EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE (CCC)
October 13, 2020

CALL TO ORDER
Meeting called to order at 2:32 p.m. by Chair Young.

Recorder: C. Escutia

Members:
Present: E. Ambrosio, M. Chaban, C. Glover, L. Houske, J. Minei, Z. Murdock, R. Padilla,
       J. Shankweiler, C. Striepe
Absent: M. Anderson, W. Cox, M. Lipe (Excused)

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

Guests: J. Meredith

1.   **APPROVAL OF MINUTES**

     The minutes of September 22, 2020 were approved via email by the CCC on
     September 28, 2020.

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

     Chair Young thanked the committee for approving the minutes from the September 22, 2020
     meeting via email, J. Minei for serving as the Standard Review Representative for today's
     meeting and M. Lipe for agreeing to serve as the representative for the October 27 meeting.
     She also thanked J. Minei, W. Cox, C. Glover, and C. Striepe for attending the meeting with the
     ACCJC team last week and stated that it seemed to go well.

     Chair Young reminded the CCC that all changes to the course outline must be noted on the
     proposal form and include a justification. Often times, sections are marked as "No Change"
     even though changes were made.

     Chair Young announced that the CCC should expect six (6) proposals in their queue on
     Thursday, October 15 and are due Thursday, October 22. These courses would technically be
     sent to the Standard Review, because they are two-year reviews with minor changes, but are
     being sent to the CCC at large as a training opportunity. The user guide on "How to Review
     and Approve a Course Proposal" can be found on the CCC website at: https://www.elcamino.
     edu/academics/ccc/docs/user_guides/Review-and-Approve-a-Course-Proposal.9.25.20.pdf

     Chair Young noted that as issues arise, the User Guides are updated. Therefore, the CCC should
     refer to the website for the most current versions at https//www.elcamino.edu/academics/
     ccc. She reminded the CCC that divisions and ex-officio reps should contact her to set up
     trainings.

3. **CURRICULUM REVIEW**

   A. **Consent Agenda – Course Proposals**
   The committee approved the following courses, which are ready for final action:
   1. Computer Information Systems 28 (CIS 28)
   2. Computer Information Systems 29 (CIS 29)
   3. Computer Information Systems 80 (CIS 80)
   4. Computer Information Systems 119 (CIS 119)
   5. Computer Information Systems 120 (CIS 120)
   6. Computer Information Systems 121 (CIS 121)
   7. Computer Information Systems 150 (CIS 150)
   8. Real Estate 21 (RE 21)
   9. Real Estate 40 (RE 40)
   10. Real Estate 41 (RE 41)
   11. Welding 1 (WELD 1)

   B. **Consent Agenda – DE Addenda**
   1. Air Conditioning & Refrigeration 25 (ACR 25)
   2. Air Conditioning & Refrigeration 27 (ACR 27)
   3. Automotive Collision Repair/Painting 95 (ACRP 95)
   4. Computer Aided Design/Drafting 33 (CADD 33)
   5. Computer Aided Design/Drafting 37 (CADD 37)
   6. Construction Technology 210 (CTEC 210)
   7. Cosmetology 11 (COSM 11)
   8. Cosmetology 20 (COSM 20)
   9. Electronics & Computer Hardware Technology 11 (ECHT 11)
   10. Electronics & Computer Hardware Technology 110 (ECHT 110)
   11. Electronics & Computer Hardware Technology 99 (ECHT 99)
   12. Fashion 27 (FASH 27)
   13. Machine Tool Technology 103 (MTT 103)
   14. Machine Tool Technology 105 (MTT 105)
   15. Manufacturing Technology 99 (MTEC 99)
   16. Welding 28 (WELD 28)
   17. Welding 40C (WELD 40C)

CURRICULUM DISCUSSION

   A. **Consent Agenda Proposals**

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

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

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

4. **COLLEGE CURRICULUM COMMITTEE TRAINING - Basics of Prerequisites**

    Chair Young conducted a training on the basics of prerequisites, corequisites, and recommended preparations based on the resources provided at the Academic Senate's Curriculum Institute.

5. **CURRICULUM ADVISOR'S REPORT:** No report was given.

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

    J. Shankweiler reported that the Annual Curriculum Approval Certification form and governing board policy, which reflects the requirements for training and credit/clock hours, was submitted and received by the Chancellor's Office. She gave an overview of the Accreditation Team's (virtual) visit that took place September 28 – October 1. Accreditation reviews will change from a six to seven-year cycle.

