EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE (CCC)
November 22, 2022

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

Recorder: C. Escutia

Members:
Present: M. Anderson, K. Daniel-DiGregorio, D. Eldanaf, M. Kline, M. Lipe, C. Lopez, M. McMillan,
             J. Minei, Z. Murdock, R. Padilla, S. Porter
Absent: W. Cox

Ex-Officio Members:
Present: R. Gloyer, L. Suekawa, M. Wolfenstein
Excused: L. Marquez, I. Zugic
Absent: L. Justice, L. Young

1. **APPROVAL OF MINUTES**

    The minutes of November 8, 2022 were approved via email by the CCC on November 18, 2022.

2. **CHAIR'S REPORT:** College Curriculum Committee Chair – E. Ambrosio

    Chair Ambrosio thanked the CCC for approving the minutes of November 8 via email, S. Porter for serving as the Standard Review representative for today's meeting, and M. Anderson for agreeing to serve as the Standard Review representative for the next meeting. He announced that the B.S. Respiratory Care courses will be on the next agenda for full review. EDEV 29, EDEV 32, and EDEV 33 were tabled to the next meeting in order to review changes to the catalog descriptions.

3. **CURRICULUM REVIEW**

    A. **Full Course Review**
       The committee approved the following courses, which are ready for final action:
       1.   Architecture 252 (ARCH 252)
       2.   Business 124 (BUS 124)
       3.   Business 125 (BUS 125)
       4.   Child Development 129 (CDEV 129)
       5.   Child Development 130 (CDEV 130)
       6.   Child Development 131 (CDEV 131)
       7.   Child Development 152 (CDEV 152)
       8.   Communication Studies 292abcd (COMS 292abcd)
       9.   Computer Information Systems 13 (CIS 13)
       10. Computer Information Systems 120 (CIS 120)
       11. Computer Information Systems 150 (CIS 150)

12. Computer Information Systems 154 (CIS 154)
13. Computer Information Systems 156 (CIS 156)
14. Educational Development 140 (EDEV 140)
15. Microbiology 33 (MICR 33)
16. Music 183 (MUSI 183)
17. Nursing 248 (NURS 248)
18. Physical Education 220 [220A] (PE 220 [220A])
19. Real Estate 11 (RE 11)
20. Real Estate 12A (RE 12A)
21. Real Estate 13 (RE 13)
22. Real Estate 14A (RE 14A)
23. Real Estate 14B (RE 14B)
24. Real Estate 16 (RE 16)
25. Real Estate 19 (RE 19)
26. Real Estate 21 (RE 21)
27. Real Estate 26 (RE 26)
28. Real Estate 31 (RE 31)
29. Real Estate 40 (RE 40)
30. Real Estate 41 (RE 41)
31. Sociology 107 (SOCI 107)
32. Spanish 3 (SPAN 3)
33. Spanish 4 (SPAN 4)

B.   Full Program Review
The committee approved the following programs, which are ready for final action:
1. Actuarial Sciences A.S. Degree
2. Biotechnology A.S. Degree
3. Biotechnology Laboratory Assistant Certificate of Achievement
4. Biotechnology Technician Certificate of Achievement

C.   Consent Agenda Proposals
The committee approved the following courses, which are ready for final action:
1. Art History 106 (AHIS 106)
2. Business 145 (BUS 145)
3. Business 146 (BUS 146)
4. Child Development 165 (CDEV 165)
5. Computer Information Systems 2 (CIS 2)
6. Computer Information Systems 11 (CIS 11)
7. Computer Information Systems 16 (CIS 16)
8. Computer Information Systems 26 (CIS 26)
9. Computer Information Systems 28 (CIS 28)
10. Computer Information Systems 29 (CIS 29)
11. Computer Information Systems 40 (CIS 40)
12. Computer Information Systems 80 (CIS 80)
13. Computer Information Systems 119 (CIS 119)
14. Computer Information Systems 121 (CIS 121)
15. Computer Information Systems 133 (CIS 133)

