ACADEMIC SENATE

AGENDA

Thursday, September 8, 2016 at 1:00 p.m. in the Board room

I. **CALL TO ORDER**

II. **APPROVAL OF AGENDA**

III. **APPROVAL OF MINUTES**

    May 5, 2016 Minutes

IV. **REPORTS**

    Senate:

President	Paul M. Flor
Board Representative and External Liaison	Jerome Evans
Accreditation Self-Evaluation	Amber Gillis

V. **ACTION ITEMS-UNFINISHED BUSINESS**

    1. Adjunct Faculty representative to Academic Senate and Faculty Council vacancy

VI. **NEW BUSINESS**

    1. Academic Senate Goals for 2016-17
    2. Orientation to Academic Senate
    3. Fall 2016 Enrollment
    4. Curriculum advisory group

VII. **INFORMATION-DISCUSSION ITEMS**

    1. Academic Senate news

VIII. **Events/Meetings**

    1. Academic Academy, October 7-8, 2016, Westin South Coast Plaza
    2. Curriculum Regional Meetings - South October 22, Mt. San Antonio College
    3. MQs and Equivalency Regional Meetings, October 28 (North) and October 29 (South)
    4. Fall Plenary Session, November 3 to 5, 2016, Westin South Coast Plaza
    5. Formerly Incarcerated Students Regional Meetings, November 18 and November 19
    6. Contextualized Teaching and Learning Regional Meetings, December 2 and December 3
    7. Common Assessment Initiative Regional Meetings, December 9 and December 10

IX. **FUTURE AGENDA ITEMS**

    1. Strong Workforce
    2. AB 104

X. **ADJOURNMENT**

BP 2520 Academic Senate   **Issued: May 19, 2015**

Reference:
    Education Code Section 70902(b)(7);
    Title 5, Sections 53200 et seq
    Accreditation Standard IV.A
    Board Policy 2510 Participation in Local Decision Making

The Academic Senate is organized under the provisions of the California Code of Regulations, Title 5, shall represent the faculty and make recommendations to the administration and to the Board with respect to academic and professional matters, so long as the exercise of such functions does not conflict with the lawful collective bargaining agreement.

The Board or its designee will consult collegially with the Academic Senate when adopting policies and procedures. The Board will rely primarily on faculty expertise on academic and professional matters as defined by Sub-Chapter 2, Section 53200, et seq., California Administrative Code, Title 5, and as listed below:

1.   Curriculum, including establishing prerequisites and placing courses within disciplines;

2.   Degree and certificate requirements;

3.   Grading policies;

4.   Educational program development;

5.   Standards and policies regarding student preparation and success;

6.   District and College governance structures as related to faculty roles;

7.   Faculty roles and involvement in accreditation process, including self-study and annual reports;

8.   Policies for faculty professional development activities;

9.   Processes for program review;

10.   Processes for institutional planning and budget development, and

11.   Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.

The Academic Senates' organization, membership functions and committee structure shall be developed by the Academic Senate.

CEC ACADEMIC SENATE MEETING DATES AND LOCATIONS (1st & 3rd Thursday)

* This is a special meeting scheduled to coincide with ACCJC Accreditation visit the week of March 6-9th. This is a Tuesday. We are switching days with El Camino College.

FALL 2015

		SPRING 2016	
September 8	Board Room	February 16	Board Room
September 22	Board Room	March 7*	Board Room
October 6	Board Room	March 16	Board Room
October 20	Board Room	April 6	Board Room
November 3	Board Room	April 20	Board Room
November 17	Board Room	May 4	Board Room
December 1	Board Room	May 18	Board Room
December 15	Board Room		

ECC ACADEMIC SENATE MEETING DATES AND LOCATIONS (1st & 3rd Tuesdays before ECC Senate, usually)

FALL 2015

		SPRING 2016	
September 6	Dist. Ed. room 166	February 21	Dist. Ed. room 166
September 20	Dist. Ed. room 166	March 9*	Dist. Ed. room 166
October 4	Dist. Ed. room 166	March 21	Dist. Ed. room 166
October 18	Dist. Ed. room 166	April 4	Dist. Ed. room 166
November 1	Dist. Ed. room 166	April 18	Dist. Ed. room 166
November 15	Dist. Ed. room 166	May 2	Dist. Ed. room 166
December 6	Dist. Ed. room 166	May 16	Dist. Ed. room 166

Compton Faculty are encouraged to attend the ECC Academic Senate meetings when possible.

Per the Brown Act all votes must be recorded by name. Only No's and Abstentions will be recorded by name in the minutes, If you were signed in to the meeting and did not vote No/Abstain, your vote will be assumed to be a Yes.

ATTENDANCE

Senators	Visitors
Eyob Wallano	Ruth Roach
Jerome Evans	Jessie Mills
Andree Valdry	Roza Ekimyan
Mandeda Uch	Abiodun Osanyinpeju
Essie French-Preston	David McPatchell
Nikki Williams	Amber Gillis
Paul Flor	Cornelia Lyles
Kent Schwitkis	Billie Moore
Christopher Halligan	Joshua Meadors
Michael Odanaka	Barbara Perez
Annaruth Garcia	
Mahbub Khan	
Vanessa Haynes	
Kendahl Radcliffe	

I. **CALL TO ORDER –** 1:09 p.m.

II. **APPROVAL OF AGENDA –** Wallano/Valdry- Approved

III. **APPROVAL OF MINUTES** – Valdry/Wallano- Approved

IV. **REPORTS**

President's Report- Paul Flor reporting.

- Reminder about the important events that are coming up:
  - **Faculty Leadership Institute in Riverside**
  - **Curriculum Institute in Anaheim July 7-9**- This is particularly important since we are forming our own curriculum body. We would like to identify 5 individuals to attend.
  - Wallano has been selected as Distinguished Faculty for all of his work this past year.

Board Representative – Jerome Evans reporting.

- Commendation of David McPatchell- Sponsored a Psychology of Research Proposal class project where other classes were allowed and invited to participate.
- Faculty that are retiring: Cornelia Lyles, Billie Moore, Dovard Ross- we are recognizing these individuals.
  - Recognition of 40 years of service- Dr. Cornelia Lyles- will now be taking time out to relax and read.
  - Recognition of 37 years of service- Billie Moore- Spoke about the work that she used to do with the EOPS office when she first started working here. She has had a good tenure here and acknowledged how much Compton gave to her. She will be spending time writing and publishing.

Accreditation: Amber Gillis reporting.

- No report given

V. **ACTION ITEMS-UNFINISHED BUSINESS**

- **IEPI Framework of Indicators**- Dr. Joshua Meadors presenting. Asked that senate make a motion to adopt the framework either as is or with changes recommended by senate. He reiterated the Framework and highlighted the proposed indicators and goals. Kent/Halligan motion to accept the framework as is, the motion passed. The Academic Senate endorses the framework as is.

VI. NEW BUSINESS
- Halligan presenting recognition of senators that have stepped down. Tom Norton and Holly Schumacher were recognized for their years of service on Senate.
- Flor recognized faculty that are recommended for tenure this year. Pictures were taken with the faculty.

