EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE (CCC)
June 8, 2021

CALL TO ORDER
Meeting called to order at 2:30 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, L. Young
Absent: P. Abraham

Guests: S. Ahad, E. Garcia, L. Linka, J. Melendez-Iglesias, R. Merrill, S. Porter, J. Sims

1. **APPROVAL OF MINUTES**

   The minutes of May 25, 2021 were approved via email by the CCC on June 1, 2021.

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

   Chair Young thanked the CCC for approving the minutes from the May 25 meeting and C. Glover for serving as the Standard Review representative for today's meeting. She welcomed our interim VPAA, J. Sims, and any other guests in attendance.

   Chair Young provided a follow up to the discussion of the Alternative Texts section of the course outline. A preliminary review showed that 10% of faculty utilize this field. It was recommended that the section remain on the outline and that "if applicable" be added to make it clear that the field is optional.

   Chair Young noted that she keeps the Academic Senate apprised of CCC matters and accomplishments. She shared the report presented to the Academic Senate on June 1, 2021, outlining the number of proposals reviewed and approved and a list of CCC voting members, ex-officio members, Curriculum Office staff, Curriculog Input Team, and Division Clerical Support, all of whom serve in an important capacity and contribute to the review and approval of curriculum.

CCC Proposals 2020-21								
Course Reviews	New Courses	New Programs	Program Revisions	DE Addenda	Course Inactivations	Program Inactivations	Articulation Agreements	Grand Total
297	10	7	20	342	13	1	5	695

Chair Young asked for volunteers for the Standard Review Committee for fall 2021 with the following results:

September 14	J. Minei
September 28	E. Ambrosio
October 12	C. Cervantes
October 26	M. Lipe
November 9	S. Porter
November 23	M. Anderson
December 14	R. Padilla

Chair Young noted that comments and concerns from the CCC were communicated to the divisions and noted in Curriculog and that NCIS 42 and NCIS 159 are being tabled based on CCC concerns. She reminded the CCC representatives that their approval at this step is to ensure proposals are as error-free as possible.

3. **CURRICULUM REVIEW**

   A. **Full Course Review**
      The committee approved the following courses, which are ready for final action:
      1. Astronomy 20 (ASTR 20)
      2. Astronomy 20H (ASTR 20H)
      3. Astronomy 25 (ASTR 25)
      4. Astronomy 25H (ASTR 25H)
      5. Computer Information Systems 141 (CIS 141)
      6. Computer Information Systems 142 (CIS 142)
      7. Computer Information Systems 143 (CIS 143)
      8. English as a Second Language 51A (ESL 51A)
      9. English as a Second Language 51B (ESL 51B)
      10. English as a Second Language 51C (ESL 51C)
      11. English as a Second Language 52A (ESL 52A)
      12. English as a Second Language 52B (ESL 52B)
      13. English as a Second Language 52C (ESL 52C)
      14. English as a Second Language 53A (ESL 53A)
      15. English as a Second Language 53B (ESL 53B)
      16. English as a Second Language 53C (ESL 53C)

   B. **Full Program Review**
      The committee approved the following programs, which are ready for final action:
      1. Automotive Technology: Automotive Engine Management Certificate of Accomplishment
      2. Cosmetology AS Degree
      3. Cosmetology Level II Certificate of Achievement
      4. English AA Degree
      5. English AA-T