16. Computer Information Systems 134 (CIS 134)
17. Computer Information Systems 136 (CIS 136)
18. Computer Information Systems 137 (CIS 137)
19. Computer Information Systems 152 (CIS 152)
20. Computer Science 40 (CSCI 40)
21. History 105 (HIST 105)
22. History 108 (HIST 108)
23. History 114 (HIST 114)
24. Horticulture 41 (HORT 41)
25. Horticulture 42 (HORT 42)
26. Horticulture 44 (HORT 44)
27. Horticulture 46 (HORT 46)
28. Horticulture 53 (HORT 53)
29. Horticulture 54 (HORT 54)
30. Horticulture 55 (HORT 55)
31. Horticulture 56 (HORT 56)
32. Horticulture 60 (HORT 60)
33. Political Science 1 (POLI 1)
34. Political Science 1H (POLI 1H)
35. Political Science 5 (POLI 5)
36. Sociology 110 (SOCI 110)

CURRICULUM DISCUSSION

   A.   **Full Course Review**

   <u>Behavioral and Social Sciences Division</u>

   The following courses were presented for course review:

   CDEV 129 Introduction to Program Administration
   CDEV 130 Principles of Program Administration
   CDEV 131 Supervising and Mentoring Adults
   CDEV 152 Curriculum and Strategies for Children with Special Needs
   SOCI 107 Issues of Race and Ethnicity in the United States

   It was moved by M. Kline, seconded by Z. Murdock, that the committee approve the course proposals. The motion carried.

   It was moved by M. Kline, seconded by Z. Murdock, that the committee approve the course delivery methods. The motion carried.

   It was moved by M. Kline, seconded by Z. Murdock, that the committee approve the conditions of enrollment. The motion carried.

   <u>Business Division</u>

   The following courses were presented for course review:

   BUS 124 Small Business Entrepreneurship [Entrepreneurship Start-up Planning and Funding]

BUS 125 New Venture Creation [Entrepreneurship Start-up Operations and Management]
CIS 13 Computer Information Systems
CIS 120 Computer Forensics [Digital Forensics]
CIS 150 Cloud Computing with AWS
CIS 154 Compute Engines with AWS
CIS 156 Security with AWS
RE 11 Real Estate Principles
RE 12A Legal Aspects of Real Estate
RE 13 Real Estate Practice
RE 14A Real Estate Finance I
RE 14B Advanced Real Estate Finance
RE 16 Real Estate Economics
RE 19 Real Property Management
RE 21 Real Estate Investments
RE 26 Escrows
RE 31 Mortgage Loan Brokering and Lending
RE 40 Real Estate Appraisal
RE 41 Advanced Real Estate Appraisal

It was moved by S. Porter, seconded by M. McMillan, that the committee approve the course proposals. The motion carried.

It was moved by S. Porter, seconded by M. McMillan, that the committee approve the course delivery methods. The motion carried.

It was moved by S. Porter, seconded by M. McMillan, that the committee approve the conditions of enrollment. The motion carried.

Fine Arts Division

The following courses were presented for course review:

COMS 292abcd Forensics - Individual Events
MUSI 183 Keyboarding for Commercial Music

It was moved by J. Minei, seconded by Z. Murdock, that the committee approve the course proposals. The motion carried.

It was moved by J. Minei, seconded by Z. Murdock, that the committee approve the course delivery methods. The motion carried.

It was moved by J. Minei, seconded by Z. Murdock, that the committee approve the conditions of enrollment. The motion carried.

Health Sciences and Athletics Division

The following courses were presented for course review:

NURS 248 Advanced Medical-Surgical Nursing II Preceptorship
PE 220 [220A] [Beginning] Naginata: A Japanese Martial Art

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

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

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

Humanities Division

The following courses were presented for course review:

SPAN 3 Intermediate Spanish I
SPAN 4 Intermediate Spanish II

It was moved by Z. Murdock, seconded by S. Porter, that the committee approve the course proposals. The motion carried.

It was moved by Z. Murdock, seconded by S. Porter, that the committee approve the course delivery methods. The motion carried.

It was moved by Z. Murdock, seconded by S. Porter, that the committee approve the conditions of enrollment. The motion carried.

Industry and Technology Division

ARCH 252 Construction Documentation II was presented for course review.

