Academic Senate of El Camino College 2016-17

September 6, 2016

16007 Crenshaw Blvd., Torrance CA 90506, (310) 532-3670 x3254
Office location: Schauerman Library, Room 273

Officers & Executive Committee

President	**Kristie Daniel-DiGregorio**	VP Finance & Special Projects	**Lance Widman**
VP Academic Technology	**Pete Marcoux**	VP Instructional Effectiveness	**Russell Serr**
VP Compton Center	**Paul Flor**	Curriculum Chair	**Allison Carr**
VP Educational Policies	**Chris Gold**	Secretary	**Traci Granger**
VP Faculty Development	**Stacey Allen**	Parliamentarian	**Pete Marcoux**

Adjunct (One-year terms)

Dustin Black (BSS)	16/17
Karl Striepe (BSS)	16/17

Behavior & Social Sciences

Stacey Allen	16/17
Kristie Daniel-DiGregorio	17/18
Chris Gold	16/17
Lance Widman*	17/18
Michael Wynne	17/18

Business

Kurt Hull	18/19
Phillip Lau*	18/19
Nic McGrue	16/17
Josh Troesh	18/19

Compton Educational Center

Paul Flor	16/17
Chris Halligan	16/17

Counseling

Anna Brochet	18/19
Yamonte Cooper	17/18
Rene Lozano*	16/17

Learning Resource Unit

Mary McMillan	18/19
Noreth Men	18/19
Claudia Striepe*	18/19

Fine Arts

Ali Ahmadpour	18/19
Daniel Berney	17/18
Diana Crossman	18/19
Russell McMillin	18/19
Chris Wells*	18/19

Health Sciences & Athletics/ Nursing

Andy Alvillar*	16/17
Traci Granger	16/17
Yuko Kawasaki	18/19
Colleen McFaul	17/18
Russell Serr	17/18

Humanities

Rose Ann Cerofeci	18/19
Ashley Gallagher	18/19
Pete Marcoux*	18/19
Christina Nagao	18/19
Adrienne Sharp	18/19

Industry & Technology

Ross Durand	18/19
Mark Fields	18/19
Patty Gebert	18/19
Lee MacPherson*	18/19
Jack Selph	18/19

Mathematical Sciences

Megan Granich	16/17
Matthew Mata	17/18
Jasmine Ng	16/17
Benjamin Mitchell	16/17
Catherine Schult-Roman	18/19

Natural Sciences

Mohhamed Abbani	16/17
Sara Di Fiori	18/19
Troy Moore	18/19
Ryan Turner	16/17
Anne Valle	18/19

Academic Affairs & SCA

Jean Shankweiler
Jeanie Nishime
Linda Clowers

Associated Students Organization

Patrick McDermott

President/ Superintendent

Dena Maloney

Division Personnel

Ex-officio positions

Chris Jeffries	ECCFT
Nina Velasquez	ECCFT

Institutional Research

Irene Graff
Carolyn Pineda

Dates after names indicate the last academic year of the senator's three year term, for example 16/17 = 2016/2017
*Denotes senator from the division who has served on Senate the longest (i.e., the "senior senator").

El Camino College Academic Senate Purpose: to provide faculty the means for full participation in the formulation of policy on academic and professional matters relating to the college, including those in Title 5 (§53200-53206). The Board of Trustees will normally accept the recommendations of the Academic Senate on academic and professional matters in the following "10+1" areas in the senate purview (BP 2510). If a disagreement arises, the Board and the Senate must mutually agree to any changes or new policies.

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 Senate is committed to supporting the college's Mission and Strategic Plan, including Strategic Initiative C – COLLABORATION - Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

For more information consult the ECC Academic Senate Handbook or the Local Senates Handbook.

ECC ACADEMIC SENATE MEETINGS:
1st and 3rd Tuesdays [*unless otherwise noted], 12:30-2 p.m., Distance Education Conference Center (DE 166).
FALL 2016:   September 6 & 20, October 4 & 18, November 1 & 15, December 6.
SPRING 2017:   February 21, March 9* & 21, April 4 & 18, May 2 & 16.

CEC ACADEMIC SENATE MEETINGS:
Thursdays following ECC Senate meetings [*unless otherwise noted], 1-2 p.m., Compton Center Board Room.
FALL 2016:   September 8 & 22, October 6 & 22, November 3 & 17, December 1* & 15*.
SPRING 2017:   February 2 & 16, March 7* & 16, April 6 & 20, May 4.

SENATE COMMITTEES:
Academic Technology. Chairs: Pete Marcoux & Virginia Rapp. Meetings arranged as needed.
Assessment of Learning. Chairs: Russell Serr & Jenny Simon. Fall: 2nd Mondays & 11/28, 2:30-4, Admin 131.
Academic Program Review. Chairs: Russell Serr & Linda Clowers. Thursdays (Fall only), 12:30-2, Admin 127.
College Curriculum. Chair: Allison Carr. 2nd & 4th Tuesdays, 2:30-4:30, Admin 131.
Educational Policies. Chair: Chris Gold. 2nd & 4th Tuesdays, 1-2, Admin 127.
Faculty Development. Chair: Stacey Allen. 2nd & 4th Tuesdays, 1-2, West Library Basement.

CAMPUS COMMITTEES:
Accreditation. Chair: Jeanie Nishime. Senate Reps: Claudia Striepe, Kevin Degnan. Meetings as needed.
Board of Trustees. Chair: Kenneth Brown. Senate Rep: K. Daniel-DiGregorio. 3rd Mondays, 4 pm, Board Room.
Calendar. Chair: Jeanie Nishime. Senate Reps: Vince Palacios, Vacant. Meets annually or as needed.
College Council. Chair: Dena Maloney. Senate Rep: K. Daniel-DiGregorio. 1st & 3rd Mondays, 1:30-2, Admin 131.
Council of Deans. Chair: Jean Shankweiler. Senate Rep: K. Daniel-DiGregorio, 2nd & 4th Thursdays, 8:30-10, Admin 131.
Distance Education Advisory Committee. TBA.
Enrollment Management. Chairs: Jean Shankweiler & Jeanie Nishime. Senate reps: Sara Di Fiori & Chris Jeffries, 4th Thursdays, 1-2, Library 202.
Facilities Steering Committee. Chair: Dena Maloney. Senate Rep: Claudia Striepe.
Planning & Budgeting. Chair: Rory Natividad. Senate reps: Lance Widman & Josh Troesh, 1st & 3rd Thursdays, 1-2, Library 202.
Process Improvement. Chair: Dena Maloney. Senate rep: K. Daniel-DiGregorio.
Student Success Advisory. Chair: Idania Reyes. Faculty reps: Cynthia Mosqueda & Janice Pon-Ishikawa, 2nd Thursdays, 1-2, Library 202.

All Senate and committee meetings are open, public meetings.
Please contact committee chairs or representatives directly to confirm details.

Academic Senate of El Camino College 2016-17

16007 Crenshaw Blvd., Torrance CA 90506, (310) 532-3670 x3254
Office location: Schauerman Library, Room 273

AGENDA & TABLE OF CONTENTS

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.

Any individual with a disability who requires reasonable accommodation to participate in an Academic Senate meeting, may request assistance by contacting Kristie Daniel-DiGregorio, kdaniel@elcamino.edu, (310) 660-3593 x3760, 16007 Crenshaw Blvd., Torrance, CA 90506.

Proposed 2016-2017 Goals

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

- **Ensure full faculty involvement in decision-making related to academic and professional matters (BP 2510)**
- Measures:
    - o Arrange faculty representation on campus committees and periodic updates,
    - o Recruit and elect executive and committee chairs according to Senate by-laws,
    - o Ensure divisions have required number of senators and that elections are held accordingly,
    - o Review and begin revising Faculty Handbook,
    - o Maintain communication and effective collaboration with ECC Federation of Teachers.

- **Strengthen faculty involvement in the activities of the Academic Senate**
- Measures:
    - o Provide an orientation at the start of the academic year,
    - o Provide regular, ongoing communication with all faculty, encouraging greater involvement in the Senate and Senate Committees,
    - o Encourage greater participation of senators in meetings and other activities of Senate,
    - o Execute Senate Office relocation while maintaining a strong physical presence on campus,
    - o Establish initiatives to recognize faculty who achieve tenure.

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

ACADEMIC SENATE ATTENDANCE
May 3, 2016

Adjunct (1 year)
Dustin Black   XX
Karl Streipe   XX

Behavioral & Social Sciences
Daniel Walker
Christina Gold
Kristie Daniel-DiGregorio   XX
Lance Widman   XX
Michael Wynn   XX

Business
Phillip Lau   XX
Josh Troesh
Nic McGrue   XX
Kevin Hull   XX

Counseling
Yamonte Cooper   exc
Chris Jeffiries   XX
Rene Lozano   XX

Fine Arts
Ali Ahmadpour   XX
Chris Wells   XX
Russell McMillin   XX
Vince Palacios   XX
Daniel Berney   XX

Health Sciences & Athletics
Russell Serr   XX
Robert Uphoff
Andrew Alvillar   XX
Tracy Granger   XX
Colleen McFaul   XX

Humanities
Rose Ann Cerofeci   XX
Christina Nagao   XX
Barbara Jaffe   XX
Ashley Gallagher   XX
Pete Marcoux   XX

Industry & Technology
Patty Gebert   XX
Ross Durand
Mark Fields   XX
Tim Muckey   XX
Merriel Winfree   XX

Lee MacPherson   XX
Jack Selph
Ed Matykiewicz

Learning Resources Unit
Moon Ichinaga   XX
Claudia Striepe   XX

Mathematical Sciences
Zachary Marks   XX
Jasmine Ng   XX
Megan Granich   XX
Matthew Mata   XX
Ben Mitchell   XX

Natural Sciences
Sara Di Fiori   XX
Miguel Jimenez   XX
Anne Valle   XX
Mohamad Abbani   XX
Ryan Turner   XX

Academic Affairs & SCA
Jean Shankweiler   XX
Karen Lam
Jeanie Nishime   XX
Karen Whitney

Assoc. Students Org.
Brianna Thomas
Stephanie Pedrahita

Compton Education Center
Estina Pratt
Chris Halligan   XX
Essie French-Preston
Paul Flor   XX
Vacant

Division Personnel
Connie Fitzsimons

Ex-Officio Positions
Ken Key (ECCFT)
Nina Velasquez (ECCFT)

Curriculum Chair
Allison Carr   XX

Deans' Reps.; Guests/Other Officers:
Kristina Martinez (financial aid)   XX

Melissa Guess (financial aid)   XX
Irene Graff (IRP)   XX
Amber Gillis   XX
Stacey Allen (BSS)   XX

ACADEMIC SENATE MINUTES
May 3, 2016

Unless noted otherwise, all page numbers refer to the packet used during the meeting, not the current packet you are reading now.

1. CALL TO ORDER Senate Co-Presidents Jeffries (CJ) and Striepe (CS) called the Academic Senate meeting to order on May 3, at 12:39 p.m.

CJ: Welcome to our last meeting. Graduation is one week from Friday.

