EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE (CCC)
September 22, 2020

CALL TO ORDER
Meeting called to order at 2:33 p.m. by Chair Young.

Recorder: C. Escutia

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

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

Guests: L. Linka

1. **APPROVAL OF MINUTES**

   The minutes of September 8, 2020 were approved via email by the CCC on September 15, 2020.

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

   Chair Young thanked the CCC for approving the September 8 minutes via email, M. Chaban for serving as the Standard Review representative for today's meeting, and J. Minei for serving as the Standard Review representative for the next meeting. CCC representatives should expect some proposals via paper and others in Curriculog from Behavioral and Social Sciences for the October 13 meeting.

   Chair Young mentioned that, thanks to the work of C. Escutia, the Curriculog User Guides are posted on the CCC website. She encouraged CCC members to refer to the website often for important information which includes agendas, minutes, submission dates, forms, and resources.

   Curriculog trainings for DCC members and faculty will continue. Contact J. Young to set up trainings for your DCC/faculty.

   Chair Young explained that she will host a Curriculog Café after each CCC meeting starting with the October 13 meeting. Once formally adjourned, CCC members may stay online to ask questions or provide comments about Curriculog.

L. Plum sent an email to the divisions asking for the list of voting members for each department. Specifically, department faculty is being asked if they want part-time faculty given voting status in the system. Since Curriculog has a feature that allows a proposal to be emailed to any ECC faculty member for review and comment, most departments are opting to consult with adjunct faculty on curriculum and not have them listed as voting members in Curriculog. It is up to each department to make this determination. Please send your lists to L. Plum by September 30, 2020 so she can update the system.

3. **CURRICULUM REVIEW**

    A. **Full Course Review**
       The committee approved the following courses, which are ready for final action:
       1. Chinese 1 (CHIN 1)
       2. Chinese 2 (CHIN 2)
       3. Chinese 3 (CHIN 3)
       4. French 1 (FREN 1)
       5. French 2 (FREN 2)
       6. French 3 (FREN 3)
       7. French 4 (FREN 4)
       8. German 1 (GERM 1)
       9. German 2 (GERM 2)
       10. Italian 1 (ITAL 1)
       11. Italian 2 (ITAL 2)
       12. Japanese 1 (JAPA 1)
       13. Japanese 2 (JAPA 2)
       14. Japanese 3 (JAPA 3)
       15. Japanese 4 (JAPA 4)
       16. Spanish 1 (SPAN 1)
       17. Spanish 1H (SPAN 1H)
       18. Spanish 2 (SPAN 2)
       19. Spanish 3 (SPAN 3)
       20. Spanish 4 (SPAN 4)
       21. Spanish 52A (SPAN 52A)
       22. Spanish 52B (SPAN 52B)

    B. **Full Program Review**
       The committee approved the following programs, which are ready for final action:
       1. Computer Systems Applications Certificate of Achievement
       2. Mortgage Loan Brokering Certificate of Achievement
       3. Real Estate Appraisal Certificate of Achievement
       4. Real Estate Broker Certificate of Achievement
       5. Real Estate Escrow Certificate of Achievement
       6. Real Estate Finance Certificate of Achievement
       7. Real Estate Investments Certificate of Achievement
       8. Real Estate Property Management Certificate of Achievement
       9. Real Estate Salesperson Certificate of Achievement

C. **Consent Agenda - Course Proposals**
The committee approved the following courses, which are ready for final action:
1. Business 11 (BUS 11)
2. Business 20 (BUS 20)
3. Business 27 (BUS 27)
4. Business 60A (BUS 60A)
5. Business 60B (BUS 60B)
6. Business 74 (BUS 74)
7. Computer Information Systems 2 (CIS 2)
8. Computer Information Systems 11 (CIS 11)
9. Computer Information Systems 13 (CIS 13)
10. Computer Information Systems 16 (CIS 16)
11. Computer Information Systems 26 (CIS 26)
12. Computer Information Systems 40 (CIS 40)
13. Computer Information Systems 133 (CIS 133)
14. Computer Information Systems 134 (CIS 134)
15. Computer Information Systems 136 (CIS 136)
16. Computer Information Systems 152 (CIS 152)
17. Computer Information Systems 154 (CIS 154)
18. Computer Information Systems 156 (CIS 156)
19. Law 11 (LAW 11)
20. Law 12 (LAW 12)
21. Law 18 (LAW 18)