It was moved by M. Anderson, seconded by M. Kline, that the committee approve the course proposal. The motion carried.

It was moved by M. Anderson, seconded by M. Kline, that the committee approve the course delivery method. The motion carried.

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

Library and Learning Resources Division

EDEV 140 Assisted Computer Literacy was presented for course review.

It was moved by M. McMillan, seconded by S. Porter, that the committee approve the course proposal. The motion carried.

It was moved by M. McMillan, seconded by S. Porter, that the committee approve the course delivery method. The motion carried.

It was moved by M. McMillan, seconded by S. Porter, that the committee approve the conditions of enrollment. The motion carried.

Natural Sciences Division

MICR 33 General Microbiology was presented for course review.

It was moved by Z. Murdock, seconded by M. Kline, that the committee approve the course proposal. The motion carried.

It was moved by Z. Murdock, seconded by M. Kline, that the committee approve the course delivery method. The motion carried.

It was moved by Z. Murdock, seconded by M. Kline, that the committee approve the conditions of enrollment. The motion carried.

B. **Full Program Review**

Mathematical Sciences Division

The Actuarial Sciences A.S. Degree was presented as new program proposal.

It was moved by Z. Murdock, seconded by D. Eldanaf, that the committee approve the program proposal. The motion carried.

Natural Sciences Division

The following were presented as new program proposals:

Biotechnology A.S. Degree
Biotechnology Laboratory Assistant Certificate of Achievement
Biotechnology Technician Certificate of Achievement

It was moved by Z. Murdock, seconded by M. Kline, that the committee approve the program proposals. The motion carried.

C. **Consent Agenda Proposals**

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

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

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

4. **ADDING HYFLEX TO THE DE ADDENDUM**
M. Wolfenstein reviewed a draft of the worksheet for adding a HyFlex delivery option to the DE addendum. A discussion ensued concerning language in the sections on Administration of Examinations (#4) and Text/Supplemental Readings/Materials (#5). M. McMillan volunteered to submit language regarding OER/ZTC. Feedback collected will be incorporated into the draft and sent out to CCC members to review. If possible, a final vote on the form will take place at the next CCC meeting on December 13. Once finalized, the form will be put into Curriculog.

5. **NONCREDIT COURSE NUMBERING/RENUMBERING**
Chair Ambrosio recapped the college's desire to designate noncredit courses with the 500/600 series numbers rather than the "N" acronym. Chair Ambrosio called for a motion to approve the change in course designation for noncredit courses to the 500/600 series level. It was moved by M. Kline, seconded by Z. Murdock. The motion carried.

6. **ASSIST NEXT GEN! DEMO**
L. Suekawa gave a live demonstration on Assist.org, the official course transfer and articulation

system for California public colleges and universities. She demonstrated how the website can be a useful tool when creating courses by searching other college's course outlines. To obtain individual access to Assist.org, please contact L. Suekawa.

7. **CURRICULUM SPECIALIST'S REPORT:** Curriculum Specialist – L. Marquez
No report.

8. **VICE PRESIDENT'S REPORT:** Vice President of Academic Affairs – C. Lopez
C. Lopez shared information regarding the AB 928 public meeting on December 7, which will be held virtually. Additional information regarding the meeting will be sent out to members.

9. **ANNOUNCEMENTS**

- The Curriculog Café will be open after the meeting today.
- Next CCC Meeting: December 13, 2022 – 2:30-4:30 p.m., DE 166/Zoom

10. **ADJOURNMENT**
Chair Ambrosio called for a motion to adjourn the meeting. J. Minei moved to adjourn, S. Porter seconded, and the motion carried. Meeting was adjourned at 3:38 p.m.

