

**EL CAMINO COLLEGE**  
**MINUTES OF THE COLLEGE CURRICULUM COMMITTEE**  
**September 27, 2016**

**CALL TO ORDER**

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

**Members:**

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

*Absent:* S. Bartiromo, M. Chaban, K. Iino, J. Shankweiler

**Ex-Officio Members:**

*Present:* Q. Chapman, L. Clowers, S. Navid, N. Ohia, L. Suekawa

*Absent:* A. Osanyinpeju, L. Young

**Guests:** W. Brownlee, R. Davis, L. Linka

**APPROVAL OF MINUTES**

The Curriculum Advisor is currently reviewing the minutes of the College Curriculum Committee of September 13, 2016.

**CURRICULUM REVIEW**

**A. Full Course Review**

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

1. Business 11 (BUS 11)
2. English 78 (ENGL 78)

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

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

1. Automotive Technology 11 (ATEC 11)
2. Chemistry 20 (CHEM 20)
3. Computer Information Systems 29 (CIS 29)
4. Computer Science 30 (CSCI 30)
5. Construction Technology 172 (CTEC 172)
6. Educational Development 29 (EDEV 29)
7. English 98 (ENGL 98)
8. Fire and Emergency Technology 2 (FTEC 2)
9. Fire and Emergency Technology 9 (FTEC 9)
10. Mathematics 33 (MATH 33)
11. Mathematics 43 (MATH 43)
12. Physical Education 220 (PE 220)
13. Physical Education 257 (PE 257)

14. Physical Education 290 (PE 290)
15. Political Science 1 (POLI 1)
16. Supervision 27 (SUPV 27)

## **CURRICULUM DISCUSSION**

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

College Curriculum Committee member L. Houske concurred with the committee's recommendation to replace several capitalized accounting terms with lowercase letters in the catalog description for Business 11, Accounting for Small Business.

It was moved by C. Striepe to approve Business 11 proposal. L. Houske seconded and the motion carried.

Articulation Officer L. Suekawa noted English 78 is eligible to be submitted for UC transferability.

It was moved by A. Sharp to approve English 78 proposal. E. French-Preston seconded and the motion carried.

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

Fire and Emergency Technology 2 and 9 were tabled at the February 9 meeting. Corrections were made to the course outline of record as recommended by the committee.

A recommendation was made to remove the notation in the 2016-2017 catalog for Computer Science 30, Advanced Programming in C++. The course is offered in the fall and spring semesters, but is listed as being offered in the spring semester only.

It was moved by A Hockman to approve the standard review/consent agenda proposals. L. Houske seconded, and the motion carried.

It was moved by E. French-Preston to approve new distance education online/hybrid courses for Chemistry 20 and English 98. A. Sharp seconded, and the motion carried.

## **VICE PRESIDENT'S REPORT**

Vice President Academic Affairs – Dr. Shankweiler – No report

## **CHAIR'S REPORT**

College Curriculum Committee (CCC) Chair – A. Carr

Chair Carr briefed the committee on the bylaws for electing a CCC Chair. College Curriculum Committee members E. French-Preston and A. Hockman were appointed to the election committee. The committee discussed release time concerns and recommended an increase in release time be considered for discussion at the Academic Senate. Chair Carr designated L. Houske to serve as the Chair Pro Tempore in the event the Chair is not present at the meetings.

## **CURRICULUM ADVISOR REPORT**

Curriculum Advisor – Q. Chapman

Curriculum Advisor Q. Chapman explained the process used in identifying agenda items for the CCC meetings. The election for a CCC Chair-Elect will take place at the CCC meeting on November 8, 2016. The timeline for the CCC Chair-Elect voting will be available to the committee prior to the election.

## **ADJOURNMENT**

Chair Carr called a motion to adjourn the meeting. A. Hockman moved, L. Houske seconded, and the motion carried. The meeting adjourned at 3:20 p.m.

**EL CAMINO COLLEGE  
COLLEGE CURRICULUM COMMITTEE  
September 27, 2016  
Approved Curriculum Changes for 2017-2018**

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**BEHAVIORAL AND SOCIAL SCIENCES**

**COURSE REVIEW; DISTANCE EDUCATION REVIEW**

1. Political Science 1 – Governments of the United States and California

**BUSINESS**

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

1. Computer Information Systems 29 – Advanced Database Applications  
*Current Status/Proposed Changes*

This course offers advanced instruction in relational databases ~~in a Windows environment~~. Students will learn ~~how~~ to design and develop a database from user specifications. Topics include analyzing source documents, normalizing a database, techniques of effective design ~~and creating and implementing all tables and database objects~~, big data, data mining, and data analytics. Applications used are typical business operations such as inventory and human resources.