2. APPROVAL OF MINUTES
See pgs. 6-11 of packet for minutes of the April 19 meeting. Minutes approved as amended.

3. OFFICER REPORTS

A. Co-Presidents – Chris Jeffries (CJ) and Claudia Striepe (CS) (pgs. 12-15)

CS: Move to allow Jared Thelaneous to speak on behalf of ASO. J. Thelaneous: A classmate came to ECC five years ago, working full time. She got into all the UC's, but admissions needed to send out IGETC, but her language requirement was not fulfilled. Spanish high school credits wouldn't suffice. She wants to take an exam by credit (Japanese). Now she can't go to any school. Can we amend the rule to take credit by exam for un-enrolled students? Her understanding was that the language credit was approved, but it wasn't. CJ: I'm a counselor. Has she petitioned to waive? R. Lozano: I've had cases where students petitioned. If there is a good reason they have been approved. She should petition. J. Thelaneous: What is the process? R. Lozano: See me afterwards and we can talk about it. J. Thelaneous: This petition is to amend a rule that only enrolled students can take exams to place out of requirements.

CS: College Council meetings are in the packet. We just returned from the plenary. A link is provided in the PowerPoint. Accreditation is working with ACCJC, and aligning with four-year institutions. BA degree pilots are progressing. The OER, locally endorsed plans and grant applications are due June 30. C. Wells: How many courses? CJ: It had a minimum of ten , which we can meet. There are 2000 transfer degrees in places. Regarding senate elections, Kristie is taking care of the adjunct representations.

CJ. Some divisions have held elections. (Claudia listed some replacements.) Other divisions are holding elections. CS: We want to thank outgoing senators too. It's been really great.

B. VP – Compton Education Center – Paul Flor

P. Flor: The Center has a detailed report later in the agenda. We too are acknowledging outgoing senators. We have new members, and I'll let our new president know who they are. We had an accreditation workshop last week. Our visit is in March 2017. We still have some questions that

remain unanswered. We're a district aligned with a district, we don't know when to switch control to our parallel committees. We sense that these are new paths. We will speak to staff at ACCJC, which is disheartening. Our last faculty council meeting is this week. Two people are leaving us.

CS. D. Burney is chairing a task force on department chairs, and maybe we will have them one day. One faculty representative from each division would be great. Email me. P. Marcoux: Email the faculty list-serve. CJ: We should consult with union on that.

C. Chair – Curriculum – Allison Carr

We had a brief CCC meeting (see handout of approved courses). We're making good progress. Curriculum review plans were submitted this week so contact your representative for clarification.

D. VP – Educational Policies –Chris Gold

Thank you to Ed Policies Committee members. Here's our list of completed, in-process, and future BP/AP's (see PPT) CJ: Thank you Chris for doing such a good job.

E. VP – Faculty Development – Kristie Daniel –DiGregorio (KDD) (pgs. 16 - 20)

KDD: The active shooter workshop is a response to faculty needs and concerns. The role-playing especially is appreciated. We looked at proposals for the fall program. Thanks to everyone who submitted proposals!

F. VP – Finance – Lance Widman

No report. You'll get stuff in the fall. In 10 days the governor will release the May revision, which is an update of revenues for the state of California. Future impact will be huge, due to an increase in finances. The final budget this fall with have numbers based on may report. No change to COLA is being discussed.

G. VP – Academic Technology – Pete Marcoux

No report.

H. VP – Instructional Effectiveness/ Assessment of Learning Committee and SLO's Update – Russell Serr

No report.

4. SPECIAL COMMITTEE REPORTS

A. ECC VP of Academic Affairs and ECC VP of Student and Community Advancement – Jean Shankweiler and Jeanie Nishime

Dr. Shankweiler: Jeanie and I will give our first report together. We want to thank Chris and Claudia for two years of collegial duty. We express our congratulations. Share the gavel. (Dr. Shankweiler presented a gift gavel to each outgoing president.) Just kidding we have two. Dr. Nishime: We agree that it's been a collaborative two years. The senate has focused on professional matters, and the whole executive team did a great job. Dr. Shankweiler: The rest of my report is that tomorrow is the last of all faculty hiring (welding.) We've hired 16 members. I've attended many celebrations off-campus. It's very satisfying. That's what's happening. Dr. Nishime: The stadium will have bathrooms for graduation. PUENTE celebrates tonight, and many others. We also hired 11 counselors, in three big batches. It's gratifying to see a great finale to spring.

5. UNFINISHED BUSINESS

A. BP/AP 3710 – Securing of Copyright – Chris Gold BP/AP 3710 were tabled at the 3/1/16 meeting due to questions regarding intellectual property and other issues. It will be brought back in the fall.

B. Recommendation of the ECC Academic Senate Course Management Task Force – P. Marcoux and C. Gold p. 21

CJ: Move to review. P. Marxouc: Seconded. We are recommending timelines and other support. M. Ichinaga: At the last DEAC meeting there was conclusion about one sentence in the resolution. The sentence says certain distance ed. faculty be grandfathered in using canvas. It wasn't clear if someone who is certified in etudes doesn't have to recertify. CS: According to Elana Azose, it will not be a whole certification, just some canvas specific training. C. Gold: It's up to DEAX to recommend training. There is a two hour training module. D. Black: Delineate between online certification or lms. P. Marxoux: Those details will occur in DEAC. Dr. Shankweiler: Is Compton included? P. Flor: We are included. CJ: All in favor?

The vote was unanimously in favor with one abstention (D. Berney.)

C. BP/AP 4101 Independent Study – C. Gold BP/AP 4101 is revised to reflect current practice on campus in this area. This is a 2nd reading and will be voted on. P. 22-24

We had the template in the last packet. It's mostly a renumbering. We reorganized some things in procedure. On the first page, eligibility is 3.0 or higher, we added "in discipline" 60 to 54 hours. On final page, some clarification on transfer and independent study. P. Marcoux: So moved. C.Wells: Seconded. CJ. We got feedback from Connie too. CJ: All in favor?

Vote was unanimous. (See roll sheet for voting senators.)

D. Institutional Effectiveness Framework of Indicators 2016 – I. Graff and M. Meyers p. 25-26
I. Graff: Marci can't make it. We are looking at a proposal of indicators and goals for student achievement outcomes. We must set these for SSSP funds. CJ: On p. 25 of packet. I. Graff: Our feedback is that we should request a recommendation for remedial math progress from the math faculty, and that a concern was raised that completion goals may be set too high. Jasmine Ng: This is our senior senator's meeting, so Zach? Zach: It would need a response back from the department, but s 5% goal seemed reasonable. I. Graff: Back to decisions 1,2, and 3. (Adopt IRP recommended goals, adopt remedial math progress, adopt 30 units achievement rate. See PPT for details.) The motions we seek are to approve proposed measures and goals as recommended. C. Gold: Move to approve the first option. C. Wells: Seconded. CJ: All in favor of passing option 1.

Vote was unanimous.

6. NEW BUSINESS

A. Draft Enrollment Management Plan – J. Shankweiler – This is being brought to the Academic Senate for information only and a vote is not required. P. 27-47

Dr. Shankweiler: Chris and Claudia put a draft of the Enrollment Management Plan in the packet, p. 27. It includes five year FTES projections. We have a base we should achieve if we want to be funded. The state puts in a growth allowance of 2% for the past several years. But if you look at the bottom of the page, we borrowed FTES from the first summer session and 8week session). We have to borrow just to meet our base level. Next year we won't be able to use our summer FTES, because enrollment is declining. We will most likely go into stabilization. We will not earn the FTES that the state expects from us. That's what Compton has done this year. The year after stabilization we get paid on what we earn. The third year our base resets. If we don't make back our base, we get a permanent reduction in our general fund. We've developed strategies to come back, including outreach, different course offerings, efficiency in student services, and retention. We have a list of these activities. We are looking at dual or concurrent enrollment with high schools, business partnerships, and Adult Ed pathways. Under the South Bay promise (our agreement with two districts) students get their first year paid for if they participate in FYE. Winter intersession too. We would like to finalize this draft and present it to the board in June. C. Wells: What about different scheduling models? Dr. Shankweiler: There was some success with experiments. We are doing well for summer, especially for two weeks in. Many colleges are experiencing similar difficulties. P. Marcoux: Santa Ana is doing something similar to the South Beach promise for the whole district. Dr. Nishime: Dr. Maloney's goal is to have 500 students in the promise program. C. Gold: My son did the Long Beach promise and only got one semester. Dr. Nishime: There is also a Compton promise. Dr. Nishime: I want out of the box thinking. I. Graff: We could ask about student willingness. C. Gold: For dual enrollment, are the instructors ECC or high school faculty? Dr. Shankweiler: There are still

discussions there. Dr. Nishime: We have to approve those instructors as well. Dr. Shankweiler: Dual enrollments can be confusing. We can set our own rules. The pathways one has more requirements. C. Wells: What about local minimum qualifications. Dr. Shankweiler: We have a process for equivalency. R. Lozano: The students leave to find articulated classes. Maybe we need analysis on courses that we are not offering enough of. Dr. Shankweiler: It's hard to find out what they are not getting. Counselors know better than deans. C. Wells: Won't Ed plans help? P. Marcoux: What about students only carrying 6-9 classes? CJ: Please send suggestions. Enrollment Management Committee will continue to meet and address these issues. Outside of the box is welcome.

7. INFORMATION ITEMS –DISCUSSION

A. CEC Accreditation Self-Evaluation Report – P. Flor & A. Gillis

A. Gillis: We have a PowerPoint I will summarize, and I included our process to accreditation. If you are interested go to p. 4 . I've worked with HR. We want to make you aware of our rough draft. We need a lot of feedback. We are working with an editor to make our narrative seamless. Gathering evidence has been difficult because our resources are split. We have a place on our website for accreditation. People have not been diligent with storing minutes. We have a lot of action items. We had a big meeting. It's ongoing. We have an additional forum Thursday at 3:00 in the Alondra Room. Any feedback is welcome. CS: Amber took over this task in December.

B. Changes to Financial Aid Processes – W. Garcia p. 48-49

Melissa Guess: Students were warned that their changes to fee waiver is coming. For the first time the state of California is tying academic standards to the fee waiver. They are notified within 30 days at the end of the term, but if they have registered they won't lose the fee waiver. They only need to enroll in one unit to get the fee waiver. They can appeal. The next big item is a freeze day for financial aid dispersements to the Pell Grant. We can have audit findings if we pay and then the student stopped attending before we paid. They get paid for classes enrolled in on the census date if they stay in one unit. Dr. Nishime: Can a student enroll in A and B (two eight week classes) P. Gebert: Yes. CJ: Wanda Morris said it's ok. Higher One is going away and students will see that they are part of an ATM network that they can draw money from for a a fee. The ATM's are close to both campuses. They will not get a card for dispersement details. In the future they will get an online instruction.

8. FUTURE AGENDA ITEMS

A Bill Mulrooney – discussion regarding census, no-show and attendance reports; possibly looking at +/- grades

9. PUBLIC COMMENT

KDD: I have enormous shoes to fill. (KDD read the entire resolution of thanks to both CS and CJ, and the presented them with gifts.)

