

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE (CCC)
April 26, 2022

CALL TO ORDER

Meeting called to order at 2:33 p.m. by Chair Young.

Members:

Present: E. Ambrosio, M. Anderson, W. Cox, M. Kline, M. McMillan, J. Minei, Z. Murdock, R. Padilla, S. Porter

Excused: K. Daniel-DiGregorio, M. Lipe, J. Sims

Ex-Officio Members:

Present: L. Justice, L. Suekawa, M. Wolfenstein, L. Young, I. Zugic

Absent: J. Abulaban

Guests: L. Linka, R. Merrill

1. APPROVAL OF MINUTES

The minutes of March 22, 2022 were approved via email by the CCC on March 28, 2022.

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

Chair Young began by thanking the CCC for approving the minutes of the March 22 meeting, J. Minei for the corrections to the minutes recommending that an SLO representative sit in on the CCC, M. Kline for serving as the Standard Review representative for today’s meeting, S. Porter for agreeing to serve as the representative for the May 10 meeting, and the CCC for conducting curriculum review. Chair Young noted that all questions/comments have been addressed and noted in Curriculog. She asked the committee to bring anything to her attention that may have been missed.

Chair Young shared the “Quick Guide” for reporting curriculum changes to campus SLO coordinators,” developed by K. Daniel-DiGregorio, E. Ambrosio and Chair Young. This information will be posted on the CCC website and sent to CCC members.

Quick Guide	
Reporting Curriculum Changes to Campus SLO Coordinators	
New Courses	SLO New Course Form
Changes to SLO statements	SLO Change Form
Changes to SLOs and Number and/or Descriptive Title changes	SLO Change Form
Descriptive Title or Number changes (no changes to SLOs)	No Action Needed
Inactivations	No Action Needed
Please Note:	
<ul style="list-style-type: none"> • Courses must be CCC approved and appear in the CCC Minutes prior to submission to the SLO Coordinators. https://www.elcamino.edu/academic-senate/college-curriculum-committee/agenda-and-minutes.aspx • SLO forms may be found on the CCC website under Forms and Resources. https://www.elcamino.edu/academic-senate/college-curriculum-committee/resources.aspx • Forms should be submitted to the SLO Coordinators at the end of each semester. 	

Chair Young explained that, due to the small size of the pool, the Curriculum Specialist position has been extended to Thursday, April 28. She shared the link to forward the job announcement to friends/colleagues.

https://elcamino.igreentree.com/CSS_Classified/CSSPage_JobDetail.ASP?T=20220423123218&

Chair Young explained the procedure for completing Section V of the New Course form for Library/Media Resources. She reminded the CCC that all new courses should be forwarded to the Library and Learning Resources CCC representative (currently Mary McMillan). The Library CCC representative will forward the proposals to the library liaison for that division.

Chair Young also noted that M. McMillan can assist with locating OER materials and with the proper formatting on the course outlines. Per the recommendation of L. Suekawa, it is good practice to include a print textbook on course outlines as a representative text for articulation purposes.

The CCC was reminded that the final submission date for spring 2022 is Monday, May 2. This means that courses that are CCC approved in Curriculumlog by the due date will be reviewed on May 24, the final meeting of the spring semester. The divisions who may submit proposals are Behavioral and Social Sciences, Health Sciences and Athletics, Humanities, Natural Sciences, and Library and Learning Resources.

3. CHANGES TO AB 705 VERBIAGE FOR PREREQUISITES AND RECOMMENDED PREPARATIONS

Based on AB 705 regulations, English 1 is no longer being offered at ECC making it necessary to revise the wording for prerequisites and recommended preparations. During an extended meeting with J. Sims, S. Kushigemachi, L. Plum, I. Zugic, L. Suekawa, J. Young, and E. Ambrosio, recommendations from other Chief Instruction Officers, and a review of other community college catalogs, led the group to recommend that the verbiage be changed to “eligibility for English 1A.” This verbiage will automatically encompass the multiple measures requirements of AB 705 and will still be valid if English 1 or other courses below transfer level are reinstated.

Chair Young asked for a motion to approve the revised standardized English verbiage for prerequisites and recommended preparations to “eligibility for English 1A” for any courses reviewed today and moving forward, and to allow the CCC Chair to make the appropriate edits in Curriculumlog for each course on today’s agenda. It was moved by J. Minei, seconded by S. Porter. The motion carried.