*Recommendation*

This course offers advanced instruction in relational databases. Students will learn to design and develop a database from user specifications. Topics include analyzing source documents, normalizing a database, techniques of effective design, big data, data mining, and data analytics. Applications used are typical business operations such as inventory and human resources.

**CTE TWO-YEAR COURSE REVIEW; CHANGES IN CONDITIONS OF ENROLLMENT (Recommended Preparation)**

1. Supervision 27 - Oral Business Communications  
*Current Status/Proposed Changes*  
Recommended Preparation: ~~eligibility for English A~~ English B

*Recommendation*

Recommended Preparation: English B

**CTE TWO-YEAR COURSE REVIEW; DISTANCE EDUCATION REVIEW,  
CHANGES IN CONDITIONS OF ENROLLMENT (Recommended Preparation),  
CATALOG DESCRIPTION**

1. Business 11 – Accounting for Small Business

*Current Status/Proposed Changes*

Recommended Preparation: ~~eligibility for English 84~~ English 82 and English B

~~This course includes basic accounting procedures, preparation and analysis of financial statements, banking, payroll processes, and special accounting journals~~ addresses the accounting cycle for a small business. Topics covered include the fundamental accounting equation, types of accounts, debits and credits, the trial balance, the general journal, general ledger and preparation of financial statements. Adjusting entries, closing entries, and the post-closing trial balance will be prepared. Additional topics in this course include cash, cash controls, payroll, and employer taxes. This is an accounting course for small business in service ~~and retail~~ environments.

Note: This course is not open to students who have credit for or are currently enrolled in Business 1A. Not recommended for the student who has completed two years of high school bookkeeping with a grade of C or better.

*Recommendation*

Recommended Preparation: English 82 and English B

This course addresses the accounting cycle for a small business. Topics covered include the fundamental accounting equation, types of accounts, debits and credits, the trial balance, the general journal, general ledger and preparation of financial statements. Adjusting entries, closing entries, and the post-closing trial balance will be prepared. Additional topics in this course include cash, cash controls, payroll, and employer taxes. This is an accounting course for small business in service environments.

Note: This course is not open to students who have credit for or are currently enrolled in Business 1A. This course is not recommended for the student who has completed two years of high school bookkeeping with a grade of C or better.

## HEALTH SCIENCES AND ATHLETICS

### COURSE REVIEW

1. Physical Education 257 – Yoga for Health and Fitness
2. Physical Education 290 – Personal Fitness Trainer

### COURSE REVIEW; CHANGE IN CATALOG DESCRIPTION

1. Educational Development 29 – Individualized Assess of Learning

#### *Current Status/Proposed Changes*

This course is designed to provide strategies for academic success for students with special learning needs. Individual assessments of learning strengths and weaknesses will be completed, which may determine eligibility for accommodations through the Special Resource Center. In addition, this course will introduce concepts of disability management and self-advocacy in the college setting. Students will learn to identify their individual learning styles and develop their individual learning profile.

Note: Recommended referral by Special Resource Center is advised.

#### *Recommendation*

This course is designed to provide strategies for academic success for students with special learning needs. Individual assessments of learning strengths and weaknesses will be completed, which may determine eligibility for accommodations through the Special Resource Center. In addition, this course will introduce concepts of disability management and self-advocacy in the college setting. Students will learn to identify their individual learning styles and develop their individual learning profile.

Note: Recommended referral by Special Resource Center is advised.

2. Physical Education 220 – Naginata - A Japanese Martial Art

#### *Current Status/Proposed Changes*

This course provides basic skills and knowledge related to Naginata - A Japanese Martial Art. Students will use a naginata (pole arm) for offensive and defensive tactics while incorporating precision techniques. Japanese terminology will orient students to the equipment and with instructional cues for on guard positioning, footwork, and target areas. The course is taught according to traditional Japanese teaching methods with emphasis on etiquette, mental focus, self-discipline and self-confidence. Culture, philosophy and historical concepts with Naginata will also be discussed.

