

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
February 14, 2017

CALL TO ORDER

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

Members:

Present: M. Anderson, S. Bartiromo, M. Chaban, R. Donegan, E. French-Preston, Daaa Eldanaf, L. Houske, K. Iino, J. Minei, S. Rodriguez, J. Shankweiler, A. Sharp, C. Striepe

Absent: None

Ex-Officio Members:

Present: Q. Chapman, L. Clowers, A. Osanyinpeju, L. Suekawa

Absent: S. Navid, N. Ohia, L. Young

Guests: A. Hockman, L. Linka, J. Sims, L. Ternes

I. APPROVAL OF MINUTES

The committee approved the minutes of the College Curriculum Committee of December 6, 2016.

II. CURRICULUM REVIEW

Chair Carr began the meeting with introductions. The committee welcomed Daaa Eldanaf from the Mathematics Sciences Division. D. Eldanaf is replacing A. Hockman.

A. Consent Agenda Proposals

The committee reviewed the following courses for final action:

1. Administration of Justice 100 (AJ 100)
2. Administration of Justice 103 (AJ 103)
3. Nursing 48 (NURS 48)

The committee reviewed the following course inactivation final action:

1. Nursing 118 (NURS 118)

Curriculum Discussion

A. Consent Agenda

The committee moved to approve consent agenda proposals including one course inactivation.

1. Administration of Justice 100 (AJ 100) – CTE 2 year course review
2. Administration of Justice 103 (AJ 103) – CTE 2 year course review
3. Nursing 48 (NURS 48) – CTE 2 year course review
4. Nursing 118 (NURS 118) - inactivation

III. CURRICULUM TRAINING

Chair Carr conducted new course training which included a quick reference sheet for getting started, and proposal for new course questionnaire form (CCC Form 2 – Proposal for New Course). Both documents can be used to assist with completing information necessary for proposing a new course. The questions in CCC Form 2 were incorporated into CurricUNET pages when the committee transitioned from paper approvals to the CurricUNET software and paperless approval process. Q. Chapman illustrated where specific course information corresponds to CurricUNET pages/sections. Q. Chapman also discussed approval steps in proposing a new course.

There was a request from CCC members to receive a copy of the master CCC spreadsheet for tracking curriculum approvals. This spreadsheet is managed by Q. Chapman and will be released as soon as possible. Q. Chapman recommends that this file (Excel) be released to CCC members once per month during fall and spring curriculum review.

IV. VICE PRESIDENT'S REPORT

Vice President Academic Affairs

Dr. Shankweiler welcomed the committee back for the spring semester and thanked everyone for their hard work in the fall.

V. CHAIR'S REPORT

College Curriculum Committee (CCC) Chair – A. Carr

Chair Carr reminded division CCC representatives about out-of-compliance courses. Q. Chapman sent a report via email with courses in need of review this spring. CCC representatives must work with assigned faculty to move those courses along in the approval process.

At the next CCC meeting Chair Carr will ask for standard review committee volunteers.

VI. CURRICULUM ADVISOR REPORT

Curriculum Advisor – Q. Chapman

The CCC timeline is posted on the CurricUNET homepage. Q. Chapman briefly highlighted upcoming due dates for curriculum review.

VII. ANNOUNCEMENTS

None

VIII. ADJOURNMENT

Chair Carr called a motion to adjourn the meeting at 3:30 p.m.

**EL CAMINO COLLEGE
COLLEGE CURRICULUM COMMITTEE
February 14, 2017
Approved Curriculum Changes Proposed for 2018-2019**

HEALTH SCIENCES AND ATHLETICS

CTE Two-Year Course Review; Change in Term Length

Current Status/Proposed Changes

1. Nursing 48 – Dosage Calculations
Units: 2.0 Lecture hours: ~~3.0~~ 1.5 Lab hours: ~~3.0~~ 1.5 Term Length: 9
~~weeks~~ Full-Term

Recommendation

- Nursing 48 – Dosage Calculations
Units: 2.0 Lecture hours: 1.5 Lab hours: 1.5 Term Length: Full-Term

Inactivate Course

1. Nursing 118 – Respite Care for Children and Adolescents

INDUSTRY AND TECHNOLOGY

CTE Two-Year Course Review; Distance Education Review

1. Administration of Justice 100 – Introduction to Administration of Justice
2. Administration of Justice 103 – Concepts of Criminal Law I