

**EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
November 6, 2018**

CALL TO ORDER

Meeting called to order at 2:34 p.m. by Chair Young.

Recorder: C. Escutia

Members:

Present: M. Anderson, C. Cervantes, M. Chaban, R. Davis, R. Donegan, D. Eldanaf, C. Glover,
M. Lipe, J. Minei, R. Miranda, C. Striepe

Absent: R. Ekimyan, E. French-Preston, J. Shankweiler

Ex-Officio Members:

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

Absent: A. Osanyinpeju, L. Young

Guests: W. Cox, L. Linka

1. APPROVAL OF MINUTES

Minutes of October 23, 2018, were approved via email by the College Curriculum Committee on November 1, 2018.

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

Chair Young thanked the committee for approving the minutes in a timely manner and thanked C. Cervantes for her work on the Standard Review Committee. She reminded the committee that there are two remaining meetings (November 20 and December 4), during which important curriculum including AB705 support courses, new CIS courses, and new certificates of accomplishment, achievement, and competency (non-credit) will be reviewed. Everyone's input is needed.

Chair Young distributed a first draft of the updated Distance Education Addendum. She reviewed Title 5 regulations that relate to online courses. This draft comprises recommendations from the Distance Education Committee and reflects current practices and nomenclature used in Canvas, the College's online course management system. Chair Young noted that C. Escutia emailed this handout to them earlier in the day. She asked that the CCC email any recommendations to Chair Young or bring a marked-up copy to the November 20 CCC meeting. She also noted that work on Curriculog is scheduled to begin this month.

3. CURRICULUM REVIEW

A. Full Course Review

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

1. Business 60A (BUS 60A)
2. Business 60B (BUS 60B)
3. Computer Information Systems 2 (CIS 2)
4. Computer Information Systems 11 (CIS 11)
5. Computer Information Systems 13 (CIS 13)
6. Computer Information Systems 19 (CIS 19)
7. Computer Information Systems 26 (CIS 26)
8. Computer Information Systems 29 (CIS 29)
9. Computer Information Systems 40 (CIS 40)
10. Computer Information Systems 136 (CIS 136)
11. English 30 (ENGL 30)
12. English 31 (ENGL 31)

B. Consent Agenda Proposals

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

1. Biology 11 (BIOL 11)
2. Business 11 (BUS 11)
3. Business 20 (BUS 20)
4. Business 25 (BUS 25)
5. Business 27 (BUS 27)
6. Business 43 (BUS 43)
7. Business 73 (BUS 73)
8. Chemistry 4 (CHEM 4)
9. Chemistry 4H (CHEM 4H)
10. Computer Information Systems 16 (CIS 16)
11. Computer Information Systems 30 (CIS 30)
12. Computer Information Systems 133 (CIS 133)
13. Computer Information Systems 134 (CIS 134)
14. Geography 2 (GEOG 2)
15. Geography 5 (GEOG 5)
16. Geography 5H (GEOG 5H)
17. Geology 4 (GEOL 4)
18. Geology 32 (GEOL 32)
19. Geology 36 (GEOL 36)
20. Law 11 (LAW 11)
21. Law 12 (LAW 12)
22. Music 183 (MUSI 183)

CURRICULUM DISCUSSION

A. Full Course Review

Business Division

The following courses were presented for CTE two-year/distance education review:

BUS 60A - Microcomputer Keyboarding I

BUS 60B - Microcomputer Keyboarding II and Document Processing

CIS 11 - Help Desk Operations

CIS 13 - Computer Information Systems

The following courses were presented for CTE two-year review:

CIS 2 - Office Applications

CIS 19 - Internet, Social Networking, and the Web

CIS 26 - Using Microsoft Excel

CIS 29 - Advance Database Applications

CIS 40 - Personal Computer Support and Networking

CIS 136 - Building Mobile Apps

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

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

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

Humanities Division

ENGL 30 The English Bible as Literature and ENGL 31 Mythology and Folklore were presented for course review. There were no comments or questions from the committee.

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

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

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

B. Consent Agenda Proposals

It was moved by R. Donegan, seconded by M. Chaban, that the committee approve the 22 consent agenda proposals. The motion carried.

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

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

4. VICE PRESIDENT’S REPORT – No report.

5. ANNOUNCEMENTS

- CCC Meeting #6: November 20, 2018 – 2:30-4:30 p.m., DE/Library 166

6. 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 2:56 p.m.