Modification Type	Division	Course/Program Information	Rationale/Action	Curriculum Committee Approval Date
Course Review	BSSC	CDEV 129 Introduction to Program Administration	Course review; Change to conditions of enrollment	11/22/2022
Course Review	BSSC	CDEV 130 Principles of Program Administration	Course review; Change to conditions of enrollment	11/22/2022
Course Review	BSSC	CDEV 131 Supervising and Mentoring Adults	Course review; Change to conditions of enrollment	11/22/2022
Course Review	BSSC	CDEV 152 Curriculum and Strategies for Children with Special Needs	Course review; Changes to catalog description; conditions of enrollment	11/22/2022
Course Review	BSSC	CDEV 165 Autism, ADHD, Physical, and Health Impairments	Course review; Change to conditions of enrollment	11/22/2022
Course Review	BSSC	HIST 105 Women and American History from the Colonial Era to 1877	Course review	11/22/2022
Course Review	BSSC	HIST 108 United States History: The American Indian Experience	Course review	11/22/2022
Course Review	BSSC	HIST 114 History of the Asian American in the United States	Course review	11/22/2022
Course Review	BSSC	POLI 1 Governments of the United States and California	Course review	11/22/2022
Course Review	BSSC	POLI 1H Honors Governments of the United States and California	Course review	11/22/2022
Course Review	BSSC	POLI 5 Ethnicity in the American Political Process	Course review	11/22/2022
Course Review	BSSC	SOCI 107 Issues of Race and Ethnicity in the United States	Course review; Changes to catalog description; conditions of enrollment	11/22/2022
Course Review	BSSC	SOCI 110 Introduction to Social Work	Course review	11/22/2022
Course Review	BUSI	BUS 124 Small Business Entrepreneurship [Entrepreneurship Start-up Planning and Funding]	Course review; Changes to catalog description; conditions of enrollment; descriptive title	11/22/2022
Course Review	BUSI	BUS 125 New Venture Creation [Entrepreneurship Start-up Operations and Management]	Course review; Changes to catalog description; conditions of enrollment; descriptive title; lecture hours; course units	11/22/2022
Course Review	BUSI	BUS 145 Keyboarding I	Course review	11/22/2022
Course Review	BUSI	BUS 146 Keyboarding II	Course review	11/22/2022

Course Review	BUSI	CIS 2 Office Applications	Course review	11/22/2022
Course Review	BUSI	CIS 11 Help Desk Operations	Course review	11/22/2022
Course Review	BUSI	CIS 13 Computer Information Systems	Course review; Change to conditions of enrollment	11/22/2022
Course Review	BUSI	CIS 16 Application Development and Programming Using Visual Basic.Net	Course review	11/22/2022
Course Review	BUSI	CIS 26 Using Microsoft Excel	Course review	11/22/2022
Course Review	BUSI	CIS 28 Database Management Using Microsoft Access	Course review	11/22/2022
Course Review	BUSI	CIS 29 Advanced Database Applications	Course review	11/22/2022
Course Review	BUSI	CIS 40 Personal Computer Support and Networking	Course review	11/22/2022
Course Review	BUSI	CIS 80 Database Programming	Course review	11/22/2022
Course Review	BUSI	CIS 119 Introduction to Computer Security	Course review	11/22/2022
Course Review	BUSI	CIS 120 Computer Forensics [Digital Forensics]	Course review; Changes to catalog description; descriptive title	11/22/2022
Course Review	BUSI	CIS 121 Cybersecurity Programming with Python	Course review	11/22/2022
Course Review	BUSI	CIS 133 Mashup JavaScript, jQuery, and AJAX	Course review	11/22/2022
Course Review	BUSI	CIS 134 ASP.NET with C# Business Web Programming	Course review	11/22/2022
Course Review	BUSI	CIS 136 Building Mobile Apps	Course review	11/22/2022
Course Review	BUSI	CIS 137 Computer Networking Fundamentals	Course review	11/22/2022
Course Review	BUSI	CIS 150 Cloud Computing with AWS	Course review; Change to conditions of enrollment	11/22/2022
Course Review	BUSI	CIS 152 Data Storage with AWS	Course review	11/22/2022
Course Review	BUSI	CIS 154 Compute Engines with AWS	Course review; Change to conditions of enrollment	11/22/2022
Course Review	BUSI	CIS 156 Security with AWS	Course review; Change to conditions of enrollment	11/22/2022
Course Review	BUSI	RE 11 Real Estate Principles	Course review; Changes to catalog description; conditions of enrollment	11/22/2022