Consent Agenda – DE Addenda Proposals

The committee approved the following courses, which are ready for final action:
1. Computer Science 99 (CSCI 99)
2. Engineering 9 (ENGR 9)
3. Mathematics 12 (MATH 12)
4. Mathematics 23 (MATH 23)
5. Mathematics 37 (MATH 37)
6. Mathematics 60 (MATH 60)
7. Mathematics 67 (MATH 67)
8. Mathematics 80S (MATH 80S)
9. Mathematics 115 (MATH 115)
10. Mathematics 120S (MATH 120S)
11. Mathematics 130S (MATH 130S)
12. Mathematics 140 (MATH 140)
13. Mathematics 150H (MATH 150H)
14. Mathematics 150S (MATH 150S)
15. Mathematics 165 (MATH 165)
16. Mathematics 170 (MATH 170)
17. Mathematics 170S (MATH 170S)
18. Mathematics 180 (MATH 180)
19. Mathematics 180S (MATH 180S)
20. Mathematics 190 (MATH 190)

21. Mathematics 191 (MATH 191)
22. Mathematics 210 (MATH 210)
23. Mathematics 220 (MATH 220)
24. Mathematics 270 (MATH 270)
25. Nursing 144 (NURS 144)
26. Nursing 149 (NURS 149)
27. Nursing 220 (NURS 220)
28. Nursing 222 (NURS 222)
29. Nursing 226 (NURS 226)
30. Nursing 230 (NURS 230)
31. Nursing 232 (NURS 232)
32. Nursing 234 (NURS 234)
33. Nursing 240 (NURS 240)
34. Nursing 242 (NURS 242)
35. Nursing 254 (NURS 254)
36. Nursing 255 (NURS 255)
37. Respiratory Care 298 (RC 298)

CURRICULUM DISCUSSION

A.   Full Course Review

Humanities Division

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

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

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

B.   Full Program Review

Business Division

Chair Young noted that, per CCC recommendations, the required units for all of the Business certificates were listed on the proposals.

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

C.   Consent Agenda Proposals

It was moved by E. Ambrosio, seconded by L. Houske, that the committee approve the consent agenda proposals. The motion carried.

4. **ANNUAL CERTIFICATION TRAINING:**

    Chair Young conducted the annual certification training for CCC members that included the impact of curriculum on other entities, roles and responsibilities of the DCC, CCC, and ex-officio members, compliance, quality control, certificates and degrees, course review cycles, processes for tracking proposals, and various resources. The next training will focus on prerequisites and recommended preparations. The training handout will be emailed to the CCC and will be posted on the CCC website under Forms and Resources.

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

    No report.

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

    J. Shankweiler stated that the College Load Review Committee has been working on a standardized process for determining initial class size. Currently, there is no consistency among departments regarding class size. The process will need to go through consultation and to AFT for review. Once the Council of Deans have reviewed it, J. Shankweiler requested that the CCC review the process and make suggestions.

    J. Shankweiler noted that the Accreditation Team Site Visit is next week, September 28 – October 1. Due to the COVID-19 pandemic, the site visit will be conducted virtually. The Accreditation Visiting Team has requested to meet with the Curriculum Chair and CCC. The virtual meeting will take place on Tuesday, September 29 at 11:00 a.m. R. Mahowald will send CCC members the Zoom invite. Although the meeting is not mandatory, J. Shankweiler hopes that half of the CCC members can attend. Marketing & Communications sent out information regarding the accreditation event schedule including three public events that all are welcome to attend. Zoom links to the virtual events are listed in the email.