C. Consent Agenda Proposals

The committee approved the following courses, which are ready for final action:
1. Air Conditioning & Refrigeration 5 (ACR 5)
2. Air Conditioning & Refrigeration 23 (ACR 23)
3. Air Conditioning & Refrigeration 25 (ACR 25)
4. Air Conditioning & Refrigeration 27 (ACR 27)
5. Air Conditioning & Refrigeration 30 (ACR 30)
6. Air Conditioning & Refrigeration 31 (ACR 31)
7. Air Conditioning & Refrigeration 34 (ACR 34)
8. Anatomy 30 (ANAT 30)
9. Chemistry 7A (CHEM 7A)
10. Chemistry 7B (CHEM 7B)
11. Computer Information Systems 137 (CIS 137)
12. Computer Information Systems 140 (CIS 140)
13. Computer Science 17 (CSCI 17)
14. Construction Technology 121 (CTEC 121)
15. Construction Technology 122 (CTEC 122)
16. Construction Technology 131 (CTEC 131)
17. Construction Technology 132 (CTEC 132)
18. Construction Technology 141 (CTEC 141)
19. Construction Technology 142 (CTEC 142)
20. Construction Technology 172 (CTEC 172)
21. Cosmetology 1 (COSM 1)
22. Cosmetology 4 (COSM 4)
23. Cosmetology 6 (COSM 6)
24. Cosmetology 10 (COSM 10)
25. Cosmetology 11 (COSM 11)
26. Fire & Emergency Technology 138 (FTEC 138)
27. Geography 20 (GEOG 20)
28. Oceanography 10 (OCEA 10)
29. Oceanography 10H (OCEA 10H)
30. Physics 12 (PHYS 12)
31. Physiology 31 (PHYO 31)
32. Welding 23 (WELD 23)
33. Welding 28 (WELD 28)
34. Welding 29 (WELD 29)
35. Welding 40A (WELD 40A)
36. Welding 40B (WELD 40B)
37. Welding 40C (WELD 40C)
38. Welding 45 (WELD 45)

CURRICULUM DISCUSSION

A. **Full Course Review**

Business Division

The following courses were presented for course review:

CIS 141 Routing and Switching Essentials Cisco 2 [Introduction to Networks Cisco 1]
CIS 142 Scaling Networks Cisco 3 [Routing & Switching Essentials Cisco 2]
CIS 143 Connecting Networks Cisco 4 [Securing and Automating Enterprise Networks Cisco 3]

The following courses were tabled based on CCC concerns:

NCIS 42 CompTIA A+ Core 2 Certification Exam Preparation Review
NCIS 159 AWS Cloud Practitioner Certification Exam Preparation Review

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.

Humanities Division

The following courses were presented for course review:

ESL 51A Introduction to English in Conversation
ESL 51B Intermediate Listening, Speaking and Pronunciation
ESL 51C Advanced Listening, Speaking and Pronunciation
ESL 52A Introduction to Reading and Vocabulary Building
ESL 52B Intermediate Reading and Vocabulary Building
ESL 52C Advanced Reading
ESL 53A Elementary Writing and Grammar
ESL 53B Intermediate Writing and Grammar
ESL 53C Advanced Essay Writing and Grammar

It was moved by C. Glover, seconded by E. Ambrosio, that the committee approve the course proposals. The motion carried.

It was moved by C. Glover, seconded by E. Ambrosio, that the committee approve the course delivery methods. The motion carried.

It was moved by C. Glover, seconded by E. Ambrosio, that the committee approve the conditions of enrollment. The motion carried.

Natural Sciences Division

The following courses were presented for course review:

> ASTR 20 The Solar System
> ASTR 20H Honors The Solar System
> ASTR 25 Stars and Galaxies
> ASTR 25H Honors Stars and Galaxies

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

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

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

B. **Full Program Review**

Humanities Division

The English AA-T and English AA degree were presented for program revisions.

It was moved by C. Glover, seconded by E. Ambrosio, that the committee approve the program revisions. The motion carried.

Industry and Technology Division

The following programs were presented for program revisions:

> Automotive Engine Management Certificate of Accomplishment
> Cosmetology AS degree
> Cosmetology Level II Certificate of Achievement

It was moved by M. Anderson, seconded by M. Lipe, that the committee approve the program revisions. The motion carried.

C. **Consent Agenda Proposals**

It was moved by M. Anderson, seconded by M. Lipe, that the committee approve the consent agenda proposals. The motion carried.

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

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

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

L. Plum announced that J. Young will continue to be the Curriculum Committee Chair for the next year, followed by Curriculum Chair Elect, E. Ambrosio, who will begin serving his term in fall 2022.

The request for Division Plans for fall 2021 were sent out and are due June 10. The Tracking Report shows a list of courses that are due for the academic year in fall and spring. The Division Plans for fall should include courses that can be properly reviewed and processed to meet deadlines for fall, and if necessary, extenuating circumstances can be discussed during the semester. The schedule is set each semester for the required CCC meetings on the second and fourth Tuesday of the month as well as sufficient time for reviews.

