

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
June 6, 2017

CALL TO ORDER

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

Recorder: Cindy Escutia

Members:

Present: Rebecca Donegan, Diah Eldanaf, Essie French-Preston, Laurie Houske, Kelsey Iino, Jon Minei, Claudia Striepe

Absent: Michael Anderson, Sandra Bartiromo, Monica Chaban, Stephanie Rodriguez, Jean Shankweiler, Adrienne Sharp

Ex-Officio Members:

Present: Linda Clowers, Janet Young

Absent: Abiodun Osanyinpeju, Lori Suekawa, LaShanta Young

Guests: Walter Cox, Randal Davis, David Mussaw, Craig Neumann, Jack Selph

I. APPROVAL OF MINUTES

The minutes from the April 25th and the May 23rd meetings were approved via email prior to the meeting.

II. CURRICULUM REVIEW

A. Full Course Review

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

1. Administration of Justice 12 (AJ 12)
2. Administration of Justice 126 (AJ 126)
3. Construction Technology 231 (CTEC 231)
4. Fire and Emergency Technology 74 (FTEC 74)
5. Fire and Emergency Technology 75 (FTEC 75)
6. Fire and Emergency Technology 76 (FTEC 76)
7. Fire and Emergency Technology 77 (FTEC 77)
8. Fire and Emergency Technology 78 (FTEC 78)

B. Full Program Review

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

1. Construction Technology: Cabinet and Fine Woodworking Certificate of Achievement

C. Consent Agenda Proposals

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

1. Air Conditioning and Refrigeration 61 (ACR 61)
2. Air Conditioning and Refrigeration 62 (ACR 62)
3. Administration of Justice 11 (AJ 11)
4. Automotive Technology 1 (ATEC 1)
5. English as a Second Language 53B (ESL 53B)
6. Photography 106 (PHOT 106)
7. Photography 206ab (PHOT 206ab)

CURRICULUM DISCUSSION

A. Full Course Review

A. Carr began Full Course Review by introducing Fire Chief Craig Neumann. She then reminded the committee that if they are thinking about fall courses, it would be a good idea to schedule a meeting with incoming Chair Janet Young and the dean to discuss the proposals.

Industry and Technology Division

Administration of Justice 12 Transportation and Border Security Management and Administration of Justice 126 Juvenile Delinquency and Legal Procedures were presented for CTE two-year course review. A. Carr explained that they had been presented as full review because they had added a prerequisite of English A. There were no comments from the committee. A. Carr reminded the committee that adding prerequisites requires content review and a well-developed justification for the change that includes how the students will benefit.

CTEC 231 Intermediate Cabinet Making Lab was presented as a new course and faculty member Jack Selph was present. J. Selph stated that the course was developed based on recommendation of the advisory committee to provide more hands-on lab time that will allow students to develop expertise in the field.

The new Fire Tech courses were presented beginning with FTEC 74 General Administrative Functions for Company Officers (Company Officer 2B). Chief Neumann explained that the State Fire Marshalls office requires completion of a certain track of courses to become certified and that the curriculum is prescribed and changes cannot be made.

FTEC 75 Fire Inspections and Investigation for Company Officers (Company Officer 2C) was presented. A. Carr asked if this course was designed for students who are already fire fighters. Chief Neumann said that the course is designed for those who wish to be promoted to a supervisor role.

FTEC 76 All-Risk Command Operations for Company Officers (Company Officer 2D) was presented with no questions or comments from the committee.

FTEC 77 Wildland Operations for Company Officers (Company Officer 2E) was presented with no questions or comments from the committee.

FTEC 78 Instructional Methodology (Instructor I) was presented. Chief Neumann explained that this course is designed to teach firefighters how to become instructors. L. Clowers recommended a minor change to the catalog description. The date of the edition of the National Fire Protection Association (NFPA) was changed from “2012” to “current edition,” so that the course does not have to be updated if the edition changes.

It was moved by E. French-Preston to approve the courses, K. Iino seconded. The motion carried.

B. Full Program Review

Industry and Technology Division

The Cabinet and Fine Woodworking Certificate of Achievement was presented for program revision to add new course CTEC 231 Intermediate Cabinet Making Lab to the elective courses. A. Carr apologized that it was an accidental omission and should have been included on the agenda.

It was moved by R. Donegan to approve the program revision proposal, L. Houske seconded. The motion carried.

C. Consent Agenda Proposals

Fine Arts Division

PHOT 106 Basic Photojournalism and PHOT 206ab Advanced Photojournalism were presented for CTE two-year course review. A. Carr explained that although we don't have many, we do have some cross-listed courses. She reminded the committee, that if there are courses being presented, the partner course needs to be presented at the same time, as the courses need to be identical. Therefore, Journalism 6 and 7 must be presented in the fall to reflect updates to these photography courses.