    J. Shankweiler gave credit to J. Young and L. Plum for their work in streamlining the curriculum process and for helping change the negative connotations of the past.

7. **ANNOUNCEMENTS**
    - CCC Meeting #3: October 13, 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, L. Houske seconded, and the motion carried. Meeting was adjourned at 3:36 p.m.

Modification Type	Division	Course/Program Information	Rationale/Action	Curriculum Committee Approval Date
2-Year Course Review	BUSI	BUS 11 Accounting for Small Business	2-year course review; Change to conditions of enrollment	9/22/2020
2-Year Course Review	BUSI	BUS 20 Business Management	2-year course review; Change to conditions of enrollment	9/22/2020
2-Year Course Review	BUSI	BUS 27 Effective English for Business	2-year course review; Change to conditions of enrollment	9/22/2020
2-Year Course Review	BUSI	BUS 60A Microcomputer Keyboarding I	2-year course review	9/22/2020
2-Year Course Review	BUSI	BUS 60B Microcomputer Keyboarding II and Document Processing	2-year course review	9/22/2020
2-Year Course Review	BUSI	BUS 74 New Media Marketing	2-year course review; Change to conditions of enrollment	9/22/2020
2-Year Course Review	BUSI	CIS 2 Office Applications	2-year course review	9/22/2020
2-Year Course Review	BUSI	CIS 11 Help Desk Operations	2-year course review	9/22/2020
2-Year Course Review	BUSI	CIS 13 Computer Information Systems	2-year course review	9/22/2020
2-Year Course Review	BUSI	CIS 16 Application Development and Programming Using Visual Basic.Net	2-year course review	9/22/2020
2-Year Course Review	BUSI	CIS 26 Using Microsoft Excel	2-year course review	9/22/2020
2-Year Course Review	BUSI	CIS 40 Personal Computer Support & Networking	2-year course review	9/22/2020
2-Year Course Review	BUSI	CIS 133 Mashup JavaScript, jQuery and AJAX	2-year course review	9/22/2020
2-Year Course Review	BUSI	CIS 134 ASP.NET with C# Business Web Programming	2-year course review	9/22/2020
2-Year Course Review	BUSI	CIS 136 Building Mobile Apps	2-year course review	9/22/2020
2-Year Course Review	BUSI	CIS 152 Data Storage with AWS	2-year course review	9/22/2020
2-Year Course Review	BUSI	CIS 154 Compute Engines with AWS	2-year course review; Change to conditions of enrollment	9/22/2020
2-Year Course Review	BUSI	CIS 156 Security with AWS	2-year course review	9/22/2020

2-Year Course Review	BUSI	LAW 11 Introduction to Legal Research	2-year course review; Change to conditions of enrollment	9/22/2020
2-Year Course Review	BUSI	LAW 12 Probate Procedures	2-year course review	9/22/2020
2-Year Course Review	BUSI	LAW 18 Wills, Trusts and Estate Planning	2-year course review	9/22/2020
Course Review	HUMA	CHIN 1 Elementary Chinese I	Course review; Changes to conditions of enrollment; course units	9/22/2020
Course Review	HUMA	CHIN 2 Elementary Chinese II	Course review; Change to course units	9/22/2020
Course Review	HUMA	CHIN 3 Intermediate Chinese I	Course review; Change to course units	9/22/2020
Course Review	HUMA	FREN 1 Elementary French I	Course review; Changes to conditions of enrollment; course units	9/22/2020
Course Review	HUMA	FREN 2 Elementary French II	Course review; Change to course units	9/22/2020
Course Review	HUMA	FREN 3 Intermediate French I	Course review; Change to course units	9/22/2020
Course Review	HUMA	FREN 4 Intermediate French II	Course review; Change to course units	9/22/2020
Course Review	HUMA	GERM 1 Elementary German I	Course review; Changes to conditions of enrollment; course units	9/22/2020
Course Review	HUMA	GERM 2 Elementary German II	Course review; Change to course units	9/22/2020
Course Review	HUMA	ITAL 1 Elementary Italian I	Course review; Changes to conditions of enrollment; course units	9/22/2020
Course Review	HUMA	ITAL 2 Elementary Italian II	Course review; Change to course units	9/22/2020
Course Review	HUMA	JAPA 1 Elementary Japanese I	Course review; Changes to conditions of enrollment; course units	9/22/2020
Course Review	HUMA	JAPA 2 Elementary Japanese II	Course review; Change to course units	9/22/2020
Course Review	HUMA	JAPA 3 Intermediate Japanese I	Course review; Change to course units	9/22/2020
Course Review	HUMA	JAPA 4 Intermediate Japanese II	Course review; Change to course units	9/22/2020

