

**EL CAMINO COLLEGE**  
**MINUTES OF THE COLLEGE CURRICULUM COMMITTEE**  
**September 12, 2017**

**CALL TO ORDER**

Meeting called to order at 2:31p.m. by Chair Young.

**Recorder:** Cindy Escutia

**Members:**

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

*Absent:* R. Davis

**Ex-Officio Members:**

*Present:* I. Castro, L. Clowers, L. Plum, L. Suekawa, L. Young

*Absent:* A. Osanyinpeju

**Guests:** Walter Cox, Laurie Linka, Julie Meredith

**I. APPROVAL OF MINUTES**

Minutes of June 6, 2017, were approved via email by the College Curriculum Committee on July 27, 2017.

**II. CHAIR'S REPORT**

College Curriculum Committee Chair – J. Young

Chair Young welcomed the committee and introduced Curriculum Advisor Lavonné Plum. She noted that Lavonné brings years of curriculum experience from the Business Division. She introduced Cindy Escutia, administrative assistant, who came on board in the spring. She then asked faculty to introduce themselves.

Chair Young explained that a great deal of work had been conducted over the summer. This included attending the Curriculum Institute, which she attended along with L. Plum, R. Davis, J. Shankweiler, L. Clowers, and a team from Compton. Much time was spent cleaning up issues with CurricUNET, learning the course management system and processes related to curriculum development and review, and revising the website. Although more work needs to be done, progress was made.

Chair Young showed the committee the Curriculum website and the ease in which they can find the website once they log into the ECC home page. She explained that additional menu items, resources, and user guides will be added to the website. Next, was an overview of CurricUNET. The committee was shown how to navigate back and forth from CurricUNET to the CCC home page. She pointed out that today's PowerPoint presentation and user guides can be found on the CurricUNET site. These resources will be moved to the CCC home page next week. Chair Young asked the committee to provide recommendations for additional user guide topics.

Chair Young asked for volunteers for the Standard Review Committee.  
The Standard Review Committee is as follows:

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|----------------------|---|
| Cynthia Cervantes    | Standard Review #1 – Thursday, September 14, 2017 |
| Monica Chaban        | Standard Review #2 – Thursday, September 28, 2017 |
| Essie French-Preston | Standard Review #3 – Thursday, October 12, 2017   |
| Claudia Striepe      | Standard Review #4 – Thursday, October 26, 2017   |
| Roza Ekimyan         | Standard Review #5 – Thursday, November 9, 2017   |

Note: There was a question during the meeting as to whether one or two faculty members sat on the Standard Review committee for each meeting. It was later confirmed by Past Chair A. Carr that one faculty member sits on the team for each review date. The names were adjusted to reflect the first person who volunteered for each meeting.

### **III. COLLEGE CURRICULUM COMMITTEE TRAINING**

Chair Young conducted a College Curriculum training, as outlined by the Academic Senate, and presented on the importance of curriculum; the new streamlined approval process and responsibilities associated with it; why we will sometimes need to say “no” to a proposal; issues of quality and compliance; goals of the committee to 1) Stay motivated, 2) Keep learning, and 3) Share responsibilities; technical vs. content review; what to do when tensions arise; and the SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats) to be conducted at a later date.

The Chair fielded some questions and then presented a chart that describes what happens to a course after the CCC approves it. This chart outlined the steps from CCC approval, approval of the minutes, Board approval, Curriculum Advisor steps, and catalog and schedule implications up to the time the course is offered. M. Chaban noted that there are additional steps for certificates and degrees that are not included in the chart. Chair Young will develop a second chart for degrees and certificates.

Committee members requested a printed copy of the Program and Course Approval Handbook (PCAH). It was agreed and a hard copy of the handbook will be distributed to members at the next meeting.

### **IV. VICE PRESIDENT’S REPORT**

Vice President of Academic Affairs – J. Shankweiler

J. Shankweiler thanked the committee for volunteering and welcomed J. Young and L. Plum. She stressed the goal of the committee is to make sure curriculum is clean, clear and concise. J. Shankweiler highlighted the impact of certification and indicated that currently only credit courses are being certified. She also explained the upcoming Code Alignment Project which will look at certain degrees and certificates to verify program code numbers are correct.

### **V. ANNOUNCEMENTS**

CCC Meeting #2: September 26, 2017 – 2:30-4:30 p.m., DE/Library 166

### **VI. 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 3:30 p.m.