EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE (CCC)
September 8, 2020

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

Recorder: C. Escutia

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

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

Guests: L. Linka, J. Meredith

1.   **APPROVAL OF MINUTES**
    A.   The minutes of June 9, 2020 were approved via email by the CCC on June 16, 2020.
    B.   The minutes of July 28, 2020 were approved via email by the CCC on August 3, 2020.

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

Chair Young thanked the committee for meeting during the summer to approve the addition of the "emergency only" verbiage to the DE Addendum and for approving the June minutes. She explained that, because of the efforts across campus, there are only a handful of courses still needing approval so we will handily beat the Chancellor's December 10 deadline.

Chair Young welcomed new members, Z. Murdock (Natural Sciences), R. Padilla (Counseling), P. Abraham (ASO), and L. Houske (Interim, Behavioral & Social Sciences) to the CCC. She thanked L. Houske for serving as the Standard Review representative for this meeting and acknowledged that M. Chaban will be serving as the Standard Review representative for the September 22 meeting.

3.   **CURRICULUM REVIEW**

    A.   **Consent Agenda - Course Proposals**
        The committee approved the following courses, which are ready for final action:
        1.   English 80 (ENGL 80)
        2.   English 82 (ENGL 82)
        3.   English 84 (ENGL 84)
        4.   English A (ENGL A)

5. English B (ENGL B)
6. Horticulture 41 (HORT 41)
7. Horticulture 42 (HORT 42)
8. Horticulture 53 (HORT 53)
9. Horticulture 54 (HORT 54)
10. Horticulture 55 (HORT 55)
11. Horticulture 56 (HORT 56)

B.   Consent Agenda – DE Addenda
The committee approved the following courses, which are ready for final action:
1. Anthropology 5 (ANTH 5)
2. Administration of Justice 49 (AJ 49)
3. Administration of Justice 150 (AJ 150)
4. Administration of Justice 190 (AJ 190)
5. Anatomy & Physiology 34A (APHY 34A)
6. Anatomy & Physiology 34B (APHY 34B)
7. Art 129 (ART 129)
8. Art 247A (ART 247A)
9. Astronomy 12 (ASTR 12)
10. Astronomy 99 (ASTR 99)
11. Biology 11 (BIOL 11)
12. Biology 12 (BIOL 12)
13. Biology 101H (BIOL 101H)
14. Biology 102 (BIOL 102)
15. Biology 102H (BIOL 102H)
16. Chemistry 1A (CHEM 1A)
17. Chemistry 1B (CHEM 1B)
18. Chemistry 7A (CHEM 7A)
19. Chemistry 7B (CHEM 7B)
20. Chemistry 21B (CHEM 21B)
21. Chemistry 99 (CHEM 99)
22. Film/Video 113 (FILM 113)
23. Film/Video 121 (FILM 121)
24. Film/Video 209 (FILM 209)
25. Fire & Emergency Technology 4 (FTEC 4)
26. Fire & Emergency Technology 19 (FTEC 19)
27. Fire & Emergency Technology 130 (FTEC 130)
28. Fire & Emergency Technology 131 (FTEC 131)
29. Fire & Emergency Technology 132 (FTEC 132)
30. Fire & Emergency Technology 133 (FTEC 133)
31. Fire & Emergency Technology 134 (FTEC 134)
32. Fire & Emergency Technology 135 (FTEC 135)
33. Fire & Emergency Technology 136 (FETC 136)
34. Fire & Emergency Technology 137 (FTEC 137)
35. Fire & Emergency Technology 138 (FTEC 138)
36. Fire & Emergency Technology 150 (FTEC 150)
37. Geography 6 (GEOG 6)