Course Review	HUMA	SPAN 1 Elementary Spanish I	Course review; Changes to conditions of enrollment; course units	9/22/2020
Course Review	HUMA	SPAN 1H Honors Elementary Spanish I	Course review; Changes to conditions of enrollment; course units	9/22/2020
Course Review	HUMA	SPAN 2 Elementary Spanish II	Course review; Change to course units	9/22/2020
Course Review	HUMA	SPAN 3 Intermediate Spanish I	Course review; Change to course units	9/22/2020
Course Review	HUMA	SPAN 4 Intermediate Spanish II	Course review; Change to course units	9/22/2020
Course Review	HUMA	SPAN 52A Spanish for Native Speakers I	Course review; Changes to catalog description; course units	9/22/2020
Course Review	HUMA	SPAN 52B Spanish for Native Speakers II	Course review; Changes to catalog description; course units	9/22/2020
New Program	BUSI	Real Estate Broker Certificate of Achievement	New program	9/22/2020
New Program	BUSI	Real Estate Escrow Certificate of Achievement	New program	9/22/2020
New Program	BUSI	Real Estate Finance Certificate of Achievement	New program	9/22/2020
New Program	BUSI	Real Estate Investments Certificate of Achievement	New program	9/22/2020
New Program	BUSI	Real Estate Property Management Certificate of Achievement	New program	9/22/2020
New Program	BUSI	Real Estate Salesperson Certificate of Achievement	New program	9/22/2020
Program Inactivation	BUSI	Computer Systems Applications Certificate of Achievement	Program inactivation	9/22/2020
Program Revision	BUSI	Mortgage Loan Brokering Certificate of Achievement	Program revision; Change to course requirements	9/22/2020
Program Revision	BUSI	Real Estate Appraisal Certificate of Achievement	Program revision; Change to course requirements	9/22/2020
DE Addendum	HEAL	NURS 144 Dosage Calculations	DE addendum; Added new DE version (hybrid)	9/22/2020
DE Addendum	HEAL	NURS 149 Prep Adv Placement in Nursing	DE addendum; Added new DE version (hybrid)	9/22/2020

