

**EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
DECEMBER 2, 2008**

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

Absent: V. Rapp, C. Somin

Ex-Officio Members Present: Q. Chapman, M. Hall, J. Harmon, M. Odanaka, L. Suekawa

Ex-Officio Members Absent: C. Brinkman, D. Charles, R. Smith, T. Stewart

Also Present: K. Adams, R. Blount, I. Drew, R. Elton-Collett, C. Fitzsimons, P. Gebert,
B. Jaffe, L. Medigovich, J. Meredith, S. Rodriguez, C. Zartman

CALL TO ORDER

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

CHAIR'S REPORT

- Chair Young attended the Academic Senate meeting at which she reported that the CCC had approved the General Studies major.
- Q. Chapman and Chair Young will meet with the Deans at their regular staff meeting to discuss curriculum and the spring semester timeline.
- Chair Young acknowledged J. Harmon as the VPAA designee for today's meeting.

CURRICULUM REVIEW

Health Sciences and Athletics Proposals

- Interim Dean, I. Drew took the podium to present two new courses, Physical Education 3abcd and Physical Education 250abcd.
- He distributed an errata sheet and introduced faculty members, Charleen Zartman and Richard Blount.
- I. Drew began with Physical Education 3abcd. There were no questions.
- He continued with Physical Education 250abcd and fielded questions on objectives, major topics. I. Drew accepted the Committee's recommendations.
- Chair Young asked for a motion to approve the Health Sciences and Athletics proposals. M. Lipe moved, L. Kjeseth seconded, and the motion carried.
- Chair Young called for a motion to approve the conditions of enrollment. M. Lipe moved, L. Kjeseth seconded, and the motion carried.

Humanities Proposals

- Interim Associate Dean, C. Fitzsimons took the podium to present two new courses, Journalism 6 and Journalism 14abcd.
- She distributed an errata sheet as she introduced faculty member Lori Medigovich from the journalism department.
- C. Fitzsimons discussed Journalism 6. She fielded a question regarding the catalog description. C. Fitzsimons and L. Medigovich accepted the Committee's recommendation.
- She proceeded with Journalism 14abcd and fielded questions on the critical thinking assignments. C. Fitzsimons accepted the recommendation on V.B.1.
- Chair Young asked for a motion to approve the Humanities proposals. M. Lipe moved, J. Thompson seconded, and the motion carried.
- Chair Young then called for a motion to approve the conditions of enrollment. M. Lipe moved, J. Thompson seconded, and the motion carried.
- Chair Young asked for a motion to approve both courses as stand-alone courses. M. Lipe moved, J. Thompson seconded, and the motion carried.

Industry and Technology Proposals

- Dean S. Rodriguez and faculty member, Pat Gebert took the podium to present three Cosmetology Certificates.
- In lieu of an errata sheet, revised proposals were distributed for Cosmetology Level I (Certificate of Accomplishment), Cosmetology Level II and Cosmetology Level III (Certificate of Achievement).
- S. Rodriguez explained that there will be three career ladders for the Cosmetology program.
- At the advice the Cosmetology advisory committee, the department created the career ladders so that students will have more employment opportunities.
- The Committee gave recommendations on the program description and it was revised accordingly.
- Chair Young called for a motion to approve the Industry and Technology proposals. R. Hughes moved, L. Kjeseth seconded, and the motion carried.

PROPOSALS REVIEWED BY ARCE AND YOUNG

- Today's handout included two proposals for course inactivations from the Industry and Technology division – Computer Aided Design/Drafting 26abcd and Computer Aided Design/Drafting 27abcd.
- Chair Young asked for a motion to approve the inactivations. R. Hughes moved, S. Panski seconded, and the motion carried.

DISTANCE EDUCATION

- Also, included in today's handouts was a proposal which would serve as a template to add a recommended preparation to all distance education courses.
- Chair Young advised the Committee that the recommendation came from the Distance Education Advisory Committee (DEAC).
- The recommended preparation would inform students of the necessary skills prior to taking a distance education course.
- The recommended preparation states: Completion of or concurrent enrollment in Academic Strategies 60, previous satisfactory completion of an online course, or a satisfactory score on the Distance Education Online Class Self-Assessment Instrument.
- The Committee began a discussion on students, their use of the distance education website, and a counselor's role in advising students of the Academic Strategies 60 course.
- Q. Chapman wanted the Committee to consider how students would be advised of the recommended preparation for the course. The recommended preparation would be listed along with the course information, which is not separate from the distance education course version. The Committee was advised to consider an alternative method of advisory.
- The committee considered a note as part of the section schedule notes to notify students enrolling in distance education courses.
- The Committee agreed that the recommendation regarding the schedule should be discussed with Alice Grigsby, Director of Learning Resources Unit, who oversees the distance education schedule.

ANNOUNCEMENTS

- Chair Young asked for a volunteer to serve on the CurricUNET steering committee. C. Mosqueda accepted.
- L. Kjeseth commended faculty on the work it has done over the past ten years to develop exceptional, measurable course objectives. Chair Elect, L. Kjeseth advised the Committee that the college is considering adopting the current course objectives as student learning outcomes and looking at ways to reflect the evaluation of each learning outcome in the course outline of record.
- A discussion ensued with S. Panski voicing concerns and others such as J. Harmon expressing her support.
- Chair Young has carefully examined this process and agrees with L. Kjeseth that it would be a valuable and meaningful method for assessing student learning.

ADJOURNMENT

Chair Young called for a motion to adjourn the meeting. S. Panski moved, R. Hughes seconded, and the motion carried. The meeting was adjourned at 3:55 p.m.