7. **ANNOUNCEMENTS**

    - Chair Young will host the Curriculog Café after today's meeting to answer questions about Curriculog and reminded the CCC to contact her with any questions/suggestions about Curriculog.
    - CCC Meeting #4: October 27, 2020 – 2:30 - 4:30 p.m., ZOOM

8. **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 3:14 p.m.

Approved Curriculum Changes Proposed for 2021-2022

Modification Type	Division	Course/Program Information	Rationale/Action	Curriculum Committee Approval Date
2-Year Course Review	BUSI	CIS 28 Database Management Using Microsoft Access	2-year course review	10/13/2020
2-Year Course Review	BUSI	CIS 29 Advanced Database Applications	2-year course review	10/13/2020
2-Year Course Review	BUSI	CIS 80 Database Programming	2-year course review	10/13/2020
2-Year Course Review	BUSI	CIS 119 Introduction to Computer Security	2-year course review; Change to catalog description	10/13/2020
2-Year Course Review	BUSI	CIS 120 Computer Forensics	2-year course review	10/13/2020
2-Year Course Review	BUSI	CIS 121 Cybersecurity Programming	2-year course review	10/13/2020
2-Year Course Review	BUSI	CIS 150 Cloud Computing with AWS	2-year course review; Change to catalog description	10/13/2020
2-Year Course Review	BUSI	RE 21 Real Estate Investments	2-year course review	10/13/2020
2-Year Course Review	BUSI	RE 40 Real Estate Appraisal	2-year course review	10/13/2020
2-Year Course Review	BUSI	RE 41 Advanced Real Estate Appraisal	2-year course review	10/13/2020
Inactivation	ITEC	WELD 1 Introduction to Welding Process	Inactivation	10/13/2020
DE Addendum	ITEC	ACR 25 Energy Efficient Residential, Commercial and Industrial Air Conditioning	DE addendum; Added new DE version Emergency Only (online)	10/13/2020
DE Addendum	ITEC	ACR 27 Heating Technologies	DE addendum; Added new DE version Emergency Only (online)	10/13/2020
DE Addendum	ITEC	ACRP 95 Cooperative Work Experience Education	DE addendum; Added new DE version (online/hybrid)	10/13/2020
DE Addendum	ITEC	CADD 33 Analyses and Simulations with CATIA	DE addendum; Added new DE version Emergency Only (online/hybrid)	10/13/2020
DE Addendum	ITEC	CADD 37 Advanced CATIA Functions	DE addendum; Added new DE version Emergency Only (online/hybrid)	10/13/2020

DE Addendum	ITEC	COSM 11 Introduction to Cosmetology II	DE addendum; Added new DE version Emergency Only (online/hybrid)	10/13/2020
DE Addendum	ITEC	COSM 20 Introduction to Esthetician	DE addendum; Added new DE version Emergency Only (online/hybrid)	10/13/2020
DE Addendum	ITEC	CTEC 210 Furniture Making Laboratory - Interpreting Commercial Plans	DE addendum; Added new DE version Emergency Only (online/hybrid)	10/13/2020
DE Addendum	ITEC	ECHT 11 Introduction to Electronics	DE addendum; Added new DE version Emergency Only (online/hybrid)	10/13/2020
DE Addendum	ITEC	ECHT 110 Introduction to Direct and Alternating Current Circuits	DE addendum; Added new DE version Emergency Only (online/hybrid)	10/13/2020
DE Addendum	ITEC	ECHT 99 Independent Study	DE addendum; Added new DE version Emergency Only (online/hybrid)	10/13/2020
DE Addendum	ITEC	FASH 27 Fashion Merchandising	DE addendum; Added new DE version Emergency Only (online/hybrid)	10/13/2020
DE Addendum	ITEC	MTT 103 Conventional and CNC Turning	DE addendum; Added new DE version Emergency Only (online/hybrid)	10/13/2020
DE Addendum	ITEC	MTT 105 Conventional and CNC Milling	DE addendum; Added new DE version Emergency Only (online/hybrid)	10/13/2020
DE Addendum	ITEC	MTEC 99 Independent Study	DE addendum; Added new DE version Emergency Only (online/hybrid)	10/13/2020
DE Addendum	ITEC	WELD 28 American Welding Society (AWS) D1.1 Certification Test Preparation	DE addendum; Added new DE version (online/hybrid)	10/13/2020
DE Addendum	ITEC	WELD 40C Advanced Gas Tungsten Arc Welding (GTAW) Skills Lab	DE addendum; Added new DE version Emergency Only (online/hybrid)	10/13/2020