EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
September 26, 2017

CALL TO ORDER
Meeting called to order at 2:32 p.m. by Chair Young.

Recorder: C. Escutia

Members:
Present: M. Anderson, C. Cervantes, M. Chaban, R. Davis, R. Donegan, R. Ekimyan, D. Eldanaf, E. French-Preston, C. Glover, J. Minei, R. Miranda, D. Roman, C. Striepe
Absent: J. Shankweiler

Ex-Officio Members:
Present: I. Castro, L. Clowers, L. Plum, L. Suekawa, L. Young
Absent: A. Osanyinpeju

Guests: C. Brewer-Smith, W. Cox, L. Linka, K. Marsh, J. Meredith

I. **APPROVAL OF MINUTES**

Minutes of September 12, 2017, were approved via email by the College Curriculum Committee on September 19, 2017.

II. **CHAIR'S REPORT**
College Curriculum Committee Chair – J. Young

Chair Young welcomed the committee. She noted that J. Shankweiler authorized the printing of the Program and Course Approval Handbook (PCAH) for CCC members. She thanked C. Escutia for facilitating this project and for distributing them to the committee. Chair Young mentioned that a digital copy of this handbook is available on the CCC website and remarked that the digital version is "searchable."

Chair Young then directed the Committee's attention to the CCC website and showed them that the minutes are now being posted on the site. She also mentioned that she has been in contact with CurricUNET and that more clean-up will be done to the home page. In particular, references to SLO's and Program Review will be removed as they are now housed in TracDat.

Chair Young explained that there had been a backlog of courses "stuck" at the approved level in CurricUNET. A total of 383 courses were backlogged. This is the main reason that the copy icon has not been available. She explained that L. Plum, C. Escutia and she conducted an audit and then worked to move the courses to the final level. The courses that are currently in "approved" status are there legitimately as they must be published in the next catalog because they are either new courses or degrees, revisions to degrees, or revisions that effect the catalog such as catalog descriptions, pre or corequisites, descriptive title changes, reactivations or other reasons. The next step will be to review the backlog for programs and degrees and move them through the process.

Chair Young stated that she and L. Plum are working on the flow chart for programs and certificates that includes the additional steps required for CTE programs. V. Rapp recently forwarded the procedures for submitting degrees and certificates to the Los Angeles and Orange County Regional Consortium (LAOCRC). This flow chart will be presented at a future meeting. This was the topic that M. Chaban introduced at the first meeting.

III. COLLEGE CURRICULUM COMMITTEE TRAINING

The training began with an overview of the role of the Standard Review and Full Review Committees. Chair Young then directed the committee to the CCC Website User Guide for DCC and CCC Reps. The next topic focused on the Course Outline of Record.

Training for course review was done in the context of reviewing courses in real time. This included course revisions, a DE Addendum, and Consent Agenda items.

The Committee discussed several issues related to course review including SLO's, uniformity of major topics, and lecture/lab hours.

The training session ended with a comprehensive review of the elements of the New Course Proposal form. Chair Young noted that this training is particularly important because the CCC will be reviewing many new courses in the fall so that the courses can be Board approved in time to meet catalog publication deadlines. Articulation issues were discussed as part of this review and J. Young noted that Articulation Officer L. Suekawa will provide training on this topic at the next meeting.

M. Chaban asked that color copies of the New Course Proposal form be available to faculty. Chair Young said she would post it on the CurricUNET site immediately and that C. Escutia would post it on the CCC Website.

IV. CURRICULUM REVIEW

A. Full Course Review
The committee approved the following courses, which are ready for final action:
1. Biology 10 (BIOL 10)
2. Law 19 (LAW 19)

B. Consent Agenda Proposals
The committee approved the following courses, which are ready for final action:
1. Air Conditioning and Refrigeration 20 (ACR 20)
2. Art 141 (ART 141)
3. Art 144 (ART 144)
4. Child Development 104 (CDEV 104)
5. Child Development 112 (CDEV 112)
6. Child Development 114 (CDEV 114)
7. Child Development 115 (CDEV 115)
8. Child Development 116 (CDEV 116)
9. Child Development 117 (CDEV 117)
10. Child Development 118 (CDEV 118)
11. Child Development 119 (CDEV 119)
12. Educational Development 122 (EDEV 122)
13. Fashion 2 (FASH 2)
14. Film/Video 122 (FILM 122)

CURRICULUM DISCUSSION

A. Full Course Review

<u>Business Division</u>

Law 19 Law and Computers was presented for course review. Minor edits were made to correct misspellings.

