

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
September 10, 2019

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, D. Eldanaf, B. Halonen, M. Lipe, V. Lloyd, J. Minei, R. Miranda, J. Shankweiler, C. Striepe

Absent: W. Cox

Ex-Officio Members:

Present: L. Justice, L. Plum, L. Suekawa, M. Wolfenstein, L. Young

Absent: L. Clowers

Guests: L. Linka, B. Price for W. Cox

1. APPROVAL OF MINUTES

The minutes of June 4, 2019, were approved via email by the College Curriculum Committee (CCC) on June 18, 2019.

2. WELCOME AND INTRODUCTIONS

Chair Young welcomed the new and returning CCC members and then asked each member to introduce themselves.

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

Chair Young thanked the Committee for approving the June 4 minutes via email, which allowed the proposals to be forwarded to the Board. She mentioned that faculty will earn Flex Credit in Cornerstone for their participation on the CCC and that this information will be entered for them. Chair Young reported that she and L. Plum conducted two DCC Trainings for fall Flex Day and mentioned that they were well attended. Next, she outlined the Annual Certificate Training for today's meeting. She mentioned that C. Escutia had already forwarded the PowerPoint used for the presentation prior to the meeting.

4. CCC CERTIFICATION TRAINING

Chair Young provided training on the following topics: Purpose of the Training; DCC/CCC Composition, Responsibilities, Procedures; Importance of Review Cycles and Deadlines; What Happens to a Course Once it is Approved by the CCC; Compliance and Quality Matters; How to Track Your Proposals; Acalog and Curriculog Updates; and Resources.

Once it is available, the Certification Form will be signed by the President, VPAA, Curriculum Chair, and Senate President and will be forwarded to the Chancellor's Office.

5. CURRICULOG AND ACALOG UPDATES

Chair Young reminded the Committee that the online catalog has been active since spring 2019 and is easily accessible and user friendly. This success is based on the hard work and dedication of Curriculum Advisor, L. Plum. Chair Young gave the CCC a brief look at Curriculog so they could see how the interface and the forms are being developed. She mentioned that Humanities and Behavioral and Social Sciences will be beta testing Curriculog this fall with full implementation expected in spring 2020. Chair Young will keep the Committee updated at future meetings.

6. SELECTION OF STANDARD REVIEW REPRESENTATIVES

Chair Young asked for volunteers to serve on the Standard Review Committee for fall. She thanked C. Striepe for agreeing to serve as the representative for the September 24 meeting. The following members volunteered for the other review dates: J. Minei, M. Lipe, C. Cervantes, V. Lloyd, and B. Halonen.

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

L. Plum reported that many courses are out of compliance regarding the units and hours calculation. In 2015, the Chancellor's Office sent a memo encouraging colleges to adhere to the standard formula; one hour of lecture = one unit of credit with an implied two hours of outside study. In order to receive one unit of credit for lab, you must have three hours. The Chancellor's Office is now holding colleges accountable for not adhering to the calculation and does intend to audit our inventories. Courses out of compliance will need to be addressed by the deans and DCC members.

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

No report.

9. ANNOUNCEMENTS

- CCC Meeting #2: September 24, 2019 – 2:30-4:30 p.m., DE/Library 166

10. ADJOURNMENT

Chair Young called for a motion to adjourn the meeting. M. Chaban moved to adjourn, J. Minei seconded, and the motion carried. Meeting was adjourned at 3:46 p.m.