VII. Information- Discussion Items
- **Committee Evaluation Survey**- Each of the 12 standing committees will be administered the survey. Flor asked that you spend time filling out the survey and giving honest answers. There will be two types of surveys: a governance survey and committee membership survey.
- Committee updates that can be found in the packet. We will be hiring a program review coordinator that will be helping with streamlining our process. In the summer and fall, Flor will be approaching faculty members to become co-chairs of the committees that they are involved in.
- EOPS Dinner May 5th, 2016.
- Athletics Banquet- May 6th in gymnasium
- Nursing Pinning- Tuesday 10th at 6pm in gymnasium

VIII. Events/Meetings

MOTION TO ADJOURN – Evans/Schwitkis- Approved –1:40p.m.

Proposed 2016-2017 Goals

The Academic Senate's annual goals reflect a commitment to "an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making" (Strategic Initiative C).

1. Ensure full faculty involvement in decision-making related to academic and professional matters (BP 2520)
   Measures:
   - Arrange faculty representation on campus committees and periodic updates,
   - Recruit faculty co-chairs for Institutional Standing Committees
   - Ensure divisions have required number of senators
   - Review and begin revising Academic Senate By-laws to reflect curriculum reforms
   - Ensure Academic Senate office is relocated in swing space

2. Strengthen faculty involvement in the activities of the Academic Senate
   Measures:
   - Provide an orientation at the start of the academic year
   - Provide regular, ongoing communication with all faculty, encouraging greater involvement in the Senate and committees
   - Encourage greater participation of senators in meetings and other activities of Senate
   - Establish initiatives to recognize faculty achievements

3. Support the college's institutional effectiveness goal that more students from our diverse communities will attain educational success and achieve their academic goals.
   Measures:
   - Support Enrollment Management initiatives through ongoing communication and faculty involvement
   - Support accreditation efforts through regular Senate/Faculty Council communication and collaboration
   - Foster awareness of and encourage faculty involvement in the local implementation of statewide initiatives for student success, equity, enrollment, retention and completion

Upcoming Events from ASCCC

C-ID: Fall Discipline Input Group (DIG) Meeting
The Course Identification Numbering (C-ID) System is hosting two discipline input group (DIG) meetings for faculty to consider the development of C-ID descriptors and model curriculum (MC) for Engineering Technology. The development of the C-ID course descriptors will support local associate degrees and certificates, specific to Engineering Technology.   For additional information on the work of the C-ID system, visit www.c-id.net.
The meetings are designed to be "come one, come all" to encourage wide participation and perspectives. Travel costs will not be reimbursed, but a light breakfast and lunch will be provided. Later, faculty will be appointed by their respective state senate to serve on the Faculty Discipline Review Group that will prepare draft documents for statewide vetting.
We need faculty from California Community Colleges and high school teachers who teach Engineering Technology to attend the meetings closest to their geographic location. In addition, we need articulation officers to assist each group.
See below for specific information for the meeting:
SOUTHERN CA:
WHERE: El Camino College - 16007 Crenshaw Blvd, Torrance, CA
WHEN: Friday, September 23, 2016; 9:00 am - 3:00 pm
Registration/Cancellation Deadline: September 20, 2016

U.S. Department of Education (DoE) has asked community colleges across the nation to assist in supporting students affected by ITT's decision to close all of their ITT Technical Institute campuses. The nearest ITT campus was in Torrance.

• Recommendations for assisting students include identifying alignment of program offerings:
Information technology, Business, Drafting and Design, Nursing and Health Science, Criminal Justice

• Designate members of your team as points of contact for potential ITT students to address their potential questions around transfer credits, prior learning assessment, financial aid (including the tradeoffs associated with discharging their federal student loans), transcripts and more

• Develop an outreach strategy for those students including your point of contact

• Put out a public statement welcoming ITT students

• Publically identify our campus on a DoE list of institutions who pledge to assist ITT students

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Assembly Bill 1690 would grant job protections to community college instructors.

Adjunct faculty at California community colleges could get collective bargaining rights under a bill headed to Gov. Jerry Brown that supporters call the first of its kind in the nation. Assembly Bill 1690, which passed the state Senate 23-14 on Monday and advanced to the governor's desk, would require community college districts to negotiate contracts with representatives for part-time faculty that include seniority rights and other job protections.

Under the measure, instructors who have taught for six semesters or nine quarters with satisfactory evaluations would be placed on a priority list for assignments and would be guaranteed to maintain their workload in future terms. The bill would also provide an opportunity for remediation if a subsequent evaluation is unsatisfactory and require that staffing reductions take place according to seniority.

Proponents include the Faculty Association of California Community Colleges (FACCC), arguing that AB 1690 will provide stability for adjunct faculty. The Community College League of California opposed AB 1690.

Other Legislation

Proposed legislation continues to make its way through the process. A number of bills have been held in Appropriations Committees while others have passed out. The ASCCC has adopted positions on the following bills and is closely monitoring them:

- **AB 1721** (Medina) Cal Grant Increase: Held in Senate Appropriations
- **AB 1837** (Low) Replacement for CPEC: Held in Senate Appropriations
- **AB 1892** (Medina) Cal Grant Increase: Held in Assembly Appropriations
- **AB 1985** (Williams) Advanced Placement Credit: Enrolled and presented to the Governor
- **AB 2009** (Lopez) Dream Resource Liaison: Enrolled August 30
- **AB 2412** (Chang) Performance Based-Funding for CTE: Held in Assembly Appropriations
- **AB 2017** (McCarty) Mental Health Services: Enrolled August 29 but stripped of funding
- **AB 2434** (Bonta) Blue Ribbon Commission: Held in Assembly Appropriations

Those bills that are enrolled will be sent to the governor for his signature. Those held by appropriations have passed the deadline for funding in this legislative cycle. The ASCCC will continue to monitor these bill and others.

See PDF attachments: July 18 Consultative Council Agenda and minutes
August 15 Consultative Council Agenda and minutes
Enrollment Recovery Timeline

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El Camino College Compton Center
Compton Community College District
Standing Committees
2016-2017 **Draft**

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Consultative Council

Purpose: To review materials provided from the various committees designated as committees of the Consultative Council and provide recommendations to the CEO. The committee members will be the leadership from each campus-wide constituent group and will meet on a weekly basis.

Members: Faculty Representatives

> Paul Flor (Academic Senate President)
> Jerome Evans (Academic Senate Representative)
> Rashid Yahye (CCCFE - Certificated Unit President)

> *Meeting:*
> > **When:** Every Monday
> > **Time:** 2:00 pm
> > **Place:** CEO Conf. Room

Committees of the Consultative Council

1. ### Institutional Effectiveness

    Purpose: To review and provide recommendations about each of the District's Program Reviews in order to strengthen and support programs and program analysis. The Committee will also be responsible for reviewing the following: El Camino College Compton Center Educational Master Plan, Facilities Master Plan, Staffing Plan, and Technology Master Plan, to ensure these plans and all Program Reviews are consistent, aligned, and are current. The Committee will monitor the status of these documents and review the responses to FCMAT recommendations.