Based on suggestions and questions over the semester, the Course Review Proposal form and the New Course Proposal form have been revised and will be available for use next week.

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

J. Shankweiler stated that a process is needed for communicating program and course changes that affect the catalog, ECC Connect and other programs across campus. She thanked the Committee for their service and hard work.

6. **ANNOUNCEMENTS**
    - Chair Young thanked J. Shankweiler, A. Tontcheva, C. Glover, C. Striepe, and M. Chaban for their valuable service to their divisions and the College and presented them with certificates of appreciation.
    - Next CCC Meeting: September 14, 2021 – 2:30-4:30 p.m.

7. **ADJOURNMENT**
    Chair Young called for a motion to adjourn the meeting. J. Minei moved to adjourn, M. Anderson seconded, and the motion carried. Meeting was adjourned at 3:03 p.m.

Approved Curriculum Changes Proposed for 2022-2023

Modification Type	Division	Course/Program Information	Rationale/Action	Curriculum Committee Approval Date
Course Review	BUSI	CIS 137 Computer Networking Fundamentals	Course review	6/8/2021
Course Review	BUSI	CIS 141 Routing and Switching Essentials Cisco 2 [Introduction to Networks Cisco 1]	Course review; Changes to catalog description; conditions of enrollment; descriptive title	6/8/2021
Course Review	BUSI	CIS 142 Scaling Networks Cisco 3 [Routing & Switching Essentials Cisco 2]	Course review; Changes to catalog description; descriptive title	6/8/2021
Course Review	BUSI	CIS 143 Connecting Networks Cisco 4 [Securing and Automating Enterprise Networks Cisco 3]	Course review; Changes to catalog description; descriptive title	6/8/2021
Course Review	HEAL	FTEC 138 Paramedic Clinical Internship	Course review	6/8/2021
Course Review	HUMA	ESL 51A Introduction to English in Conversation	Course review; Change to course units	6/8/2021
Course Review	HUMA	ESL 51B Intermediate Listening, Speaking and Pronunciation	Course review; Changes to conditions of enrollment; course units	6/8/2021
Course Review	HUMA	ESL 51C Advanced Listening, Speaking and Pronunciation	Course review; Changes to catalog description; conditions of enrollment; course units	6/8/2021
Course Review	HUMA	ESL 52A Introduction to Reading and Vocabulary Building	Course review; Changes to conditions of enrollment; course units	6/8/2021
Course Review	HUMA	ESL 52B Intermediate Reading and Vocabulary Building	Course review; Changes to conditions of enrollment; course units	6/8/2021
Course Review	HUMA	ESL 52C Advanced Reading	Course review; Changes to conditions of enrollment; course units	6/8/2021
Course Review	HUMA	ESL 53A Elementary Writing and Grammar	Course review; Change to course units	6/8/2021

Course Review	HUMA	ESL 53B Intermediate Writing and Grammar	Course review; Changes to conditions of enrollment; course units	6/8/2021
Course Review	HUMA	ESL 53C Advanced Essay Writing and Grammar	Course review; Changes to conditions of enrollment; course units	6/8/2021
Course Review	ITEC	ACR 5 Electrical Applications	Course review	6/8/2021
Course Review	ITEC	ACR 23 Commercial Refrigeration Applications	Course review	6/8/2021
Course Review	ITEC	ACR 25 Energy Efficient Residential, Commercial and Industrial Air Conditioning	Course review	6/8/2021
Course Review	ITEC	ACR 27 Heating Technologies	Course review	6/8/2021
Course Review	ITEC	ACR 30 Electric Controls	Course review; Change to catalog desciption	6/8/2021
Course Review	ITEC	ACR 31 HVAC Electronics	Course review	6/8/2021
Course Review	ITEC	ACR 34 HVAC Customer Service and Industry Certifications	Course review; Change to catalog desciption	6/8/2021
Course Review	ITEC	COSM 1 Introduction to Cosmetology Procedures	Course review; Change to course units	6/8/2021
Course Review	ITEC	COSM 4 Cosmetology Practicum	Course review; Change to catalog desciption	6/8/2021
Course Review	ITEC	COSM 6 Cosmetology Client Lab	Course review; Change to catalog desciption	6/8/2021
Course Review	ITEC	COSM 10 Introduction to Cosmetology I	Course review; Changes to catalog desciption; course units	6/8/2021
Course Review	ITEC	COSM 11 Introduction to Cosmetology II	Course review; Changes to catalog desciption; course units	6/8/2021
Course Review	ITEC	CTEC 121 Concrete and Formwork	Course review	6/8/2021
Course Review	ITEC	CTEC 122 Rough Framing	Course review	6/8/2021
Course Review	ITEC	CTEC 131 Roof Framing	Course review	6/8/2021

