



**Division of Behavioral and Social Sciences  
DIVISION CURRICULUM COMMITTEE  
Thursday, September 3, 2020**

**MINUTES**

**Members:**

<input checked="" type="checkbox"/> Dean: Christina Gold	<input checked="" type="checkbox"/> Philosophy: Roberto Garcia
<input checked="" type="checkbox"/> Anthropology: Marianne Waters	<input checked="" type="checkbox"/> Political Science: Laurie Houske
<input checked="" type="checkbox"/> Art History: Karen Whitney	<input checked="" type="checkbox"/> Psychology: Amy Himsel
<input type="checkbox"/> Childhood Educ: C Cervantes (excused)	<input checked="" type="checkbox"/> Sociology: Melissa Fujiwara
<input checked="" type="checkbox"/> Economics: Tanja Carter	<input checked="" type="checkbox"/> Clerical Support: Bev Knapp
<input type="checkbox"/> History: John Baranski (excused)	<input checked="" type="checkbox"/> Visitor – Janet Young (CCC Chair)
<input checked="" type="checkbox"/> Human Development: Kristie Daniel DiGregorio	

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**I) Division Curriculum Review for Fall 2020**

- Beverly explained the courses that are due for review this semester:
  - Art History 102C, 109 (inactivate), 207 and 209
  - Childhood Education 126, 129, 130, 131, 152, 165 (2 year CTE review for all)
  - Ethnic Studies 5
  - Philosophy 105, 105H, 106, 111, 112, 113, 114, 115
- There are no degrees being reviewed this semester

**II) Curriculog**

- This semester we will begin reviewing and approving courses on Curriculog.
- Curricunet will be available for reference until 6/30/21.
- Janet Young thanked Beverly for all her on going work on uploading courses into Curriculog.
- Bev will email the committee when classes are ready to be reviewed and approved on Curriculog.
- Janet Young provided a training to the committee so that they can get started with their work on Curriculog. The training materials are attached.

Attachment: Curriculog Instructions

cc: D. Maloney  
J. Shankweiler  
Curriculum Chair: J. Young  
Curriculum Advisor: L Plum  
BSS Counselors  
BSS FT Faculty

# How Do I Review and Approve a Course? 9.16.2020

Go to [www.elcamino.edu/academics/cc](http://www.elcamino.edu/academics/cc) for updated User Guides

## 1. Log In

Go to: <https://elcamino.curriculog.com>

You will see a "Welcome Page"

Click Log-In  (upper right corner)

Use your complete ECC email and password

(Problems logging in? Contact Lavonné at [lpalum@elcamino.edu](mailto:lpalum@elcamino.edu))

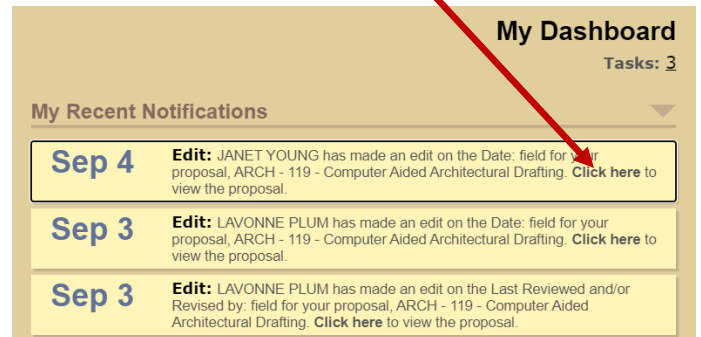
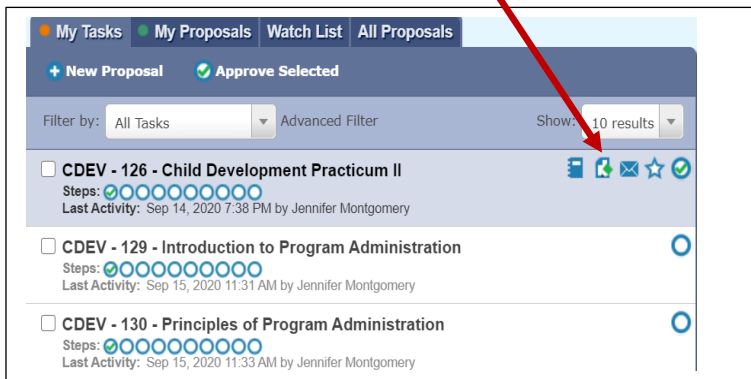
## 2. Select one of the following *methods* for accessing a proposal for review and approval.