    Members: Faculty Representatives

    > Paul Flor (faculty co-chair)
    > Katherine Marsh
    > Kendahl Radcliffe
    > Abby Tatlilioglu

    > *Meeting:*
    > > **When:** Last Thursday of every month
    > > **Time:** 1:00 pm
    > > **Place:** Library Meeting Room

2. ### Planning and Budget

    Purpose: The Planning and Budget Committee (PBC) serves as the steering committee for campus-wide planning and budgeting. The PBC assures that the planning and budgeting are interlinked and that the process is driven by the institutional priorities set forth in the Educational Master Plan and other plans adopted by the District. The PBC ensures that all plans are developed using data from program review and are linked to the Center's mission statement and strategic initiatives. The PBC makes recommendations with respect to all global Center and District planning and budgeting issues. The PBC reports all committee activities to the campus community.

    Members: Faculty Representatives

    > Ikaweba Bunting
    > Rashid Yahye (faculty co-chair)
    > Jose Villalobos
    > Vacant

    > *Meeting:*
    > > **When:** Every 4th Tuesday of every month
    > > **Time:** 2:00 pm
    > > **Place:** Board Room

    Proposal: The Strategic Planning Committee will be a workgroup reporting to this committee.

Operational Campus Committees

1. **Accreditation Steering Committee**
   Purpose: To coordinate the El Camino College Compton Center accreditation activities. The Steering Committee will be composed of the Provost/CEO, Accreditation Liaison Officer, El Camino College Vice-Presidents, standards team leaders, a representative from Institutional Research and Planning, and other interested individuals.

   Members: Faculty Representatives
   Paul M. Flor, for Standard I
   Nikki Williams, for Standard IIA
   Estina Pratt & Albert Jimenez, for Standard IIB
   Essie French-Preston, for Standard IIC
   Amber Gillis, for Standard IIIA
   Kendahl Radcliff, for Standard IIIB
   Sevana Khodagholian, for Standard IIIC
   Valerie Woodward, for Standard IIID
   Jose Villalobos & Chris Halligan, for Standard IV

   > *Meeting:*
   > **When:** TBA
   > **Time:**
   > **Place:**

2. **Facilities**
   Purpose: To coordinate campus-wide capital construction and long-range planning in conjunction with local, state and bond funding and to monitor campus-wide facilities maintenance and operations, and prioritization of deferred maintenance.

   Members: Faculty Representatives
   Charles Hobbs (alternate)
   Mandeda Uch
   Cheryl Threadgill
   Cassandra Washington
   David McPatchell (faculty co-chair)

   > *Meeting:*
   > **When:** 3rd Tuesday
   > **Time:** 9:00 am
   > **Place:** Facilities Conference room

3. **Health, Safety, & Parking**
   Purpose: To monitor and oversee an infrastructure of safety procedures and health/emergency measures on campus, and to prepare and implement the District's Health and Safety Plan.

   Members: Faculty Representatives
   Eyob Wallano (faculty co-chair)
   Chris Halligan
   Shemiran Lazar
   Moshen Sahebjame

   > *Meeting:*
   > **When:** 2nd Wednesday
   > **Time:** 1:30 pm
   > **Place:** V-72 (Campus Police Station)

4. **Technology**
   Purpose: To develop a Technology Plan, make recommendations on new technology infrastructure (equipment or systems) being considered for purchase by the District, to review technology needs, policies and procedures on an annual basis and to determine the best allocation of technology equipment which is donated or granted to the District. To coordinate the plans and proposals that develop, implement and evaluate distance learning and the related instructional technology activities.

   Members: Faculty Representatives
   Brent Kooiman
   Thomas DeHardt
   David Maruyama (faculty co-chair)
   Dale Ueda
   Gayathri Manikanden (alternate)

   > *Meeting:*
   > **When:** 2nd Friday of every month
   > **Time:** 11:30 am
   > **Where:** Voc. Tech. Conference Room

5. **Enrollment Management**
   Purpose: To develop and implement marketing, recruitment, and a retention plan (District's Enrollment Management Plan) linked to FTES targets developed utilizing past and present student data and to identify trends and project enrollment data for each academic year.

   Members: Faculty Representatives
   Juan Tavarez
   Aurora Cortez-Perez
   Anna Ruth Garcia
   Ikaweba Bunting (faculty co-chair)

   > *Meeting:*
   > **When:** 2nd Monday of every month
   > **Time:** 3:00 pm
   > **Where:** Library Conference room

6. **Student Success**
   Purpose: To provide a shared framework for the discussion, development and implementation of processes and programs that integrate Basic Skills, Student Success, Support Programs, AB 86 – Adult Education and Student Equity to optimize and enhance student achievement, retention, and success. This committee will compile and approve mandated reports and plans required by the California Community College Chancellor's Office, including the Basic Skills Initiative, Student Equity, and Student Success & Support Programs Plans, and AB 86 Adult Education. The Committee will reflect a broad representation from faculty, staff, and students.

   Members: Faculty Representatives
   Amber Gillis
   Albert Jimenez
   Estina Pratt
   Jose Villalobos (faculty co-chair)
   Carmela Aguilar (alternate)

   > *Meeting:*
   > **When:** 9/8, 10/6, 11/10 and 11/24
   > **Time:** 1:00 pm
   > **Where:** D-32

   Proposal: The Basic Skills, Student Success & Support Programs, AB86 – Adult Education, and Student Equity workgroups will report to this committee.

7. **Professional Development**
   Purpose: To develop an annual Staff Development Plan supporting the development and professional growth of District administrators, certificated and classified staff and to allocate financial support for approved staff development activities.

   Members: Faculty Representatives
   Ruth Zambrano (faculty co-chair)
   Hoa Pham
   Gayathri Manikanden
   Judith Crozier
   Fazal Aasi (alternate)
   Malinni Roeun (alternate)

   > *Meeting:*
   > **When:** Quarterly Meeting 4th Monday
   > **Time:** 2:00 pm
   > **Place:** Human Resource Conf. Room

8. **Auxiliary Services**
   Purpose: To coordinate the operations of the foodservice, bookstore, and campus-wide vending services and to ensure that comprehensive and cost effective services are provided to meet the needs of students.

   Members: Faculty Representatives
   Jose Bernaudo
   Leonard Clark

   > *Meeting:*
   > **When:** 1st Thursday of every month
   > **Time:** 3:15 pm
   > **Where:** Student Life Conference Room

9. **Health Benefits**
   Purpose: This committee shall review and may recommend changes to health benefits (including medical, dental, and vision) offered to employees.

Members: Faculty Representatives
    Mike Khalilzadeh
    Don Roach
    Rashid Yahye (faculty co-chair)
    Robert Joiner

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<tr><td colspan="2">Meeting:</td></tr>
<tr><td>When:</td><td>Quarterly Meeting 4th Monday</td></tr>
<tr><td>Time:</td><td>2:30 pm</td></tr>
<tr><td>Place:</td><td>Human Resources Conference Rm</td></tr>
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NOTES:

- All committee meeting calendars, agendas and minutes, are to be posted on the designated space on the Center's webpage.
- The Consultative Council and Planning and Budget committees are scheduled to meet throughout the 12 calendar months. All other committees will meet during the 10 academic months.
- The intial committee meeting for the fall semester shall be called no later than September 30th of each calendar year.
- Members will be appointed in August for the upcoming academic year.
- Committee meetings should be held during college hour whenever possible.
- Efforts should be made by the appointing leadership to distribute the committee membership to avoid one person serving on more than two (2) committees.