38. Geology 3 (GEOL 3)
39. Geology 32 (GEOL 32)
40. Geology 99 (GEOL 99)
41. History 101H (HIST 101H)
42. History 114 (HIST 114)
43. Japanese 1 (JAPA 1)
44. Japanese 2 (JAPA 2)
45. Microbiology 33 (MICR 33)
46. Music 215A (MUSI 215A)
47. Nursing 238 (NURS 238)
48. Nursing 244 (NURS 244)
49. Physics 1A (PHYS 1A)
50. Physics 1B (PHYS 1B)
51. Physics 1C (PHYS 1C)
52. Physics 1D (PHYS 1D)
53. Physics 2A (PHYS 2A)
54. Physics 2B (PHYS 2B)
55. Physics 3A (PHYS 3A)
56. Physics 3B (PHYS 3B)
57. Physics 11 (PHYS 11)
58. Physics 12 (PHYS 12)
59. Psychology 9A [109A] (PSYC 9A [109A])
60. Psychology 9B [109B] (PSYC 9B [109B])
61. Psychology 19 (PSYC 19)
62. Radiologic Technology 11 (RTEC 11)
63. Radiologic Technology 106 (RTEC 106)
64. Radiologic Technology 123 (RTEC 123)
65. Radiologic Technology 217 (RTEC 217)
66. Radiologic Technology 233 (RTEC 233)
67. Radiologic Technology 238 (RTEC 238)
68. Respiratory Care 174 (RC 174)
69. Respiratory Care 178 (RC 178)
70. Respiratory Care 288 (RC 288)
71. Respiratory Care 289 (RC 289)
72. Respiratory Care 296 (RC 296)
73. Respiratory Care 297 (RC 297)

CURRICULUM DISCUSSION

A.   **Consent Agenda – Course Proposals**

It was moved by J. Minei, seconded by E. Ambrosio, that the committee approve the consent agenda course proposals. The motion carried.

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

B. Consent Agenda – DE Addenda

It was moved by C. Glover, seconded by L. Houske, that the committee approve the consent agenda DE addenda. The motion carried.

4. CURRICULOG UPDATE:

Chair Young announced that Curriculog is operational and that there are currently 240 courses in the system thanks to the hard work of B. Knapp and C. Escutia. Input started with courses that were reviewed in fall 2018 followed by subsequent semesters. Courses that are listed on the Division Plans are being prioritized for entry into the new system. She explained the paper process is still an option for fall review as some departments had already begun reviewing proposals via paper or prefer not to move to Curriculog at this time. She stressed, however, that all courses will be reviewed in Curriculog in spring 2021.

Chair Young reported that the CCC will receive proposals via the paper process on Thursday, September 10 and that there will be proposals to review in Curriculog for the subsequent meetings.

Chair Young explained that she and L. Plum have begun trainings with deans, clerical support, and DCCs. CCC members are encouraged to contact J. Young to set up DCC and/or department trainings.

Chair Young reported that the role of clerical support will be vital as they will be responsible for importing and launching all proposals in Curriculog and forwarding them to the departments for modification and review. It was also pointed out that the Degrees and Certificates will continue to be reviewed via the paper process through spring 2021 and that the curriculum clerical support should contact the Curriculum Office for the form.

5. CURRICULUM TRAINING:

Curriculum training focused on the following topics: the CCC website and its resources; how to review and approve a course in Curriculog, the steps in the approval process, and how to complete a course modification.

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

L. Plum informed the CCC members that a Microsoft Teams site was being set up to allow access to Active course outlines. She reminded everyone, that at this time, Curriculog did not have an archival function that allowed access to finalized course outlines. She stated that Deans, Associate Deans, Administrative Assistants, CCC division reps, and the divisional clerical support would be added as members to the team site to access the course outlines.

She then asked the CCC members for input regarding voting within the course modification approval process. It was explained that upon the initial buildout, a listing of faculty was requested. Most submitted full-time and part-time faculty members. The course modification approval process needs 51% of department approval to move a course forward. This may be an issue with both full-time and part-time faculty being a part of the process. There was a discussion regarding who needs to be included and it was recommended that the Deans be

sent the list of faculty that are currently assigned to various departments. The list would be sent after the meeting.

There was also a discussion about the Microsoft Teams site and a handout for how to access it. L. Plum responded she would check with Professional Development regarding documentation for the trainings that they have been having.

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

J. Shankweiler stated that she will follow-up with the Deans to ensure the discussion regarding the course modification approval process and part-time faculty is discussed at the DCC meetings. She expressed her appreciation to the Curriculum Office: Chair Young, J. Plum, and C. Escutia for their dedication and hard work with curriculum.

8. **ANNOUNCEMENTS**
- CCC Meeting #2: September 22, 2020 – 2:30-4:30 p.m., Zoom

9. **ADJOURNMENT**
Chair Young called for a motion to adjourn the meeting. M. Chaban moved to adjourn, C. Striepe seconded, and the motion carried. Meeting was adjourned at 3:32 p.m.

