EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
April 23, 2019

CALL TO ORDER
Meeting called to order at 2:30 p.m. by Chair Young.

Recorder: C. Escutia

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

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

Guests: L. Justice, L. Linka

1.   **APPROVAL OF MINUTES**

      The minutes of March 26, 2019, were approved via email by the College Curriculum Committee
      (CCC) on April 1, 2019.

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

      Chair Young thanked C. Cervantes for serving as the Standard Review representative for
      today's meeting. She announced that the Academic Senate conducted the second reading of
      the revisions to the CCC Bylaws and approved them unanimously and without edits.

      Chair Young reminded the committee that there were no full review proposals sent out for the
      May 7 CCC meeting, as all of the proposals fell under the standard review criteria. She stated
      that CCC members should expect numerous proposals for the May 21 meeting.

      Chair Young reminded the CCC that she will be entering the Flex Credit (2 hours for each
      meeting attended) into Cornerstone for a maximum of 14 hours for this semester. To receive
      the four hours of credit for last semester, faculty must go into Cornerstone, create an External
      Training Form, and have it approved by their respective deans. Chair Young noted that the
      Professional Development website states that the deadline for flex credit submissions is
      May 15 and the deadline for flex credit completion is June 30. All pending meetings are
      currently listed in Cornerstone, so that deadline has been met. Attendance at the meetings
      will be recorded promptly after the meeting so the June 30 deadline will be met as well.

3. **CURRICULUM REVIEW**

   A. **Full Course Review**
   The committee approved the following courses, which are ready for final action:
   1. Business 15 (BUS 15)
   2. Business 17 (BUS 17)
   3. Computer Information Systems 80 (CIS 80)
   4. Nursing 222 (NURS 222)
   5. Nursing 242 (NURS 242)
   6. Nursing 247 (NURS 247)
   7. Physical Education 81abc (PE 81abc)
   8. Physical Education 133abc (PE 133abc)
   9. Spanish 24 (SPAN 24)

   B. **Consent Agenda Proposals**
   The committee approved the following courses, which are ready for final action:
   1. Biology 8 (BIOL 8)
   2. Business 2A (BUS 2A)
   3. Business 2B (BUS 2B)
   4. Business 3 (BUS 3)
   5. Business 4 (BUS 4)
   6. Business 5A (BUS 5A)
   7. Business 11 (BUS 11)
   8. Business 12 (BUS 12)
   9. Business 19 (BUS 19)
   10. Business 21 (BUS 21)
   11. Business 24 (BUS 24)
   12. Business 28 (BUS 28)
   13. Business 36 (BUS 36)
   14. Business 74 (BUS 74)
   15. Computer Information Systems 2 (CIS 2)
   16. Computer Information Systems 18 (CIS 18)
   17. Computer Information Systems 19 (CIS 19)
   18. Computer Information Systems 26 (CIS 26)
   19. Computer Information Systems 28 (CIS 28)
   20. Computer Information Systems 29 (CIS 29)
   21. Computer Information Systems 40 (CIS 40)
   22. Computer Information Systems 119 (CIS 119)
   23. Computer Information Systems 122 (CIS 122)
   24. Computer Information Systems 136 (CIS 136)
   25. Computer Information Systems 137 (CIS 137)
   26. English 24A (ENGL 24A)
   27. English 25A (ENGL 25A)
   28. Physical Education 204 (PE 204)
   29. Physical Education 259 (PE 259)
   30. Physical Education 290 (PE 290)

31. Radiologic Technology 91 (RTEC 91)
32. Radiologic Technology 109 (RTEC 109)
33. Radiologic Technology 111 (RTEC 111)
34. Real Estate 11 (RE 11)
35. Real Estate 13 (RE 13)
36. Real Estate 14A (RE 14A)
37. Real Estate 14B (RE 14B)
38. Real Estate 16 (RE 16)
39. Real Estate 19 (RE 19)
40. Real Estate 21 (RE 21)
41. Real Estate 26 (RE 26)
42. Real Estate 31 (RE 31)
43. Recreation 217 (RECR 217)

CURRICULUM DISCUSSION

A. Full Course Review

<u>Business Division</u>

The following courses were presented for course review:
BUS 15
BUS 17
CIS 80

It was moved by M. Chaban, seconded by C. Glover, that the committee approve the Business course proposals. The motion carried.

It was moved by M. Chaban, seconded by C. Glover, that the committee approve the course delivery methods. The motion carried.

It was moved by M. Chaban, seconded by C. Glover, that the committee approve the conditions of enrollment. The motion carried.

<u>Health Sciences & Athletics Division</u>

The following courses were presented for course review:
NURS 222
NURS 242
NURS 247
PE 81abc
PE 133abc

It was moved by M. Lipe, seconded by C. Glover, that the committee approve the Health Sciences & Athletics course proposals. The motion carried.