It was moved by M. Chaban to approve, C. Striepe seconded. The motion carried.

<u>Natural Sciences Division</u>

Biology 10 Fundamentals of Biology was presented for course review to add a DE/hybrid addendum. Faculty member K. Marsh was present. Minor changes were made to the course of record.

It was moved by E. French-Preston to approve, R. Donegan seconded. The motion carried.

B. Consent Agenda Proposals

It was moved by M. Chaban, seconded by J. Minei, that the committee approve the 14 consent agenda proposals. The motion carried.

V. VICE PRESIDENT'S REPORT
Vice President of Academic Affairs – J. Shankweiler

On behalf of J. Shankweiler, L. Clowers thanked Chair Young, L. Plum and C. Escutia for addressing the backlog of courses in CurricUNET.

VI. ANNOUNCEMENTS

CCC Meeting #3: October 10, 2017 – 2:30-4:30 p.m., **Library 202** (location change)

VII. ADJOURNMENT

Chair Young called for a motion to adjourn the meeting. M. Chaban moved to adjourn, J. Minei seconded, and the motion carried. Meeting was adjourned at 3:40 p.m.

EL CAMINO COLLEGE

COLLEGE CURRICULUM COMMITTEE

September 26, 2017
Approved Curriculum Changes Proposed for 2018-2019

Course Review; Change in Units

1. Educational Development 122 - Personal Assessment
   Current Status/Proposed Changes
   Units: ~~2.0~~ 3.0

   Recommendation
   Units: 3.0

Course Review; New Distance Education Online/Hybrid Course Version

1. Biology 10 – Fundamentals of Biology

Course Review; Change in Descriptive Title, New Distance Education Online/Hybrid Course Version

1. Law 19 – Law and Computers
   Current Status/Proposed Changes
   Descriptive Title: ~~Law and Computers~~ Introduction to Legal Technology

   Recommendation
   Descriptive Title: Introduction to Legal Technology

CTE Two-Year Course Review

1. Art 144 - 3D Modeling and Animation
2. Child Development 112 - Teaching Young Children in a Diverse Society
3. Child Development 115 - Introduction to Curriculum
4. Child Development 116 - Creative Art for Young Children

CTE Two-Year Course Review; Distance Education Review

1. Child Development 104 - The Home, The School, The Community
2. Child Development 114 - Observing and Assessing Young Children
3. Child Development 117 - Music and Movement for Young Children
4. Child Development 118 - Science and Math for Young Children
5. Child Development 119 - Language Arts for Young Children

CTE Two-Year Course Review; Change in Catalog Description

1. Fashion 2 - Presentation Techniques for Fashion
   Current Status/Proposed Changes
   This course ~~will assist the student in developing techniques~~ <u>covers the development of techniques</u> for fashion presentations. Basic concepts and techniques of applied design, including media presentation methods and visual communication, are studied.

   Recommendation
   This course covers the development of techniques for fashion presentations. Basic concepts and techniques of applied design, including media presentation methods and visual communication, are studied

CTE Two-Year Course Review; Change in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation or Enrollment Limitation)

1. Art 141 - Digital Art Fundamentals
   Current Status/Proposed Changes
   Recommended Preparation: Art 110 or Art 130 with a minimum grade of C and ~~eligibility for~~ English ~~84~~ <u>82</u> and Business 52A or equivalent computer skills

   Recommendation
   Recommended Preparation: Art 110 or Art 130 with a minimum grade of C and English 82 and Business 52A or equivalent computer skills

2. Film/Video 122 - Production I
   Current Status/Proposed Changes
   ~~Prerequisite: Film/Video 120 with a minimum grade of C~~

   Recommendation
   Remove prerequisite of Film 120 as the prerequisite course has been inactivated.

Inactivate Course

1. Air Conditioning and Refrigeration 20 - Solar Energy Applications – Photovoltaics and Solar Thermal