

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
March 26, 2019

CALL TO ORDER

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

Recorder: C. Escutia

Members:

Present: M. Anderson, M. Chaban, W. Cox, R. Donegan, R. Ekimyan, D. Eldanaf,
C. Glover, M. Lipe, J. Minei, R. Miranda, J. Shankweiler, C. Striepe

Absent: C. Cervantes, E. French-Preston

Ex-Officio Members:

Present: L. Clowers, L. Plum, L. Suekawa

Absent: A. Osanyinpeju, L. Young

Guests: L. Justice

1. APPROVAL OF MINUTES

The minutes of March 12, 2019, were approved via email by the College Curriculum Committee (CCC) on March 22, 2019.

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

Chair Young began by thanking M. Lipe, the Standard Review representative, for this meeting.

Chair Young provided an update on flex credit for CCC members and explained that all faculty CCC members who attend meetings will receive two hours of flex credit for each meeting and their attendance will be recorded for them in Cornerstone. The two hours is intended to cover the time spent reviewing college-wide proposals and attending meetings. If a member attends all meetings, the total for spring will be 14 hours.

Chair Young noted that the removal of the 8-hour per year maximum began in spring 2019. She also explained that, if there is an inordinate number of proposals and faculty spend additional time in the review process, they may enter this extra time in Cornerstone as External Training. CCC members wishing to report the allotted 4 hours of flex credit for fall 2018, must fill out the External Training request in Cornerstone and have it approved by their dean. She noted that Cornerstone training videos are very helpful and can be found at <https://www.youtube.com/playlist?list=PLHq2aPNZ5F23oUu1HQR-gMns16HI9qo8P>

Chair Young explained that C. Escutia is working diligently on the CurricUNET Clean-Up Project. This is being done to prepare for the transfer of courses to Curriculog and to archive all historical versions of courses.

Chair Young reminded the CCC about the Distance Education Expansion Project. She also reminded them that C. Escutia emailed the Distance Education Addendum form to CCC members and divisions and that the form is posted on the CCC website at www.elcamino.edu/academics/ccc under *Resources and Forms*. These addendums should be submitted with the division's regular curriculum submissions for spring. The Submission Deadlines chart was provided as a handout at today's meeting.

3. CURRICULUM REVIEW

A. Consent Agenda Proposals

The committee approved the following courses, which are ready for final action:

1. Radiologic Technology A (RTEC A)
2. Radiologic Technology 93 (RTEC 93)
3. Radiologic Technology 104 (RTEC 104)
4. Radiologic Technology 106 (RTEC 106)
5. Radiologic Technology 107 (RTEC 107)
6. Radiologic Technology 233 (RTEC 233)
7. Radiologic Technology 255 (RTEC 255)

CURRICULUM DISCUSSION

A. Consent Agenda Proposals

It was moved by M. Lipe, seconded by C. Glover that the committee approve the 7 consent agenda proposals. The motion carried.

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

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

4. COLLEGE CURRICULUM COMMITTEE BYLAWS - Second Reading

The CCC conducted a second reading of the CCC Bylaws. The revisions included removing references to the Compton Education Center and the addition of the Distance Education Coordinator and Registrar as ex-officio members of the CCC. One of the qualifications for the CCC Chair was changed from requiring that the person be an immediate past chair to past chair to widen the pool for future chairs, and the responsibilities of the DCC in relation to reviewing and approving online and hybrid versions of courses was delineated more clearly. Minor punctuation and grammatical corrections were also made. Chair Young explained that the Bylaws would be presented to the Academic Senate for final approval.

It was moved by M. Chaban, seconded by J. Minei, that the committee approve the changes to the College Curriculum Committee Bylaws. The motion carried to forward the Bylaws to the Academic Senate for final approval.

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

A tentative schedule is set for the course management system transition to Curriculog, which will be a 14-week process. Overall process will be similar to CurricUNET with a smoother feel. L. Plum welcomed input from all CCC members if they have suggestions on any process or generated report they would like to see in Curriculog so that DigArc can make the necessary changes moving forward. Working toward training sessions and implementation of Curriculog for fall 2019, with testing possibly over the summer.

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

J. Shankweiler reported that the Chancellor's Office sent out a notice that the two-year-old Chancellor's Office Curriculum Inventory (COCI) software, which is the submission and review process for courses and programs, is at the end of its life. Proposals for a new program are currently being considered by the Chancellor's Office.

7. ANNOUNCEMENTS

- The May 7, May 21, and June 4 meetings are on the 1st and 3rd Tuesday of the month.
- CCC Meeting #4: April 23, 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 3:09 p.m.

Approved Curriculum Changes Proposed for 2019-2020

Modification Type	Division	Course/Program Information	Rationale/Action	Curriculum Committee Approval Date
CTE 2-Year Review	HEAL	RTEC A - Introduction to Radiologic Technology	CTE 2-Year Review; Change to conditions of enrollment	3/26/2019
CTE 2-Year Review	HEAL	RTEC 93 - Venipuncture and Pharmacology for the Radiologic Technologist	CTE 2-Year Review	3/26/2019
CTE 2-Year Review	HEAL	RTEC 104 - Clinical Education 1	CTE 2-Year Review	3/26/2019
CTE 2-Year Review	HEAL	RTEC 106 - Clinical Experience 1	CTE 2-Year Review	3/26/2019
CTE 2-Year Review	HEAL	RTEC 107 - Clinical Experience 2	CTE 2-Year Review	3/26/2019
CTE 2-Year Review	HEAL	RTEC 233 - Radiographic Positioning 2	CTE 2-Year Review	3/26/2019
CTE 2-Year Review	HEAL	RTEC 255 - Advanced Imaging and Special Procedures	CTE 2-Year Review	3/26/2019