Course Review	ITEC	CTEC 132 Stair Framing	Course review	6/8/2021
Course Review	ITEC	CTEC 141 Interior Finishes	Course review	6/8/2021
Course Review	ITEC	CTEC 142 Exterior Trades	Course review	6/8/2021
Course Review	ITEC	CTEC 172 Residential Electrical Wiring	Course review	6/8/2021
Course Review	ITEC	WELD 23 Advanced Arc Welding Specialty Lab	Course review; Change to catalog desciption	6/8/2021
Course Review	ITEC	WELD 28 American Welding Society (AWS) D1.1 Certification Test Preparation	Course review	6/8/2021
Course Review	ITEC	WELD 29 Blueprint Reading	Course review	6/8/2021
Course Review	ITEC	WELD 40A Introduction to Gas Tungsten Arc Welding (GTAW)	Course review	6/8/2021
Course Review	ITEC	WELD 40B Intermediate Gas Tungsten Arc Welding (GTAW)	Course review	6/8/2021
Course Review	ITEC	WELD 40C Advanced Gas Tungsten Arc Welding (GTAW) Skills Lab	Course review	6/8/2021
Course Review	ITEC	WELD 45 Structural Welding	Course review	6/8/2021
Course Review	MATH	CSCI 17 Computer Programming in MATLAB	Course review; Change to catalog desciption	6/8/2021
Course Review	NSCI	ANAT 30 Essentials of Anatomy and Physiology	Course review; Added new DE version Emergency Only (online)	6/8/2021
Course Review	NSCI	ASTR 20 The Solar System	Course review; Change to conditions of enrollment; Added new DE version (hybrid)	6/8/2021
Course Review	NSCI	ASTR 20H Honors The Solar System	Course review; Change to conditions of enrollment	6/8/2021
Course Review	NSCI	ASTR 25 Stars and Galaxies	Course review; Change to conditions of enrollment	6/8/2021
Course Review	NSCI	ASTR 25H Honors Stars and Galaxies	Course review; Change to conditions of enrollment	6/8/2021

Course Review	NSCI	CHEM 7A Organic Chemistry I	Course review	6/8/2021
Course Review	NSCI	CHEM 7B Organic Chemistry II	Course review	6/8/2021
Course Review	NSCI	GEOG 20 Geography Field Studies	Course review	6/8/2021
Course Review	NSCI	OCEA 10 Introduction to Oceanography	Course review	6/8/2021
Course Review	NSCI	OCEA 10H Honors Introduction to Oceanography	Course review	6/8/2021
Course Review	NSCI	PHYO 31 Human Physiology	Course review	6/8/2021
Course Review	NSCI	PHYS 12 Laboratory for Introductory Physics	Course review	6/8/2021
Inactivation	BUSI	CIS 140 Introduction to Networks Cisco 1	Inactivation	6/8/2021
Program Revision	HUMA	English AA-T	Program revision; Changes to course number; course units	6/8/2021
Program Revision	HUMA	English AA Degree	Program revision; Changes to course number; course units	6/8/2021
Program Revision	ITEC	Automotive Technology: Automotive Engine Management [Automotive Engine Performance] Certificate of Accomplishment	Program revision; Changes to certificate title; course units; catalog program description	6/8/2021
Program Revision	ITEC	Cosmetology AS Degree	Program revision; Changes to catalog program description; course units	6/8/2021
Program Revision	ITEC	Cosmetology Level II Certificate of Achievement	Program revision; Changes to catalog program description; course units	6/8/2021