El Camino College
Compton Center

FACULTY COUNCIL Agenda
Thursday, September 8, 2:00 p.m. in the Board room
(or immediately following the Council meeting)

I. **CALL TO ORDER**

II. **APPROVAL OF AGENDA**

III. **APPROVAL OF MINUTES**
    May 5, 2016 Minutes

IV. **REPORTS**
    Faculty Council:

Chairperson	Paul Flor
Vice Chairperson	Chris Halligan
ECC Curriculum Committee	Essie French-Preston
ECC Education Policies Committee	Vanessa Haynes
Student Learning Outcomes	Kendahl Radcliffe
Student Success Committee	Amber Gillis

V. **ACTION ITEMS-UNFINISHED BUSINESS**

VI. **NEW BUSINESS**
    1. Curriculum   Essie French-Preston

VII. **INFORMATION-DISCUSSION ITEMS**
    1. Robert's Rules of Order: A Brief Overview

VIII. **EVENTS/MEETINGS**
    1. Self-evaluation Report update

IX. **FUTURE AGENDA ITEMS**

ADJOURNMENT

CCCD Academic Senate and *ECC-CEC Faculty Council Roster*
2016-2017 (19 members)

Officers:

President/*Chairperson*	Paul M. Flor (17-18)
Past President/*Past Chairperson*	Michael Odanaka
President-Elect/*Chairperson-Elect*	
Vice President/*Vice Chairperson*	Chris Halligan (16-17)
Secretary/*Secretary*	Nikki Williams (16-17)
Curriculum/*Curriculum Representative*	Essie French-Preston (16-17)
Adjunct Representative	Mahbub Khan (16-17)
Board Representative	Jerome Evans (16-17)

Members:

Career and Technical Education (2)
Annaruth Garcia (16-17)
Phillip Yaghmai (17-18)

Health and Human Services (2)
Shirley Thomas (18-19)
Pamela West (16-17)

Humanities (2)
Chris Halligan (17-18), Vice President/*Vice Chairperson*
Nikki Williams (16-17) Secretary/*Secretary*

Social Sciences and Fine Arts (2)
Kendhal Radcliff (17-18)
Mandeda Uch (16-17)

Mathematics (2)
Abigail Tatlilioglu (16-17)
Jose Villalobos (18-19)

Science (2)
Kent Schwitkis (18-19)
Eyob Wallano (16-17)

Library and Learning Resource Unit (1)
Andree Valdry (17-18)

Counseling (2)
Essie French Preston (17-18), Curriculum/*Curriculum* Representative
Vanessa Haynes (18-19)
Michael Odanaka, Past President/*Past Chairperson*

At-Large (2)
Jerome Evans (17-18), Board Representative
David McPatchell (16-19)

Adjunct Representatives (2)
Mahbub Khan (18-19), *Adjunct Representative*
Elizabeth Craigg Walker (17-18)

El Camino College Compton Center

FACULTY COUNCIL MEETING
Thursday, May 5th, 2016 2:00 p.m. Board Room
Minutes

ATTENDANCE

Eyob Wallano	Ruth Roach
Jerome Evans	Jessie Mills
Andree Valdry	Roza Ekimyan
Mandeda Uch	Abiodun Osanyinpeju
Essie French-Preston	David McPatchell
Nikki Williams	Amber Gillis
Paul Flor	Cornelia Lyles
Kent Schwitkis	Billie Moore
Christopher Halligan	Joshua Meadors
Michael Odanaka	Barbara Perez
Annaruth Garcia	
Mahbub Khan	
Vanessa Haynes	
Kendahl Radcliffe	

I. **Call to Order** – 1:48 p.m.
II. **Agenda** – Evans/Halligan- Approved

III. **Minutes** – Halligan/Evans- Approved

IV. **Reports:**

Chairperson – Paul Flor reporting.
- The Senate packet includes the latest handouts from the Curriculum Review Committee. This information contains changes that have been made to some of the course.
- 3 new members that are joining Senate/Council the next term- Vanessa Haynes, David McPatchell, and Elizabeth Walker.
- El Camino College has a new Academic Senate President.

Vice Chairperson- Chris Halligan reporting.
- One of the things that Compton Center will have to figure out is the fee once the health center. We do not want to double charge student's the health fee they pay to El Camino, so this is currently being discussed.
- This summer we will be working on board policy updates.

ECC Curriculum Committee- Essie French-Preston reporting.
- There are some changes in prerequisites that will be coming out in the fall 2016 catalogue. The list has been given to Flor if anyone is interested in seeing the courses. The courses are in the packet.
- Plenary- Recommends that more people go to the sessions so that we are able to cover more of the information that is being presented. Senate gave a lot of information on the upcoming changes at the state level.

Student Learning Outcomes- Kendahl Radcliffe reporting.
- An email was sent out yesterday on the status of our SLO and PLO assessments. Every division has improved but there is still room for improvement. PLOs are at 64% complete campus wide. French-Preston asked what the constraints are in getting these completed on time. There is an input session tomorrow and we can even get assistance with inputting PLOs.

Education Policies Committees- Vanessa Haynes reporting.
- Haynes gave out the revised procedure on Administrative Procedure 4250 (Probation, Dismissal, and Readmission) as well as Administrative Procedure 5530 (Student Rights and Grievances).
- She asked that faculty really push students to get a comprehensive educational plan.

Student Success Committee- Amber Gillis reporting.
- Attended tutoring conference in Las Vegas.

V. Action Item/Unfinished Business
-

VI. New Business
-

VII. Information- Discussion Items
-

VIII. Events/Meeting
-

ADJOURNED –   Williams/Evans- 2:25 p.m

Robert's Rules of Order: A Brief Overview
(Quoted from www.robertsrules.org)

What Is Parliamentary Procedure?
It is a set of rules for conduct at meetings, which allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?
Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order is the primary mode of operation for most clubs, organizations and other groups.

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:
1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:
1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:
1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?
1. Obtaining the floor
   A. Wait until the last speaker has finished.
   B. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
   C. Wait until the Chairman recognizes you.
2. Make Your Motion
   A. Speak in a clear and concise manner.
   B. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
   C. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion

4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
    A. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
    B. The membership then either debates your motion, or may move directly to a vote.
    C. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
    A. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
    B. The mover is always allowed to speak first.
    C. All comments and debate must be directed to the chairman.
    D. Keep to the time limit for speaking that has been established.
    E. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
    A. The Chairman asks, "Are you ready to vote on the question?"
    B. If there is no more discussion, a vote is taken.
    C. On a motion to move the previous question may be adapted.

Voting on a Motion:
The method of vote on any motion depends on the situation and the by-laws of policy of your organization.

There are five methods used to vote by most organizations, they are:
1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.
1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken.
Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.
1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
5. Most importantly, BE COURTEOUS.

<div align="center">

EL CAMINO COLLEGE

MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
April 12, 2016

</div>

CALL TO ORDER
Meeting called to order at 2:30 p.m. by Chair Carr.