Thank you for a wonderful two years and have a wonderful summer! Chris and Claudia

10. ADJOURN
The meeting adjourned at 2:02.
SD/ECC Spring16

Academic Senate President's Report:
Updates & Overview of Progress Summer 2016

Senate News:

- **Welcome Back**: Thank you to our returning senators for your continued service and welcome to new senators: Anna Brochet (COUN), Mary McMillan & Noreth Men (LRU), Diana Crossman (FA), Yuko Kawasaki (HSA/N), Adrienne Sharp (HUM), Jack Selph (I&T), Catherine Schult-Roman (Math), Troy Moore (NATS).
- **Executive Board**: Thank you to Senate officers, hard at work over the summer attending trainings, representing faculty interests at summer meetings, and preparing for the new school year, including Fall PD Day.
- **Census of FTEF** (full-time faculty) indicates with addition of Learning Resources senator – and once our senior senator from Business finishes his term – divisions will be accurately represented. Generous support from VP Shankweiler allows us to recruit and retain exec board members and possibly take on long-term projects.
- **Long-term project for 2016-17**: Updating Faculty Handbook, current edition of which is celebrating its 30th anniversary next year (!).
- **New office location**: Library 273. Many thanks to Library (R. Russell, S. Kunisaki, D. Baldwin) and Facilities (D. Turano, R. Richardson, K. Pipkins, J. Macareno, R. Dietz) for help moving three decades of archives!
- **OER**: Senator M. Fields and Grants Office successfully submitted. Congrats to Mark for being selected to serve on the statewide Academic Senate Online Ed Committee.
- **Planning for 2016-2017**: Goals drafted, orientation developed, materials updated and new meeting location established in response to feedback from 2015 Senate evaluation.

Campus News

- **Changes to Financial Aid:** Starting this semester, students must maintain 2.0 GPA to keep their Board of Governor's Fee Waiver. Freeze date implementation means students' financial aid is based on number of units at census (9.12).
- **Dual Enrollment**: Contracts have been established with a variety of area public and private high schools, providing income and, increasingly, FTES. MOUs emphasize the importance of maintaining quality teaching through hiring and evaluation and maintaining academic standards. Steering committee will be formed.
- **Enrollment Management**: Enrollment Management Plan has been submitted. As a college, we will continue to seek ideas and opportunities to serve our community by building enrollment.
- **Faculty Hiring Identification**: Nov 1st meeting to review division requests, Nov 15th final meeting to review priority list.
- **Retirements**: Lance Widman, Professor of Political Science and Academic Senate Vice President, Finance.
- **Process Improvement**: Steering Committee established to work with Dr. Cox-Otto from (Interact) who will be assisting with the Enrollment Management Plan as the college considers how current processes may hinder student enrollment. Through data analysis, analysis of the student experience and reviewing communications the aim is to increase enrollment and efficiencies.

- **Canvas**: College accepted Senate's recommendation to adopt Canvas to replace Etudes and arrangements are underway to provide training. Etudes will be available until end of Spring 2018 though faculty are encouraged to transition their materials as soon as possible.
- **Compton Center**: Good news regarding local governance: Strong, positive review from FCMAT for second year. Progress toward accreditation: External evaluation team will visit March 6-9.
- **Board of Trustees:**
    - Board will review and vote on 2016-2017 budget at September 7th meeting. A budget workshop is being offered before the meeting, 3-4 pm in the Board Room and is open to the public. Highlights include: ECC expected to enter stabilization this year. No COLA, but not fee increases for students. Prop 30 sales tax terminates at the end of 2016 but the state will offset the sales tax losses for 2016-2017. $1.7 allocated to increase section offerings to increase enrollment. College is reserving funds to increase contributions to STRS and PERS.
    - Passed BP/AP 6620 Naming of District Facilities and Properties will allow the college to recognize financial gifts (must be philanthropic) or distinguished service.
    - Contract negotiations have opened between the Federation and the College for the January 1, 2017 – December 31, 2019 contract.
    - Board received an update on the Facilities Master Plan, in which a plan for music, theatre, dance and art buildings was developed collaboratively. Long-term plans include replacing Marsee and Campus Theatre with teaching and community theatres which will be right-sized to demand and allow interdisciplinary collaboration.
    - For all future meetings, board materials will be posted on BoardDocs – access on BOT page of ECC website.

KDD/8.30.16

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – June 20, 2016

College Council Purpose Statement: To facilitate communication and serve as a forum to exchange information that affects the college community.

Strategic Initiative C – Collaboration: Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Members Present: Linda Beam, Ann Garten, Irene Graff, Jo Ann Higdon, Chris Jeffries, President Maloney, Jeanie Nishime, Susan Pickens, Luukia Smith, Erika Solorzano. Alternate: Rory Natividad. Guest: Andrea Sala.

1. Minutes – May 16, 2016 minutes were approved as presented.
    a) It was noted that follow-up is needed on # 3 of the minutes: The Non-Discrimination Notice needs to be consistent throughout all communications.
2. Board Agenda Review
    a) Oath of Office - Student Trustee Nichole Mardesich will take the Oath of Office.
    b) Jo Ann Higdon will give a presentation of the 2016-17 Tentative Budget.
    c) AA 4, #B – The El Camino College Enrollment Management Plan 2016-19 is being presented as an information item. Copies will be available at the Board meeting.
    d) SCA 2, #A – Student Equity Plan, Student Success and Support Program, and Basic Skills Initiative 2016/2017 Joint Planning Retreat – This group will come to CC in October and give a report on the retreat.
    e) SCA 2, #B – Administrative Procedure 5130 (Financial Aid) – Is presented for informational purposes. The procedure was revised to reflect updated disbursement entity and new BOG Fee Waiver requirements.
    f) AS 6, #12 – Interact Communications, Inc. Contract – This contractor will provide process improvement services from the student perspective. President Maloney is putting together a steering committee to help with the project by providing guidance and oversight. The steering committee will have its first meeting in July. It was noted that this contract only covers the student experience and not the general business side of campus operations.
    g) AS 13, #C – Consideration of Approval to Purchase Materials Through Other Public Agency Contracts for Fiscal Year 2016-2017 – This allows ECC to make procurements by means of existing public agency contracts and other cooperative purchasing agreements. It was noted that this "blanket" Board item is now required on an annual basis.
    h) E 2, #B – Contract Amendment – DLR Group – Student Services Center Replacement Project – It was reported that the parking structure will be completed sooner than the Student Services Center. The hardscape portion that applies to the structure will be incorporated into the parking structure plan.
    i) HR 14, #17 – Correction to date to read: July 1, 2016 through June 30, 2017.

j) HR 33, #D – Equal Employment Opportunity (EEO) Plan 2016-2019. The Chancellor's Office has changed its EEO allocation model to the *Multiple Method* Model. Each district that meets the requirements of the *Multiple Method* allocation model will receive a funding amount to be determined by the Chancellor's Office based on available funds. Once the plan is approved it will be submitted to the Chancellor's Office.

   i. EEO Plan – Pages 38, 39, and 40 – It was noted that the "Non-Discrimination" citations listed on these pages are not the same. Jaynie will review these.

k) HR 12, #5 – Stipends (for carrying a cell phone) – It was noted that Center for the Arts employees are not included on this list. Linda Beam will run a report to see which employees receive a stipend for carrying a cell phone.

l) CC 2 #2 – Return of Local Authority of the Elected Compton Community College District Board of Trustees - On June 14, 2016 Special Trustee Thomas Henry sent a letter to the Fiscal Crisis and Management Assistance Team (FCMAT) requesting their "concurrence" that the Compton District has, for two consecutive academic years, met the requirements of the FCMAT's comprehensive assessment and recovery plan pursuant to Ed Code Section 41329.59. This is a big step for the Compton District.

m) P/B 2 – Travel – President Maloney will attend the Council for Higher Education Accreditation Summer Workshop. This is an important workshop to prepare for participation as a member of Accreditation Workgroup #2.

3.   BP/AP 6620 (Naming of District Facilities and Properties) – presented by Andrea Sala. It was noted that these should be revised to align with the ECC P&P's. The updated BP/AP will be brought back to CC and we will determine how to distribute them to the campus community. It was noted that the normal process was for representatives to email items to their constituent groups.

4.   There will be a BoardDocs preview at the August 15th CC meeting.

Agenda July 18, 2016
1.   Minutes –June 20, 2016
2.   Board Agenda Review
3.   BP/AP 6620 (Naming of District Facilities and Properties)

2015-16 College Council Goals
1.   Update and Review Board Policies and Administrative Procedures.
2.   Have all Consultation Committees revise and post minutes, agendas, purpose and goals to their specific Committee webpage, and have a link to these pages from a central Administrative page.
3.   Review and endorse the Master Plan.
4.   Support initiatives of the CEC to train staff/faculty/committees in preparation for accreditation through quarterly reports and discussion.
5.   Develop plans and procedures to orient new members to consultation committee.

2

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – July 18, 2016

College Council Purpose Statement: To facilitate communication and serve as a forum to exchange information that affects the college community.

Strategic Initiative C – Collaboration: Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Members Present: Linda Beam, Cindy Constantino, Kristie Daniel-DiGregorio, Ann Garten, Irene Graff, Jo Ann Higdon, President Maloney, David McPatchell, Jeanie Nishime, Virginia Rapp, Erika Solorzano

Guest: Andrea Sala

1. Minutes – June 20, 2016: Approved as presented.
2. Board Agenda Review:
    a) AS 7, #E (Memorandum of Understanding): Add "Investment" as follows:
       South Bay Workforce **Investment** Development Board
       (Note: It was later determined that the new name, South Bay Workforce Development Board, reflects the new Workforce Investment Opportunity Act guidelines that require the SBWIB to use Workforce Development Board on all WIOA documentation. Therefore, the MOU, as it appears in the July 18 Board agenda, is correct.)
    b) HR 17, #C: $75 per month -- remove Brenda Peterson
3. BP/AP 6620 (Naming of District Facilities and Properties): Ms. Sala presented BP/AP 6620 with recommended changes from feedback received at last month's meeting. AP 6620 was revised as follows:
    #8: The physical appearance for all naming opportunities shall be ~~in good taste and~~ in keeping with the architectural composition **and standards** of the campus.
    Ms. Sala will make the suggested edits and prepare for Board approval.
4. Interact Process Improvement Project: President Maloney reported that this project is part of the Enrollment Management Plan. Dr. Pam Cox Otto will provide process improvement services from the student perspective. She will facilitate a review of student intake and enrollment data, student tracking, intake spoofing, and onsite review of the student pipeline process with ECC. Following the review and analysis, she will work with us to develop recommendations for potential process improvement, communication clarity and enhancement of the student experience.
5. BoardDocs: There will be a BoardDocs preview at the August 15 College Council meeting. BoardDocs will be implemented at the September Board meeting.

Agenda for August 15, 2016
1. Minutes –July 18, 2016
2. Board Agenda Review
3. BP/AP 3900 (Speech: Time, Place, and Manner)
4. BoardDocs Preview
5. College Council Upcoming meetings:
     a. September 7, 2016 at 1:30 p.m. (Board Agenda Review)
     b. September 19, 2016 at 1:30 p.m.

2015-16 College Council Goals
   1. Update and Review Board Policies and Administrative Procedures.
   2. Have all Consultation Committees revise and post minutes, agendas, purpose and goals to their specific Committee webpage, and have a link to these pages from a central Administrative page.
   3. Review and endorse the Master Plan.
   4. Support initiatives of the CEC to train staff/faculty/committees in preparation for accreditation through quarterly reports and discussion.
   5. Develop plans and procedures to orient new members to consultation committee.

