

**EL CAMINO COLLEGE**  
**MINUTES OF THE COLLEGE CURRICULUM COMMITTEE**  
**October 25, 2016**

**CALL TO ORDER**

Meeting called to order at 2:35 p.m. by Chair Carr.

**Members:**

*Present:* M. Anderson, M. Chaban, A. Carr, R. Donegan, E. French-Preston, A. Hockman,  
L. Houske, K. Iino, J. Minei, S. Rodriguez, J. Shankweiler, C. Striepe

*Absent:* S. Bartiromo, A. Sharp

**Ex-Officio Members:**

*Present:* Q. Chapman

*Absent:* L. Clowers, S. Navid, N. Ohia, A. Osanyinpeju, L. Suekawa, L. Young

**Guests:** W. Brownlee, W. Cox, L. Linka, C. Neumann

**I. APPROVAL OF MINUTES**

The committee approved the minutes of the College Curriculum Committee of September 13 and September 27, 2016.

**II. CURRICULUM REVIEW**

**A. Full Course Review**

The committee reviewed the following courses, which are ready for final action:

1. Dance 171A (DANC 171A)
2. Fire and Emergency Technology 80A (FTEC 80A)
3. Fire and Emergency Technology 80B (FTEC 80B)
4. Medical Terminology 1 (MEDT 1)
5. Physical Education 115abc (PE 115abc)
6. Photography 101 (PHOT 101)

**B. Standard Review/Consent Agenda Proposals**

The committee reviewed the following courses, which are ready for final action:

1. Art 145 (ART 145)
2. Art 153 (ART 153)
3. Art 160 (ART 160)
4. Art 253 (ART 253)
5. Business 60A (BUS 60A)
6. Business 60B (BUS 60B)
7. Educational Development 36 (EDEV 36)
8. Educational Development 140 (EDEV 140)
9. Photography 102 (PHOT 102)

10. Photography 202 (PHOT 202)
11. Photography 203 (PHOT 203)
12. Photography 204 (PHOT 204)
13. Photography 223A (PHOT 223A)
14. Photography 223B (PHOT 223B)
15. Photography 254 (PHOT 254)
16. Photography 257 (PHOT 257)
17. Theatre 103 (THEA 103)
18. Theatre 104 (THEA 104)

The committee reviewed the following course inactivation, which is ready for final action:

1. Business 60C (BUS 60C)

## **Curriculum Discussion**

### **A. Full Course Review**

#### **Fine Arts Division**

It was moved by L. Houske to approve the Dance 171A and Photography 101 proposals. K. Iino seconded, and the motion carried.

#### **Health Sciences and Athletics Division**

The division added a new distance education online/hybrid course for Medical Terminology 1.

It was moved by A. Hockman to approve Medical Terminology 1 and Physical Education 115abc proposals. L. Houske seconded, and the motion carried.

It was moved by R. Donegan to approve the new distance education online/hybrid course for Medical Terminology 1. A. Hockman seconded, and the motion carried.

#### **Industry and Technology Division**

Fire and Emergency Technology 80A, Training Instructor 1A and Fire and Emergency Technology 80B, Training Instructor 1B courses were reactivated due to demand from local fire agencies. The department added new distance education online courses.

C. Newmann requested the phrase "*employment in the field*" be removed from the conditions of enrollment for Fire and Emergency Technology 80A and 80B.

It was moved by M. Chaban to approve Fire and Emergency Technology 80A and 80B including the new distance education online courses. S. Rodriguez seconded, and the motion carried.

### **B. Standard Review/Consent Agenda Proposals**

It was moved by K. Iino to approve the standard review/consent agenda proposals including the inactivation of Business 60C. M. Chaban seconded, and the motion carried.

### **III. CURRICULUM INVENTORY OVERVIEW**

Curriculum Advisor, Q. Chapman provided an overview of the curriculum review process following CCC approval of curriculum, including a demonstration of the Chancellor's Office Curriculum Inventory database. The committee will receive instructions for reviewing the curriculum inventory.

### **IV. CCC CHAIR ELECTION UPDATE**

Committee member E. French-Preston provided an update on the search for candidates for the fall 2017 CCC Chair position. Several committee members were contacted as potential nominees. However, a candidate has not been identified.