Members:
Present: S. Bartiromo, W. Brownlee, A. Carr, M. Chaban, A. Cornelio,
E.French-Preston, A. Hockman, L. Houske, V. Nemie, S. Rodriguez, A. Sharp,
J.Shankweiler
Absent: S. Bosfield, T. Bui, K. Iino

Ex-Officio Members:
Present: L. Clowers, P. McDermott, A. Osanyinpeju, L. Suekawa
Absent: Q. Chapman, M. Lipe, P. Pelayo, L. Young

Guests: R. Davis, M. Fields, L. Linka, P. Sorunke

APPROVAL OF MINUTES
The committee approved the minutes of the College Curriculum Committee of
February 23 and March 8, 2016.

CURRICULUM REVIEW

A. Full Program Review
The committee reviewed the following program proposals, which are ready for final action:
1.Administration of Justice A.A. Degree
2.Administration of Justice Certificate of Achievement
3.Administration of Justice: Homeland Security and Emergency Management Certificate of Achievement
4.Computer Information Systems: Business Information Worker Certificate of Achievement
5.Economics AA-T Degree

B. Full Course Review
The committee reviewed the following courses, which are ready for final action:
1.Architecture 179 (ARCH 179)
2.Child Development 107 (CDEV 107)
3.Computer Information Systems 2 (CIS 2)
4.Educational Development 121 (EDEV 121)
5.Fashion 4 (FASH 4)
6.Fashion 31 (FASH 31)

C. Standard Review/Consent Agenda Proposals

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

1. Academic Strategies 60 (AS 60)
2. Architecture 199 (ARCH 199)
3. Automotive Collision Repair/Painting 4A (ACRP 4A)
4. Automotive Collision Repair/Painting 4B (ACRP 4B)
5. Automotive Collision Repair/Painting 5A (ACRP 5A)
6. Automotive Collision Repair/Painting 5B (ACRP 5B)
7. Automotive Technology 16 (ATEC 16)
8. Business 12 (BUS 12)
9. Business 19 (BUS 19)
10. Business 2A (BUS 2A)
11. Business 2B (BUS 2B)
12. Business 5A (BUS 5A)
13. Computer Aided Design/Drafting 5 (CADD 5)
14. Child Development 103 (CDEV 103)
15. Child Development 106 (CDEV 106)
16. Child Development 108 (CDEV 108)
17. Child Development 110 (CDEV 110)
18. Child Development 125 (CDEV 125)
19. Child Development 150 (CDEV 150)
20. Child Development 152 (CDEV 152)
21. Computer Information Systems 141 (CIS 141)
22. Computer Science 12 (CSCI 12)
23. Electronic and Computer Hardware Technology 22 (ECHT 22)
24. English as a Second Language 02A (ESL 02A)
25. English as a Second Language 02B (ESL 02B)
26. English as a Second Language 51A (ESL 51A)
27. English as a Second Language 51B (ESL 51B)
28. Fashion 27 (FASH 27)
29. German 2 (GERM 2)
30. History 110 (HIST 110)
31. History 111 (HIST 111)
32. History 175 (HIST 175)
33. History 183 (HIST 183)
34. History 184 (HIST 184)
35. Law 4 (LAW 4)
36. Nutrition and Foods 11 (NFOO 11)
37. Nutrition and Foods 15 (NFOO 15)
38. Philosophy 103 (PHIL 103)
39. Philosophy 120 (PHIL 120)

The committee reviewed the following course inactivation, which is ready for final action:
1. Cosmetology 2abcd (COSM 2abcd)

CURRICULUM DISCUSSION
A. Full Program Review

Behavioral and Social Sciences Division

It was moved by L. Houske, seconded by E. French-Preston, that the committee approve the program proposal for the Economics AA-T Degree. Motion carried.

Business Division

It was moved by E. French-Preston, seconded by L. Houske, that the committee approve the new program proposal for the Business Information Worker Certificate of Achievement.
Motion carried.

Industry and Technology Division
It was moved by V. Nemie, seconded by A. Sharp, that the committee approve the program proposals for the Administration of Justice A.A. Degree and Certificate of Achievement. Motion carried.
It was moved by M. Chaban, seconded by A. Hockman, that the committee approve the new program proposal for the Homeland Security and Emergency Management Certificate of Achievement. Motion carried.

B.Full Course Review

Behavioral and Social Sciences Division

Child Development 107 – Infant/Toddler Development
Edit *Evaluation Methods and Assignments* in the Course Checklist: Replace the acronym "NAC" with "NAEYC" listed in the College-Level Critical Thinking Assignments section.

It was moved by V. Nemie, seconded by E. French-Preston, that the committee approve the course proposal for Child Development 107. Motion carried.

Business Division

It was moved by W. Brownlee, seconded by A. Hockman, that the committee approve the course proposal for Computer Information Systems 2. Motion carried.

Health Sciences and Athletics Division
Educational Development 121 – Career Preparation
Edit *Course Summary* in the Course Checklist: Replace "student" with "students" throughout the catalog description.
It was moved by S. Bartiromo, seconded by V. Nemie, that the committee approve the course proposal for Educational Development 121. Motion carried.

Industry and Technology Division
Architecture 100 – An Orientation to Architecture
Architecture 100 was tabled.
Fashion 4 – Computer Fashion Illustration

Edit *Conditions of Enrollment* in the Course Checklist: Add the following statement in the non-course recommended preparation text box "If a student has a basic knowledge of the computer when enrolling in this course, it would be helpful in learning the computer software required for succeeding in this course."

<u>Architecture 179 – Design/Build Studio</u>
Edit *Course Summary* in the Course Checklist: Correct the descriptive title to read as "Design/Build Studio."

It was moved by V. Nemie, seconded by E. French-Preston, that the committee approve course proposals for the Industry and Technology Division. Motion carried.

C. Standard Review/Consent Agenda Proposals

It was moved by V. Nemie, seconded by L. Houske, that the committee approve the standard review/consent agenda proposals, including the conditions of enrollment changes and inactivation of Cosmetology 2abcd. Motion carried.

It was moved by E. French-Preston, seconded by A. Hockman, that the committee approve the new distance education course for Computer Science 12. Motion carried.

VICE PRESIDENT'S REPORT

Vice President Academic Affairs – Dr. Shankweiler

Dr. Shankweiler thanked the Standard Technical Review Subcommittee member A. Hockman for reviewing the forty standard review/consent agenda proposals.

CHAIR'S REPORT

CCC Chair – A. Carr

The due date for providing the names of faculty appointed to serve on the College Curriculum Committee is May 3, 2016. Curriculum plans for fall 2016 are due May 3, 2016. The committee requested a list of courses under the two-year and six-year course review cycle for fall 2016 Action: Q. Chapman

CURRICULUM ADVISOR REPORT
Curriculum Advisor – Q. Chapman – No report

ANNOUNCEMENTS – No report

ADJOURNMENT
Chair Carr called a motion to adjourn the meeting. L. Houske moved, S. Bartiromo seconded, and the motion carried. The meeting adjourned at 3:30 p.m.

BEHAVIORAL AND SOCIAL SCIENCES

COURSE REVIEW; DISTANCE EDUCATION REVIEW

1. History 110 – The African American in the United States to 1877
2. History 111 – The African American in the United States from 1877 to the Present
3. History 175 – History of Asian Civilizations to 1600
4. History 183 – Introduction to African History, Prehistory to 1885
5. History 184 – Introduction to African History, 1885 to the Present
6. Philosophy 120 – Ethics, Law and Society

COURSE REVIEW; DISTANCE EDUCATION REVIEW, CHANGES IN CATALOG DESCRIPTION

1. Philosophy 103 – Ethics and Society
Current Status/Proposed Changes
This course offers a critical study of ~~ethical~~ the major ethical theories and their application to ~~problems of modern society. Ethical issues in government and law, social institutions, the arts, and international relations will be~~ emphasized contemporary moral issues, such as abortion, the death penalty, poverty, war, and euthanasia.

