

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
September 11, 2018

CALL TO ORDER

Meeting called to order at 2:33 p.m. by Chair Young.

Recorder: C. Escutia

Members:

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

Absent: E. French-Preston

Ex-Officio Members:

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

Absent: L. Young

Guests: W. Cox, L. Linka, J. Meredith, S. Kushigemachi

1. APPROVAL OF MINUTES

Minutes of June 5, 2018, were approved via email by the College Curriculum Committee on 6/27/18.

2. CHAIR'S REPORT:

College Curriculum Committee Chair – J. Young

Chair Young welcomed the committee back for the fall semester and mentioned that C. Cervantes is back from maternity leave. She thanked L. Houske for stepping in during her absence. She announced that A. Sharp (Humanities) and D. Roman (Health Sciences and Athletics) are leaving the committee and that Christopher Glover will take A. Sharp's place and M. Lipe, past CCC member and CCC Chair, will be the rep for HSA.

Chair Young thanked the committee for approving the June 5 minutes. This allowed the nursing proposals to be submitted and approved by the Board in the summer.

Chair Young brought the new agenda format to the attention of the CCC. She explained that the agendas are being standardized across committees. She also explained that, under the direction of VPAA Shankweiler, the Board Item Agenda is being streamlined and will be presented in a table format. You will see the changes on the September 25 CCC minutes.

Chair Young noted that she and Curriculum Advisor, L. Plum, and W. Cox attended the Curriculum Institute during the summer. Chair Young will provide training based on the Institute at the September 25 meeting.

Chair Young congratulated L. Plum on publishing the 2018-19 catalog. We are pleased that this will be the last “WORD/PDF” catalog for the college. She explained that she, L. Plum, and C. Escutia were extremely busy over the summer working with DigArc on the transition to Acalog (online catalog) and Curriculog (the course management system). L. Plum is the lead on the design team on our campus and has provided DigArc with all the necessary materials they need to implement the online catalog system. L. Plum will provide an update at the September 25 meeting. Work on Curriculog will begin this fall.

During the summer, Chair Young and L. Plum met with all of the deans/associated deans and available CCC reps to discuss fall curriculum review plans and to present the transition plan from CurricUNET to Curriculog. She shared the memo (included in today’s packet) that was distributed to the divisions at that time.

Compton College is now reviewing and approving their own curriculum. Chair Young congratulated R. Ekimyan and the Compton Curriculum Committee on this important step moving forward. Chair Young noted that she has requested a list of courses from the divisions, that are offered only at the Compton campus, so they may be inactivated and removed from the 2019-20 catalog.

3. COLLEGE CURRICULUM COMMITTEE TRAINING - New Submission and Review Process

Chair Young explained the “Paper Process” for reviewing and approving curriculum for fall 2018. She reminded the CCC that the courses in CurricUNET are read-only, but can be downloaded, so none of their work is lost.

She showed the CCC the new Proposal Review Form that was developed to mirror the information from CurricUNET. She then explained that, courses up for review in fall 2018 were downloaded and placed on the new form. The forms were then forwarded to the divisions for review. Chair Young noted that each division has one person designated as the contact person for receiving and submitting course proposals. In most cases, this is the clerical support assigned to curriculum, but in some cases, it is the CCC rep. In the case that Chair Young and/or L. Plum are contacted by faculty, we will direct them back to the curriculum designee in order to maintain continuity in the process. It is up to the CCC reps to stay in close contact with the curriculum designee.

Chair Young then explained the steps in the new review process. Chair Young will email the proposals to either the Standard Review Committee or the full Committee based on the proposed changes, along with a comment/voting sheet. CCC members are asked to review the proposed changes and record their comments, suggestions, and votes directly on the form and email it back to the Chair.

Chair Young then asked for volunteers for Standard Review for the remainder of the semester.

September 25: Cynthia Cervantes
October 9: Mark Lipe
October 23: Claudia Striepe
November 6: Cynthia Cervantes
November 20: Chris Glover
December 4: Monica Chaban

4. AB 705 PRESENTATION: Scott Kushigemachi, Associate Dean of Humanities

S. Kushigemachi provided an overview of AB 705 and the ways in which this legislation is being implemented on campus. He also explained the ways in which the CCC will be involved in the process of course development and review. A copy of the PPT presentation will be provided to the committee.

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

No report

6. ANNOUNCEMENTS

- CCC Meeting #2 : September 25, 2018 – 2:30-4:30 p.m., DE/Library 166

7. 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 3:31 p.m.