

**EL CAMINO COLLEGE**  
**MINUTES OF THE COLLEGE CURRICULUM COMMITTEE (CCC)**  
**March 8, 2022**

**CALL TO ORDER**

Meeting called to order at 2:31 p.m. by Chair Young.

**Recorder:** C. Escutia

**Members:**

*Present:* E. Ambrosio, M. Anderson, W. Cox, K. Daniel-DiGregorio, M. Kline, M. Lipe, M. McMillan, J. Minei, Z. Murdock, R. Padilla, S. Porter, J. Sims

**Ex-Officio Members:**

*Present:* J. Abulaban, L. Justice, L. Suekawa, M. Wolfenstein, I. Zugic

*Absent:* L. Young

**Guests:** L. Linka

**1. APPROVAL OF MINUTES**

The minutes of February 22, 2022 were approved via email by the CCC on February 24, 2022.

**2. CHAIR'S REPORT:** College Curriculum Committee Chair – J. Young

Chair Young began by thanking the CCC for approving the minutes from our last meeting via email, E. Ambrosio for serving as the Standard Review Representative for today's meeting, and M. Lipe for agreeing to serve in this role for the next meeting.

The CCC was reminded of the importance of meeting submission deadlines for the remainder of the semester. Chair Young shared onscreen the CCC website and indicated where members can find the chart of submission dates. She asked that CCC members help their divisions stay on track with their submission dates since there are only three more dates for this semester.

**3. CURRICULUM REVIEW**

**A. Consent Agenda Proposals**

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

1. Art 142 (ART 142)
2. Art 143 (ART 143)
3. Art 144 (ART 144)
4. Art 181 (ART 181)
5. Art 195 (ART 195)
6. Art 282 (ART 282)
7. Dance 110 (DANC 110)
8. Film/Video 113 (FILM 113)
9. Film/Video 124 (FILM 124)
10. Nursing 254 (NURS 254)
11. Nursing 255 (NURS 255)

## **CURRICULUM DISCUSSION**

### **A. Consent Agenda Proposals**

It was moved by J. Minei, seconded by M. Kline, that the committee approve the consent agenda proposals. The motion carried.

It was moved by J. Minei, seconded by M. Kline, that the committee approve the consent agenda course delivery methods. The motion carried.

It was moved by J. Minei, seconded by M. Kline, that the committee approve the consent agenda conditions of enrollment. The motion carried.

### **4. HYFLEX COURSES**

M. Wolfenstein presented information to the CCC about the Hyflex distance education delivery method. Since this is just the beginning of this discussion, he stressed that he is planning to present this information to the Academic Senate and various entities on campus for input and consideration.

### **5. NEW COURSE PROTOCOL FOR COURSES THAT ARE SIMILAR TO EXISTING COURSES**

Training on the protocol for new courses that are similar to existing courses was conducted. Chair Young explained that we are all responsible for doing our due diligence in this area. She stressed that the consultation process must be conducted early in the process and prior to submission to the Curriculum Specialist for review. The CCC recommended that the new course form may need to be revised for clarification. For now, CCC reps are being asked to share the information with their DCCs and deans. M. Kline asked if the Curriculum Office will follow up to verify that there has not been a miscommunication about the other department's support. Chair Young said this will be taken under consideration and will report back.

### **6. PROTOCOL FOR INFORMING DIVISIONS OF COURSE CHANGES FOR DEGREES OR CERTIFICATE**

Chair Young reviewed the notification section of the Revision to New or Existing Certificates or Degree forms. If a course from another division is being added or deleted from a certificate or degree, the dean must notify the dean/associate dean and counselor/s of the other division and record the information on the form. L. Justice stated that it is imperative that Admissions and Records gets this information. L. Suekawa asked the CCC to use caution when deleting courses that students in other divisions may find important for attaining certificates or degrees.

### **7. VICE PRESIDENT'S REPORT: Vice President of Academic Affairs – J. Sims**

J. Sims reported that deans have been advised to plan for a 50/50 online and in-person presence when scheduling classes for summer and fall semester. This goal is a recommended base and enrollment trends will be used as a guide to determine where demand exists. Efforts will continue to increase noncredit and dual enrollment. The job description for Curriculum

Specialist is pending approval by the March Board. Once approved, a hiring committee will be assembled and interviews conducted to fill the position by May.

**8. ANNOUNCEMENTS**

- J. Minei announced that the rock musical “Spring Awakening” begins on 3/11. Check the Center for the Arts webpage for more information.
- The Curriculog Café will be open after the meeting today.
- Next CCC Meeting: March 22, 2022 – 2:30-4:30 p.m., via Zoom.

**9. ADJOURNMENT**

Chair Young called for a motion to adjourn the meeting. J. Minei moved to adjourn, E. Ambrosio seconded, and the motion carried. Meeting was adjourned at 3:15 p.m.

Approved Curriculum Changes Proposed for 2023-2024

Modification Type	Division	Course/Program Information	Rationale/Action	Curriculum Committee Approval Date
Course Review	FINE	ART 142 Digital Imaging Fundamentals	Course review	3/8/2022
Course Review	FINE	ART 143 Digital Publishing Fundamentals	Course review	3/8/2022
Course Review	FINE	ART 144 3D Modeling and Animation	Course review	3/8/2022
Course Review	FINE	ART 181 Beginning Sculpture	Course review	3/8/2022
Course Review	FINE	ART 195 Portfolio and Career Planning for Artists and Designers	Course review; Change to conditions of enrollment	3/8/2022
Course Review	FINE	ART 282 Life Sculpture	Course review	3/8/2022
Course Review	FINE	DANC 110 Beginning Dance	Course review	3/8/2022
Course Review	FINE	FILM 113 Screenplay Analysis	Course review	3/8/2022
Course Review	FINE	FILM 124 Production Planning	Course review	3/8/2022
Inactivation	HEAL	NURS 254 Advanced Nursing Process I	Inactivation	3/8/2022
Inactivation	HEAL	NURS 255 Advanced Nursing Process II Clinical Preceptorship	Inactivation	3/8/2022