EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE (CCC)
February 23, 2021

CALL TO ORDER
Meeting called to order at 2:31 p.m. by Chair Young.

Recorder: C. Escutia

Members:
Present: E. Ambrosio, M. Anderson, C. Cervantes, M. Chaban, W. Cox, C. Glover, M. Lipe, J. Minei, R. Padilla, J. Shankweiler, C. Striepe, A. Tontcheva

Ex-Officio Members:
Present: L. Justice, L. Plum, L. Suekawa, M. Wolfenstein
Absent: P. Abraham, L. Young

Guests: L. Linka, R. Merrill

1. **APPROVAL OF MINUTES**

    The minutes of December 8, 2020 were approved via email by the CCC on December 11, 2020.

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

    Chair Young welcomed A. Tontcheva and thanked her for agreeing to serve as the interim CCC representative for Natural Sciences for spring 2021. She thanked M. Chaban for serving as the Standard Review representative for today's meeting and J. Minei for agreeing to serve for the March 23 meeting.

    The following curriculum goals were submitted to Dr. Maloney, per her request. The CCC was asked if they had any goals to add. None were proposed.

    Curriculum Goals:

    • Review and approve courses, degrees, and certificates to comply with timelines

    • Input remaining courses into Curriculog from paper process

    • Download and archive courses from Curricunet

    • Populate Microsoft Team Site with active course outlines

    • Continue social justice and equity training as it relates to curriculum

    • Add degree and certificate forms to Curriculog for use in fall 2021

    • Provide ongoing Curriculog training for DCC/CCC/Faculty/Clerical Support/Deans/Associate Deans

Chair Young noted that no proposals were submitted by the February 16 deadline; therefore, there are no proposals to review next week. The CCC will still meet on March 9. The CCC will discuss/share division and department protocols for reviewing/approving curriculum to determine best practices. Clerical support staff will be invited to attend.

The two procedures for confirming that proposed changes by CCC members were adopted by faculty were presented. The CCC can review the posts in the comment section or locate the course under "All Proposals." Proposals will remain in the "All Proposals" area until they are finalized by the Curriculum Office after the meeting.

3.   **CURRICULUM REVIEW**

   A.   **Full Course Review**
         The committee approved the following courses, which are ready for final action:
         1.   Architecture 119 (ARCH 119)
         2.   Architecture 170 (ARCH 170)
         3.   Architecture 171 (ARCH 171)
         4.   Architecture 172 (ARCH 172)

   B.   **Full Program Review**
         The committee approved the following programs, which are ready for final action:
         1.   Child Development: Early Intervention Assistant Certificate of Achievement
         2.   Child Development: Special Education Assistant Certificate of Achievement
         3.   Film/Video Production Certificate of Achievement

   C.   **Consent Agenda Proposals**
         The committee approved the following courses, which are ready for final action:
         1.   Child Development 126 (CDEV 126)
         2.   Child Development 169 (CDEV 169)
         3.   Construction Technology 200 (CTEC 200)
         4.   Construction Technology 201 (CTEC 201)
         5.   Construction Technology 202 (CTEC 202)
         6.   Construction Technology 203 (CTEC 203)
         7.   Construction Technology 210 (CTEC 210)
         8.   Construction Technology 211 (CTEC 211)
         9.   Construction Technology 212 (CTEC 212)
         10.   Construction Technology 213 (CTEC 213)
         11.   Construction Technology 220 (CTEC 220)
         12.   Construction Technology 221 (CTEC 221)
         13.   Construction Technology 231 (CTEC 231)

CURRICULUM DISCUSSION

A. **Full Course Review**

Industry & Technology Division

The following courses were presented for Course Review:

ARCH 119 Computer Aided Architectural Drafting
ARCH 170 Architectural Graphics Techniques
ARCH 171 Architectural Three-Dimensional Illustration
ARCH 172 Architectural Color Rendering Techniques

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

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

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

B. **Full Program Review**

A concern was raised about using terms such as "Students will" in the goals and objectives section of the Certificate of Achievement Form. The apprehension was that this may appear to be a guarantee to students and could create a liability issue for the college. An example was given regarding a case at a neighboring community college based on statements in the syllabus. A discussion ensued. It was determined that although a point to consider, the proposals at this meeting should be approved, and more discussion would be needed on the matter in the future.