### **V. VICE PRESIDENT'S REPORT**

Vice President Academic Affairs – Dr. Shankweiler

Dr. Shankweiler elaborated on the CCC Chair selection process. It is important that the CCC Chair nominees have the foundation of the College Curriculum Committee. The position can be a rewarding opportunity for growth and involves commitment and a lot of work. Committee members are encouraged to talk to A. Carr and former CCC Chairs, W. Brownlee and L. Kjeseth. Dr. Shankweiler is in continual discussion with Academic Senate President K. Daniel-DiGregorio for release time to meet the needs of the committee.

Dr. Shankweiler met with L. Suekawa and W. Mulrooney to discuss updating Board Policy 4235 Credit by Examination to allow students the option to receive either credit or letter grade.

### **VI. CHAIR'S REPORT**

College Curriculum Committee Chair – A. Carr

Chair Carr thanked the committee for their good work in reviewing proposals ahead of time.

### **VII. CURRICULUM ADVISOR REPORT**

Curriculum Advisor – Q. Chapman – No Report

### **VIII. ANNOUNCEMENTS – None**

### **IX. ADJOURNMENT**

Chair Carr called a motion to adjourn the meeting. E. French-Preston moved, L. Houske seconded, and the motion carried. The meeting adjourned at 3:25 p.m.

**EL CAMINO COLLEGE  
COLLEGE CURRICULUM COMMITTEE  
October 25, 2016**

**Approved Curriculum Changes Proposed for 2017-2018**

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**BUSINESS**

**CTE TWO-YEAR COURSE REVIEW; DISTANCE EDUCATION REVIEW,  
CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION**

*Current Status/Proposed Changes*

1. Business 60A – Microcomputer Keyboarding I

In this course, the student will learn the touch keyboarding method for alphabetic and numeric/symbol keys on microcomputers. ~~Students will develop the fundamental computer skills necessary to input information efficiently and accurately. with an emphasis on developing acceptable speed (40 gross words a minute) and accuracy levels.~~

Note: Letter grade or pass/no pass option.

*Recommendation*

Business 60A – Microcomputer Keyboarding I

In this course, the student will learn the touch keyboarding method for alphabetic and numeric/symbol keys on microcomputers with an emphasis on developing acceptable speed (40 gross words a minute) and accuracy levels.

Note: Letter grade or pass/no pass option.

**CTE TWO-YEAR COURSE REVIEW; DISTANCE EDUCATION REVIEW,  
CHANGES IN DESCRIPTIVE TITLE, CONDITIONS OF ENROLLMENT  
(Pre/Corequisite, Recommended Preparation or Enrollment Limitation),  
CATALOG DESCRIPTION**

*Current Status/Proposed Changes*

1. Business 60B – Microcomputer Keyboarding II and Document Processing

Prerequisite: Business 60A with a minimum grade of C or equivalent skill experience

In this course, the student will use a word processing program to further increase keyboarding speed (60 gross words a minute) and improve accuracy. Additionally, students will also learn to prepare documents such as correspondence, memorandum, business letters, reports, and tables ~~and will build touch skill in speed and accuracy tables.~~ This course is recommended for students who need to develop speed and

accuracy skill as well as document formatting proficiency for personal or business use.

Note: Letter grade or pass/no pass option.

### *Recommendation*

Business 60B – Microcomputer Keyboarding II and Document Processing

Prerequisite: Business 60A with a minimum grade of C or equivalent skill experience

In this course, the student will use a word processing program to further increase keyboarding speed (60 gross words a minute) and improve accuracy. Additionally, students will also learn to prepare documents such as correspondence, memorandum, business letters, reports, and tables. This course is recommended for students who need to develop speed and accuracy skill as well as document formatting proficiency for personal or business use.

Note: Letter grade or pass/no pass option.