It was moved by M. Lipe, seconded by C. Glover, that the committee approve the conditions of enrollment. The motion carried.

Humanities Division

SPAN 24 - Introduction to Spanish and Latin American Language and Cultures was presented for course reactivation.

It was moved by C. Glover, seconded by C. Striepe, that the committee approve the Humanities course proposal. The motion carried.

It was moved by C. Glover, seconded by C. Striepe, that the committee approve the conditions of enrollment. The motion carried.

B. Consent Agenda Proposals

It was moved by M. Chaban, seconded by M. Lipe, that the committee approve the 43 consent agenda proposals. The motion carried.

It was moved by M. Chaban, seconded by M. Lipe, that the committee approve the consent agenda course delivery methods. The motion carried.

It was moved by M. Chaban, seconded by M. Lipe, that the committee approve the consent agenda conditions of enrollment. The motion carried.

4. DE ADDENDUM REVIEW

The CCC reviewed the recommendations from C. Gold and the Distance Education Advisory Committee (DEAC) for the Distance Education Addendum. Changes were made to standardize the language by using the term electronic and references to emailing examinations were removed. The final version of the DE Addendum will be voted on at the May 7 CCC meeting.

5. CURRICULUM ADVISOR'S REPORT: Curriculum Advisor – L. Plum

Training for the Curriculog transition has begun. The training schedule consists of nine calls, four of which have been completed. The next phase of training will focus on data validation, integration, forms set-up, and complying with Title V Education Code. The new online catalog is scheduled for released on May 9.

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

J. Shankweiler emailed C. Martin, Director of Library Learning Resources, to ask about saving online course information for purposes of audits and grade challenges. C. Martin responded that access to Etudes was extended for an extra three years, in addition, access to data is still available in Canvas. J. Shankweiler gave special recognition to the Business Division for submitting numerous DE Addendums which will help encourage and support working adults returning to college. ECC is attempting to offer more online courses to replace the decline seen in night classes, including offering shorter 8-week sessions. The Business Division has worked hard on the Real Estate Certification to create shorter modules offered online. ECC will be marketing the Business Administration ADT and Real Estate Certificate as part of a working adult education program. Once the new Student Services Building opens, more amenities will be offered in the evening for students, such as Admissions & Records, Financial Aid, and Career

& Counseling services. J. Shankweiler stressed the May 15 deadline for submitting Flex Credit in Cornerstone and emphasized there will be no extensions this year.

7. **ANNOUNCEMENTS**

- ▪ CCC Meeting #5: May 7, 2019 – 2:30-4:30 p.m., DE/Library 166

8. **ADJOURNMENT**

Chair Young called for a motion to adjourn the meeting. M. Chaban moved to adjourn,
C. Glover seconded, and the motion carried. Meeting was adjourned at 3:15 p.m.

Approved Curriculum Changes Proposed for 2020-2021

Modification Type	Division	Course/Program Information	Rationale/Action	Curriculum Committee Approval Date
Course Review	BUSI	BUS 15 - Business Mathematics	Course Review; Change to conditions of enrollment; Added new DE version (hybrid)	4/23/2019
Course Review	BUSI	BUS 17 - Personal Finance	Course Review; Change to conditions of enrollment; Added new DE version (hybrid)	4/23/2019
Course Review	BUSI	CIS 80 - Database Programming	Course Review; Changes to conditions of enrollment; lab hours; Added new DE version (online, hybrid)	4/23/2019
Course Review	HEAL	NURS 222 - Medical Surgical Nursing – Older Adult	Course Review; Changes to lab hours; units	4/23/2019
Course Review	HEAL	NURS 242 - Intermediate Medical-Surgical Nursing II	Course Review; Changes to conditions of enrollment; lab hours; units	4/23/2019
Course Review	HEAL	NURS 247 - Advanced Medical-Surgical Nursing 1	Course Review; Changes to lecture hours; units	4/23/2019
Course Review	HEAL	PE 81abc - Off-Season Training for Men's Intercollegiate Volleyball Team	Course Review; Change to catalog description	4/23/2019
Course Review	HEAL	PE 133abc - Off-Season Training for Women's Intercollegiate Badminton Team	Course Review; Change to catalog description	4/23/2019
Course Review	HEAL	PE 204 - Badminton	Course Review	4/23/2019
Course Review	HEAL	PE 259 - Circuit Training	Course Review	4/23/2019
CTE 2-Year Review	HEAL	RTEC 91- Radiographic Pathology	CTE 2-Year Review	4/23/2019
CTE 2-Year Review	HEAL	RTEC 109 - Clinical Experience 3	CTE 2-Year Review	4/23/2019
CTE 2-Year Review	HEAL	RTEC 111 - Fundamentals of Radiologic Technology	CTE 2-Year Review	4/23/2019
DE Addendum	BUSI	BUS 2A - Intermediate Accounting	Added new DE version (online, hybrid)	4/23/2019
DE Addendum	BUSI	BUS 2B - Intermediate Accounting	Added new DE version (online, hybrid)	4/23/2019
DE Addendum	BUSI	BUS 3 - QuickBooks	Added new DE version (online, hybrid)	4/23/2019
DE Addendum	BUSI	BUS 4 - Cost Accounting	Added new DE version (online, hybrid)	4/23/2019
DE Addendum	BUSI	BUS 5A - Income Tax Accounting	Added new DE version (online, hybrid)	4/23/2019
DE Addendum	BUSI	BUS 11 - Accounting for Small Business	Added new DE version (hybrid)	4/23/2019