Approved Curriculum Changes Proposed for 2019-2020

Modification Type	Division	Course/Program Information	Rationale/Action	Curriculum Committee Approval Date
Course Review	HUMA	ENGL 30 - The English Bible as Literature	Course Review; Added new DE/Hybrid version	11/6/2018
Course Review	HUMA	ENGL 31 - Mythology and Folklore	Course Review; Added new DE/Hybrid version	11/6/2018
Course Review	NSCI	BIOL 11 - Fundamentals of Zoology	Course Review	11/6/2018
Course Review	NSCI	CHEM 4 - Beginning Chemistry	Course Review	11/6/2018
Course Review	NSCI	CHEM 4H - Honors Beginning Chemistry	Course Review	11/6/2018
Course Review	NSCI	GEOG 2 - Cultural Geography	Course Review	11/6/2018
Course Review	NSCI	GEOG 5 - World Regional Geography	Course Review	11/6/2018
Course Review	NSCI	GEOG 5H - Honors World Regional Geography	Course Review	11/6/2018
Course Review	NSCI	GEOL 4 - History of Planet Earth Laboratory	Course Review	11/6/2018
Course Review	NSCI	GEOL 32 - Geology Laboratory of Owens Valley and Sierra Nevada	Course Review	11/6/2018
Course Review	NSCI	GEOL 36 - Geology Laboratory of Coastal California	Course Review	11/6/2018
CTE 2-year Review	BUSI	BUS 43 - Business Office Administration	CTE 2-year Review	11/6/2018
CTE 2-year Review	BUSI	CIS 2 - Office Applications	CTE 2-year Review; Added new DE/Hybrid version	11/6/2018
CTE 2-year Review	BUSI	CIS 19 - Internet, Social Networking, and the Web	CTE 2-year Review; Added new DE/Hybrid version; Lab hours updated	11/6/2018
CTE 2-year Review	BUSI	CIS 26 - Using Microsoft Excel	CTE 2-year Review; Added new DE/Hybrid version; Lab hours updated	11/6/2018
CTE 2-year Review	BUSI	CIS 29 - Advanced Database Applications	CTE 2-year Review; Added new DE/Hybrid version; Lab hours updated	11/6/2018
CTE 2-year Review	BUSI	CIS 40 - Personal Computer Support and Networking	CTE 2-year Review; Added new DE/Hybrid version	11/6/2018
CTE 2-year Review	BUSI	CIS 136 - Building Mobile Apps	CTE 2-year Review; Added new DE/Hybrid version	11/6/2018

Approved Curriculum Changes Proposed for 2019-2020

CTE 2-year Review	BUSI	LAW 11 - Introduction to Legal Research	CTE 2-year Review	11/6/2018
CTE 2-year Review	BUSI	LAW 12 - Probate Procedures	CTE 2-year Review	11/6/2018
CTE 2-year/DE Review	BUSI	BUS 11 - Accounting for Small Business	CTE 2-year/DE Review; Added hybrid DE version	11/6/2018
CTE 2-year/DE Review	BUSI	BUS 20 - Business Management	CTE 2-year/DE Review; Added new DE version	11/6/2018
CTE 2-year/DE Review	BUSI	BUS 25 - Introduction to Business	CTE 2-year/DE Review; Added hybrid DE version	11/6/2018
CTE 2-year/DE Review	BUSI	BUS 27 - Effective English for Business	CTE 2-year/DE Review; Added hybrid DE version	11/6/2018
CTE 2-year/DE Review	BUSI	BUS 60A - Microcomputer Keyboarding I	CTE 2-year/DE Review; Change to catalog description; Added hybrid DE version	11/6/2018
CTE 2-year/DE Review	BUSI	BUS 60B - Microcomputer Keyboarding II and Document Processing	CTE 2-year/DE Review; Change to catalog description; Added hybrid DE version	11/6/2018
CTE 2-year/DE Review	BUSI	CIS 11 - Help Desk Operations	CTE 2-year/DE Review; Added hybrid DE version	11/6/2018
CTE 2-year/DE Review	BUSI	CIS 13 - Computer Information Systems	CTE 2-year/DE Review	11/6/2018
CTE 2-year/DE Review	BUSI	CIS 16 - Application Development and Programming Using Visual Basic.Net	CTE 2-year/DE Review; Added hybrid DE version; Lab hours updated	11/6/2018
CTE 2-year/DE Review	BUSI	CIS 30 - Introduction to eCommerce	CTE 2-year/DE Review; Added hybrid DE version; Lab hours updated	11/6/2018
CTE 2-year/DE Review	BUSI	CIS 133 - Mashup JavaScript, jQuery and AJAX	CTE 2-year/DE Review; Added hybrid DE version	11/6/2018
CTE 2-year/DE Review	BUSI	CIS 134 - ASP.NET with C# Business Web Programming	CTE 2-year/DE Review; Change to conditions of enrollment; Added hybrid DE version	11/6/2018
Inactivation	BUSI	BUS 73 - Project Management Fundamentals	Inactivation	11/6/2018
Inactivation	FINE	MUSI 183 - Keyboarding for Commercial Music	Inactivation	11/6/2018