

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE (CCC)
10/14/2025

CALL TO ORDER

Meeting called to order at 2:41 p.m. by Chair Ambrosio.

Recorder: L. Marquez

Members:

Present: M. Anderson, M. Bremen, M. Chang, M. Kline, C. Lopez, C. Martin, M. McMillan, R. Padilla, S. Porter, A. Rodriguez, G. Song

Absent: J. Casper, J. Minei

Ex Officio Members:

Present: E. Ambrosio, L. Marquez, L. Suekawa, M. Wolfenstein

Absent: L. Justice, L. Young

Guests: none

1. APPROVAL OF MINUTES

Chair Ambrosio asked for a motion to approve the 9/23/2025 minutes. It was moved by M. Kline, seconded by S. Porter. The motion carried. Approved; Abstention M. McMillan.

2. CHAIR'S REPORT: College Curriculum Committee Chair – E. Ambrosio

Chair Ambrosio welcomed M. McMillan back, thanked M. Wolfenstein for filling in, and thanked S. Porter for being the standard reviewer. Members were reminded to encourage their division faculty to attend CCC meetings when their curriculum is up for review so they can address issues live at meeting rather than tabling. It was clarified that force approved program proposals will go through CCC full review regardless of the type of change.

3. CURRICULUM REVIEW

A. Full Course Review

Business, Design and Applied Technology (BDAT) Division

The following courses were presented for full course review:

1. ACRP 10L Skill Building Lab Experience 1
2. ACRP 11L Skill Building Lab Experience 2
3. ACRP 12L Skill Building Lab Experience 3
4. ACRP 13L Skill Building Lab Experience 4

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

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

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

Approved unanimously with the following conditions: ACRP 12L and ACRP 13L need Conditions of Enrollment addressed. Chair Ambrosio will work with faculty offline. L. Marquez will troubleshoot the form so that both prerequisites and corequisites matching skills can be entered.

Humanities (HUMA) Division

The following courses were presented for full course review:

1. COMS 120 Critical Thinking Through Argumentation and Debate [Critical Thinking Through Argumentation]
2. COMS 120H Honors Critical Thinking Through Argumentation and Debate [Critical Thinking Through Argumentation]
3. COMS 130 [COMM C1004] Interpersonal Communication
4. COMS 130H [COMM C1004H] Honors Interpersonal Communication
5. NENG 1AS [NENG 0100S] Noncredit Reading and Composition Support [Noncredit Reading and Writing Support]
6. NESL 06 ESL Support for Career and Technical Programs [English for Specific Uses]

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

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

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

A discussion ensued regarding overlap in course content and how the CCC addresses those concerns. Chair Ambrosio confirmed that some overlap is inevitable, especially when attempting to meet GE areas, but as long as the courses have disciplinary differences, they should be approved as options for students.

Approved unanimously.

Kinesiology, Athletics, and Public Safety (KAPS) Division

The following courses were presented for full course review:

1. FTEC 170 Wildland Fire Behavior
2. FTEC 171 Wildland Firefighter Safety and Survival
3. FTEC 172 Wildland Fire Operations
4. FTEC 173 Wildland Fire Education, Prevention, and Investigation
5. FTEC 174 Wildland Fire Logistics, Planning, and Administration

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

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

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

Approved unanimously with the following conditions: FTEC 160-164 to be renumbered/approved as 170-174 since 160-164 are not available.

Library & Learning Resources (LLR) Division

The following courses were presented for full course review:

1. PASS 535 TEAS Exam Preparation
2. PASS 600 Teaching Academy: Motivating Students
3. PASS 601 Teaching Academy: Empowering Effective Learners
4. PASS 602 Teaching Academy: Assessment

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

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

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

Approved unanimously.

B. Full Program Review

Humanities (HUMA) Division

The following programs were presented for full program review:

1. Beginning English as a Second Language (ESL) Noncredit Certificate of Competency
2. Intermediate English as a Second Language (ESL) Noncredit Certificate of Competency
3. Advanced English as a Second Language (ESL) Noncredit Certificate of Competency

It was moved by M. McMillan, seconded by S. Porter, that the committee approve the program proposals. The motion carried. Approved unanimously.

Library & Learning Resources (LLR) Division

The following programs were presented for full program review:

1. Academic Skills Noncredit Certificate of Competency
2. Adult Basic Education Noncredit Certificate of Competency
3. Math Academy Noncredit Certificate of Competency
4. TEAS Exam Preparation Noncredit Certificate of Competency
5. Teaching Academy Noncredit Certificate of Completion
6. Truck Driving Preparation Noncredit Certificate of Competency

It was moved by M. Kline, seconded by M. Bremen, that the committee approve the program proposals with the following condition: TEAS Exam Preparation Noncredit

Certificate of Competency to include a financial literacy course as an elective option. The motion carried. Approved unanimously.