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EL CAMINO COLLEGE
Office of the Vice President – Academic Affairs

NOTES – COUNCIL OF DEANS
August 11, 2016

Present: J. Anaya, R. Bell, T. Bonacic, L. Clowers, W. Cox, R. Davis, C. Fitzsimons, W. Garcia, E. Geraghty, I. Graff, A. Grant, G. Greco, A. Hernandez, A. Leible, G. Miranda, W. Morris, B. Mulrooney, R. Natividad, J. Nishime, D. Patel, R. Russell, J. Shankweiler, J. Sims, L. Ternes

Other Guests: N. Lee (for L. Mednick)

I. INFORMATION
   A. Notes of 6/23/2016 reviewed and approved.

II. DISCUSSION/ACTION
   A. PBC Report: C. Fitzsimons:
   C. Fitzsimons provided a recap of the July 7 meeting: Reviewed the PBC Calendar of Activities for the next three years. J. Shankweiler provided an update on enrollment and reported being short 71 FTES from the summer goal. CEC also provided enrollment update. Reviewed the meeting schedule for 2016-17; next PBC meeting is August 24.

   R. Natividad noted that PBC will hold a special meeting on 8/18; President Maloney wants discuss the budget. The 8/24 meeting is now tentative.

   B. Fall Professional Development Day: N. Lee:
   N. Lee introduced herself to members. She noted that the "Schedule at Glance" will come out on Monday. Presenters have been notified of the breakout session times and locations. Classified employees have been invited. There will be two staggered lunch sessions to avoid long lines and facilitate easy seating. N. Lee noted that gathering faculty to enter the Marsee Auditorium has been a challenge in the past. This year, volunteers will gather up faculty and ushers will be at the doors. Lights will blink and Marsee bells will chime to queue everyone to enter. Breakfast will end 15 minutes earlier to allow more time to move to the Marsee. J. Shankweiler and J. Nishime suggested that each manager gather their area and usher them inside. The dividers in the Marsee will not be up this year, but balconies will be closed as usual. VPs noted that although classified are encouraged to attend, managers are not required to allow them if office coverage is compromised.

   C. Flex/PD Reporter: N. Lee:
   Handout (PPT slides) reviewed and discussed. N. Lee will present this PowerPoint Presentation on PD Day. She reported that many faculty still do not understand the difference between a conference request and an IPP (Individual Project Proposal), and some do not know how many hours they have left to complete. Last year, there was a 100% completion rate; this year, at least 20 faculty members did not meet the requirement. N. Lee confirmed that PD Reporter is open to adjunct and classified employees.

"My PD Plan" is available for faculty to track their plan for the entire year. Faculty are required to submit the 24 required hours into PD Reporter, but additional hours should be documented in "My PD Plan". Slides will be updated to clarify.

D. Faculty Position ID: J. Shankweiler provided an update:
Handouts were reviewed and discussed. J. Shankweiler noted that the timeline was pushed back a little to allow deans more time to finish their proposals. November 1st is when deans present their proposals. The time limit will be discussed with K. DiGregorio; previously, deans were allowed five minutes plus three minutes for each additional position. Deans were encouraged to review the timeline and make recommendations. J. Shankweiler will send the final timeline after meeting with Academic Senate.

E. Tentative Canvas Timeline: J. Shankweiler provided an update:
Handout was reviewed and discussed. Etudes will be renewed during the first two years of implementation to help people transition. The trial will be during winter with faculty who already teach online. J. Shankweiler clarified that faculty who are already using it will not be required to re-certify, but anyone new must take the online certification. Members of the DE committee clarified that only experienced DE teachers will teach online this fall. There will be migration training available to faculty. It was noted that Chris Gold, Sara DiFiori and Allison Delaney have used Canvas; A. Leible will be in touch with them to assist the DE committee. J. Shankweiler noted that the College will not see any savings since Etudes will be renewed for the next few years.

III. **Other**
Announcements:
A. Leible reported that there is a potential attack/hack to CCC Apply in an attempt to steal students' information. Law enforcement has been notified. Applications are said to have a mail.ru email address. Those addresses have been blocked; any application already submitted with that email address will be reviewed individually for authenticity.

W. Garcia: Questions regarding Maxient should be directed to Greg Toya (for ECC) or Junior Domingo (for CEC).

ECC is adopting a new policy where students' statuses (full-time/part-time) on census date will determine the financial aid they receive for the semester. Students who add/drop classes after census date may receive more or less funds than they are not entitled to (since census date is before add/drop date). Students who want funds returned/reduced should visit the financial aid office to make arrangements. Members stressed the importance of informing students of consequences in the future (running out of financial aid funds several years in the future). W. Garcia noted that because this is a new policy, some applications may be case-by-case, since A & R backdates certain applications for various reasons.

J. Shankweiler suggested managers wear "ask me" buttons during the registration period so students can easily identify someone who can help. Members were encouraged to forward informational flyers to W. Garcia to make available for students at the tables. Members also suggested printing lists open classes daily.

R. Natividad: Stadium grand opening is 9/1; first game is 9/3. Junior Domingo is now at CEC at Interim AD and Director of Student Development.

D. Patel: 8/24 is New Student Welcome Day. Counseling is prepared to provide abbreviated ed plans on this day.

Members noted that Friday, 8/26 is the last day to register. Faculty should print their rosters after 8/26.

R. Bell: CEC: 8/16 is the open house for Cosmetology. A & R will be open the first two Saturdays from 8am-12pm to provide services for students who attend only on weekends.

I. Graff: Members were advised to archive their 2015-16 unit plans and update the status (funded, etc.). Evaluation & date should also be completed.

A. Grant reported the new adjunct orientation is approaching, but has not heard from PD department. VPs will follow up.

J. Nishime: BP/AP 5500 just got posted, but needs to be revised again. There are certain groups that target institutions for their policy. The revised policy will go to College Council, Council of Deans, and then the Board. Many colleges have been sued for restricting free speech on campus. Our attorney has advised that we make the whole campus an open, free speech area with the exception of inside buildings and 25 feet away from doors. If students are being followed/harassed, they can complain to the Student Development Office.

J. Shankweiler: BoardDocs orientation: the deadline for the September board meeting is approaching. There are two dates available for training; please RSVP to Karen.

IV. **NEXT MEETING**
9/8/2016
9:00 am – 10:30 am
Adm 131

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
April 12, 2016

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."

Architecture 179 – Design/Build Studio
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.

EL CAMINO COLLEGE
COLLEGE CURRICULUM COMMITTEE
April 12, 2016
Approved Curriculum Changes for 2017-2018

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~~ <u>to</u> 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
    <u>Recommended Preparation: eligibility for English 1A</u>

    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
    <u>Recommended Preparation: eligibility for English 1A</u>

    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~~ <u>experience</u>

   In this ~~class~~ <u>course,</u> 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~~ <u>The course</u> 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~~ <u>Letter</u>
   Credit Status: Credit, ~~not~~ degree applicable
   <u>CSU Transfer</u>

   In this course, students are introduced to the Windows operating system and the capabilities of the computer. The file management system, spreadsheets, presentation ~~software~~ <u>and database software</u>, 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, <u>Access,</u> 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~~;~~, 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~~ <u>internet</u> 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, <u>and the</u> 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~~ Metal Inert Gas (MIG) and ~~squeeze-type resistance spot~~ Squeeze-Type Resistance Spot 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 <u>and</u> 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 <u>or Construction Technology 100</u> with a minimum grade of C ~~or equivalent~~
   ~~Recommended Preparation Construction Technology 100 or Construction Technology 110~~

   This course ~~introduces the architectural student~~ <u>is a multi- disciplinary course that introduces architectural and construction students</u> 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~~ <u>design theory and how</u> to balance the ~~design~~ constraints that architects face when solving ~~architectural~~ <u>building design</u> 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~~ <u>program</u> prepares students for a career in criminal justice. By completing the ~~degree or certificate~~ <u>program</u> 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. <u>Career options include police officer, corrections officer, homeland security, private security, and crime scene investigator.</u>~~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

AJ 109	Introduction to Police Patrol Procedures	3
AJ 111	Criminal Investigation	3
AJ 126	Juvenile Delinquency and Legal Procedures	3
AJ 132	<u>Forensic</u> Crime Scene Investigation	3
AJ 133	Fingerprint Classification and Investigation	3
AJ 134	Introduction to Crime Analysis	3
AJ 150	Peace Officer Training Module - Level III	7
AJ 155	Peace Officer Training Module - Level II	10

Total Units: 27-32

Recommendation

The administration of justice program prepares students for a career in criminal justice. By completing the program requirements, students 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.

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 courses required for the major must be completed at El Camino College.

Major Requirements   **Units**

Required Core: 21 units

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:

AJ 95	Cooperative Work Experience Education	2-4
AJ 106	Criminal Justice Recruitment and Selection	3
AJ 107	Crime and Control - An Introduction to Corrections	3

AJ 109	Introduction to Police Patrol Procedures	3
AJ 111	Criminal Investigation	3
AJ 126	Juvenile Delinquency and Legal Procedures	3
AJ 132	Forensic Crime Scene Investigation	3
AJ 133	Fingerprint Classification and Investigation	3
AJ 134	Introduction to Crime Analysis	3
AJ 150	Peace Officer Training Module - Level III	7
AJ 155	Peace Officer Training Module - Level II	10

Total Units: 27-32

CHANGE IN CERTIFICATE; COURSE REQUIREMENTS, TOTAL UNITS

1. Administration of Justice Certificate of Achievement
   Current Status/Proposed Changes
   A Certificate of Achievement will be granted upon completion of the program requirements. At least 50% of the ~~major~~ courses ~~requirements~~ required for the certificate must be completed at El Camino College.

Certificate Requirements   **Units**

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

~~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~~
~~AJ 109~~	~~Introduction to Police Patrol Procedures~~	~~3~~
~~AJ 111~~	~~Criminal Investigation~~	~~3~~
~~AJ 126~~	~~Juvenile Delinquency and Legal Procedures~~	~~3~~
~~AJ 132~~	~~Forensic Crime Scene Investigation~~	~~3~~
~~AJ 133~~	~~Fingerprint Classification and Investigation~~	~~3~~
~~AJ 134~~	~~Introduction to Crime Analysis~~	~~3~~
~~AJ 150~~	~~Peace Officer Training Module - Level III~~	~~7~~
~~AJ 155~~	~~Peace Officer Training Module - Level II~~	~~10~~

Total Units: ~~27-32~~ 21

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

Certificate Requirements		Units
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

Total Units: 21

MATHEMATICAL SCIENCES

CTE TWO-YEAR COURSE REVIEW

1. Computer Science 12 – Programming for Internet Applications Using PHP, JavaScript, and XHTML

NEW DISTANCE EDUCATION ONLINE/HYBRID COURSE

1. Computer Science 12 – Programming for Internet Applications Using PHP, JavaScript, and XHTML

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
April 26, 2016

CALL TO ORDER

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

Members:

Present: S. Bosfield, W. Brownlee, T. Bui, A. Carr, M. Chaban, A. Cornelio, A. Hockman, L. Houske, K. Iino, S. Rodriguez, A. Sharp

Absent: S. Bartiromo, E. French-Preston, V. Nemie, J. Shankweiler

Ex-Officio Members:

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

Guests: V. Bruce, S. Cocca, W. Cox, M. Fields, L. Linka, P. Sorunke, R. Wells

APPROVAL OF MINUTES

The minutes of the College Curriculum Committee of April 12, 2016, are under review.