DE Addendum	HEAL	NURS 220 Nursing Fundamentals	DE addendum; Added new DE version (hybrid)	9/22/2020
DE Addendum	HEAL	NURS 222 Medical Surgical Nursing - Older Adult	DE addendum; Added new DE version (hybrid)	9/22/2020
DE Addendum	HEAL	NURS 226 Nursing Skills Practicum I	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/22/2020
DE Addendum	HEAL	NURS 230 Mental Health Nursing	DE addendum; Added new DE version (hybrid)	9/22/2020
DE Addendum	HEAL	NURS 232 Obstetrical Patients and the Newborn	DE addendum; Added new DE version (hybrid)	9/22/2020
DE Addendum	HEAL	NURS 234 Pediatric Nursing	DE addendum; Added new DE version (hybrid)	9/22/2020
DE Addendum	HEAL	NURS 240 Intermediate Medical - Surgical Nursing I	DE addendum; Added new DE version (hybrid)	9/22/2020
DE Addendum	HEAL	NURS 242 Intermediate Medical - Surgical Nursing II	DE addendum; Added new DE version (hybrid)	9/22/2020
DE Addendum	HEAL	NURS 254 Advanced Nursing Process I	DE addendum; Added new DE version (hybrid)	9/22/2020
DE Addendum	HEAL	NURS 255 Advanced Nursing Process II - Clinical Preceptorship	DE addendum; Added new DE version (hybrid)	9/22/2020
DE Addendum	HEAL	RC 298 Advanced Emergency Management	DE addendum; Added new DE version Emergency Only (online/hybrid)	9/22/2020
DE Addendum	MATH	CSCI 99 Independent Study	DE addendum; Added new DE version (online/hybrid)	9/22/2020
DE Addendum	MATH	ENGR 9 Engineering Mechanics - Statics	DE addendum; Added new DE version (online/hybrid)	9/22/2020
DE Addendum	MATH	MATH 12 Basic Arithmetic Skills	DE addendum; Added new DE version (online/hybrid)	9/22/2020
DE Addendum	MATH	MATH 23 Pre-Algebra	DE addendum; Added new DE version (online/hybrid)	9/22/2020
DE Addendum	MATH	MATH 37 Basic Accelerated Mathematics	DE addendum; Added new DE version (online/hybrid)	9/22/2020
DE Addendum	MATH	MATH 60 Elementary Geometry	DE addendum; Added new DE version (online/hybrid)	9/22/2020

DE Addendum	MATH	MATH 67 General Education Algebra	DE addendum; Added new DE version (online/hybrid)	9/22/2020
DE Addendum	MATH	MATH 80S Intermediate Algebra Support	DE addendum; Added new DE version (online/hybrid)	9/22/2020
DE Addendum	MATH	MATH 115 Probability and Statistics for Prospective Elementary School Teachers	DE addendum; Added new DE version (online/hybrid)	9/22/2020
DE Addendum	MATH	MATH 120S Liberal Arts Mathematics Support	DE addendum; Added new DE version (online/hybrid)	9/22/2020
DE Addendum	MATH	MATH 130S College Algebra Support	DE addendum; Added new DE version (online/hybrid)	9/22/2020
DE Addendum	MATH	MATH 140 Finite Mathematics for Business and Social Sciences	DE addendum; Added new DE version (online/hybrid)	9/22/2020
DE Addendum	MATH	MATH 150H Honors Elementary Statistics with Probability	DE addendum; Added new DE version (online/hybrid)	9/22/2020
DE Addendum	MATH	MATH 150S Elementary Statistics Support	DE addendum; Added new DE version (online/hybrid)	9/22/2020
DE Addendum	MATH	MATH 165 Calculus for Business and Social Sciences	DE addendum; Added new DE version (online/hybrid)	9/22/2020
DE Addendum	MATH	MATH 170 Trigonometry	DE addendum; Added new DE version (online/hybrid)	9/22/2020
DE Addendum	MATH	MATH 170S Trigonometry Support	DE addendum; Added new DE version (online/hybrid)	9/22/2020
DE Addendum	MATH	MATH 180 Pre-Calculus	DE addendum; Added new DE version (online/hybrid)	9/22/2020
DE Addendum	MATH	MATH 180S Pre-Calculus Support	DE addendum; Added new DE version (online/hybrid)	9/22/2020
DE Addendum	MATH	MATH 190 Single Variable Calculus and Analytic Geometry I	DE addendum; Added new DE version (online/hybrid)	9/22/2020

DE Addendum	MATH	MATH 191 Single Variable Calculus and Analytic Geometry II	DE addendum; Added new DE version (online/hybrid)	9/22/2020
DE Addendum	MATH	MATH 210 Introduction to Discrete Structures	DE addendum; Added new DE version (online/hybrid)	9/22/2020
DE Addendum	MATH	MATH 220 Multi-Variable Calculus	DE addendum; Added new DE version (online/hybrid)	9/22/2020
DE Addendum	MATH	MATH 270 Differential Equations with Linear Algebra	DE addendum; Added new DE version (online/hybrid)	9/22/2020