Chair Young noted that the English 1A Memo will be updated and posted on the CCC website. She also explained that, based on the recommendation of Articulation Officer L. Suekawa, the math prerequisite and recommended preparation statements are being updated to read:

- Beginning algebra or higher or placement by appropriate assessment
- Intermediate algebra or equivalent or placement by appropriate assessment

Chair Young and Chair Elect Ambrosio will compile a list of all math courses no longer being offered and will send the list out soon.

4. CURRICULUM REVIEW

Chair Young announced that, based on a request from Dr. Sims, the new biology courses (BIOL 75, 76, 77, 78, 79) were removed from today's agenda and will be moved to the May 24 meeting. Dr. Sims requested more time to review the proposed class sizes for the courses.

A. Full Course Review

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

1. English 15A (ENGL 15A)
2. Journalism 11abcd (JOUR 11abcd)

B. Consent Agenda Proposals

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

1. Administration of Justice 126 (AJ 126)
2. Administration of Justice 131 (AJ 131)
3. Administration of Justice 133 (AJ 133)
4. Administration of Justice 134 (AJ 134)
5. Administration of Justice 135 (AJ 135)
6. Administration of Justice 190 (AJ 190)
7. Anatomy 30 (ANAT 30)
8. English 15B (ENGL 15B)
9. Journalism 12 (JOUR 12)

CURRICULUM DISCUSSION

A. Full Course Review

Humanities Division

The following courses were presented for course review:

ENGL 15A Survey of British Literature I

JOUR 11abcd News Media Production and Social Media Storytelling

It was moved by M. Kline, seconded by W. Cox, that the committee approve the course proposals. The motion carried.

It was moved by M. Kline, seconded by W. Cox, that the committee approve the course delivery methods. The motion carried.

It was moved by M. Kline, seconded by W. Cox, that the committee approve the conditions of enrollment. The motion carried.

B. Consent Agenda Proposals

It was moved by E. Ambrosio, seconded by Z. Murdock, that the committee approve the consent agenda proposals. The motion carried.

It was moved by E. Ambrosio, seconded by Z. Murdock, that the committee approve the consent agenda course delivery methods. The motion carried.

It was moved by E. Ambrosio, seconded by Z. Murdock, that the committee approve the consent agenda conditions of enrollment. The motion carried.

5. VICE PRESIDENT’S REPORT:

As the designee for Dr. Sims at today’s meeting, I. Zugic reiterated that the submission date for the Curriculum Specialist has been extended to April 28. The original pool was not sufficient, and the hope is that more candidates will apply so that a qualified person can be hired for the position. She thanked the CCC for their patience during this process.

6. ANNOUNCEMENTS

- The Curriculog Café will be open after the meeting today.
- Next CCC Meeting: May 10, 2022 – 2:30-4:30 p.m., via Zoom.

7. ADJOURNMENT

Chair Young called for a motion to adjourn the meeting. J. Minei moved to adjourn, M. Anderson seconded, and the motion carried. Meeting was adjourned at 2:59 p.m.

Approved Curriculum Changes Proposed for 2023-2024

Modification Type	Division	Course/Program Information	Rationale/Action	Curriculum Committee Approval Date
Course Review	HEAL	AJ 126 Juvenile Delinquency and Legal Procedures	Course review; Change to conditions of enrollment	4/26/2022
Course Review	HEAL	AJ 131 Legal Aspects of Evidence	Course review; Change to conditions of enrollment	4/26/2022
Course Review	HEAL	AJ 133 Fingerprint Classification and Investigation	Course review	4/26/2022
Course Review	HEAL	AJ 134 Introduction to Crime Analysis	Course review; Change to conditions of enrollment	4/26/2022
Course Review	HEAL	AJ 135 Report Writing	Course review; Change to conditions of enrollment	4/26/2022
Course Review	HEAL	AJ 190 Law Enforcement Explorer Academy	Course review	4/26/2022
Course Review	HUMA	ENGL 15A Survey of British Literature I	Course review; Change to catalog description	4/26/2022
Course Review	HUMA	ENGL 15B Survey of British Literature II	Course review	4/26/2022
Course Review	HUMA	JOUR 11abcd News Media Production and Social Media Storytelling	Course review; Change to catalog description	4/26/2022
Course Review	HUMA	JOUR 12 Mass Media and Society	Course review; Change to conditions of enrollment	4/26/2022
Course Review	NSCI	ANAT 30 Essentials of Anatomy and Physiology	Course review; Change to conditions of enrollment	4/26/2022