CURRICULUM REVIEW

A. Full Program Review

The committee reviewed the following program proposals, which are ready for final action:
1. Computer Information Systems A.S. Degree
2. Fire Academy Certificate of Achievement
3. Studio Arts AA-T

B. Full Course Review

The committee reviewed the following courses, which are ready for final action:
1. Art 102AH (ART 102AH)
2. Computer Information Systems 133 (CIS 133)
3. Communication Studies 275 (COMS 275)
4. Engineering Technology 18 (ETEC 18)
5. Engineering Technology 18A (ETEC 18A)
6. Engineering Technology 18B (ETEC 18B)
7. Fashion 1 (FASH 1)
8. Music 116 (MUSI 116)
9. Music 117 (MUSI 117)

C. Standard Review/Consent Agenda Proposals

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

1. Automotive Collision Repair/Painting 2A (ACRP 2A)

2. Art 181 (ART 181)
3. Art 102C (ART 102C)
4. Astronomy 12 (ASTR 12)
5. Business 3 (BUS 3)
6. Business 4 (BUS 4)
7. Business 20 (BUS 20)
8. Business 21 (BUS 21)
9. Computer Aided Design/Drafting 32 (CADD 32)
10. Computer Aided Design/Drafting 33 (CADD 33)
11. Computer Aided Design/Drafting 37 (CADD 37)
12. Computer Information Systems 140 (CIS 140)
13. Computer Information Systems 142 (CIS 142)
14. Computer Information Systems 143 (CIS 143)
15. Cosmetology 16 (COSM 16)
16. Computer Science 2 (CSCI 2)
17. Computer Science 3 (CSCI 3)
18. Computer Science 16 (formerly CSCI 16abcd)
19. Dance 161 (DANC 161)
20. Dance 167 (DANC 167)
21. Fashion 28 (FASH 28)
22. Law 20 (LAW 20)
23. Microbiology 33 (MICR 33)
24. Machine Tool Technology 16 (MTT 16)
25. Music 96 (formerly MUSI 96abcd)

The committee reviewed the following course inactivations, which are ready for final action:
1. Business 52A (BUS 52A)
2. Business 52B (BUS 52B)

CURRICULUM DISCUSSION

A. Full Program Review

It was moved by L. Houske, seconded by A. Sharp, that the committee approve the program proposals for Studio Arts AA-T, Computer Information Systems A.S. Degree, and Fire Academy Certificate of Achievement. Motion carried.

B. Full Course Review

Business Division

Computer Information Systems 133 – Mashup JavaScript, jQuery and AJAX

Edit *Course Review* in the Course Checklist: Provide additional information for clarity purposes in the conditions of enrollment justification statement.

It was moved by A. Sharp, seconded by K. Iino, that the committee approve the course proposal for Computer Information Systems 133. Motion carried.

Fine Arts Division

Music 116 – History of Rock Music

Edit *Course Summary* in the Course Checklist: Replace "…. composers/performers" with "composers, performers" in the catalog description.

Music 117 – Music of the Beatles

Edit *Evaluation Methods and Assignments* in the Course Checklist: Update the College-Level Critical Thinking Assignment #1 to read "…. three versions of the same song."

It was moved by W. Brownlee, seconded by A. Sharp, that the committee approve the new course proposals for Art 102AH and Communication Studies 275. Motion carried.

It was moved by K. Iino, seconded by A. Sharp, that the committee approve course proposals for Music 116 and 117. Motion carried.

Industry and Technology Division

Fire and Emergency Technology 13A and 13B were tabled.

It was moved by W. Brownlee, seconded by A. Cornelio, that the committee approve course proposals for Fashion 1, Engineering Technology 18, 18A, and 18B. Motion carried.

C. Standard Review/Consent Agenda Proposals

It was moved by A. Cornelio, seconded by A. Hockman, that the committee approve the standard review/consent agenda proposals, including the conditions of enrollment changes and inactivation of Business 52A and 52B. Motion carried.

VICE PRESIDENT'S REPORT

Vice President Academic Affairs – Dr. Shankweiler – No report

CHAIR'S REPORT
College Curriculum Committee Chair – A. Carr

The committee was reminded to provide names of new faculty appointed to serve on the College Curriculum Committee effective fall 2016.

CURRICULUM ADVISOR REPORT
Curriculum Advisor – Q. Chapman

As a reminder, curriculum plans for fall 2016 are due. Be prepared to highlight curriculum plans and share the strategies your division uses to coordinate curriculum reviews at the next meeting on May 3, 2016. A preliminary curriculum review timeline for fall 2016 will be presented to the committee at the next meeting. The Chancellor's Office is preparing to release a new version of the Curriculum Handbook this summer.

ANNOUNCEMENTS – No report

ADJOURNMENT
Chair Carr called a motion to adjourn the meeting. A. Cornelio moved, K. Iino seconded, and the motion carried. The meeting adjourned at 3:20 p.m.

BUSINESS

CTE TWO-YEAR COURSE REVIEW

1. Business 3 – QuickBooks
2. Business 4 – Cost Accounting
3. Law 20 – Paralegal Seminar

CTE TWO-YEAR COURSE REVIEW; DISTANCE EDUCATION REVIEW

1. Business 21 – Human Resources Management
2. Computer Information Systems 140 – Data Communications Cisco 1

CTE TWO-YEAR COURSE REVIEW; REMOVE DISTANCE EDUCATION

1. Business 20 – Business Management

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

1. Computer Information Systems 142 – Local Area Network (LAN) Switching and Wireless Cisco 3
   Current Status/Proposed Changes
   Prerequisite: Computer Information Systems 141 with a minimum grade of C or equivalent experience

   Recommendation
   Prerequisite: Computer Information Systems 141 with a minimum grade of C or equivalent experience

2. Computer Information Systems 143 – Accessing the WAN - Cisco 4
   Current Status/Proposed Changes
   Prerequisite: Computer Information Systems 142 with a minimum grade of C or equivalent experience

   Recommendation
   Prerequisite Computer Information Systems 142 with a minimum grade of C or equivalent experience

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

1. Computer Information Systems 133 – Mashup JavaScript, jQuery and AJAX
   Current Status/Proposed Changes
   ~~Recommended Preparation: Computer Information Systems 13 or Computer Information Systems 19 or equivalent experience~~
   Prerequisite: Computer Information Systems 13 with a minimum grade of C or equivalent experience

   ~~Students examine the~~ The fundamental concepts and structures of programming for the Web using client-side markup languages and ~~scripting languages. Students learn how to use standard documentation, testing and debugging techniques, and web-based programming tools, such as~~ the JavaScript programming language are covered. Students will develop web programs using conditional structures, variables, classes, objects, functions, events, arrays, windows, and forms ~~in order to create eBusiness applications~~. Standard documentation, testing and debugging techniques, used in the creation of eBusiness applications will be covered. Additional topics include ~~the~~ an introduction to jQuery, XML~~, databases as~~ and JSON data structures, and AJAX technologies used in ~~the development of~~ web~~-based programming, and utilizing web~~ services.

   Note: Letter grade or pass/no pass option.

   Recommendation
   Prerequisite: Computer Information Systems 13 with a minimum grade of C or equivalent experience

   The fundamental concepts and structures of programming for the Web using client-side markup languages and the JavaScript programming language are covered. Students will develop web programs using conditional structures, variables, classes, objects, functions, events, arrays, windows, and forms. Standard documentation, testing and debugging techniques, used in the creation of eBusiness applications will be covered. Additional topics include an introduction to jQuery, XML and JSON data structures, and AJAX technologies used in web-services.

   Note: Letter grade or pass/no pass option.

CHANGE IN MAJOR; PROGRAM CATALOG DESCRIPTION

1. Computer Information Systems A.S. Degree
   Current Status/Proposed Changes
   The program is intended for students interested in information systems and can lead to ~~a degree or certificate of competence, and career placement or advancement~~ career opportunities as software specialists, web programmers, database developers, systems analysts, or network administrators. A variety of courses will enable students to ~~design graphical user interfaces~~ learn project management, perform systems analysis and design, ~~develop Web pages~~ create business software including websites, desktop applications, mobile apps, manage business data using spreadsheets and databases, ~~and~~ implement ~~and maintain~~ cybersecurity measures, handle help desk incident reports, and install and maintain small and large LANs (local area networks). Students will demonstrate their proficiency through performance in laboratory exercises and objective examinations. Program assessment is measured by program completion and periodic program review. ~~The program leads to career opportunities as software specialists, Web programmers, database developers, systems analysts, or network administrators.~~

   Recommendation:
   The program is intended for students interested in information systems and can lead to career opportunities as software specialists, web programmers, database developers, systems analysts, or network administrators. A variety of courses will enable students to learn project management, perform systems analysis and design, create business software including websites, desktop applications, mobile apps, manage business data using spreadsheets and databases, implement cybersecurity measures, handle help desk incident reports, and install and maintain small and large LANs (local area networks). Students will demonstrate their proficiency through performance in laboratory exercises and objective examinations. Program assessment is measured by program completion and periodic program review.

INACTIVATE COURSES

1. Business 52A – Microsoft Word Applications I
2. Business 52B – Microsoft Word Applications II

FINE ARTS

NEW COURSES

1. Art 102AH – Honors History of Western Art: Prehistoric through Gothic
   Units: 3.0   Lecture: 3 hours   Faculty Load: 20.00%
   Recommended Preparation: eligibility for English 1A
   Grading Method: Letter
   Credit Status: Associate Degree Credit
   CSU Transfer
   Proposed UC Transfer
   El Camino College AA/AS General Education – Area 3
   Proposed CSU General Education – Area C1
   Proposed IGETC – Area 3A

   This course, designed for students in the Honors Transfer Program, surveys the history of Western art from the prehistoric era through the Gothic period with an emphasis on the relation of artworks to historical and cultural contexts by examining the effects of shifting social, political, philosophical, and spiritual paradigms on the production of art. This course is enriched through more extensive reading, writing, and research assignments.

2. Communication Studies 275 – Gender Communication
   Units: 3.0   Lecture: 3 hours   Faculty Load: 20.00%
   Recommended Preparation: eligibility for English 1A
   Grading Method: Letter
   Credit Status: Associate Degree Credit
   CSU Transfer
   Proposed UC Transfer
   El Camino College AA/AS General Education – Area 2A
   Proposed CSU General Education – Area D4
   Proposed IGETC – Area 4D

   This course is an examination of communication patterns existing between males and females. The course is designed to integrate theory and practice, and to heighten students' awareness of the importance of gender as a communication variable. Emphasis is placed on perception, verbal and nonverbal communication in interpersonal, small group and public settings. Communication problems relating to gender are addressed along with listening, assertiveness, negotiation and other conflict management strategies.

COURSE REVIEW

1. Art 102C – History of Western Art - 19th Century to Contemporary Times
2. Art 181 – Beginning Sculpture
3. Dance 161 – Tap Dance I - Beginning
4. Dance 167 – Social and Ballroom Dance

COURSE REVIEW; CHANGES IN COURSE NUMBER, CATALOG DESCRIPTION NOTE

Current Status/Proposed Changes
1. Music 96~~abcd~~ – Cooperative Work Experience Education

Through a set of learning objectives established by the student, supervisor, and instructor, each student will work with and learn from experts in the Music field. These experiences will enable students to improve job skills, analyze career opportunities and requirements, and compare them to personal abilities and career expectations.

Note: Transfer limitations apply.
Note: The total units earned for CWEE may not exceed 16 units.