Behavioral & Social Sciences Division

The following programs were presented for program revision:

Child Development: Early Intervention Assistant Certificate of Achievement
Child Development: Special Education Assistant Certificate of Achievement

It was moved by M. Lipe, seconded by J. Minei, that the committee approve the program revisions. The motion carried with one abstention (M. Chaban).

Fine Arts Division

The following program was presented for program revision:

Film/Video Production Certificate of Achievement

It was moved by M. Lipe, seconded by J. Minei, that the committee approve the program revision. The motion carried with one abstention (M. Chaban).

C. **Consent Agenda Proposals**

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

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

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

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

No report.

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

No report.

6. **ANNOUNCEMENTS**

- Chair Young announced that the Curriculog Café would be open after the meeting to show members how to find objectives for matching skills; how to email several course outlines at the same time; and how to approve several courses at the same time.

- CCC Meeting #2: March 9, 2021 – 2:30-4:30 p.m., Zoom

7. **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 3:03 p.m.

Modification Type	Division	Course/Program Information	Rationale/Action	Curriculum Committee Approval Date
Course Review	ITEC	ARCH 119 Computer Aided Architectural Drafting	Course review; Changes to catalog description; conditions of enrollment; descriptive title	2/23/2021
Course Review	ITEC	ARCH 170 Architectural Graphics Techniques	Course review; Changes to catalog description; descriptive title	2/23/2021
Course Review	ITEC	ARCH 171 Architectural Three-Dimensional Illustration	Course review; Changes to catalog description; conditions of enrollment; descriptive title	2/23/2021
Course Review	ITEC	ARCH 172 Architectural Color Rendering Techniques	Course review; Changes to catalog description; descriptive title	2/23/2021
Course Review	ITEC	CTEC 200 General Cabinet Making	Course review	2/23/2021
Course Review	ITEC	CTEC 201 Upper Residential Cabinets	Course review	2/23/2021
Course Review	ITEC	CTEC 202 Base Residential Cabinets	Course review	2/23/2021
Course Review	ITEC	CTEC 203 Dedicated Use Cabinets	Course review	2/23/2021
Course Review	ITEC	CTEC 210 Furniture Making Laboratory - Interpreting Commercial Plans	Course review	2/23/2021
Course Review	ITEC	CTEC 211 Furniture Making Laboratory - Plan Modifications	Course review	2/23/2021
Course Review	ITEC	CTEC 212 Furniture Making Laboratory - Developing Original Plans	Course review	2/23/2021
Course Review	ITEC	CTEC 213 Furniture Making Laboratory - Building without Plans	Course review	2/23/2021
Course Review	ITEC	CTEC 220 Hinging Systems and Doors	Course review; Change to catalog description	2/23/2021
Course Review	ITEC	CTEC 221 Drawer Systems	Course review	2/23/2021
Course Review	ITEC	CTEC 231 Intermediate Cabinet Making Lab	Course review	2/23/2021

Inactivation	BSSC	CDEV 126 Child Development Practicum II	Inactivation	2/23/2021
Inactivation	BSSC	CDEV 169 Special Education Practicum	Inactivation	2/23/2021
Program Revision	BSSC	Child Development: Early Intervention Assistant Certificate of Achievement	Program revision; Change to course requirements	2/23/2021
Program Revision	BSSC	Child Development: Special Education Assistant Certificate of Achievement	Program revision; Change to course requirements	2/23/2021
Program Revision	FINE	Film/Video Production Certificate of Achievement	Program revision; Change to course requirements	2/23/2021