

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
September 25, 2018

CALL TO ORDER

Meeting called to order at 2:31 p.m.

Recorder: C. Escutia

Members:

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

Absent: R. Davis, E. French-Preston, R. Miranda

Ex-Officio Members:

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

Absent: A. Osanyinpeju

Guests: L. Linka

1. APPROVAL OF MINUTES

Minutes of September 11, 2018, were approved via email by the College Curriculum Committee on 9/17/18.

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

Chair Young thanked C. Escutia for her indefatigable work to format hundreds of course outlines for the Divisions so course review could be conducted. She also noted that the Standard Review Committee will be reviewing renewals of articulation agreements for the October 9 CCC meeting, however, there will be no proposals for the full committee to review for that meeting.

Proposals and a voting form will be emailed to the CCC on Thursday, October 4 for the October 23 meeting.

Chair Young reminded the CCC representatives to keep a close eye on the timeline (found at the CCC website) so that proposals may be submitted in a timely manner, and also when reviewing proposals, consider distance education or hybrid delivery, if it makes sense for your course.

Chair Young discussed the need for a Chair pro tem, in the event she is unable to fulfill her duties. She is seeking a volunteer.

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

L. Plum reported that we are making progress on the new online catalog, currently under final review. Once the online catalog is approved, we can begin the next step, which is the transition from CurricUNET to Curriculog, the new online course management system. The plan is to have

the new system up and running by spring. At the October 9 meeting, L. Plum will give a preview of the new online catalog. M. Chaban asked if the new online catalog will be available by winter or spring for students to use. L. Plum responded that a release date has not yet been decided, but will check and let the committee know. L. Plum also reported that work on an online addendum is still in the works.

4. **CURRICULUM REVIEW**

A. Consent Agenda Proposals

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

1. Chinese 21 (CHIN 21)
2. Computer Information Systems 119 (CIS 119)
3. English as a Second Language 03A (ESL 03A)
4. English as a Second Language 03B (ESL 03B)
5. Ethnic Studies 1 (ESTU 1)
6. History 101 (HIST 101)
7. History 101H (HIST 101H)
8. History 102 (HIST 102)
9. History 102H (HIST 102H)
10. History 152 (HIST 152)
11. Journalism 1 (JOUR 1)
12. Journalism 14abcd (JOUR 14abcd)
13. Law 18 (LAW 18)
14. Mathematics 111 (MATH 111)
15. Music 130 (MUSI 130)
16. Photography 257 (PHOT 257)
17. Real Estate 21 (RE 21)
18. Real Estate 40 (RE 40)
19. Real Estate 41 (RE 41)
20. Women's Studies 1 (WSTU 1)

CURRICULUM DISCUSSION

A. Consent Agenda Proposals

Chair Young thanked Standard Review Committee representative C. Cervantes and the Standard Review Committee for conducting the review for this meeting.

Chair Young called for a motion to approve the 20 consent agenda proposals, the conditions of enrollment for the courses, and the distance education addendums. The committee requested that the courses for distance education review be identified. Those courses are: History 101, History 101H, History 102, History 102H, History 152, Women's Studies 1, Ethnic Studies 1, Journalism 1, Real Estate 21, Real Estate 40, and Real Estate 41.

It was moved by M. Chaban, seconded by C. Striepe, that the committee approve the 20 consent agenda proposals. The motion carried.

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

It was moved by M. Chaban, seconded by C. Glover, that the committee approve the distant education addendums. The motion carried.

5. CCC ANNUAL CREDIT COURSE AND PROGRAM CERTIFICATION TRAINING PART 1:

Chair Young presented part one of the two-part mandatory training session to the CCC. This training is required so that the College may submit the *Course and Program Certification Form* due to the Chancellor's Office by October 16, 2018.

The training focused on:

- 1) an overview of the new streamlined process for course and program review;
- 2) annual certification requirements;
- 3) permissible types of courses and programs;
- 4) components of the course outlines of record;
- 5) requirements for AA and ADT degrees; and
- 6) summary of responsibilities.

The training for the October 9 meeting will cover: 1) certificate changes; 2) the credit hour; and 3) cooperative work experience. Chair Young noted that today's handout and PowerPoint will be emailed to the CCC.

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

J. Shankweiler expressed her excitement for DigArc and the next new phase of curriculum. She reported that R. Ekimyan and Maya Medina (Curriculum Analyst) are working very hard at Compton to get their curriculum going.

7. ANNOUNCEMENTS

- CCC Meeting #3 : October 9, 2018 – 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 adjourned at 3:24 p.m.

Approved Curriculum Changes Proposed for 2019-2020

Modification Type	Division	Course/Program Information	Rationale/Action	Curriculum Committee Approval Date
Course Review	FINE	MUSI 130 - Beginning Jazz Improvisation	Course Review; Changes to catalog description	9/25/2018
Course Review	HUMA	CHIN 21 - Beginning Conversational Chinese	Course Review	9/25/2018
Course Review	HUMA	ESL 03A - Reading and Writing Level I	Course Review	9/25/2018
Course Review	HUMA	ESL 03B - Reading and Writing Level II	Course Review	9/25/2018
Course/DE Review	BSSC	ESTU 1 - Introduction to Ethnic Studies	Course/DE Review	9/25/2018
Course/DE Review	BSSC	HIST 101 - United States History to 1877	Course/DE Review; Changes to catalog description	9/25/2018
Course/DE Review	BSSC	HIST 101H - Honors United States History to 1877	Course/DE Review	9/25/2018
Course/DE Review	BSSC	HIST 102 - United States History from 1877 to the Present	Course/DE Review; Changes to catalog description	9/25/2018
Course/DE Review	BSSC	HIST 102H - Honors United States History from 1877 to the Present	Course/DE Review	9/25/2018
Course/DE Review	BSSC	HIST 152 - History of Latin America through Independence	Course/DE Review	9/25/2018
Course/DE Review	BSSC	WSTU 1 - Introduction to Women's Studies	Course/DE Review; Changes to catalog description	9/25/2018
CTE 2-year Review	BUSI	CIS 119 - Computer Security and Forensics	CTE 2-year Review; Changes to: catalog description; descriptive title	9/25/2018
CTE 2-year Review	BUSI	LAW 18 - Wills, Trusts and Estate Planning	CTE 2-year Review	9/25/2018
CTE 2-year Review	BUSI	RE 21 - Real Estate Investments	CTE 2-year Review	9/25/2018
CTE 2-year Review	FINE	PHOT 257 - Creative Photographic Processes	CTE 2-year Review	9/25/2018
CTE 2-year Review	HUMA	JOUR 1 - News Writing and Reporting	CTE 2-year Review; Added new hybrid DE version	9/25/2018
CTE 2-year Review	HUMA	JOUR 14abcd - Multimedia Journalism	CTE 2-year Review	9/25/2018
CTE 2-year/DE Review	BUSI	RE 40 - Real Estate Appraisal	CTE 2-year/DE Review	9/25/2018
CTE 2-year/DE Review	BUSI	RE 41 - Advanced Real Estate Appraisal	CTE 2-year/DE Review	9/25/2018
Inactivation	MATH	MATH 111 - Mathematics for Elementary School Teachers - Geometry, Probability & Statistics	Inactivation	9/25/2018