## **INACTIVATE COURSE**

1. Business 60C – Microcomputer Document Formatting

## **FINE ARTS**

### **CTE TWO-YEAR COURSE REVIEW**

1. Art 153 – Illustration I
2. Art 160 – Three-Dimensional Design
3. Art 253 – Illustration II
4. Photography 102 – Basic Photography
5. Photography 202 – Intermediate Photography
6. Photography 203 – Advanced Photography
7. Photography 223A – Theory Color/Color Printing
8. Photography 223B – Intermediate Color Photography/Printing
9. Photography 254 – Intermediate 35mm Black and White Photography
10. Photography 257 – Creative Photographic Processes

### **COURSE REVIEW; DISTANCE EDUCATION REVIEW**

1. Theatre 103 – Theatre Appreciation
2. Theatre 104 – Dramatic Literature

## **CTE TWO-YEAR COURSE REVIEW; CHANGE IN CATALOG DESCRIPTION**

### 1. Photography 204 – Portraiture

#### *Current Status/Proposed Changes*

This is a course in black and white film and digital still photography with an emphasis on the photographic portrait. It includes basic portrait lighting designs, posing and the practical psychology of portrait photography, and the use of film, digital, 35mm, and 4" by 5" camera equipment for portrait work. Laboratory techniques include film and image processing, print making and lighting design construction.

#### *Recommendation*

This is a course in black and white film and digital still photography with an emphasis on the photographic portrait. It includes basic portrait lighting designs, posing and the practical psychology of portrait photography, and the use of film, digital, 35mm, and 4" by 5" camera equipment for portrait work. Laboratory techniques include film and image processing, print making and lighting design construction.

## **COURSE REVIEW; CHANGE IN CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation or Enrollment Limitation)**

### 1. Dance 171A – Beginning Choreography A

#### *Current Status/Proposed Changes*

Prerequisite: ~~Dance 110 and Dance 170 with a minimum grade of C; Dance 170 may be taken concurrently with Dance 171A~~ or concurrent enrollment

#### *Recommendation*

Prerequisite: Dance 170 with a minimum grade of C or concurrent enrollment

## **CTE TWO-YEAR COURSE REVIEW; CHANGE IN CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation or Enrollment Limitation)**

### 1. Photography 101 – Elementary Photography

#### *Current Status/Proposed Changes*

~~Recommended Preparation: eligibility for English 84~~

#### *Recommendation*

Conditions of Enrollment: none

## CTE TWO-YEAR COURSE REVIEW; CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION

### *Current Status/Proposed Changes*

#### 1. Art 145 – ~~Interactive Media Design~~ Web Animation and Games

This course ~~is designed to enable~~ teaches the student to create two-dimensional animations and design interactive ~~multimedia~~ games for the ~~World Wide Web~~ and hand-held devices. Exercises and projects lead students through ~~screen and interface design~~, the principles of animation, gaming design, typography, digital imaging screen and interface design, digital sound, and digital video.

### *Recommendation*

#### Art 145 – Web Animation and Games

This course teaches the student to create two-dimensional animations and design interactive games for the Web and hand-held devices. Exercises and projects lead students through the principles of animation, gaming design, typography, screen and interface design, digital sound, and digital video.

## HEALTH SCIENCES AND ATHLETICS

### COURSE REVIEW

#### 1. Educational Development 140 – Assisted Computer Literacy

### COURSE REVIEW; CHANGE IN CATALOG DESCRIPTION

#### 1. Educational Development 36 – Writing Skills for Students with Learning Differences

##### *Current Status/Proposed Changes*

This course is designed for students with learning differences who need to improve basic writing skills. A process approach to writing is integrated with reading assignments to provide a variety of writing experiences. Students practice learning strategies related to writing and receive individualized instruction to increase writing skills and to prepare ~~them~~ for regular English classes.

Note: This course is appropriate for students with disabilities.

Note: Pass/no pass only.

##### *Recommendation*

This course is designed for students with learning differences who need to improve basic writing skills. A process approach to writing is integrated with reading assignments to provide a variety of writing experiences. Students practice learning

strategies related to writing and receive individualized instruction to increase writing skills and to prepare for regular English classes.

Note: This course is appropriate for students with disabilities.

Note: Pass/no pass only.