Modification Type	Division	Course/Program Information	Rationale/Action	Curriculum Committee Approval Date
2-Year Course Review	NSCI	HORT 41 General Horticulture	2-year course review; Added new DE version (online/hybrid)	9/8/2020
2-Year Course Review	NSCI	HORT 42 Plant Propagation	2-year course review; Added new DE version Emergency Only (online/hybrid)	9/8/2020
2-Year Course Review	NSCI	HORT 53 Soils and Fertilizers	2-year course review; Added new DE version Emergency Only (online/hybrid)	9/8/2020
2-Year Course Review	NSCI	HORT 54 Landscape Design	2-year course review; Added new DE version Emergency Only (online/hybrid)	9/8/2020
2-Year Course Review	NSCI	HORT 55 Plant Identification – Trees	2-year course review; Added new DE version (online/hybrid)	9/8/2020
2-Year Course Review	NSCI	HORT 56 Plant Identification – Shrubs, Vines, Groundcovers	2-year course review; Added new DE version Emergency Only (online/hybrid)	9/8/2020
Inactivation	HUMA	ENGL 80 Basic Language Skills	Inactivation	9/8/2020
Inactivation	HUMA	ENGL 82 Introduction to Reading Skills	Inactivation	9/8/2020
Inactivation	HUMA	ENGL 84 Developmental Reading and Writing	Inactivation	9/8/2020
Inactivation	HUMA	ENGL A Writing the College Essay	Inactivation	9/8/2020
Inactivation	HUMA	ENGL B Introduction to College Writing	Inactivation	9/8/2020
DE Addendum	BSSC	ANTH 5 Physical Anthropology Lab	DE addendum; Added new DE version (online/hybrid)	9/8/2020
DE Addendum	BSSC	HIST 101H Honors United States History to 1877	DE addendum; Added new DE version (online/hybrid)	9/8/2020
DE Addendum	BSSC	HIST 114 History of Asian America in the U.S.	DE addendum; Added new DE version (online/hybrid)	9/8/2020
DE Addendum	BSSC	PSYC 9A [109A] Introduction to Statistics and Data Analysis for the Behavioral Sciences	DE addendum; Added new DE version (online/hybrid)	9/8/2020

DE Addendum	BSSC	PSYC 9B [109B] Research Methods in the Behavioral Sciences	DE addendum; Added new DE version (online/hybrid)	9/8/2020
DE Addendum	BSSC	PSYC 19 Psychology of Sexual Orientation and Gender Diversity	DE addendum; Added new DE version (online/hybrid)	9/8/2020
DE Addendum	FINE	ART 129 Fundamentals of Color	DE addendum; Added new DE version (online/hybrid)	9/8/2020
DE Addendum	FINE	ART 247A Intermediate Motion Graphics	DE addendum; Added new DE version (online/hybrid)	9/8/2020
DE Addendum	FINE	FILM 113 Screenplay Analysis	DE addendum; Added new DE version (online/hybrid)	9/8/2020
DE Addendum	FINE	FILM 121 Audio Production	DE addendum; Added new DE version (online/hybrid)	9/8/2020
DE Addendum	FINE	FILM 209 Introduction to Media Writing	DE addendum; Added new DE version (online/hybrid)	9/8/2020
DE Addendum	FINE	MUSI 215A Music History and Literature Up to 1750	DE addendum; Added new DE version (online/hybrid)	9/8/2020
DE Addendum	HEAL	AJ 49 Arrest and Firearms	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	HEAL	AJ 150 Peace Officer Training Module III	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	HEAL	AJ 190 Law Enforcement Explorer Academy	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	HEAL	FTEC 4 Fire Company Organization and Management	DE addendum; Added new DE version (online/hybrid)	9/8/2020
DE Addendum	HEAL	FTEC 19 Fire Service Entrance Preparation	DE addendum; Added new DE version (online/hybrid)	9/8/2020

DE Addendum	HEAL	FTEC 130 Basic Prehospital Care Principles	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	HEAL	FTEC 131 Field Assessing and Reporting	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	HEAL	FTEC 132 Prehospital Care Pharmacology	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	HEAL	FTEC 133 Basic and Advanced Life Support	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	HEAL	FTEC 134 Medical Emergencies	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	HEAL	FTEC 135 Traumatic Emergencies	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	HEAL	FETC 136 Special Patient Emergencies	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	HEAL	FTEC 137 Emergency Medical Services (EMS)/Legal Aspects/Documentation	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	HEAL	FTEC 138 Paramedic Clinical Internship	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	HEAL	FTEC 150 Fire Specialized Training	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020

