

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE (CCC)
February 22, 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. Suekawa, M. Wolfenstein

Absent: L. Justice, L. Young, I. Zugic

Guests: L. Linka, V. Rapp

1. APPROVAL OF MINUTES

The minutes of December 14, 2021 were approved via email by the CCC on January 3, 2022.

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

New members, K. Daniel-DiGregorio (Behavioral and Social Sciences) and J. Abulaban (ASO) were introduced to the CCC.

Chair Young thanked the CCC for approving the minutes from the December 14, 2021 meeting, Z. Murdock for serving as the Standard Review representative for today's meeting, and E. Ambrosio for agreeing to serve as the Standard Review representative for the next meeting.

It was noted that L. Plum will continue to advise the CCC on major issues related to curriculum, but will not be involved in the day-to-day operations. Chair Young asked that we all do our part to make sure that curriculum review and approval moves efficiently this semester.

3. CURRICULUM REVIEW

A. Full Course Review

The committee approved the following course, which is ready for final action:

1. Noncredit Pathways to Academic Success 115 (NPAS 115)

B. Full Program Review

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

1. Automotive Manufacturer Training - Noncredit Certificate of Completion
2. Business Administration 2.0 AS-T

CURRICULUM DISCUSSION

A. Full Course Review

Library & Learning Resources Division

NPAS 115 Succeeding in Online and Hybrid Classes was presented as a new course proposal.

It was moved by M. Kline, seconded by M. McMillan, that the committee approve the course proposal. The motion carried.

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

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

B. Full Program Review

Business Division

The Business Administration 2.0 AS-T was submitted for program revision.

It was moved by S. Porter, seconded by E. Ambrosio, that the committee approve the program proposal. The motion carried.

Industry & Technology Division

The Automotive Manufacturer Training Noncredit Certificate of Completion was submitted as a new program.

It was moved by M. Anderson, seconded by M. Kline, that the committee approve the program proposal. The motion carried.

4. LARC PROCESS FOR SUBMITTING CAREER EDUCATION DEGREES & CERTIFICATES

V. Rapp presented a detailed overview of the process for submitting new degrees and certificates, as well as substantive changes, to the Los Angeles Regional Consortium (LARC). Two handouts were provided and forwarded to the CCC.

5. COMMON ERRORS IN CURRICULUM DEVELOPMENT AND REVIEW

Chair Young presented an initial list of common errors made when submitting proposals for course review. The CCC made recommendations that were added to the list. The document will be shared with the CCC.

6. VICE PRESIDENT'S REPORT: Vice President of Academic Affairs – J. Sims

J. Sims announced that minor changes to the job description for Curriculum Advisor have been proposed. In addition to minor changes in duties, the position title will change to Curriculum Specialist, in order to align with the Chancellor's Office and other colleges. The upgraded job position will be presented for approval at the March board meeting. Once board approved,

recruitment for the position can take place, with a goal to have the position filled by May or June. Approval was granted to hire a noncredit dean to help develop, implement and grow noncredit, dual enrollment and continuing education programs.

7. ANNOUNCEMENTS

- Curriculog Café will be open after the meeting today.
- Next CCC Meeting: March 8, 2022 – 2:30-4:30 p.m., via Zoom.

8. 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 3:24 p.m.

Approved Curriculum Changes Proposed for 2022-2023

Modification Type	Division	Course/Program Information	Rationale/Action	Curriculum Committee Approval Date
New Course	LLR	NPAS 115 Succeeding in Online and Hybrid Classes	New course; Added new DE version (online/hybrid)	2/22/2022
New Program	ITEC	Automotive Manufacturer Training Noncredit Certificate of Completion	New program	2/22/2022
Program Revision	BUSI	Business Administration 2.0 AS-T	Program revision; Change to course numbers	2/22/2022