**EL CAMINO COLLEGE
COLLEGE CURRICULUM COMMITTEE**

**Proposed Curriculum Changes
December 2, 2008**

HEALTH SCIENCES AND ATHLETICS DIVISION

NEW COURSES

1. Physical Education 3abcd – Boot Camp Fitness Training
Units: 1 Lab: 3 hours Faculty Load: 13.635%
Credit, degree applicable; Letter grade; Transfer CSU; Proposed Transfer UC
This course is an intense, highly regimented, military style form of physical conditioning. Disciplined forms of exercise include use of; body weight, simple apparatus and calisthenics to develop aerobic and muscle fitness.
2. Physical Education 250abcd – Techniques of Surfboard Riding
Units: 1 Lab: 3 hours Faculty Load: 13.635%
Prerequisite: Physical Education 240abcd with a minimum grade of C or equivalent
Enrollment Limitation: Must be able to swim three hundred yards and tread water for three minutes
Credit, degree applicable; Letter grade; Transfer CSU; Proposed Transfer UC
This course offers instruction in handling of surfboards and practice of safe riding in the surf. Topics such as ocean safety, hazards, currents, tides, weather conditions, wave selection, surfing etiquette, board and wetsuit selection, and paddle technique will be emphasized.
Note: Students furnish their own surfboards and protective wetsuits to off-campus sites at local beaches.

HUMANITIES DIVISION

NEW COURSES

1. Journalism 6 – Basic Photojournalism
Units: 2 Lecture: 1 hour Lab: 3 hours Faculty Load: 21.667%
Recommended Preparation: eligibility for English 84
Credit, degree applicable; Letter grade; Transfer CSU
This course provides instruction in the elementary aspects of photography with emphasis on principles and techniques of photojournalism, including camera use, news photography, feature photography, sports photography, photo essays, and caption writing. Emphasis is placed on preparing students to take photographs for campus student publications using digital cameras and computer software such as Photoshop.

2. Journalism 14abcd – Multimedia Journalism

Units: 3 Lecture: 2 hours Lab: 3 hours Faculty Load: 28.33%

Prerequisite: Journalism 1 with a minimum grade of C

Credit, degree applicable; Letter grade; Transfer CSU

This course provides training in multimedia journalism with an emphasis on the principles and techniques of multimedia reporting, including preparing news for the World Wide Web using text, audio, video and photographs. Students create multimedia news projects for publications on the Web, using digital cameras, digital recorders, digital camcorders and computer software.

INDUSTRY AND TECHNOLOGY DIVISION

INACTIVATE COURSES

1. Computer Aided Design/Drafting 26abcd – Creating Solid Models with Autodesk Software
2. Computer Aided Design/Drafting 27abcd – Creating Assemblies with Autodesk Software

NEW CERTIFICATE OF ACCOMPLISHMENT

1. Cosmetology Level I

At least 50% of the courses required for the Certificate of Accomplishment must be completed at El Camino College.

A Certificate of Accomplishment will be issued to students completing the following:

Complete 16-17 units from the following:

Cosmetology 1, 10, 11

Total Units: 16-17

NEW CERTIFICATE OF ACHIEVEMENT

1. Cosmetology Level II

At least 50% of the courses required for the Certificate of Achievement must be completed at El Camino College.

A Certificate of Achievement will be issued to students completing the following:

Complete 16-17 units from the following:

Cosmetology 1, 10, 11 and complete 16-17 units from the following:

Cosmetology 2abcd, 12, 13

Total Units: 32-34

CHANGE IN CATALOG PROGRAM DESCRIPTION

1. Cosmetology

Current Status/Proposed Change

The cosmetology program offers students ~~to the opportunity option~~ to gain proficiency in hair cutting, coloring, permanent waving, chemical relaxing, manicuring, pedicuring, and facials, and related procedures. ~~Upon completion of 1600 hours, students will be prepared to take the California~~ After completing introduction to cosmetology, Cosmetology Level I (Certificate of Accomplishment), students will have the basic skills for entry level positions as specified by the State Board of Cosmetology. Examination to become licensed. Cosmetology Level II (Certificate of Achievement) will give the student intermediate skills to work in the cosmetology industry. Completion of Cosmetology Level III (Certificate of Achievement) will give students 1600 hours and prepares them to take the California State Board of Cosmetology Examination. Competencies are assessed regularly in compliance with the California State Board of Cosmetology criteria. ~~Students completing the program may expect to enter industry as a hair stylist, designer, color, and perm technician, salon owner and operator, esthetician, skin care specialist, or manicure technician.~~ After successful completion of the California State of Board of Cosmetology Examination, students will have a state license to embark on their new career.

Recommendation:

The cosmetology program offers students to the option to gain proficiency in hair cutting, coloring, permanent waving, chemical relaxing, manicuring, pedicuring, and facials. After completing introduction to cosmetology, Cosmetology Level I (Certificate of Accomplishment), students will have the basic skills for entry level positions as specified by the State Board of Cosmetology. Cosmetology Level II (Certificate of Achievement) will give the student intermediate skills to work in the cosmetology industry. Completion of Cosmetology Level III (Certificate of Achievement) will give students 1600 hours and prepares them to take the California State Board of Cosmetology Examination. Competencies are assessed regularly in compliance with the California State Board of Cosmetology criteria. After successful completion of the California State of Board of Cosmetology Examination, students will have a state license to embark on their new career.

CHANGE IN CERTIFICATE OF ACHIEVEMENT

1. Cosmetology Level III

At least 50% of the courses required for the Certificate of Achievement must be completed at El Camino College. A Certificate of Achievement will be issued to students completing the following:

Complete 16-17 units from the following:

Cosmetology 1, 10, 11

and

Complete 16-17 units from the following:

Cosmetology 2abcd, 12, 13

and

Complete 10-11 units from a combination of the following:

Cosmetology 2abcd, 3, 4, 13, 14abcd, 16abcd

Total Units: 42-45