DE Addendum	HEAL	RTEC 11 Fundamentals of Radiologic Technology	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	HEAL	RTEC 106 Clinical Experience 1	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	HEAL	RTEC 123 Radiographic Positioning 1A	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	HEAL	RTEC 217 Clinical Experience 4	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	HEAL	RTEC 233 Radiographic Positioning 2	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	HEAL	RTEC 238 Clinical Experience 7	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	HEAL	RC 174 Introduction to Respiratory Care Equipment and Patient Care Procedures	DE addendum; Added new DE version (online/hybrid)	9/8/2020
DE Addendum	HEAL	RC 178 Respiratory Care of the Critically Ill Patient I	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	HEAL	RC 288 Fundamentals of Pulmonary Function Testing	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	HEAL	RC 289 Advanced Respiratory Care of the Asthmatic Patient	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020

DE Addendum	HEAL	RC 296 Physical Examination in Advanced Respiratory Care	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	HEAL	RC 297 Perinatal and Pediatric Care in Advanced Respiratory Care	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	HEAL	NURS 238 Nursing Skills Practicum II	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	HEAL	NURS 244 Nursing Skills Practicum III	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	HUMA	JAPA 1 Elementary Japanese I	DE addendum; Added new DE version (online/hybrid)	9/8/2020
DE Addendum	HUMA	JAPA 2 Elementary Japanese II	DE addendum; Added new DE version (online/hybrid)	9/8/2020
DE Addendum	NSCI	APHY 34A Anatomy and Physiology I	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	NSCI	APHY 34B Anatomy and Physiology II	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	NSCI	ASTR 12 Astronomy Laboratory	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	NSCI	ASTR 99 Independent Study	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	NSCI	BIOL 101H Honors Principles of Biology I	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020

DE Addendum	NSCI	BIOL 102 Principles of Biology II	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	NSCI	BIOL 102H Honors Principles of Biology II	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	NSCI	BIOL 11 Fundamentals of Zoology	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	NSCI	BIOL 12 Field Zoology	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	NSCI	CHEM 1A General Chemistry I	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	NSCI	CHEM 1B General Chemistry II	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	NSCI	CHEM 7A Organic Chemistry I	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	NSCI	CHEM 7B Organic Chemistry II	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	NSCI	CHEM 21B Survey of Organic and Biochemistry	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	NSCI	CHEM 99 Independent Study	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	NSCI	GEOG 6 Physical Geography Lab	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020

DE Addendum	NSCI	GEOL 3 Physical Geology Laboratory	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	NSCI	GEOL 32 Geology Lab Owens Valley/Sierra Nevada	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	NSCI	GEOL 99 Independent Study	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	NSCI	MICR 33 General Microbiology	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/8/2020
DE Addendum	NSCI	PHYS 1A Mechanics of Solids	DE addendum; Added new DE version (online/hybrid)	9/8/2020
DE Addendum	NSCI	PHYS 1B Fluids, Heat and Sound	DE addendum; Added new DE version (online/hybrid)	9/8/2020
DE Addendum	NSCI	PHYS 1C Electricity and Magnetism	DE addendum; Added new DE version (online/hybrid)	9/8/2020
DE Addendum	NSCI	PHYS 1D Optics and Modern Physics	DE addendum; Added new DE version (online/hybrid)	9/8/2020
DE Addendum	NSCI	PHYS 2A General Physics	DE addendum; Added new DE version (online/hybrid)	9/8/2020
DE Addendum	NSCI	PHYS 2B General Physics	DE addendum; Added new DE version (online/hybrid)	9/8/2020
DE Addendum	NSCI	PHYS 3A General Physics with Calculus	DE addendum; Added new DE version (online/hybrid)	9/8/2020
DE Addendum	NSCI	PHYS 3B General Physics with Calculus	DE addendum; Added new DE version (online/hybrid)	9/8/2020
DE Addendum	NSCI	PHYS 11 Descriptive Intro-Physics	DE addendum; Added new DE version (online/hybrid)	9/8/2020
DE Addendum	NSCI	PHYS 12 Laboratory for Introductory Physics	DE addendum; Added new DE version (online/hybrid)	9/8/2020