#### *Recommendation*

This course provides basic skills and knowledge related to Naginata - A Japanese Martial Art. Students will use a naginata (pole arm) for offensive and defensive tactics while incorporating precision techniques. Japanese terminology will orient students to

the equipment and with instructional cues for on guard positioning, footwork, and target areas. The course is taught according to traditional Japanese teaching methods with emphasis on etiquette, mental focus, self-discipline and self-confidence. Culture, philosophy and historical concepts with Naginata will also be discussed.

## HUMANITIES

### COURSE REVIEW

1. English 98 – College Literary Magazine Editing and Publishing

### COURSE REVIEW; CHANGE IN CONDITIONS OF ENROLLMENT (Prerequisite, Recommended Preparation)

1. English 78 – Creative Writing: Screenwriting  
*Current Status/Proposed Changes*  
~~Recommended Preparation~~ Prerequisite: eligibility for English 1A

*Recommendation*

Prerequisite: eligibility for English 1A

### NEW DISTANCE EDUCATION ONLINE/HYBRID COURSE

1. English 98 – College Literary Magazine Editing and Publishing

## INDUSTRY AND TECHNOLOGY

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

1. Automotive Technology 11 – Brakes, Suspension and Four Wheel Alignment  
*Current Status/Proposed Changes*  
This course covers the study of brake systems, front and rear suspension systems, steering systems and their operation. Laboratory activities stress brake, suspension and steering systems diagnosis, repair, machining, overhaul, as well as front-wheel and four-wheel alignment procedures and, including proper use of tools and equipment utilized in industry.

Note: This course is the same as the two-course sequence Automotive Technology 14 and 16. Students who have completed Automotive Technology 14 and 16 will not receive credit for Automotive Technology 11.

*Recommendation*

This course covers the study of brake systems, front and rear suspension systems, steering systems and their operation. Laboratory activities stress brake, suspension and steering systems diagnosis, repair, machining, overhaul as well as front-wheel and four-wheel alignment procedures, including proper use of tools and equipment utilized in industry.

Note: This course is the same as the two-course sequence Automotive Technology 14 and 16. Students who have completed Automotive Technology 14 and 16 will not receive credit for Automotive Technology 11.

2. Construction Technology 172 – Residential Electrical Wiring

*Current Status/Proposed Changes*

This course focuses on residential electrical wiring in accordance with the National Electric Code (NEC). Topics include ~~blueprint~~ print reading, developing wiring diagrams, wiring, grounding, and the placement of lights, switches, receptacles and fixtures. The proper selection and use of conduits, ~~the~~ determination of branch circuit requirements, ~~the~~ proper selection of circuit breakers, and the installation of service entrance and sub-panels are also covered. The techniques of electrical wiring are learned through construction laboratory work, which requires the use of standard electrical tools and materials.

*Recommendation*

This course focuses on residential electrical wiring in accordance with the National Electric Code (NEC). Topics include print reading, developing wiring diagrams, wiring, grounding and the placement of lights, switches, receptacles and fixtures. The proper selection and use of conduits, determination of branch circuit requirements, proper selection of circuit breakers, and the installation of service entrance and sub-panels are also covered. The techniques of electrical wiring are learned through construction laboratory work, which requires the use of standard electrical tools and materials.

**CTE TWO-YEAR COURSE REVIEW; CHANGE IN CONDITIONS OF ENROLLMENT (Recommended Preparation)**

1. Fire and Emergency Technology 2 – Fire Prevention Technology

*Current Status/Proposed Changes*

Recommended Preparation: Fire and Emergency Technology 1 ~~or Fire and Emergency Technology 15 or equivalent; English 84 or eligibility for English 1A and English A~~

*Recommendation*

Recommended Preparation: Fire and Emergency Technology 1 and English A



2. Fire and Emergency Technology 9 – Fire Apparatus and Equipment  
*Current Status/Proposed Changes*  
Recommended Preparation: Fire and Emergency Technology 1 ~~or Fire and  
Emergency Technology 15 or equivalent; English 84 or eligibility for English 1A and  
English A~~

*Recommendation*

Recommended Preparation: Fire and Emergency Technology 1 and English A

## **MATHEMATICAL SCIENCES**

### **COURSE REVIEW**

1. Computer Science 30 – Advanced Programming in C++

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

1. Mathematics 33 – Extended Elementary Algebra, Part I
2. Mathematics 43 – Extended Elementary Algebra, Part II

## **NATURAL SCIENCES**

### **COURSE REVIEW**

1. Chemistry 20 – Fundamentals of Chemistry

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

1. Chemistry 20 – Fundamentals of Chemistry