

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

CALL TO ORDER

Meeting called to order at 2:32 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

Absent:

Ex-Officio Members:

Present: L. Plum, M. Wolfenstein

Absent: P. Abraham (excused), L. Justice, L. Suekawa, L. Young

Guests: L. Linka, R. Merrill

1. APPROVAL OF MINUTES

The minutes of March 9, 2021 were approved via email by the CCC on March 12, 2021.

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

Chair Young began the meeting by thanking the CCC for approving the minutes from the March 9 meeting via email, J. Minei for serving as the Standard Review representative for today's meeting, C. Striepe for serving for the April meeting, M. Lipe for agreeing to serve as the CCC representative on the newly formed AA/AS Task Force, and L. Plum for all of her hard work and dedication in developing the upcoming College Catalog.

Three students, J. Iglesias, S. Ramirez, and E. Garcia, from the Student Engagement Innovation Grant Program were welcomed and will be attending future meetings. Students are being invited to attend various committees and projects.

Chair Young announced that, to date, 835 courses have been input into Curriculog and that the team is finishing the last of the fall 2020 courses. Next, they will work on inputting approximately 500 courses that were downloaded from Curricunet.

Curriculog demos with large groups and department trainings have been offered this semester, with more to be scheduled in the near future. Chair Young asked CCC members to remind faculty about the User Guides on the CCC website as they contain useful information that they may have forgotten during the training.

Chair Young explained that the Transition to College and Transfer Success Noncredit Certificate of Completion was approved in fall and was submitted to the Chancellor's Office. L. Plum was then notified that the term "transfer" should be removed from the title. Human Development

faculty were apprised of this request and agreed to change the name to Transition to College Success. Chair Young asked for a motion to add the certificate to today's agenda. It was moved by J. Minei, seconded by M. Chaban. The motion carried.

J. Minei asked the nature of the Chancellor's Office concern. L. Plum explained that the Chancellor's Office believes that the term "transfer" in a noncredit certificate could be misleading to students. She also explained that the Chancellor's Office software has been programmed to flag the term "transfer" in noncredit certificate submissions.

3. CURRICULUM REVIEW

A. Full Program Review

The committee approved the following program, which is ready for final action:

1. Human Development: Transition to College and Transfer Success Noncredit Certificate of Completion

B. Consent Agenda Proposals

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

1. Dance 120A (DANC 120A)
2. Dance 220A (DANC 220A)
3. Music 102B (MUSI 102B)
4. Music 151abcd (MUSI 151abcd)
5. Music 265abcd (MUSI 265abcd)
6. Music 267abcd (MUSI 267abcd)

CURRICULUM DISCUSSION

A. Full Program Review

Behavioral & Social Sciences Division

The following was presented for program revision:

Human Development: Transition to College and Transfer Success Noncredit Certificate of Completion

It was moved by E. Ambrosio, seconded by M. Anderson, that the committee approve the program revision. The motion carried.

B. Consent Agenda Proposals

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

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

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

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

L. Plum advised the committee that the 7th edition of the Program and Course Approval Handbook can be found on the CCC website.

She provided an explanation of the exclamation marks that appear by some of the proposals. If the exclamation mark is orange, the proposal is at an “urgent” status. The system will send the user a notification to alert them of the new status of the proposal but will not take any automatic action on their behalf. This is a default setting of 30 days.

If the exclamation mark is blue, the proposal is at a “stuck” status. The system will send a notification to the administrator to alert them of the status of the proposal but will not take any automatic action on their behalf. This is a default setting of 45 days.

The committee was reminded that if you are using Outlook 365, the emails may be going to the “Other” inbox rather than the “Focused” inbox.

There are now other proposals that have an exclamation mark. It appears they may be courses that have been re-assigned to different divisions. It is being researched.

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

No report.

6. ANNOUNCEMENTS

- Chair Young announced that the Curriculog Cafe will be open after today’s meeting.
 - M. Wolfenstein posted in the Zoom chat a link to the following conferences:
 - March 25; 2:00p: ODE Bridge
 - March 26; 9-12:30pm: Academic Technology Conference
- Link: <https://www.elcamino.edu/library/distance-ed/facultyresources/professionaldevelopment.aspx>
- CCC Meeting #4: April 27, 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 2:45 p.m.

Approved Curriculum Changes Proposed for 2022-2023

Modification Type	Division	Course/Program Information	Rationale/Action	Curriculum Committee Approval Date
Course Review	FINE	DANC 120A Beginning Ballet A	Course review	3/23/2021
Course Review	FINE	DANC 220A Intermediate Ballet A	Course review	3/23/2021
Course Review	FINE	MUSI 102B Advanced Sightsinging	Course review; Added new DE version (online/hybrid)	3/23/2021
Course Review	FINE	MUSI 151abcd Mixed Chorus	Course review	3/23/2021
Course Review	FINE	MUSI 265abcd Symphonic Band	Course review	3/23/2021
Course Review	FINE	MUSI 267abcd Concert Jazz Band	Course review	3/23/2021
Program Revision	BSSC	Human Development: Transition to College and Transfer Success [Transition to College Success] Noncredit Certificate of Completion	Program revision; Change to program title	3/23/2021