C. Full Review Program Proposal Technical Changes

Healthcare Sciences (HCS) Division

The following programs were presented for full program review with only technical changes:

1. Medical Transcription Certificate of Completion
2. Personal Care Aide Certificate of Completion
3. Sterile Processing Technician Certificate of Completion

It was moved by M. Bremen, seconded by C. Martin, that the committee approve the program proposals. The motion carried. Approved unanimously.

Humanities (HUMA) Division

The following programs were presented for full program review with only technical changes:

1. English as a Second Language (ESL) for Healthcare II Noncredit Certificate of Competency

It was moved by M. Kline, seconded by S. Porter, that the committee approve the program proposals. The motion carried. Approved unanimously.

D. Consent Agenda Proposals

It was moved by S. Porter, seconded by M. McMillan, that the committee approve the course proposals. The motion carried.

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

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

Approved unanimously.

7. DEI STRATEGIES

Chair Ambrosio reported that the latest memo provides additional guidance (we need to revise our policies by April 2026 and be fully implemented in COCI by Fall 2030). We will need a taskforce for this project (one representative per division). More information to come.

8. ADMINISTRATIVE PROCEDURE (AP) AND BOARD POLICY (BP)

Tabled.

9. CURRICULUM SPECIALIST'S REPORT: Curriculum Specialist – L. Marquez

No report

10. **VICE PRESIDENT'S REPORT:** Vice President of Academic Affairs – C. Lopez
C. Lopez provided an update on the Chemistry Building fire. There was a fire in a faculty office in the Chemistry Building. Due to smoke, the Chemistry and Life Sciences Buildings were closed. Some spaces have been reopening as they passed safety inspections while others remain closed pending air quality testing. Due to the number of cancelled classes, online conversions have taken place and makeup lab sessions are being scheduled so that students can still receive credit for the course.
11. **ANNOUNCEMENTS**
- Next CCC Meeting: 10/28/2025 – 2:30-4:30 p.m., DE 166/Zoom
12. **ADJOURNMENT**
Meeting was adjourned at 4:37 p.m.

Approved Curriculum Changes

Modification Type	Division	Course/Program Information	Rationale/Action	Curriculum Committee Approval Date
New Course	BDAT	ACRP 10L Skill Building Lab Experience 1	New Course	10/14/2025
New Course	BDAT	ACRP 11L Skill Building Lab Experience 2	New Course	10/14/2025
New Course	BDAT	ACRP 12L Skill Building Lab Experience 3	New Course	10/14/2025
New Course	BDAT	ACRP 13L Skill Building Lab Experience 4	New Course	10/14/2025
Course Review	HUMA	COMS 120 Critical Thinking Through Argumentation and Debate [Critical Thinking Through Argumentation]	Course review; changes to Descriptive Title, Catalog Description, Conditions of Enrollment, Transfer Status, Course Objectives, Major Topics, Primary Methods of Evaluation, Texts and Materials.	10/14/2025
Course Review	HUMA	COMS 120H Honors Critical Thinking Through Argumentation and Debate [Critical Thinking Through Argumentation]	Course review; changes to Descriptive Title, Catalog Description, Conditions of Enrollment, Transfer Status, Course Objectives, Major Topics, Primary Methods of Evaluation, Texts and Materials.	10/14/2025
Course Review	HUMA	COMS 130 [COMM C1004] Interpersonal Communication	Course review; changes to Course Acronym, Course Number, Catalog Description, Course Objectives, Major Topics, Texts and Materials.	10/14/2025
Course Review	HUMA	COMS 130H [COMM C1004H] Honors Interpersonal Communication	Course review; changes to Course Acronym, Course Number, Catalog Description, Course Objectives, Major Topics, Texts and Materials.	10/14/2025