Humanities Division

ESL 53B Intermediate Writing and Grammar was presented for course review with no questions or comments from the committee.

Industry and Technology Division

The following courses were presented for CTE two-year course review with no comments: ACR 61 Fundamentals of Automation Systems; ACR 62 Energy Control and Optimization Systems; AJ 11 Intelligence and Security Management; and ATEC 1 Introduction to Automotive Service.

It was moved by J. Minei that the committee approve the consent agenda proposals, L. Houske seconded. The motion carried.

III. VICE PRESIDENT'S REPORT – ACADEMIC AFFAIRS

- L. Clowers recognized L. Houske for her work as the CCC Rep for Behavioral and Social Sciences as well as her work on the Division Curriculum Committee. L. Clowers stated that her expertise will be missed and that Dr. Shankweiler sends her appreciation for her years of service.
- Although not present, Sandy Bartiromo was also acknowledged for her service. Her certificate will be sent to the Health Sciences Division. A replacement for S. Bartiromo has not been confirmed.
- L. Clowers provided an update on the search for the curriculum advisor. She explained that a candidate had been selected, and that reference checks and the job offer are imminent. The curriculum advisor should be in place by July 1.

IV. CHAIR'S REPORT

College Curriculum Committee (CCC) Chair – A. Carr

- A. Carr stated that she had only received a few curriculum plans thus far. She reminded the committee that the list should include the courses and the instructor assigned to it. This information allows A. Carr to roll the courses over in CurricUNET so they are ready for faculty to work on them. If the person who is going to be working on the courses is not known, list the CCC Rep in the interim. Authors can always be added at a later date.
- A. Carr noted that Cindy Escutia will be taking over most, if not all, of Portia's duties

V. CURRICULUM ADVISORS REPORT

- No report.

VI. ANNOUNCEMENTS

- K. Iino explained that her term is up and that Rosie Miranda will be taking over in the fall for the Counseling Division. Her certificate of service will be sent to her.
- L. Clowers thanked D. Mussaw on behalf of herself and Dr. Shankweiler for his exceptional work and for stepping in to keep the curriculum process moving forward. L. Clowers also commended C. Escutia for taking on a great deal of responsibility in a short period of time.
- L. Clowers honored outgoing Chair Carr by presenting her with a certificate, a reading of the resolution that the Senate had presented to her last week, and by presenting her with a plaque for her exceptional service during her tenure as chair.
- A. Carr thanked the committee, and noted that although sometimes tedious, curriculum is at the heart of what we do, and the best part has been getting to know people across campus. A. Carr stated that we have a treasure of faculty, staff and administrators here at ECC and she knows that we will continue to work and thrive.
- A. Carr then presented the incoming Chair, Janet Young, with the customary knitted hat and t-shirt. Incoming Chair Young expressed her excitement for coming on board and working with the faculty again.
- Next CCC Meeting: 9/12/17 – 2:30-4:30 p.m., DE/Library 166

VII. ADJOURNMENT

A. Carr called for a motion to adjourn the meeting. K. Iino moved to adjourn, L. Houske seconded, and the motion carried. Meeting was adjourned at 3:11 p.m.

EL CAMINO COLLEGE
COLLEGE CURRICULUM COMMITTEE

June 6, 2017

Approved Curriculum Changes Proposed for 2018-2019

New Course

1. Construction Technology 231 - Intermediate Cabinet Making Lab
Units: 1.5 Lecture Hours: 0 Lab hours: 4.5 Faculty Load: 22.5%
Prerequisite: Construction Technology 200 or Construction Technology 201 or Construction Technology 202 or Construction Technology 203 with a minimum grade of C
Grading Method: Letter
Credit Status: Associate Degree Credit
Proposed CSU Transfer

This course is one in a series of courses designed to provide students the lab time and facility to take on more challenging projects in order to maintain and continue perfecting skills acquired in other Construction Technology courses. Students will focus on cabinet fabrication techniques incorporating custom design for specific applications, including sanding and routing techniques. A plan and procedure for proper sequence of sanding and routing will be developed to ensure professional results.

2. Fire and Emergency Technology 74 - General Administrative Functions for Company Officers (Company Officer 2B)
Units: 1.0 Lecture Hours: 1.0 Lab hours: 0 Faculty Load: 66.7%
Recommended Preparation: Fire and Emergency Technology 1
Grading Method: Letter
Credit Status: Associate Degree Credit
Proposed CSU Transfer

This course provides information on general administrative functions and the implementation of department policies and procedures and addresses conveying the fire department's role, image, and mission to the public.

