; Welding 15ab* (~~3-9 units~~) or Machine Tool Technology 46 or 101abcd* (*one semester of)

Total Units: ~~43-45~~ 42-50

CHANGE CERTIFICATE OF COMPLETION TO CERTIFICATE OF ACHIEVEMENT; CONFIRM CERTIFICATE REQUIREMENTS

1. Fashion
Computer Pattern Making Technician Option: Fashion 11ab, 14, 15ab, 26A, 29ab
Total Units: 12
2. Machine Tool Technology
CNC Machine Operator Option: Machine Tool Technology 101abcd, 103abcd, 105abcd, 107abcd
Total Units: 16