Approved Curriculum Changes

Course Review	HUMA	NENG 1AS [NENG 0100S] Noncredit Reading and Composition Support [Noncredit Reading and Writing Support]	Course review; changes to Course Number, Descriptive Title, Catalog Description, Conditions of Enrollment, Primary Methods of Evaluation, Texts and Materials.	10/14/2025
Course Review	HUMA	NESL 06 ESL Support for Career and Technical Programs [English for Specific Uses]	Course review; changes to Descriptive Title, Catalog Description, Conditions of Enrollment, Lecture/Lab Hours, Outside Study Hours, Grading Methods, Course Objectives, Major Topics, Primary Methods of Evaluation, Texts and Materials.	10/14/2025
New Course	KAPS	FTEC 170 Wildland Fire Behavior	New Course	10/14/2025
New Course	KAPS	FTEC 171 Wildland Firefighter Safety and Survival	New Course	10/14/2025
New Course	KAPS	FTEC 172 Wildland Fire Operations	New Course	10/14/2025
New Course	KAPS	FTEC 173 Wildland Fire Education, Prevention, and Investigation	New Course	10/14/2025
New Course	KAPS	FTEC 174 Wildland Fire Logistics, Planning, and Administration	New Course	10/14/2025
New Course	LLR	PASS 535 TEAS Exam Preparation	New Course; Added DE versions (online/hybrid/HyFlex)	10/14/2025
New Course	LLR	PASS 600 Teaching Academy: Motivating Students	New Course	10/14/2025
New Course	LLR	PASS 601 Teaching Academy: Empowering Effective Learners	New Course	10/14/2025
New Course	LLR	PASS 602 Teaching Academy: Assessment	New Course	10/14/2025
New Program	HUMA	Beginning English as a Second Language (ESL) Noncredit Certificate of Competency	New Program	10/14/2025
New Program	HUMA	Intermediate English as a Second Language (ESL) Noncredit Certificate of Competency	New Program	10/14/2025
New Program	HUMA	Advanced English as a Second Language (ESL) Noncredit Certificate of Competency	New Program	10/14/2025

Approved Curriculum Changes

New Program	LLR	Academic Skills Noncredit Certificate of Competency	New Program	10/14/2025
New Program	LLR	Adult Basic Education Noncredit Certificate of Competency	New Program	10/14/2025
New Program	LLR	Math Academy Noncredit Certificate of Competency	New Program	10/14/2025
New Program	LLR	TEAS Exam Preparation Noncredit Certificate of Competency	New Program	10/14/2025
New Program	LLR	Teaching Academy Noncredit Certificate of Completion	New Program	10/14/2025
New Program	LLR	Truck Driving Preparation Noncredit Certificate of Competency	New Program	10/14/2025
Modified Program	HCS	Medical Transcription Certificate of Completion	Program Modification; changes to Course Requirements.	10/14/2025
Modified Program	HCS	Personal Care Aide Certificate of Completion	Program Modification; changes to Course Requirements.	10/14/2025
Modified Program	HCS	Sterile Processing Technician Certificate of Completion	Program Modification; changes to Course Requirements.	10/14/2025
Modified Program	HUMA	English as a Second Language (ESL) for Healthcare II Noncredit Certificate of Competency	Program Modification; changes to Course Requirements.	10/14/2025
Course Review	HUMA	FREN 21 Beginning Conversational French	Course review; changes to Primary Methods of Evaluation.	10/14/2025
Course Review	HUMA	FREN 22 Intermediate Conversational French	Course review; changes to Primary Methods of Evaluation.	10/14/2025
Course Review	HUMA	JOUR 95 Cooperative Work Experience Education	Course review; no changes.	10/14/2025
Course Review	HUMA	JOUR 99 Independent Study	Course review; no changes.	10/14/2025
Course Review	KAPS	FTEC 74 General Administrative Functions for Company Officers (Company Officer 2B)	Course review; no changes.	10/14/2025
Course Review	KAPS	PE 133abc Off-season Training for Women's Intercollegiate Badminton Team	Course review; no changes.	10/14/2025

Approved Curriculum Changes

DE Addendum	LLR	PASS 510 Scientific Math Academy	DE Addendum; added new DE versions (online/hybrid/HyFlex)	10/14/2025
DE Addendum	LLR	PASS 512 Statistics Math Academy	DE Addendum; added new DE versions (online/hybrid/HyFlex)	10/14/2025
DE Addendum	LLR	PASS 514 Algebra Academy	DE Addendum; added new DE versions (online/hybrid/HyFlex)	10/14/2025
DE Addendum	LLR	PASS 516 Intermediate Algebra Academy	DE Addendum; added new DE versions (online/hybrid/HyFlex)	10/14/2025
DE Addendum	LLR	PASS 518 Pre-Calculus Academy	DE Addendum; added new DE versions (online/hybrid/HyFlex)	10/14/2025
DE Addendum	LLR	PASS 520 Calculus Academy	DE Addendum; added new DE versions (online/hybrid/HyFlex)	10/14/2025
DE Addendum	LLR	PASS 536 Beginning Language Arts	DE Addendum; added new DE versions (online/hybrid/HyFlex)	10/14/2025
DE Addendum	LLR	PASS 537 Beginning Math	DE Addendum; added new DE versions (online/hybrid/HyFlex)	10/14/2025