

**EL CAMINO COLLEGE**  
**MINUTES OF THE COLLEGE CURRICULUM COMMITTEE**  
**October 8, 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, C. Striepe

*Absent:* W. Cox, J. Shankweiler

**Ex-Officio Members:**

*Present:* L. Clowers, L. Justice, L. Plum, M. Wolfenstein, L. Young

*Absent:* L. Suekawa

**Guests:** K. Keys, L. Linka

**1. APPROVAL OF MINUTES**

The minutes of September 24, 2019, were approved via email by the College Curriculum Committee (CCC) on October 1, 2019.

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

Chair Young thanked the committee for approving the minutes from the September 24 meeting and J. Minei for his work on the Standard Review Committee for this meeting. M. Lipe will serve as the Standard Review representative for the next meeting.

Chair Young invited the CCC to attend a noncredit workshop at Mt. SAC on Friday, November 1 from 10:00-2:00 p.m. This workshop is being offered specifically for ECC to answer our questions about noncredit courses. Information will be emailed to the CCC and is open to all faculty, deans, associate deans, and support staff who may be interested in noncredit course and program development. Flex credit will be available.

Chair Young noted that the new PE courses were removed from today's agenda at the request of the division. They will be presented at a later meeting.

**3. CURRICULUM REVIEW**

**A. Full Course Review**

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

1. Business 25 (BUS 25)
2. Computer Information Systems 13 (CIS 13)
3. Educational Development 35 (EDEV 35)
4. Physical Education 212 (PE 212)

**B. Full Program Review**

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

1. Business Office Applications Certificate of Achievement
2. Business Programing Certificate of Achievement
3. Computer Information Systems A.S. Degree
4. Office Administration A.S. Degree

**C. Consent Agenda Proposals**

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

1. Business 29 (BUS 29)
2. Computer Information Systems 19 (CIS 19)
3. Computer Information Systems 30 (CIS 30)
4. Contemporary Health 5 (CH 5)
5. Physical Education 2 (PE 2)
6. Physical Education 217 (PE 217)

**CURRICULUM DISCUSSION**

**A. Full Course Review**

**Business Division**

Business 25 Introduction to Business and CIS 13 Computer Information Systems were presented for two-year course review.

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

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

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

**Health Sciences & Athletics Division**

Educational Development 35 was presented for course review.

Physical Education 212 Sport and Society was presented as a new course proposal.

It was moved by M. Chaban, seconded by J. Minei, that the committee approve the course proposals. The motion carried.

It was moved by M. Chaban, seconded by J. Minei, that the committee approve the course delivery methods. The motion carried.

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

**B. Full Program Review**

**Business Division**

The following programs were presented for program revision:

Business Office Applications Certificate of Achievement  
Business Programming Certificate of Achievement  
Computer Information Systems A.S. Degree  
Office Administration A.S. Degree

It was moved by V. Lloyd, seconded by C. Cervantes, that the committee approve the program revisions. The motion carried.

**C. Consent Agenda Proposals**

It was moved by B. Halonen, seconded by C. Striepe, that the committee approve the consent agenda proposals. The motion carried.

It was moved by B. Halonen, seconded by C. Striepe, that the committee approve the consent agenda course delivery methods. The motion carried.

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

**4. COLLEGE CURRICULUM COMMITTEE TRAINING**

Based on the discussion the CCC had about the revised wording for conditions of enrollment that involved “eligibility for English 1A,” a more comprehensive memo with suggested wording for the requisite and matching skills was distributed. Chair Young informed the CCC that they could find this memo on the CCC website under *Forms and Resources*. She asked that all CCC members inform faculty and deans about these changes and review outlines carefully to make sure the revised wording is used accordingly.

**5. BP/AP 4020 REVIEW**

Chair Young presented a draft of AP/BP 4020 Program, Curriculum, and Course Development. The two documents are being reviewed and revised at the request of the Academic Senate Ed Policies Committee and are required for certification by the Chancellor’s Office. Prior to developing the drafts presented at today’s meeting, a subcommittee consisting of the Academic Senate President, Curriculum Advisor, Curriculum Chair, Associate Dean of Academic Affairs, and the Articulation Officer reviewed samples from other colleges and the Community College League of California (CCLC) template. The CCC reviewed the documents and provided edits and suggestions which will be presented to the Vice President of Academic Affairs for further review. Next, the AP/BP will be forwarded to the Academic Senate, the Council of Deans, and then to the Board for approval.

**6. CURRICULUM ADVISOR’S REPORT: No report.**

7. **VICE PRESIDENT'S REPORT:** No report.

8. **ANNOUNCEMENTS**

- Congratulations to M. Chaban and the crew of "Rascal" for beating over 100 boats in 22 consecutive weeks of racing to win the California Yacht Club Sunset Series.
- CCC Meeting #4: October 22, 2019 – 2:30-4:30 p.m., DE/Library 166

9. **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 3:34 p.m.

Approved Curriculum Changes Proposed for 2020-2021

Modification Type	Division	Course/Program Information	Rationale/Action	Curriculum Committee Approval Date
2-Year Course Review	BUSI	BUS 25 Introduction to Business	2-year course review; Added new DE version (hybrid)	10/8/2019
2-Year Course Review	BUSI	BUS 29 Oral Business	2-year course review; Change to conditions of enrollment	10/8/2019
2-Year Course Review	BUSI	CIS 13 Computer Information Systems	2-year course review; Changes to conditions of enrollment; lab hours; lecture hours; units	10/8/2019
2-Year Course Review	BUSI	SUPV 27 Oral Business Communications	2-year course review; Change to conditions of enrollment	10/8/2019
Course Review	HEAL	CH 5 Contemporary Women's Health	Course review; Change to conditions of enrollment; Added new DE version (online/hybrid)	10/8/2019
Course Review	HEAL	EDEV 35 Reading Skills for Students with Learning Differences	Course review	10/8/2019
Course Review	HEAL	PE 2 Walking for Fitness	Course review; Changes to catalog description; course number	10/8/2019
Course Review	HEAL	PE 217 Sports Officiating	Course review; Added new DE version (hybrid)	10/8/2019
Inactivation	BUSI	CIS 19 Internet, Social Networking, and the Web	Inactivation	10/8/2019
Inactivation	BUSI	CIS 30 Introduction to eCommerce	Inactivation	10/8/2019
New Course	HEAL	PE 212 Sport and Society	New course	10/8/2019
Program Revision	BUSI	Business Office Applications Certificate of Achievement	Program revision; Change in units	10/8/2019
Program Revision	BUSI	Business Programming Certificate of Achievement	Program revision; Change in units	10/8/2019
Program Revision	BUSI	Computer Information Systems A.S. Degree	Program revision; Change in units	10/8/2019
Program Revision	BUSI	Office Administration A.S. Degree	Program revision; Change in units	10/8/2019