### **COURSE REVIEW; CHANGES IN DESCRIPTIVE TITLE, CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation or Enrollment Limitations)**

#### *Current Status/Proposed Changes*

1. Physical Education 115abc – ~~Women's~~ Intercollegiate Tennis Teams  
~~Enrollment Limitation~~ Recommended Preparation: high school varsity experience or equivalent skill

#### *Recommendation*

Physical Education 115abc – Intercollegiate Tennis Teams

Recommended Preparation: high school varsity experience or equivalent skill

### **CTE TWO-YEAR COURSE REVIEW; CHANGE IN CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation or Enrollment Limitation)**

1. Medical Terminology 1 – Medical Terminology

#### *Current Status/Proposed Changes*

Recommended Preparation: ~~eligibility for~~ English 4A 84

#### *Recommendation*

Recommended Preparation: English 84

### **NEW DISTANCE EDUCATION ONLINE/HYBRID COURSE VERSION**

1. Medical Terminology 1 – Medical Terminology

### **INDUSTRY AND TECHNOLOGY**

### **REACTIVATE COURSE; CTE TWO-YEAR COURSE REVIEW, CHANGES IN DESCRIPTIVE TITLE, LECTURE CONTACT HOURS, FACULTY LOAD,**



**TERM LENGTH, CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation or Enrollment Limitation)**

*Current Status/Proposed Changes*

1. Fire and Emergency Technology 80A – ~~Fire Training~~ Instructor 1A  
Units: 2.0 Lecture hours: ~~20.0~~ 2.0 Lab hours: 0 Faculty Load: 13.33%  
Term Length: ~~2-weeks~~ Full-Term  
Recommended Preparation: Fire and Emergency Technology 1 ~~or employment in the field~~  
Grading Method: Letter  
Credit Status: Associate Degree Credit  
CSU Transfer

This course parallels Instructional Techniques Part 1 offered by the California Fire Service Training and Education System (CFSTES). It is designed to provide instruction in fire service training methods with emphasis on using occupational analysis, identifying training needs, and training others to perform manipulative skills. The course applies to Fire Officer, Fire Instructor I and Public Education Officer II certification requirements established by the California State Board of Fire Services.

*Recommendation*

- Fire and Emergency Technology 80A – Training Instructor 1A  
Units: 2.0 Lecture hours: 2.0 Lab hours: 0 Faculty Load: 13.33%  
Term Length: Full-Term  
Recommended Preparation: Fire and Emergency Technology 1  
Grading Method: Letter  
Credit Status: Associate Degree Credit  
CSU Transfer

This course parallels Instructional Techniques Part 1 offered by the California Fire Service Training and Education System (CFSTES). It is designed to provide instruction in fire service training methods with emphasis on using occupational analysis, identifying training needs, and training others to perform manipulative skills. The course applies to Fire Officer, Fire Instructor I and Public Education Officer II certification requirements established by the California State Board of Fire Services.

*Current Status/Proposed Changes*

2. Fire and Emergency Technology 80B – ~~Fire Training~~ Instructor 1B  
Units: 2.0 Lecture hours: ~~20.0~~ 2.0 Lab hours: 0 Faculty Load: 13.33%  
Term Length: ~~2-weeks~~ Full-Term  
Recommended Preparation: Fire and Emergency Technology 80A ~~or equivalent~~

Grading Method: Letter  
Credit Status: Associate Degree Credit  
CSU Transfer

This course parallels Instructional Techniques Part 2 offered by the California Fire Service Training and Education System (CFSTES). The topics covered include preparing course outlines, establishing levels of instruction, constructing behavioral objectives and lesson plans, instructional aid development, and the fundamentals of testing and evaluation. The course applies to Fire Officer, Fire Instructor I and Public Education Officer II certification requirements established by the California State Board of Fire Services.

*Recommendation*

Fire and Emergency Technology 80B – Training Instructor 1B  
Units: 2.0    Lecture hours: 2.0    Lab hours: 0    Faculty Load: 13.33%  
Term Length: Full-Term  
Recommended Preparation: Fire and Emergency Technology 80A  
Grading Method: Letter  
Credit Status: Associate Degree Credit  
CSU Transfer

This course parallels Instructional Techniques Part 2 offered by the California Fire Service Training and Education System (CFSTES). The topics covered include preparing course outlines, establishing levels of instruction, constructing behavioral objectives and lesson plans, instructional aid development, and the fundamentals of testing and evaluation. The course applies to Fire Officer, Fire Instructor I and Public Education Officer II certification requirements established by the California State Board of Fire Services.

**NEW DISTANCE EDUCATION ONLINE COURSE VERSION**

1. Fire and Emergency Technology 80A – Training Instructor 1A
2. Fire and Emergency Technology 80B – Training Instructor 1B