Recommendation
This course offers a critical study of the major ethical theories and their application to contemporary moral issues, such as abortion, the death penalty, poverty, war, and euthanasia.

CTE TWO-YEAR COURSE REVIEW; DISTANCE EDUCATION REVIEW

1. Child Development 103 – Child Growth and Development
2. Child Development 108 – Principles and Practices of Teaching Young Children
3. Child Development 110 – Child Health, Safety, and Nutrition
4. Child Development 125 – Child Development Practicum I
5. Child Development 152 – Curriculum and Strategies for Children with Special Needs

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

Current Status/Proposed Changes
1. Child Development 150 – Introduction ~~of~~ to Children with Special Needs

Recommendation
Child Development 150 – Introduction to Children with Special Needs

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

1. Child Development 106 – Care and Education for Infants and Toddlers
Current Status/Proposed Changes
Prerequisite: Child Development 103 with a minimum grade of C or concurrent enrollment
Recommended Preparation: eligibility for English 1A

Recommendation
Prerequisite: Child Development 103 with a minimum grade of C or concurrent enrollment
Recommended Preparation: eligibility for English 1A

2. Child Development 107 – Infant/Toddler Development
Current Status/Proposed Changes
Prerequisite: Child Development 103 with a minimum grade of C or Concurrent Enrollment

Recommended Preparation: eligibility for English 1A
Recommendation
Prerequisite: Child Development 103 with a minimum grade of C or Concurrent Enrollment
Recommended Preparation: eligibility for English 1A

CHANGE IN MAJOR; COURSE REQUIREMENTS

1. Economics AA-T Degree
Current Status/Proposed Changes

Major Requirements   **Units**
Required Core: 14-15 units

ECON 1	Principles of Economics: Macroeconomics	3
ECON 2	Principles of Economics: Microeconomics Theory	3
MATH 150	Elementary Statistics with Probability	4
MATH 160	Calculus I for the Biological, Management and Social Sciences	4

or

MATH 165	Calculus for Business and Social Sciences	5

or

MATH 190 Single Variable Calculus and Analytic Geometry I	5

List A: 3-5 units

BUS 1A	Financial Accounting	4
BUS 1B	Managerial Accounting	4
BUS 28	Written Business Communications	3
CIS 13	Computer Information Systems	3
MATH 140	Finite Mathematics for Business and Social Sciences	4
MATH 191	Single Variable Calculus and Analytic Geometry II	5

List B: 3-5 units
or any course not already selected from List A

~~ECON 5~~	~~Fundamentals of Economics~~	~~3~~
MATH 220	Multi-Variable Calculus	5
MATH 270	Differential Equations with Linear Algebra	5

Total Units: 20-25

BUSINESS

CTE TWO-YEAR COURSE REVIEW

1. Business 2A – Intermediate Accounting
2. Business 2B – Intermediate Accounting
3. Business 5A – Income Tax Accounting

CTE TWO-YEAR COURSE REVIEW; DISTANCE EDUCATION REVIEW

1. Business 19 – Principles of Retailing Management
2. Law 4 – Legal Environment of Business

CTE TWO-YEAR COURSE REVIEW; REMOVE DISTANCE EDUCATION

1. Business 12 – Advertising

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

1. Computer Information Systems 141 – Networking Microcomputers Cisco 2
Current Status/Proposed Changes
Prerequisite: Computer Information Systems 140 with a minimum grade of C or equivalent
experience

In this ~~class~~ course, students will develop an understanding of how a router learns about remote networks and determines the best path to those networks. This course includes both static routing and dynamic routing protocols. Students will become familiar with the terminology and technology used to design and build local and wide area networks. ~~They~~ The course will also focus on routing protocols and concepts. Note: This course is semester two in the Cisco Networking Academy program.

Recommendation
Prerequisite: Computer Information Systems 140 with a minimum grade of C or equivalent experience

In this course, students will develop an understanding of how a router learns about remote networks and determines the best path to those networks. This course includes both static routing and dynamic routing protocols. Students will become familiar with the terminology and technology used to design and build local and wide area networks. The course will also focus on routing protocols and concepts. Note: This course is semester two in the Cisco Networking Academy program.

CTE TWO-YEAR COURSE REVIEW; CHANGES IN GRADING METHOD, CREDIT STATUS, TRANSFER STATUS, CATALOG DESCRIPTION

1. Computer Information Systems 2 – Office Applications
Current Status/Proposed Changes
Grading Method: ~~Both~~ Letter
Credit Status: Credit, ~~not~~ degree applicable
CSU Transfer

In this course, students are introduced to the Windows operating system and the capabilities of the computer. The file management system, spreadsheets, presentation ~~software~~ and database software, email management, and beginning through advanced word processing topics will be taught in a hands-on environment. Operation of the computer as a general purpose office tool will be emphasized. This course uses Microsoft Word, Access, Excel, PowerPoint, and Outlook.

Recommendation
Grading Method: Letter
Credit Status: Credit, degree applicable
CSU Transfer
In this course, students are introduced to the Windows operating system and the capabilities of the computer. The file management system, spreadsheets, presentation and database software, email management, and beginning through advanced word processing topics will be taught in a hands-on environment. Operation of the computer as a general purpose office tool will be emphasized. This course uses Microsoft Word, Access, Excel, PowerPoint, and Outlook.

NEW CERTIFICATE

1. Computer Information Systems: Business Information Worker Certificate of Achievement

A Certificate of Achievement will be granted upon completion of all program requirements. At minimum of 12 units must be completed at El Camino College.

Certificate Requirements		Units
BUS 22	Human Relations in Organizations	3
BUS 28	Written Business Communications	3
BUS 29	Oral Business Communications	3
BUS 60A	Microcomputer Keyboarding	1
CIS 2	Office Applications	3
CIS 13	Computer Information Systems	3
CIS 26	Using Microsoft Excel	3

Total Units: 19

HEALTH SCIENCES AND ATHLETICS

COURSE REVIEW; CHANGES IN CONDITIONS OF ENROLLMENT (Recommended Preparation), CATALOG DESCRIPTION

1. Educational Development 121 – Career Preparation
Current Status/Proposed Changes
Recommended Preparation: ~~eligibility~~ for English ~~84~~ 82 and Educational Development 140
This course assists ~~the student~~ students in selecting a career and developing effective job-seeking skills. ~~The student~~ Students will complete ~~an interest inventory, review~~

~~academic performance, research various careers and practice the steps necessary to attain employment~~ <u>inventories for interests, personality, work values, and motivated skills and will then research various careers, including the education required. In addition, students will practice the steps needed to attain employment and will identify laws and agencies which protect the rights of the disabled in the workplace.</u>
Note: This course is appropriate for students with disabilities. This course is occasionally taught in American Sign Language and is designed for students who are deaf or hard-of-hearing.

