



**EL CAMINO COLLEGE**  
FINE ARTS DIVISION

*Art • Communication Studies • Dance  
Film/Video • Music • Photography • Theatre  
Art Gallery • Center for the Arts*

**Division Curriculum Committee**

**MEETING DATE:** Thursday, February 6, 2014

**LOCATION:** MUSI-207

**TIME:** 1:00PM-2:00PM

**RECORDER:** D. Kyte, Senior Clerical Assistant

**ATTENDING:**

- P. Chambers-Salazar
- J. Dallal
- J. Davidson
- W. Georges
- P. Santelman

- H. Estrada, Compton Representative
- G. Castro, Fine Arts counselor
- C. Fitzsimons, Dean
- D. L. Hayden, Associate Dean

**GUESTS:**

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**MINUTES**

I. INFORMATION/ANNOUNCEMENTS

A. Minutes from the 11/19/13 meeting were approved.

B. Spring 2014 Course Reviews

1. Round 1

DCC meeting to finalize votes	Thursday, February 6
Originators make changes	Fri., Feb. 7-Thu., Feb. 13
W. Brownlee moves DCC approved course review proposals to CCC	Friday, February 14

2. Round 2

Due on CurricUNET	Friday, February 21
Department reps screen course review proposals	Mon., Feb. 24-Fri., Feb. 28
DCC votes/comments on "clean" proposals	Mon., Mar. 3-Wed., Mar. 5
DCC meeting to finalize votes	Thursday, March 6
Originators make changes	Fri., Mar. 7-Thu., Mar. 27
W. Brownlee moves DCC approved course reviews to CCC	Friday, March 28

The committee discussed strategies for meeting the course review timeline deadlines for Round 1 and directed D.L. Hayden to ask W. Brownlee to return course proposals to originators so that they can make the needed revisions.

- The DCC agreed to vote on CurricUNET on Wednesday, February 12.
- W. Brownlee will move complete proposals to the CCC on Friday, February 14

## II. DISCUSSION/ACTIONS

### A. DCC Technical Review

1. **Course review page and Course Comparison (CC icon):** make sure all changes are recorded on the course review page
2. **SLOs:** enter new course SLO statements
3. **Lecture/Lab hours:** make sure the breakdown has been updated since Curricuware)
4. **Objectives:** Assessments selected
5. **Evaluation Methods and Assignments:** make sure Primary evaluation method matches Typical assignment
6. **Textbook:** required edition not more than 5 years old
7. **C-IDs:** check at [c-id.net/descriptors.html](http://c-id.net/descriptors.html)
8. Any changes in contact hours, units, prerequisites, or other areas of significance need to be discussed with the dean.

The committee identified areas of review that need to be checked by DCC reps before faculty submit course proposals to the DCC. In addition to the above list, the committee identified “**Conditions of Enrollment**” and “**Entry Skills.**”

### B. DCC Meeting Schedule

1. 2/6 DCC Meeting: Finalizing Round 1 proposals; Review process for Round 2; Semester meeting schedule
2. 2/20 DCC Meeting: Updating 6-year cycle of course reviews, Designating Courses Related in Content (CRICs) aka “Families
3. 3/6 DCC Meeting: Finalizing Round 2 proposals; New Coms numbering
4. 4/3 DCC Meeting: New curriculum proposals for Fall 2014
5. 4/17 DCC Meeting: Fall 2014 curriculum plans

Tabled

## III. OTHER

IV. FUTURE AGENDA ITEMS: New 6-year cycle; CRICs; New Coms numbering; New curriculum proposals for Fall 2014; Generic statements for CurricUNET

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NEXT MEETING: February 20, 2014

ATTACHMENTS: Draft Minutes November 19, 2013; Spring 2014 Curriculum Review Schedule;

2/24/2014