Recommendation
Music 96 – Cooperative Work Experience Education

Through a set of learning objectives established by the student, supervisor, and instructor, each student will work with and learn from experts in the Music field. These experiences will enable students to improve job skills, analyze career opportunities and requirements, and compare them to personal abilities and career expectations.

Note: Transfer limitations apply.
Note: Transfer limitations apply.

COURSE REVIEW; DISTANCE EDUCATION REVIEW, CHANGES IN CONDITIONS OF ENROLLMENT (Recommended Preparation)

1. Music 117 - Music of the Beatles
Current Status/Proposed Changes
Recommended Preparation: ~~eligibility for English 1A~~ English A

Recommendation
Recommended Preparation: English A

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

1. Music 116 – History of Rock Music
   Current Status/Proposed Changes
   Recommended Preparation: ~~eligibility for English 1A~~ English A

   This course focuses on the techniques, styles, composers~~/~~, performers, and evolution of rock and roll from the 1950s to the present. Emphasis is placed on the roots and early development of rock music, its stylistic trends, influential artists, and the impact of technology on rock music throughout the years.

   Recommendation
   Recommended Preparation: English A

   This course focuses on the techniques, styles, composers, performers, and evolution of rock and roll from the 1950s to the present. Emphasis is placed on the roots and early development of rock music, its stylistic trends, influential artists, and the impact of technology on rock music throughout the years.

CHANGE IN MAJOR; COURSE REQUIREMENTS

1. Studio Arts AA-T
   Current Status/Proposed Changes

Major Requirements		**Units**
Required Core: 12 units		
ART 102B	History of Western Art - Proto-Renaissance to 19th Century	3
ART 130	Two-Dimensional Design I	3
ART 160	Three-Dimensional Design	3
ART 110	Drawing Fundamentals I	3
List A: 3 units		
ART 102A	History of Western Art - Prehistoric to Gothic	3
ART 102C	History of Western Art - 19th Century to Contemporary Times	3
ART 205A	History of Asian Art - India and Southeast Asia	3
or		
ART 205B	History of Asian Art - China, Korea, and Japan	3
ART 207	Art History of Mexico and Central and South America	3
or		
ART 209	History of African Art	3

List B: 9 units

ART 217	Life Drawing I	3
or		
ART 210	Drawing Fundamentals II	3
ART 129	Fundamentals of Color	3
ART 131	Lettering and Typography I	3
ART 132	Advertising Design I	3
ART 133	Graphic Design	3
ART 141	Digital Art	3
ART 143	Digital Design and Publishing	3
ART 144	Three-Dimensional Computer Animation	3
ART 152	Rendering	3
ART 161	Beginning Ceramics	3
ART 173	Introduction to Jewelry and Metalsmithing	3
ART 181	Beginning Sculpture	3
ART 187	Printmaking I – Etching and Relief	3
ART 218	Life Drawing II	3
ART 219	Watercolor Painting I	3
ART 220	Watercolor Painting II	3
ART 222	Fundamentals of Painting I	3
ART 223A	Fundamentals of Painting II	3
ART 223B	Fundamentals of Painting III	3
ART 224	Life Painting I	3
ART 225	Life Painting II	3
ART 230	Two-Dimensional Design II	3
ART 231	Lettering and Typography II	3
ART 232	Advertising Design II	3
ART 233	Graphic Design II	3
ART 262	Intermediate Ceramics	3
ART 274	Jewelry Fabrication	3
ART 282	Life Sculpture	3
ART 283	Bronze Casting	3
ART 288	Printmaking II – Etching and Relief	3
ART 289	Lithography	3
ART 290	Screen Printing	3
PHOT 101	Elementary Photography	2
PHOT 102	Basic Photography	3
PHOT 202	Intermediate Photography	4

Total Units: 24

INDUSTRY AND TECHNOLOGY

CTE TWO-YEAR COURSE REVIEW

1. Computer Aided Design/Drafting 32 – Product Modeling with CATIA
2. Computer Aided Design/Drafting 33 – Analyses and Simulations with CATIA
3. Computer Aided Design/Drafting 37 – Advanced CATIA Functions
4. Engineering Technology 18B – Engineering Design and Development II
5. Fashion 28 – Visual Merchandising
6. Machine Tool Technology 16 – General Metals

CTE TWO-YEAR COURSE REVIEW; CHANGE IN COURSE NUMBER

Current Status/Proposed Changes
1. Cosmetology 16~~abcd~~ – Cosmetology Applications

Recommendation
Cosmetology 16 – Cosmetology Applications

CTE TWO-YEAR COURSE REVIEW; CHANGES IN CATALOG DESCRIPTION

1. Automotive Collision Repair/Painting 2A – Basic Automotive Painting - Refinishing
Current Status/Proposed Changes
In this course, students are introduced to automotive painting and refinishing and the skills needed for employment in industry. Topics covered include safety practices, industry repair standards, ~~v~~Volatile ~~o~~Organic ~~c~~Compound (VOC) recording, surface identification, surface preparation, abrasives, metal conditioning, vehicle masking, primers, and spray equipment.

~~Note: The two-course sequence of Automotive Collision Repair/Painting 2A and 2B is equivalent to four semesters of Automotive Collision Repair/Painting 5abcd.~~

Recommendation
In this course, students are introduced to automotive painting and refinishing and the skills needed for employment in industry. Topics covered include safety practices, industry repair standards, Volatile Organic Compound (VOC) recording, surface identification, surface preparation, abrasives, metal conditioning, vehicle masking, primers, and spray equipment.

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

1. Engineering Technology 18 – Engineering Design and Development
Current Status/Proposed Changes
Prerequisite: Engineering Technology <u>10 or 10A and 10B;</u>
or Engineering Technology 12 or 12A and 12B;
and ~~Engineering Technology 14 or 14A and 14B;~~
and ~~Engineering Technology 16 or 16A and 16B;~~ <u>or Computer Aided Design/Drafting 5</u> with a minimum grade of C in prerequisite

Recommendation
Prerequisite: Engineering Technology 10 or 10A and 10B;
or Engineering Technology 12 or 12A and 12B;
or Computer Aided Design/Drafting 5 with a minimum grade of C in prerequisite

2. Engineering Technology 18A – Engineering Design and Development I
Current Status/Proposed Changes
Prerequisite: Engineering Technology <u>10 or 10A and 10B;</u>
or Engineering Technology 12 or 12A and12B;
and ~~Engineering Technology 14 or 14A and 14B;~~
and ~~Engineering Technology 16 or 16A and 16B~~ <u>or Computer Aided Design/Drafting 5</u> with a minimum grade of C in prerequisite

Recommendation
Prerequisite: Engineering Technology 10 or 10A and 10B;
or Engineering Technology 12 or 12A and 12B;
or Computer Aided Design/Drafting 5 with a minimum grade of C in prerequisite

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

1. Fashion 1 - Career Opportunities in Fashion
Current Status/Proposed Changes
<u>Recommended Preparation: English A</u>

This course surveys career opportunities in the fashion industry, including fashion design and fashion merchandising. Students will explore career choice possibilities in terms of their personality traits and will study the characteristics, technology and global interrelationships of segments of the fashion industry through readings, classroom exercises and industry contacts. Students will prepare ~~for~~ <u>a</u> job search ~~packet~~ <u>portfolio,</u> including preparation of a resume, cover letter and business cards.

Recommendation
Recommended Preparation: English A

This course surveys career opportunities in the fashion industry, including fashion design and fashion merchandising. Students will explore career choice possibilities in terms of their personality traits and will study the characteristics, technology and global interrelationships of segments of the fashion industry through readings, classroom exercises and industry contacts. Students will prepare a job search packet portfolio, including preparation of a resume, cover letter and business cards.

CHANGE IN CERTIFICATE; COURSE REQUIREMENTS, TOTAL UNITS

1. Fire Academy Certificate of Achievement
   Current Status/Proposed Changes

Certificate Requirements		**Units**
FTEC 1	Fire Protection Organization	3
FTEC 6	Building Construction for Fire Protection	3
FTEC 15	Fire Academy	~~12~~ 15
FTEC 144	Emergency Medical Technician	6

~~three units from:~~		
~~FTEC 2~~	~~Fire Prevention Technology~~	~~3~~
~~FTEC 3~~	~~Fundamentals of Personal Fire Safety and Survival~~	~~3~~
~~FTEC 5~~	~~Fire Behavior and Combustion~~	~~3~~
~~FTEC 6~~	~~Building Construction for Fire Protection~~	~~3~~
~~FTEC 9~~	~~Fire Apparatus and Equipment~~	~~3~~
~~FTEC 10~~	~~Hazardous Materials~~	~~3~~
~~FTEC 11~~	~~Arson Detection and Control~~	~~3~~
~~FTEC 19~~	~~Fire Service Entrance Preparation~~	~~3~~
~~FTEC 20~~	~~Fire Protection Equipment and Systems~~	~~3~~

Total Units: ~~24~~ 27

Other Requirements: ~~Completion of Candidate Physical Agility Test (CPAT) or Fire Fighter Physical Agility Test (FPAT)~~
1. Pass a Fire Fighter Physical Agility Test (FPAT) or Candidate Physical Agility Test (CPAT) within the last 6 months as required by the California State Fire Marshal's Office
2. Pass the El Camino College Fire Physical Qualification Test
3. Pass a physical examination according to the National Fire Protection Association (NFPA) Standard #1582

Recommendation

Certificate Requirements		Units
FTEC 1	Fire Protection Organization	3
FTEC 6	Building Construction for Fire Protection	3
FTEC 15	Fire Academy	15
FTEC 144	Emergency Medical Technician	6

Total Units: 27

Other Requirements:
1. Pass a Fire Fighter Physical Agility Test (FPAT) or Candidate Physical Agility Test (CPAT) within the last 6 months as required by the California State Fire Marshal's Office.
2. Pass the El Camino College Fire Physical Qualification Test.
3. Pass a physical examination according to the National Fire Protection Association (NFPA) Standard #1582.

MATHEMATICAL SCIENCES

CTE TWO-YEAR COURSE REVIEW

1. Computer Science 3 –Computer Programming in Java

COURSE REVIEW; CHANGE IN CATALOG DESCRIPTION

1. Computer Science 2 – Introduction to Data Structures
   Current Status/Proposed Changes
   In this course, the C++ computer language is used to demonstrate methods of representing and manipulating data <u>structures</u>. The student will learn the object-oriented problem solving skills necessary to read, write, and correct complex computer programs, and to make important design decisions. Topics include lists, stacks, queues, trees, searching, sorting, modeling and algorithm analysis.

   Recommendation
   In this course, the C++ computer language is used to demonstrate methods of representing and manipulating data structures. The student will learn the object-oriented problem solving skills necessary to read, write, and correct complex computer programs, and to make important design decisions. Topics include lists, stacks, queues, trees, searching, sorting, modeling and algorithm analysis.

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

Current Status/Proposed Changes

1. Computer Science 16 – Assembly Language Programming for ~~the~~ x86 (IBM PC) ~~and Compatibles~~ Processors

   This course includes detailed coverage of Assembly Language programming~~, based on the IBM compatible personal computer~~ for x86 processors. Topics include hexadecimal arithmetic, two's complement arithmetic, memory organization, addressing modes, procedure calls, the ~~stackframe~~ stack frame, macros, calling assembly language procedures from ~~Pascal~~ C or C/~~C~~++, recursion, BIOS and DOS interrupts, the floating point unit and instructions, and the debugger.