Recommendation
Recommended Preparation: English 82 and Educational Development 140

This course assists students in selecting a career and developing effective job-seeking skills. Students will complete inventories for interests, personality, work values, and motivated skills and will then research various careers, including the education required. In addition, students will practice the steps needed to attain employment and will identify laws and agencies which protect the rights of the disabled in the workplace.
Note: This course is appropriate for students with disabilities. This course is occasionally taught in American Sign Language and is designed for students who are deaf or hard-of-hearing.

HUMANITIES

COURSE REVIEW

1. English as a Second Language 02A – Grammar and Conversation Level I
2. English as a Second Language 02B – Grammar and Conversation Level II
3. German 2 – Elementary German II

COURSE REVIEW; CHANGES IN CATALOG DESCRIPTION

1. English as a Second Language 51A – Introduction to English in Conversation

Current Status/Proposed Changes
This introductory course is designed to increase a student's English-speaking and comprehension skills in a supportive atmosphere. The course includes cross-cultural communication topics~;~<u>,</u> role play and other small group activities;, introduction to common American idioms and expressions;, pronunciation exercises designed to improve intelligibility;, and listening comprehension practice.

Recommendation
This introductory course is designed to increase a student's English-speaking and comprehension skills in a supportive atmosphere. The course includes cross-cultural communication topics, role play and other small group activities, introduction to common American idioms and expressions, pronunciation exercises designed to improve intelligibility, and listening comprehension practice.

2.English as a Second Language 51B – Intermediate Listening, Speaking and Pronunciation
Current Status/Proposed Changes
Students in this course gain greater confidence and skill in listening to and speaking English by participating in activities such as listening to mini-lectures and taking notes~~,~~; presenting impromptu speeches, prepared speeches, and oral reports; conducting surveys and interviews; role playing; and discussing and debating controversial topics. Students improve their pronunciation, intonation and stress, listening comprehension, and knowledge of ~~idiomatic expressions~~ and American culture ~~and humor~~.

Recommendation
Students in this course gain greater confidence and skill in listening to and speaking English by participating in activities such as listening to mini-lectures and taking notes; presenting impromptu speeches, prepared speeches, and oral reports; conducting surveys and interviews; role playing; and discussing and debating controversial topics. Students improve their pronunciation, intonation and stress, listening comprehension, and knowledge of American culture.

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

1. Academic Strategies 60 – Strategies for Success in Distance Education
Current Status/Proposed Changes
The goal of this course is to prepare students for taking distance education classes. This course covers the basics of taking an interactive, asynchronous distance education course via the Internet or other computer-based systems. Use of e-mail, online class interactions such as discussion groups, ~~World Wide Web~~ internet access, equipment needs and differences between online and onsite courses will be covered.

Recommendation
The goal of this course is to prepare students for taking distance education classes. This course covers the basics of taking an interactive, asynchronous distance education course via the Internet or other computer-based systems. Use of e-mail, online class interactions

such as discussion groups, internet access, equipment needs and differences between online and onsite courses will be covered.

INDUSTRY AND TECHNOLOGY

CTE TWO-YEAR COURSE REVIEW

1. Automotive Collision Repair/Painting 5A – Beginning Automotive Painting I
2. Automotive Collision Repair/Painting 5B – Beginning Automotive Painting II
3. Computer Aided Design/Drafting 5 – Introduction to Mechanical Drafting
4. Electronics and Computer Hardware Technology 22 – Basic Electronic Fabrication

CTE TWO-YEAR COURSE REVIEW; DISTANCE EDUCATION REVIEW

1. Nutrition and Foods 11 – Nutrition

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

1. Fashion 4 – Computer Fashion Illustration

Current Status/Proposed Changes
Recommended Preparation: Fashion 15 ~~or equivalent~~ <u>and basic computer skills</u>

Recommendation
Recommended Preparation: Fashion 15 and basic computer skills

CTE TWO-YEAR COURSE REVIEW; CHANGES IN CATALOG DESCRIPTION

1. Automotive Collision Repair/Painting 4A – Beginning Automotive Collision Repair I

Current Status/Proposed Changes
This course provides instruction in basic safety, tool identification and use, vehicle construction and parts nomenclature, <u>basic estimating</u>, small dent repair, plastics scratch and dent repair, and the mixing and application of primer, ~~and estimating~~.

Recommendation
This course provides instruction in basic safety, tool identification and use, vehicle construction and parts nomenclature, basic estimating, small dent repair, plastics scratch and dent repair, and the mixing and application of primer.

2. Automotive Collision Repair/Painting 4B – Beginning Automotive Collision Repair II

Current Status/Proposed Changes
This course provides instruction in automotive ~~metal inert gas~~ <u>Metal Inert Gas</u> (MIG) and ~~squeeze-type resistance spot~~ <u>Squeeze-Type Resistance Spot</u> Welding (STRSW) and safety, automotive metals, metal finishing, large dent repair, corrosion protection, and vehicle disassembly and reassembly.

Recommendation
This course provides instruction in automotive Metal Inert Gas (MIG) and Squeeze-Type Resistance Spot Welding (STRSW) and safety, automotive metals, metal finishing, large dent repair, corrosion protection, and vehicle disassembly and reassembly.

3. Automotive Technology 16 – Suspension and Four Wheel Alignment
Current Status/Proposed Changes
This course covers the study of suspension and steering systems construction and their operation. Laboratory activities stress suspension and steering system diagnosis, repair, machining and overhaul, front wheel and four wheel alignment procedures and proper use of tools and equipment utilized in the automotive field.
Note: <u>This course helps the student to be able to acquire a certificate and meets part of the requirements for an Associate in Science degree in Automotive Technology. This course also helps to meet NATEF certification.</u> The two-course sequence Automotive Technology 14 and Automotive Technology 16 is the same as Automotive Technology 11.

Recommendation
This course covers the study of suspension and steering systems construction and their operation. Laboratory activities stress suspension and steering system diagnosis, repair, machining and overhaul, front wheel and four wheel alignment procedures and proper use of tools and equipment utilized in the automotive field.
Note: This course helps the student to be able to acquire a certificate and meets part of the requirements for an Associate in Science degree in Automotive Technology. This course also helps to meet NATEF certification. The two-course sequence Automotive Technology 14 and Automotive Technology 16 is the same as Automotive Technology 11.

4. Fashion 27 – Fashion Merchandising
Current Status/Proposed Changes
This course introduces students to the fashion merchandising industry ~~and its philosophies~~. The course content includes <u>consists of</u> an overview of the fashion industry and ~~careers in merchandising as well as~~ <u>career opportunities which include</u> planning, selecting, selling, and promoting fashion merchandise. Also covered are ~~the math principles required for~~ merchandising and tracking fashion trends.

Recommendation
This course introduces students to the fashion merchandising industry. The course content consists of an overview of the fashion industry and career opportunities, which include planning, selecting, selling, and promoting fashion merchandise. Also covered are merchandising and tracking fashion trends.

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

1. Architecture 179 – Design/Build Studio
Current Status/Proposed Changes
Prerequisite: Architecture 150A or Construction Technology 100 with a minimum grade of C ~~or equivalent~~
~~Recommended Preparation Construction Technology 100 or Construction Technology110~~

This course ~~introduces the architectural student~~ is a multi- disciplinary course that introduces architectural and construction students to the building design and construction process. Team collaboration will be stressed from the generation of the building design through the fabrication of the structure. Scheduling, budgeting and financing of construction projects will also be studied.