3. Fire and Emergency Technology 75 - Fire Inspections and Investigation for Company Officers (Company Officer 2C)
Units: 2.0 Lecture Hours: 2.0 Lab hours: 0 Faculty Load: 13.33%
Recommended Preparation: Fire and Emergency Technology 1
Grading Method: Letter
Credit Status: Associate Degree Credit
Proposed CSU Transfer

This course addresses conducting inspections, identifying hazards and addressing violations, performing a fire investigation to determine preliminary cause, and securing the incident scene and preserving evidence.

4. Fire and Emergency Technology 76 - All-Risk Command Operations for Company Officers (Company Officer 2D)
Units: 2.0 Lecture Hours: 2.0 Lab hours: 0 Faculty Load: 13.33%
Recommended Preparation: Fire and Emergency Technology 1 AND English A
Grading Method: Letter
Credit Status: Associate Degree Credit
Proposed CSU Transfer

This course provides information on conducting incident size-up, developing and implementing an initial plan of action involving single and multiunit operations for various types of emergency incidents to mitigate the situation following agency safety procedures, conducting pre-incident planning, and developing and conducting a post-incident analysis.

5. Fire and Emergency Technology 77 - Wildland Operations for Company Officers (Company Officer 2E)
Units: 2.0 Lecture Hours: 2.0 Lab hours: 0 Faculty Load: 13.33%
Recommended Preparation: Fire and Emergency Technology 1
Grading Method: Letter
Credit Status: Associate Degree Credit
Proposed CSU Transfer

This course provides information on evaluating and reporting incident conditions, analyzing needs, developing and implementing a plan of action to deploy incident resources, completing all operations to suppress a wildland fire, establishing an incident command post, creating an incident action plan, and completing incident records and reports.

6. Fire and Emergency Technology 78 - Instructional Methodology (Instructor I)
Units: 2.0 Lecture Hours: 2.0 Lab hours: 0 Faculty Load: 13.33%
Recommended Preparation: Fire and Emergency Technology 1 AND English A
Grading Method: Letter
Credit Status: Associate Degree Credit
Proposed CSU Transfer

This course provides the skills and knowledge needed for the entry level professional instructor to perform his or her duties safely, effectively, and competently. The curriculum is based on the most current edition of National Fire Protection Association (NFPA) 1041 Standards for Fire Service Instructor Professional Qualifications. At the end of this course, candidates for Instructor I certification will be able to teach and deliver instruction from a prepared lesson plan utilizing instructional aids and evaluation instruments. The Instructor I will also be able to adapt a lesson plan and complete the reporting requirements to the local jurisdiction.

Course Review; New Distance Education Online/Hybrid Course Version

1. English as a Second Language 53B – Intermediate Writing and Grammar

CTE Two-Year Course Review

1. Administration of Justice 11 - Intelligence and Security Management
2. Air Conditioning and Refrigeration 61 - Fundamentals of Automation Systems
3. Air Conditioning and Refrigeration 62 - Energy Control and Optimization Systems
4. Automotive Technology 1 - Introduction to Automotive Service
5. Photography 106 - Basic Photojournalism
6. Photography 206AB - Advanced Photojournalism

CTE Two-Year Course Review; Change in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation or Enrollment Limitation)

1. Administration of Justice 12 - Transportation and Border Security Management
Current Status/Proposed Changes
Recommended Preparation: Administration of Justice 11 AND English A

Recommendation
Recommended Preparation: Administration of Justice 11 AND English A

2. Administration of Justice 126 - Juvenile Delinquency and Legal Procedures

Current Status/Proposed Changes

Recommended Preparation: ~~eligibility for English 1AA~~

Recommendation

Recommended Preparation: English A

Change in Certificate; Course Requirements

1. Construction Technology: Cabinet and Fine Woodworking Certificate of Achievement

Current Status/Proposed Changes

A Certificate of Achievement will be granted upon completion of all program requirements. At least 50% of the courses required for the certificate must be completed at El Camino College.

Certificate Requirements

Units

Required Core: 8 units

CTEC 200	General Cabinet Making	2
CTEC 201	Upper Residential Cabinets	2
CTEC 202	Base Residential Cabinets	2
CTEC 203	Dedicated Use Cabinets	2

11 units from:

CTEC 210	Furniture Making Laboratory - Interpreting Commercial Plans	1.5
CTEC 211	Furniture Making Laboratory - Plan Modifications	1.5
CTEC 212	Furniture Making Laboratory - Developing Original Plans	1.5
CTEC 213	Furniture Making Laboratory - Building without Plans	1.5
CTEC 220	Hinging Systems and Doors	2.5
CTEC 221	Drawer Systems	2.5
CTEC 222	Convenience Hardware	2.5
CTEC 230	Cabinet Making Lab	1.5
<u>CTEC 231</u>	<u>Intermediate Cabinet Making Lab</u>	<u>1.5</u>

Total Units: 19