   Recommendation
   Computer Science 16 – Assembly Language Programming for x86 (IBM PC) Processors

   This course includes detailed coverage of Assembly Language programming for x86 processors. Topics include hexadecimal arithmetic, two's complement arithmetic, memory organization, addressing modes, procedure calls, the stack frame, macros, calling assembly language procedures from C or C++, recursion, BIOS and DOS interrupts, the floating point unit and instructions, and the debugger.

NATURAL SCIENCES

COURSE REVIEW; CHANGES IN CONDITIONS OF ENROLLMENT (Prerequisite)

1. Astronomy 12 – Astronomy Laboratory
   Current Status/Proposed Changes
   Prerequisite: Astronomy 20 or Astronomy 20H; or Astronomy 25 or Astronomy 25H with a minimum grade of C in prerequisite or concurrent enrollment

   Recommendation
   Prerequisite: Astronomy 20 or Astronomy 20H; or Astronomy 25 or Astronomy 25H with a minimum grade of C in prerequisite or concurrent enrollment

2. Microbiology 33 – General Microbiology
   Current Status/Proposed Changes
   Prerequisite: Biology 10 or Biology 10H; or Anatomy 30 or Anatomy 32; or Anatomy and Physiology 34A or Physiology 31; and Chemistry 4 or Chemistry 4H; or Chemistry 1A or Chemistry 20 or Chemistry 21A ~~or equivalent~~ with a minimum grade of C in prerequisite or equivalent

   Recommendation
   Prerequisite: Biology 10 or Biology 10H; or Anatomy 30 or Anatomy 32; or Anatomy and Physiology 34A or Physiology 31; and Chemistry 4 or Chemistry 4H; or

Chemistry 1A or Chemistry 20 or Chemistry 21A with a minimum grade of C in prerequisite or equivalent

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
May 3, 2016

CALL TO ORDER

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

Members:

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

Absent: S. Bosfield, J. Shankweiler

Ex-Officio Members:

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

Guests: W. Cox, R. Donegan, L. Linka

APPROVAL OF MINUTES

The committee approved the minutes of the College Curriculum Committee of April 12, 2016. There were two course description corrections reviewed by the committee. Grammatical corrections were made to Architecture 179 and Automotive Technology 16.

CURRICULUM REVIEW

A. Full Program Review

The following program proposals were tabled for further discussion:
1. Biology AS-T Degree
2. Chemistry AS-T Degree

B. Full Course Review

The committee reviewed the following courses, which are ready for final action:
1. Architecture 100 (ARCH 100)
2. Fire and Emergency Technology 13A (FTEC 13A)
3. Fire and Emergency Technology 13B (FTEC 13B)

CURRICULUM DISCUSSION

Full Course Review

Architecture 100 was tabled at the April 12th meeting. Corrections were made to outline of subject matter as recommended by the committee.

W. Brownlee moved to approve Architecture 100 and new online distance education course version. V. Nemie seconded and the motion carried.

Fire and Emergency Technology 13A and Fire and Emergency Technology 13B were tabled at the April 12th meeting. The fire technology faculty corrected contact hours for 13B and changed

course objectives to align with Fire and Emergency Technology 15.The new courses are a two-semester sequence of Fire and Emergency Technology 15. A. Sharp asked about "Part-Time" in descriptive title. L. Suekawa inquired about the number of course objectives.

E. French-Preston moved to approve new courses, Fire and Emergency Technology 13A and 13B. A. Hockman seconded and the motion carried.

VICE PRESIDENT'S REPORT

Vice President Academic Affairs – Dr. Shankweiler – No report

CHAIR'S REPORT

College Curriculum Committee Chair – A. Carr

Chair Carr thanked the committee for their work this year. Some members will be staying on the committee for another term; others have submitted replacements – R. Donegan from Natural Sciences, C. Stripe from Learning Resources, and Michael Anderson from Industry and Technology.

CURRICULUM ADVISOR REPORT

Curriculum Advisor – Q. Chapman

Division representatives briefly presented upcoming curriculum plans and some strategies employed in order to reach curriculum deadlines. The Associate Student Organization (ASO) representative did not have a report, but stated that his schedule will change next semester. P. McDermott will have a replacement for curriculum committee.

Q. Chapman made sure all division representatives received hard copies of their course inventory reports for course review planning.   Q. Chapman stressed the importance of timely course review and those divisions with outstanding courses should make those courses priority at the beginning of Fall 2016. Also, very important work is in progress for most divisions on degree and certificate updates due to newly developed honors courses. There was an email message from Q. Chapman to the impacted divisions with a list of programs in need of updates.

In today's packet included the fall 2016 curriculum timeline and active course count sheet. Q. Chapman briefly reviewed the timeline with the committee, course review goals, expected proposals, and total course breakdown by division.

ANNOUNCEMENTS

Chair Carr presented A. Cornelio with a certificate of appreciation for serving on curriculum committee for the past three years and congratulated her on her retirement from the college.

ADJOURNMENT

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

INDUSTRY AND TECHNOLOGY

NEW COURSES

1. Fire and Emergency Technology 13A – Fire Academy: Part-Time A
    Units: 8.0   Lecture: 5 hours   Lab: 8.5 hours   Faculty Load: 75.83%

    Prerequisite:
    1. Fire and Emergency Technology 1 with a minimum grade of C or equivalent
    2. Fire and Emergency Technology 6 with a minimum grade of C or equivalent
    3. Possession of a National Registry Card or possession of a valid Emergency Medical Technician (EMT) license as required by the California State Fire Marshal's Office.
    4. Pass a Fire Fighter Physical Agility Test (CPAT) or Candidate Physical Agility Test (CPAT) within the last 6 months as required by the California State Fire Marshal's Office.
    5. Pass a physical examination according to the National Fire Protection Association (NFPA) Standard #1582. Submission of a signed original statement from a physician. The medical exam is valid for one year.
    6. Pass the El Camino College Fire Physical Qualification Test. This test is given to applicants approximately two weeks after application deadline closes.
    7. Possess a valid California driver's license.

    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 243 hour course of didactic and manipulative instruction emphasizing basic firefighting skills. Topics include safety on fire apparatus, safely operating at an emergency scene, tying of basic knots, securing and hoisting tools and equipment above ground, donning and doffing personal protective equipment, techniques for searching and removing victims, fire behavior and firefighter safety, hose and ladder techniques to facilitate extinguishment of fire, utilizing fire equipment and facility maintenance, building construction and fire behavior, fire department communications, and fighting wildland fires.

    Note: This course together with Fire and Emergency Technology 13B, Fire Academy: Part-Time B, 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.

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 <u>A</u>

Recommendation
Recommended Preparation: English A

NEW DISTANCE EDUCATION ONLINE COURSE

1. Architecture 100 – An Orientation to Architecture

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: July 7, 2016

_____

MEMBERS PRESENT

☒ Connie Fitzsimons – Academic Affairs
☐ William Garcia– Student & Comm Adv.
☒ Ken Key - ECCFT
☐ Araceli Rodriguez – ASO, Student Rep.
☒ David Mussaw – ECCE

☒ Rory K. Natividad – Chair (non-voting)
☒ Cheryl Shenefield–Administrative Services
☒ Jackie Sims -Management/Supervisors
☐ Dean Starkey – Campus Police
☒ Lance Widman - Academic Senate

Other Attendees: Members: R. Dreizler, A. Grant, A. Sala, S. Prieto
Support: J. Ely, I. Graff, J. Higdon, D. Patel, J. Shankweiler

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The meeting was called to order at 1:05 p.m.

Approval of the June 8 Minutes
1. Tentative Budget, #9, after the word reviewed, **insert** and. In the second sentence, **replace** know with known.
2. The minutes were approved with corrections as noted and will be posted to the portal.

Enrollment Management Handbook (handout)
1. A hard copy of the Enrollment Management handbook that was presented at the last Board meeting was distributed to the committee members. It was noted the timelines for the strategies will eventually have more developed timelines. This will assist with keeping more on track with things and keeping everyone informed.

Summer Enrollment Update – J. Shankweiler (handout)
1. It was reported the conversion of the data system has caused some issues with the way data is pulled. Some improvements are being reviewed. One of the issues is the conversion occurred on June 9 and the first eight-week session was two weeks later. The problem was the student applications were not getting processed. This created a large backlog of unprocessed applications. With the students not being processed, it may skew the numbers listed on this update.
2. The FTES earned for the first six-week and eight-week sessions is estimated to be 1,439. To make our growth goal which is 19,539 we needed to have 1,510 for the summer. We are 71 FTES short of making this goal. Our base has been reached but at this point we will not make our growth. Enrollment for this year is slightly more than last summer (150), but we have more sections this year. Compton also missed making their goal by 68 FTES. More than likely since we didn't make our growth, we will be going into stabilization next year which means we will be paid on what we are earning this year. The more we can reduce the 71 figure, the better off we will be for next year for stabilization. It was noted for next year summer there will only be two sessions; one six-week and one eight-week.

PBC Annual Planning and Budget Calendar – R. Natividad (handout)
1. The calendar was distributed to the committee for their review. Input from the committee was encouraged to see if anything needs to be shifted with the dates/activities. It was noted the February 15 due date for submitting unit plans for the next fiscal year was a little troubling. In terms of

prioritizing these program plans at the divisional level (between November 15 and February 15), there is not appropriate time to hold division council meetings to discuss prioritization with the faculty. With the addition of the winter session, most faculty may not return until spring which would be around the beginning of February. It was noted there would be a review to see if more appropriate dates could be devised. Some suggested dates will be sent to the vice-presidents to see how it impacts the tentative budget or other items.

2. It was noted on the calendar that the President will be attending the August 18 meeting (budget). August 25 is also listed as another date to tentatively review the budget. The budget would then move through and be presented to the Board of Trustees for the September 7 board meeting.

3. A suggestion was made to move the August 25 (Thursday) meeting date to the afternoon of August 24 (Wednesday) at 1 p.m. It was noted August 25 is flex day and the earliest the PBC could meet that day would be 4 p.m. in the afternoon. It was agreed the meeting would be scheduled for August 24 at 1p.m. in Library 202.

PBC Annual Activity Calendar – R. Natividad (handout)
1. The committee was asked to review the calendar to see if there were any other areas that could be included on next year's calendar. The topics on the calendar include all the main subjects covered each year with the PBC. This subject will be brought back at the next meeting for review. This calendar will be reviewed and revised every July.
2. The vice presidents have been working on the presentations and reports that go to the board. These will be quarterly enrollment management and FTES reports. It was suggested these presentations and reports be placed on the calendar for PBC also.

Review Committee Appointments – R. Natividad
1. C. Fitzsimons will be retiring in August and thus stepping down from the PBC. She was thanked for her valuable service to the committee. A. Grant will take her place and R. Russell (Library) will become the alternate for Academic Affairs. An ASO alternate will be forthcoming as well as a new alternate for classified staff.

PBC Goals 2016-2017 – R. Natividad (handout)
1. Recommendations have been made for the first three goals listed on the handout. These three did appear as the goals for 2015-2016. Components of these goals have been completed but not everything has been finalized.
2. Three items added for 2016-2017 are as follows: 1) Reviewing and improving of the yearly activity calendar, 2) Provide a professional development opportunity for faculty and classified, and 3) Seek evidence of constituent group PBC communications in an effort to improve the understanding of committee efforts throughout the campus.
3. A suggestion was also made for a budget workshop to assist in the understandings of our budgeting process.