Click on my tasks. Click the  Edit icon.

OR

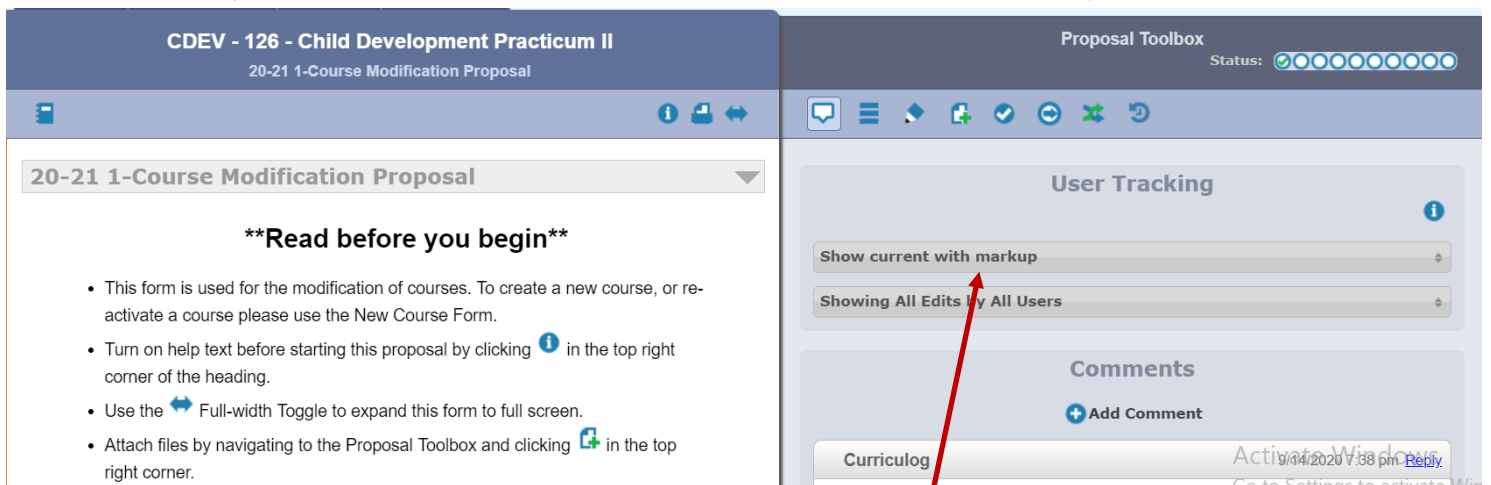
Locate the proposal on **My Dashboard**.

Click my task.



## 3. The course will appear on the left and the **Proposal Toolbox** will appear on the right.

If you cannot see the **Proposal Toolbox**, click on the "Toggle" icon to minimize



## 4. Select **Show current with markup** to view the proposed modifications.

5. Scroll through the proposal form to review the modifications are being proposed.


### Proposed Course Revisions

Select all that apply\*

- No Changes
- Reactivation
- Course Name
- Course Number
- Descriptive Title
- Discipline
- Catalog Description
- Conditions of Enrollment (Prerequisites, Corequisites, and Recommended Preparation)
- Lecture/Lab Hours
- Outside Study Hours
- Units
- Grading Method

6. For every box checked above, there should be a justification in the text box below.

Justification for Course Modifications:



**Example:**

**Descriptive Title:** The title has been changed to reflect current discipline nomenclature

**Catalog Description:** The catalog description has been expanded to include topics related to current issues in the field.

**Conditions of Enrollment:** The conditions of enrollment have been modified in order to comply with AB705 regulations.

7. Make Your Decision. Type in your comments/suggestions in the **Your Decision** box.

Select **Approve** or **Reject**.

If you choose **Reject**, the proposal moves back to the previous step. Once the issue is resolved, you can change your decision to **Approve** so that the proposal can move to the next step.

**Your Decision**

What would you like to do with this proposal?

- Approve
- Reject
- Hold
- Suspend
- Cancel
- Custom Route

Please comment on your decision below.

Type in comments if applicable or leave blank.

Make My Decision

Please do not use these choices.

8. Click **Make My Decision** to move the proposal to the next step in the approval process.