Recommendation
Prerequisite: Architecture 150A or Construction Technology 100 with a minimum grade of C

This course is a multi-disciplinary course that introduces architectural and construction students to the building design and construction process. Team collaboration will be stressed from the generation of the building design through the fabrication of the structure. Scheduling, budgeting and financing of construction projects will also be studied.

2. Architecture 199 – Architecture Design Studio
Current Status/Proposed Changes
~~Prerequisite: Architecture 170 and Architecture 171 with a minimum grade of C in each prerequisite course~~

In this course, students learn how design theory and how to balance the design constraints that architects face when solving architectural building design problems. Students will design and compose two and three dimensional drawings as well as build models to

demonstrate their solutions. ~~Projects will increase in size and scope each time the student takes the course.~~

Recommendation
In this course, students learn design theory and how to balance the constraints that architects face when solving building design problems. Students will design and compose two and three dimensional drawings as well as build models to demonstrate their solutions.

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

1. Nutrition and Foods 15 – Nutrition for Infants and Young Children
Current Status/Proposed Changes
~~This course covers~~ In this course, students study the ~~nutritional~~ nutrient needs ~~during the growth and development~~ of ~~infants and young~~ children from conception through puberty. Topics include nutrient sources and functions, energy balance, assessment of ~~nutritional status~~ and food intake according to current guidelines and standards, food safety, ~~government~~ and sanitation, policies and practices for child care food programs including public resources, menu planning, and integration of nutrition education into early childhood education programs.

Recommendation
In this course, students study the nutrient needs of children from conception through puberty. Topics include nutrient sources and functions, energy balance, assessment of food intake according to current guidelines and standards, food safety, and sanitation, policies and practices for child care food programs including public resources, menu planning, and integration of nutrition education into early childhood education programs.

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

1. Fashion 31 – History of Costume
Current Status/Proposed Changes
Recommended Preparation: ~~eligibility for English 84~~ English A
Proposed CSU General Education – Area C1

This course covers the important periods of costume design, their the effects on and relationships to the political, social and economic conditions of the times and how

they have influenced lifestyle and culture. Emphasis is placed on both aesthetic and functional aspects of costumes and ~~their~~ <u>the</u> importance in the evolution and inspiration of modern dress.

Recommended Preparation
Recommended Preparation: English A
Proposed CSU General Education – Area C1

This course covers the important periods of costume design, the effects on and relationships to the political, social and economic conditions of the times and how they have influenced lifestyle and culture. Emphasis is placed on both aesthetic and functional aspects of costumes and the importance in the evolution and inspiration of modern dress.

INACTIVATE COURSE

1. Cosmetology 2abcd – Advanced Cosmetology Procedures

NEW CERTIFICATE
1. Administration of Justice: Homeland Security and Emergency Management Certificate of Achievement
A Certificate of Achievement will be granted upon completion of all program requirements.

Certificate Requirements		Units
AJ 10	Introduction to Homeland Security	3
AJ 11	Intelligence and Security Management	3
AJ 12	Transportation and Border Security Management	3
AJ 21	Introduction to Emergency Management	3
AJ 26	Introduction to Terrorism and Counterterrorism	3
AJ 100	Introduction to Administration of Justice	3
AJ 130	Criminal Procedures	3
AJ 135	Report Writing	3

Total Units: 24

CHANGE IN MAJOR; PROGRAM CATALOG DESCRIPTION, COURSE REQUIREMENTS

1. Administration of Justice A.A. Degree
Current Status/Proposed Changes
The administration of justice ~~degree or certificate~~ program prepares students for a career in criminal justice. By completing the degree or certificate program requirements, ~~the student~~ students will gain the ability to apply principles of the justice system, constitutional and procedural considerations affecting arrest, search and seizure, human relations, and concepts of criminal law as well as demonstrate proficiency in report writing and record keeping. Career options include police officer, corrections officer, homeland security, private security, and crime scene investigator. ~~Competencies will be assessed regularly in accordance with the California Commission on Peace Officers Standards and Training (P.O.S.T.) criteria.~~

~~Administration of Justice 100 is required of all pre-employment Administration of Justice students pursuing an Associate of Science degree or seeking immediate employment. AJ 100 is not required of the employed officer or of the student enrolling in a specialized course within the 100-200 series. All students enrolled in this major should be aware of the physical requirements for employment in the law enforcement area.~~

The pre-employment student should secure a complete physical examination from a licensed physician, preferably one who specializes in examination for law enforcement agencies. The applicant failing a medical examination should consult with instructors before applying for employment with a police agency.

At least 50% of the <u>courses required for the</u> major ~~requirements for the Associate in Arts degree~~ must be completed at El Camino College.

Major Requirements   **Units**
<u>Required Core: 21 units</u>

AJ 100	Introduction to Administration of Justice	3
AJ 103	Concepts of Criminal Law I	3
AJ 115	Community and Human Relations	3
AJ 130	Criminal Procedures	3
AJ 131	Legal Aspects of Evidence	3
AJ 135	Report Writing	3
AJ 170	Laws of Arrest, Search and Seizure	3

6-11 units from: ~~a minimum of six units from:~~

~~AJ 70~~	~~Introduction to Industrial Security~~	~~3~~
AJ 95/~~96abcd~~	Cooperative Work Experience Education	2-4
AJ 106	Criminal Justice Recruitment and Selection	3
AJ 107	Crime and Control - An Introduction to Corrections	3

See PDF attachment of Curriculum Committee pages

Firefighter I certification. Experience requirements will need to be met prior to application for Firefighter I certification.

2. Fire and Emergency Technology 13B – Fire Academy: Part-Time B
   Units: 7.0 Lecture: 4 hours Lab: 10 hours Faculty Load: 76.67%
   Prerequisite: Fire and Emergency Technology 13A with a minimum grade of C
   Grading Method: Letter
   Credit Status: Associate Degree Credit
   No CSU Transfer

   This course is designed to prepare students for entry-level positions as firefighters. Students participate in a 252 hour course of didactic and manipulative instruction emphasizing basic firefighting skills. Topics include forcible entry, fire extinguishers, tying of basic knots, securing and hoisting tools and equipment, personal protective equipment, self-rescue, searching and removing downed firefighters, hose and ladder techniques, utilizing fire equipment and facility maintenance, wildland fires, vertical and horizontal ventilation, hazards associated with confined spaces, hazardous materials, utility control, fire cause and origin determination, charred materials, vehicle fires, flammable gas and liquid fires, and utilizing live fire to observe fire behavior.
   Note: This course together with Fire and Emergency Technology 13A, Fire Academy: Part Time-A, meets the State Board of Fire Services training requirements for Firefighter I certification. Experience requirements will need to be met prior to application for Firefighter I certification.

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

1. Architecture 100 – An Orientation to Architecture
Current Status/Proposed Changes
Recommended Preparation: eligibility for English 84 A

Recommendation
Recommended Preparation: English A

NEW DISTANCE EDUCATION ONLINE COURSE

1. Architecture 100 – An Orientation to Architecture