DE Addendum	BUSI	BUS 12 - Advertising	Added new DE version (online, hybrid)	4/23/2019
DE Addendum	BUSI	BUS 19 - Principles of Retailing Management	Added new DE version (hybrid)	4/23/2019
DE Addendum	BUSI	BUS 21 - Human Resources Management	Added new DE version (hybrid)	4/23/2019
DE Addendum	BUSI	BUS 24 - Small Business Entrepreneurship	Added new DE version (hybrid)	4/23/2019
DE Addendum	BUSI	BUS 28 - Written Business Communications	Added new DE version (hybrid)	4/23/2019
DE Addendum	BUSI	BUS 36 - New Venture Creation	Added new DE version (online, hybrid)	4/23/2019
DE Addendum	BUSI	BUS 74 - New Media Marketing	Added new DE version (online, hybrid)	4/23/2019
DE Addendum	BUSI	CIS 2 - Office Applications	Added new DE version (online, hybrid)	4/23/2019
DE Addendum	BUSI	CIS 18 - Systems Analysis and Design	Added new DE version (online, hybrid)	4/23/2019
DE Addendum	BUSI	CIS 19 - Internet, Social Networking, and the Web	Added new DE version (online, hybrid)	4/23/2019
DE Addendum	BUSI	CIS 26 - Using Microsoft Excel	Added new DE version (online, hybrid)	4/23/2019
DE Addendum	BUSI	CIS 28 - Database Management using Microsoft Access	Added new DE version (online, hybrid)	4/23/2019
DE Addendum	BUSI	CIS 29 - Advanced Database Applications	Added new DE version (online, hybrid)	4/23/2019
DE Addendum	BUSI	CIS 40 - Personal Computer Support and Networking	Added new DE version (online, hybrid)	4/23/2019
DE Addendum	BUSI	CIS 119 - Computer Security and Forensics	Added new DE version (online, hybrid)	4/23/2019
DE Addendum	BUSI	CIS 122 - Ethical Hacking	Added new DE version (online, hybrid)	4/23/2019
DE Addendum	BUSI	CIS 136 - Building Mobile Apps	Added new DE version (online, hybrid)	4/23/2019
DE Addendum	BUSI	CIS 137 - Computer Networking Fundamentals	Added new DE version (online, hybrid)	4/23/2019
DE Addendum	BUSI	RE 11 - Real Estate Principles	Added new DE version (hybrid)	4/23/2019
DE Addendum	BUSI	RE 13 - Real Estate Practice	Added new DE version (hybrid)	4/23/2019
DE Addendum	BUSI	RE 14A - Real Estate Finance I	Added new DE version (hybrid)	4/23/2019
DE Addendum	BUSI	RE 14B - Advanced Real Estate Finance	Added new DE version (online, hybrid)	4/23/2019
DE Addendum	BUSI	RE 16 - Real Estate Economics	Added new DE version (hybrid)	4/23/2019

DE Addendum	BUSI	RE 19 - Real Property Management	Added new DE version (online, hybrid)	4/23/2019
DE Addendum	BUSI	RE 21 - Real Estate Investments	Added new DE version (online, hybrid)	4/23/2019
DE Addendum	BUSI	RE 26 - Escrows	Added new DE version (online, hybrid)	4/23/2019
DE Addendum	BUSI	RE 31 - Mortgage Loan Brokering and Lending	Added new DE version (online, hybrid)	4/23/2019
DE Addendum	HEAL	PE 290 - Personal Fitness Trainer	Added new DE version (hybrid)	4/23/2019
DE Addendum	HEAL	RECR 217 - Recreational Leadership	Added new DE version (online, hybrid)	4/23/2019
DE Addendum	HUMA	ENGL 24A - Creative Writing: Introduction to Poetry	Added new DE version (online, hybrid)	4/23/2019
DE Addendum	HUMA	ENGL 25A - Creative Writing: Introduction to the Craft of Fiction	Added new DE version (online, hybrid)	4/23/2019
DE Addendum	NSCI	BIOL 8 - Biology of Plants	Added new DE version (hybrid)	4/23/2019
Reactivation	HUMA	SPAN 24 - Introduction to Spanish and Latin American Language and Cultures	Reactivation; Change to catalog description	4/23/2019