Course Review	BUSI	RE 12A Legal Aspects of Real Estate	Course review; Changes to catalog description; conditions of enrollment	11/22/2022
Course Review	BUSI	RE 13 Real Estate Practice	Course review; Changes to catalog description; conditions of enrollment	11/22/2022
Course Review	BUSI	RE 14A Real Estate Finance I	Course review; Changes to catalog description; conditions of enrollment	11/22/2022
Course Review	BUSI	RE 14B Advanced Real Estate Finance	Course review; Change to catalog description	11/22/2022
Course Review	BUSI	RE 16 Real Estate Economics	Course review; Changes to catalog description; conditions of enrollment	11/22/2022
Course Review	BUSI	RE 19 Real Property Management	Course review; Changes to catalog description; conditions of enrollment	11/22/2022
Course Review	BUSI	RE 21 Real Estate Investments	Course review; Change to catalog description	11/22/2022
Course Review	BUSI	RE 26 Escrows	Course review; Change to catalog description	11/22/2022
Course Review	BUSI	RE 31 Mortgage Loan Brokering and Lending	Course review; Changes to catalog description; conditions of enrollment	11/22/2022
Course Review	BUSI	RE 40 Real Estate Appraisal	Course review; Changes to catalog description; conditions of enrollment	11/22/2022
Course Review	BUSI	RE 41 Advanced Real Estate Appraisal	Course review; Changes to catalog description; conditions of enrollment	11/22/2022
Course Review	FINE	COMS 292abcd Forensics - Individual Events	Course review	11/22/2022
Course Review	FINE	MUSI 183 Keyboarding for Commercial Music	Course review; Change to catalog description	11/22/2022
Course Review	HEAL	NURS 248 Advanced Medical-Surgical Nursing II Preceptorship	Course review; Changes to catalog description; conditions of enrollment	11/22/2022
Course Review	HEAL	PE 220 [220A] [Beginning] Naginata: A Japanese Martial Art	Course review; Changes to catalog description; course number; descriptive title; Proposed for ECC GE Area 5	11/22/2022
Course Review	HUMA	SPAN 3 Intermediate Spanish I	Course review; Change to catalog description	11/22/2022

Course Review	HUMA	SPAN 4 Intermediate Spanish II	Course review; Change to catalog description	11/22/2022
Course Review	ITEC	ARCH 252 Construction Documentation II	Course review; Changes to catalog description; conditions of enrollment	11/22/2022
Course Review	LLR	EDEV 140 Assisted Computer Literacy	Course review	11/22/2022
Course Review	MATH	CSCI 40 Introduction to UNIX and LINUX Operating Systems	Course review	11/22/2022
Course Review	NSCI	MICR 33 General Microbiology	Course review; Change to conditions of enrollment	11/22/2022
Inactivation	BSSC	AHIS 106 Cross-Cultural Art	Inactivation	11/22/2022
Inactivation	NSCI	HORT 41 General Horticulture	Inactivation	11/22/2022
Inactivation	NSCI	HORT 42 Plant Propagation	Inactivation	11/22/2022
Inactivation	NSCI	HORT 44 Ecology of Edible, Medicinal, and Poisonous Plants	Inactivation	11/22/2022
Inactivation	NSCI	HORT 46 Pest Control	Inactivation	11/22/2022
Inactivation	NSCI	HORT 53 Soils and Fertilizers	Inactivation	11/22/2022
Inactivation	NSCI	HORT 54 Landscape Design	Inactivation	11/22/2022
Inactivation	NSCI	HORT 55 Plant Identification - Trees	Inactivation	11/22/2022
Inactivation	NSCI	HORT 56 Plant Identification - Shrubs, Vines, and Groundcovers	Inactivation	11/22/2022
Inactivation	NSCI	HORT 60 Basic Landscape Irrigation	Inactivation	11/22/2022
New Program	MATH	Actuarial Sciences A.S. Degree	New program	11/22/2022
New Program	NSCI	Biotechnology A.S. Degree	New program	11/22/2022
New Program	NSCI	Biotechnology Laboratory Assistant Certificate of Achievement	New program	11/22/2022
New Program	NSCI	Biotechnology Technician Certificate of Achievement	New program	11/22/2022