

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE (CCC)
2/24/2026

CALL TO ORDER

Meeting called to order at 2:40p.m. by M. Kline.

Recorder: L. Marquez

Members:

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

Ex Officio Members:

Present: L. Justice, L. Marquez, R. Smith, L. Suekawa, M. Wolfenstein

Absent: E. Ambrosio, A. Grant, K. Nguyen, L. Young

Guests: none

1. APPROVAL OF MINUTES

M. Kline asked for a motion to approve the 12/9/2025 minutes. It was moved by A. Rodriguez, J. Casper seconded. The motion carried. Correction to BSS Full Review: A. Rodriguez did not abstain (approved). Approved unanimously.

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

- a. M. Kline will serve as Pro Tem for Chair Ambrosio (meetings only). Chair Ambrosio is still working behind the scenes but will not attend the meetings this semester.
- b. M. Kline introduced the new Project Specialist in the Curriculum Office, Roderick Smith.

3. COMMON COURSE NUMBERING (CCN) UPDATE – M. Kline

CCN Phase 2b is due in fall but we should try to get the courses approved in spring. Phase 3 templates are on hold due to articulation; they may be released in phases (3a, 3b, 3c). More to come.

4. DEI TASKFORCE UPDATE – M. Kline

We need a representative from each division; otherwise, it will default to the DCC Chair. The deadline for submitting names is the March 10th CCC meeting.

5. TOP TO CIP CODE UPDATE – L. Marquez

L. Marquez explained that there is new legislation requiring California Community Colleges to transition from TOP to CIP codes (numerical codes assigned to disciplines). TOP codes (Taxonomy of Programs) are for California only; CIP codes (Classification of Instructional Programs) are federal codes. We currently use both codes for various reasons in various areas/departments. A comprehensive list of courses and their current CIP codes will be linked

in Teams, as well as the TOP code manual and TOP/CIP crosswalk. Faculty need to review each course and confirm the CIP code. This project needs to be completed this spring and entered in COCI by Fall 2026.

6. ADMINISTRATIVE PROCEDURE AND BOARD POLICY REVIEW – M. Kline

AP 4227 1ST read: Tabled due to incorrect copy.

7. NONCREDIT TEMPLATE – M. Kline

Second read and final approval moved by S. Porter, seconded by A. Rodriguez. A discussion ensued to add TOP and CIP codes, and checkboxes for instructional methods. Approved unanimously. L. Marquez and R. Smith will have a draft ready before the end of spring; will test in summer and go live in fall.

8. CURRICULUM SPECIALIST’S REPORT: Curriculum Specialist – L. Marquez

- a. New hire, Roderick Smith, will help with various curriculum projects including Course Outlines of Record (CORs), curriculum trackers, COR webpage, creating/revising curriculum forms, etc.
- b. Colleague updates for FA 2026 curriculum will be completed by end of this week
- c. Technical updates will be on the next CCC agenda for the summer catalog addendum
- d. Catalog will be published in the first week of April (with all curricular items board approved as of January)
- e. Programs without requirements and those listed as emphases (but not that way in COCI) will need to be on the next CCC agenda so they can make the April board agenda

9. VICE PRESIDENT’S REPORT: Vice President of Academic Affairs – C. Lopez

There is a new FTES formula due to a change in funding accounting methods where colleges will no longer be paid for excess hours over units (e.g. 1-unit lab class with 4 weekly lab hours). A list will go out to Deans, CCC Reps, and DCC chairs for faculty to review and revise their courses so that we are paid for all hours of instruction. It will be faculty purview to revise the hours with the goal of leaving the units and instructional load the same.

10. ANNOUNCEMENTS

- C. Martin announced that there will be a CTE Teaching Academy in April (in person/on campus). Various experts will teach best practices for CTE courses.
- Next CCC Meeting: 3/10/2026 – 2:30-4:30 p.m., DE 166/Zoom

11. ADJOURNMENT

Meeting was adjourned at 3:36 p.m.