Adjournment – R. Natividad
1. The meeting adjourned at 1:36 p.m. The next meeting will be held on – **August 18, 2016 at 1:00 p.m.** in Library 202.

RKN/lmo

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: August 18, 2016

_____
MEMBERS PRESENT

☐ William Garcia - Student & Community Adv.   ☒ Rory K. Natividad - Chair (non-voting)
☒ Amy Grant - Academic Affairs   ☒ Cheryl Shenefield - Administrative Services
☐ Ken Key - ECCFT   ☐ Jackie Sims - Management/Supervisors
☒ David Mussaw – ECCE   ☐ Dean Starkey – Campus Police
☐ Areceli Rodriguez – ASO, Student Rep.   ☐ Lance Widman - Academic Senate

Other Attendees: A. Leible, President D. Maloney
Members: B. Mulrooney (for William Garcia), S. Prieto, R. Russell, L. Smith, J. Troesh, S. Waterhouse
Support: B. Atane, L. Beam, K. Daniel-DeGregorio, J. Ely, A. Garten, J. Higdon

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The meeting was called to order at 1:02 p.m.

A welcome was given to President Maloney and the various substitutes in attendance. All members of the committee introduced themselves and specified their affiliation.

Approval of the July 7 Minutes
1. Summer Enrollment Update, #1, third sentence, after eight-week session, **insert:** was
2. The minutes were approved with the one noted correction and will be posted to the portal.

Final Budget Presentation – President D. Maloney (handout)
1. President Maloney began the discussion with an overview of the information about the process leading up to today's discussion on the review of the final budget. In August VP Higdon provided an overview of the final budget at the board meeting. The budget will be posted to the El Camino College website on August 26. A budget workshop for the board will take place prior to the September 7th board meeting. This workshop will be open to the public.
2. The legislature made a priority towards growth of 2% which is approximately $114 million. Many districts are not growing and this is a challenge for our system. There will be no COLA for this year. The operating increase will be $75 million which is about a 1.29% increase. El Camino College is currently not growing and it is unlikely we will realize the benefit of these access growth dollars. A majority of our summer 2016 FTES was used towards the 2015-16 allocation. As a result our college will enter into stabilization this year with regards to FTES and enrollment.
3. The access growth money and the general operating increase are the only two areas of the state budget that are unrestricted and discretionary. The other augmentations to the state budget are in categorical programs designated for specific purposes. The $75 million in the general operating expense fund, according to the chancellor's office, is a way for districts to prepare for the escalating increases in STERS and PERS. There is a big focus on the strong workforce program of $200 million. This will be accomplished by a 40/60 split between regional consortiums and the colleges. These new and ongoing monies are to support various CTE programs. El Camino College received 1.5 million and the Compton Center's share was $750,000. The state budget also included $184.6 million for deferred maintenance, instructional equipment and drought resistance. There are many aging facilities which need to be renovated and maintained. It was also noted there is $49.2 million for energy efficiency projects to assist districts in bringing energy use to more current and efficient

standards. There will be no fee increase for our students this year. The state also allocated $5 million dollars in zero textbook cost degree programs. El Camino has submitted a proposal to participate in this program. Compton College successfully refinanced their line of credit loan of $30 million. The district still owes about $13 million on that line of credit. The new loan percentage is now 2.3%.

4. It was noted that while the budget is positive the group should be aware of Prop 30, the temporary tax. It consists of two components, a sales tax increase and an income tax increase. The sales tax increase will expire at the end of 2016. This tax constitutes about 19% of Prop 30 revenues across the state. The second portion is the income tax increase which expires at the end of 2018.   Prop 55 will be on the ballot in November which if passed, will extend the income tax portion for an additional 12 years. Of this revenue 11% would be allocated to community colleges. The remainder would go to K-12 and health care.

5. The budget assumptions for 2016-17 were discussed. The first item to be aware of is due to our declining enrollment and having to use summer FTES for the preceding year, the college will be in stabilization. Stabilization is a three-year process. This allows colleges time to recover their enrollment before their funding cap is reduced. The college essentially has three years to recover the FTES needed. The enrollment management plan will be implemented to help meet the FTES needs. There is no COLA for the coming year and $1.36 million is allocated for general operating increases. It was noted that you will see increases in the expenditure portion of the budget to address the increase in sections offered as part of the implementation of the enrollment management plan. Additional budget assumptions included the rate increases of STERS/PERS. This is about an 11% increase to employers over a seven-year period. In 2014 the STERS rate was 8.25%; by 2020 the rate will be 19.01%. For our current year of 2016-17 the rate will be 12.58%. CalPERS also had a rate increase of 2.041% from 11.84% to 13%. Last year the board designated a one-time fund of $4.3 million to address those increases stated. In addition last year the district received $10.6 million for one-time funds for mandated costs and claims which the Board set aside as well in last year's budget.

6. Discussion ensued about the potential rate of return in PERS/STERS funds. The portfolio projections indicate that the fund should have a rate of return of 7.5%. It was also indicated that stabilization is something that would just happen as a result of handing in our enrollment reports to the state. The summer FTES calculations indicated that we were short of our goal of 71 FTES. The enrollment management plan and other campus strategies will be implemented to boost enrollment.

Final Budget Discussion– D. Maloney / J. Higdon (handout)

1. Discussion and focus was on Fund 11, the district's unrestricted general fund. The beginning balance is $34,479,690 which includes the 10.6 million received in one-time funds for mandated cost claims from last year. It also includes the $4.3 million in one-time funds received from last year. That total of $14.9 million was committed by the Board last year for one-time cost and STERS/PERS. The remaining $19.3 million is the total of the uncommitted fund balance.   Reference was made to the state revenue (8610) of $51 million which is our funding based on 19,488 FTES, plus the augmentation to our base revenue of $1.3 million. The total state revenue is $12,855,041 less in 2016-17 then in the previous year due to the infusion of one-time funds.

2. There was discussion and overview of the total revenue received by El Camino College. The makeup of local revenue varies from district to district. The property tax portion of our funding for 2016-17 is $29,979,694. The enrollment fees for the college are $7,474,821. The total local revenue is $48,164,704.

3. Most of the expenditures are allocated for salaries and benefits. It was highlighted that (1300) Other Schedule, Teaching has an increase this year and has a total of $16,988,857. This is where the funds are located ($1.17 million) for the enrollment management plan in order to increase the enrollment. It was also noted under books and supplies there is a significant increase in the budget.

4. Contract services and operating expenses were noted as other major components of the expenditures. The 5100 account includes the Fire and Paramedics Academy costs. This cost gets shifted later in the year. The uncommitted reserve fund balance for last year is 17.2% and this year is projected to be 16%. This does not include the money reserved for PERS/STRS and one-time expenditures.

5. A plan is being devised as to when we think we will need to tap into the reserves for PERS/STRS. With the state wide bump in our base this year, we do not need to touch this money. If we get to the point where there is no augmentation to the base and no COLA, we will then need to tap into these reserves to meet the increases in PERS/STRS.

   Discussion ensued questioning how the money for one-time funds are planned for and utilized. One-time monies do not get added to the base revenue for the next year's budget. It can only be used for one-time expenses; not ongoing expenses. It is understood that dialogue is needed on this subject to support the idea of a plan on when and if the funds for one-time funds need to be tapped into for PERS/STRS. It was noted this entire budget is reflective of our planning process, requests for resources and prioritizations.

6. The voting for the recommendation to approve the final budget will take place at the next meeting on August 24 at 1 p.m. This will give committee members time to review and digest the materials presented today. Any questions can be forwarded to J. Higdon or R. Natividad.

7. In moving forward it was stated we need to be more creative in how our community can be better serviced so we can provide them the opportunity to meet their needs for higher education. We need to be able to serve more people who need what the college has to offer. The State has provided funding to us and we want to be able to capitalize on this for the community.

8. It was suggested it may be helpful to have a cheat sheet of things which come up on a continual basis. This may help to solve so many repetitive questions. The committee was urged that if someone can not attend the PBC, they need to send a replacement representative. This would help with the continuity of things so repetitive issues are kept to a minimum. R. Natividad will work on this as one of the committee's goals.

Adjournment – R. Natividad
1. The meeting adjourned at 2:27 p.m. Because of Flex Day, the next meeting will be held on **Wednesday, August 24, 2016** at 1:00 p.m. in Library 202.

RKN/lmo

Academic Program Review – 2016

All meetings held in Admin 127, 1 - 2 pm (unless otherwise indicated)

Date of Review by Academic Program Review Committee	Program	Division	Responsible Faculty Member(s)
September 8, 2016	Anthropology	Behavioral and Social Sciences	Angela Mannen Rodolfo Otero
September 15, 2016			
September 22, 2016	Business* *(Accounting, Business Management, Marketing, and Office Administration)*	Business	Josh Troesh
September 29, 2016	Sign Language/Interpreter Training*	Health Sciences and Athletics	Sandy Bartiromo
October 6, 2016	Cosmetology*	Industry and Technology	Merriel Winfree
October 13, 2016	English *(Literature, Creative Writing, Pre-collegiate Composition, Transfer-level Composition)*	Humanities	Debbie Breckheimer Rose Ann Cerofeci Scott Kushigemachi
October 20, 2016	Art*	Fine Arts	Russ McMillin Irene Mori
October 27, 2016	Kinesiology *(Athletics, Kinesiology Theory, Recreation, Wellness/Fitness)*	Health Sciences and Athletics	Athletics – Dean Lofgren Exercise Science – Danielle Roman
November 3, 2016	Mathematics - Developmental	Mathematical Sciences	Lars Kjeseth
November 10, 2016	Mathematics *(for Engineering, Science & Math students)* CM1	Mathematical Sciences	Greg Fry
November 17, 2016	Photography*	Fine Arts	Darilyn Rowan
December 1, 2016	Political Science	Behavioral and Social Sciences	Laurie Houske Eduardo Munoz
December 8, 2016	CADD*	Industry and Technology	Douglas Glenn
December 15, 2016	Sociology *(including Women's Studies)*	Behavioral and Social Sciences	Stacey Allen

* Program Review and CTE Supplemental Questions to be completed

2016 CTE Review & Supplemental Questions Only

Program	Division	Responsible Faculty Member(s)
Air Conditioning and Refrigeration	Industry and Technology	Tim Muckey
Construction Technology	Industry and Technology	Ross Durand
Nursing	Health Sciences and Athletics	Victoria Orton
Radiological Technology	Health Sciences and Athletics	Dawn Charman
Real Estate	Business	Rob Rooks
Respiratory Care	Health Sciences and Athletics	Roy Mekaru
Welding	Industry and Technology	Renee Newell

Fall 2016 SLO Training Schedule:

El Camino College

Student Learning Outcomes

These trainings are for SLO/PLO sections of TracDat ONLY.

Program Review Trainings will be scheduled at other times.

Entering Fall Assessments: working workshop.

Wednesday, September 7, 2:30 - 3:30PM

Thursday, September 8, 1:00-2:00PM

Wednesday September 14, 2:30 - 3:30PM

All Spring 2016 reports should be entered into TracDat by Friday September 16!!

More TracDat training dates to come!

All trainings will be in the Library West Basement (ECC Campus).

To register for a training log into: http://elcamino.flexreporter.com