

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE (CCC)
9/23/2025

CALL TO ORDER

Meeting called to order at 2:36 p.m. by Chair Ambrosio.

Recorder: L. Marquez

Members:

Present: M. Anderson, M. Bremen, J. Casper, M. Chang, M. Kline, C. Martin, R. Padilla, S. Porter, A. Rodriguez, G. Song, M. Wolfenstein (for M. McMillan)

Absent: C. Lopez, J. Minei, M. McMillan

Ex Officio Members:

Present: E. Ambrosio, A. Grant, L. Justice, L. Marquez, L. Suekawa, L. Young

Absent: K. Nguyen (ASO)

Guests: none

1. APPROVAL OF MINUTES

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

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

Chair Ambrosio thanked R. Padilla for the Standard Review this meeting. Chair Ambrosio reminded the CCC about the CCN courses and the need to start any courses that are due for the Fall 2026 catalog in Phase II.A.

3. CURRICULUM REVIEW

A. Full Course Review

Behavioral and Social Sciences Division

Chair Ambrosio tabled the following courses for further review:

AHIS 102A [C1100]: need to change acronym to ARTH (according to CCN template); and obtain textbook information.

AHIS 102B [C1200]: need to change acronym to ARTH (according to CCN template); and obtain textbook information.

ECON 102 [C2001]: will ask faculty to follow CCN template.

Business, Design, and Applied Technology Division

Chair Ambrosio tabled the following courses for further review:

ACRP 10L, 11L, 12L, 13L: need additional information on course objectives (to ensure all are measurable).

Kinesiology, Athletics, and Public Safety Division

Chair Ambrosio tabled the following courses for further review:

FTEC 513B: need additional information on VI: Methods for Evaluating Effectiveness

The following courses were presented for course review:

PE 255A

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

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

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

Approved unanimously.

A discussion ensued regarding impact reports. It was confirmed that faculty should run impact reports when revising courses so that they may also revise the affected programs.

B. Consent Agenda Proposals

It was moved by S. Porter, seconded by J. Casper, that the committee approve the consent agenda proposals. The motion carried.

It was moved by S. Porter, seconded by J. Casper, that the committee approve the consent agenda course delivery methods. The motion carried.

It was moved by S. Porter, seconded by J. Casper, that the committee approve the consent agenda conditions of enrollment. The motion carried.

Approved unanimously.

4. DEI STRATEGIES

Chair Ambrosio tasked CCC members to reach out to their colleagues at other colleges to inquire how they are addressing the new requirement of incorporating DEI in Course Outlines of Record.

5. TECHNICAL CHANGES TO COURSE NUMBERS, TITLES, AND UNITS ON PROGRAMS AND CERTIFICATES

Chair Ambrosio and L. Marquez proposed that the CCC consider approving a new policy that allows the Curriculum Office to make technical changes to programs as a result of course revisions (course acronyms, numbers, and titles only). The Curriculum Specialist will run impact reports at the end of each semester and will launch program proposals needing these types of updates. Those program proposals will be force approved to the CCC for final action. They will appear on the CCC agenda in a separate section titled, "Technical Review Updates." Faculty will still need launch program proposals with course unit changes as usual.

It was moved by M. Kline and seconded by S. Porter that the committee approve this new policy. The motion carried. Approved unanimously.

6. ADMINISTRATIVE POLICY (AP) AND BOARD POLICY (BP) REVIEW

Chair Ambrosio informed members that there are BPs and APs related to curriculum that need to be reviewed for recommendations/feedback to the Academic Senate (every five years).

- BP/AP 4020
- BP/AP 4025
- AP 4103
- BP/AP 4222
- BP/AP 4225

Chair Ambrosio stated that the intention is to review one or two BP/APs per meeting, with the first read, followed by a second read the following meeting and subsequent vote.

7. CREDIT BY PRIOR LEARNING (CPL)

C. Martin shared onscreen and explained what Credit for Prior Learning (CPL) is, the different ways students can obtain CPL, and reasons why CPL is important. C. Martin proposed that the CCC create a CPL addendum form in Curriculumlog (similar to DE addendum). It was moved by M. Bremen and seconded by J. Casper to create new CPL addendum. The motion carried. The committee approved unanimously. L. Marquez will work on creating the new form in spring for 2026-27.

8. CURRICULUM SPECIALIST'S REPORT: Curriculum Specialist – L. Marquez
No report.

9. VICE PRESIDENT'S REPORT: Vice President of Academic Affairs – A. Grant for C. Lopez
No report.

10. ANNOUNCEMENTS
None.

11. ADJOURNMENT
Meeting was adjourned at 4:12 p.m.

Approved Curriculum Changes

Modification Type	Division	Course/Program Information	Rationale/Action	Curriculum Committee Approval Date
Course Review	KAPS	PE 255A	Course review: Changes to course number, descriptive title, catalog description	9/23/2025