

**EL CAMINO COLLEGE**  
**MINUTES OF THE COLLEGE CURRICULUM COMMITTEE (CCC)**  
**December 12, 2023**

**CALL TO ORDER**

Meeting called to order at 2:44 p.m. by Chair Ambrosio.

**Recorder:** C. Escutia

**Members:**

*Present:* M. Anderson, M. Kline, M. Lipe, C. Lopez, M. McMillan, J. Minei, S. Porter, A. Rodriguez, G. Song

*Excused:* W. Cox, R. Padilla

*Absent:* K. Daniel-DiGregorio

**Ex Officio Members:**

*Present:* E. Ambrosio, L. Justice, L. Marquez

*Absent:* J. Irie, L. Suekawa, M. Wolfenstein, L. Young

**Guests:** R. Garcia, L. Linka

**1. APPROVAL OF MINUTES**

The minutes of November 28, 2023, were approved via email by the CCC on November 30, 2023.

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

Chair Ambrosio thanked the CCC for approving the minutes of November 28 via email and R. Padilla for serving as the Standard Review representative for today's meeting.

**3. CURRICULUM REVIEW**

**A. Full Course Review**

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

1. Anthropology 4H (ANTH 4H)
2. Art History 210 (AHIS 210)
3. Business 165C (BUS 165C)
4. Business 165D (BUS 165D)
5. Child Development 106 (CDEV 106)
6. Educational Development 29 (EDEV 29)
7. Educational Development 122 (EDEV 122)
8. Electronics & Computer Hardware Technology 120 (ECHT 120)
9. English 1AE (ENGL 1AE)
10. Fire & Emergency Technology 110A (FTEC 110A)
11. Fire & Emergency Technology 110B (FTEC 110B)
12. Fire & Emergency Technology 110C (FTEC 110C)

13. Human Development 110 (HDEV 110)
14. Human Development 110H (HDEV 110H)
15. Human Development 120 (HDEV 120)
16. Human Development 510 (HDEV 510)
17. Philosophy 116 (PHIL 116)
18. Physical Education 19 (PE 19)
19. Physical Education 208 (PE 208) [(PE 208A)]
20. Physical Education 208B (PE 208B)
21. Physical Education 252A (PE 252A)
22. Physical Education 252B (PE 252B)
23. Physical Education 276 (PE 276)
24. Physical Education 280 (PE 280)
25. Physical Education 290 (PE 290)
26. Radiologic Technology 106 (RTEC 106)

**B. Full Program Review**

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

1. Allied Health: Medical Transcription Noncredit Certificate of Completion
2. Allied Health: Sterile Processing Technician Noncredit Certificate of Completion
3. Music: Piano Teaching Certificate of Achievement
4. Personal Care: Personal Care Aide Noncredit Certificate of Completion

**C. Consent Agenda Proposals**

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

1. Administration of Justice 10 (AJ 10)
2. Administration of Justice 12 (AJ 12)
3. Administration of Justice 111 (AJ 111)
4. Administration of Justice 115 (AJ 115)
5. Administration of Justice 126 (AJ 126)
6. Administration of Justice 130 (AJ 130)
7. Administration of Justice 131 (AJ 131)
8. Electronics & Computer Hardware Technology 11 (ECHT 11)
9. Electronics & Computer Hardware Technology 110 (ECHT 110)
10. English 1A (ENGL 1A)
11. English 1AH (ENGL 1AH)
12. English 1C (ENGL 1C)
13. English 1CH (ENGL 1CH)
14. Fire & Emergency Technology 113A (FTEC 113A)
15. Fire & Emergency Technology 113B (FTEC 113B)
16. Law 16 (LAW 16)
17. Medical Terminology 1 (MEDT 1)
18. Noncredit Construction Technology 1 (NCTE 1) [Construction Technology 501 (CTEC 501)]
19. Noncredit Construction Technology 2 (NCTE 2) [Construction Technology 502 (CTEC 502)]
20. Noncredit Construction Technology 3 (NCTE 3) [Construction Technology 503 (CTEC 503)]

21. Noncredit Construction Technology 4 (NCTE 4) [Construction Technology 504 (CTEC 504)]
22. Nursing 146 (NURS 146)
23. Physical Education 18A (PE 18A)
24. Physical Education 18B (PE 18B)
25. Physical Education 105abc (PE 105abc)
26. Physical Education 116abc (PE 116abc)
27. Physical Education 254 (PE 254)
28. Physical Education 266 (PE 266)
29. Physical Education 277 (PE 277)
30. Sociology 101 (SOCL 101)

## **CURRICULUM DISCUSSION**

### **A. Full Course Review**

#### **Behavioral and Social Sciences Division**

The following courses were presented for course review:

- CDEV 106 Care and Education for Infants and Toddlers
- HDEV 110 Strategies for Creating Success in College, Work, and Life [Learning and Development in College and Career]
- HDEV 110H Honors Strategies for Creating Success in College, Work, and Life [Honors Learning and Development in College and Career]

The following courses were presented as new course proposals:

- AHIS 210 History of Islamic Art and Visual Culture
- ANTH 4H Honors Language and Culture
- HDEV 120 Service Learning for Social Problems
- HDEV 510 College Success and Educational Planning Series
- PHIL 116 Introduction to Inductive Logic and Probability Theory

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

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

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

7 yes/ 0 no/ 0 abstentions

#### **Business Division**

The following courses were presented for course review:

- BUS 165C Introduction to Income Tax Computer Applications
- BUS 165D Accounting Data Analytics

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

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

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

7 yes/ 0 no/ 0 abstentions

### **Health Science & Athletics Division**

The following courses were presented for course review:

- FTEC 110A Fire Inspector I [Fire Inspector 1A – Duties and Administration]
- FTEC 110B Fire Inspector II [Fire Inspector 1B – Fire and Life Safety]
- FTEC 110C Fire Inspector III [Fire Inspector 1C – Field Inspection]
- PE 208 [208A] [Beginning] Bowling
- PE 280 Exercise and Nutrition Programs for Fitness and Weight Management
- PE 290 Personal Fitness Trainer
- RTEC 106 Clinical Experience I

The following courses were presented as new course proposals:

- PE 19 Boxing for Fitness
- PE 208B Intermediate Bowling
- PE 252A Beginning Pickleball
- PE 252B Intermediate Pickleball
- PE 276 Theory of Coaching Softball

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

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

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

7 yes/ 0 no/ 0 abstentions

### **Humanities Division**

The following course was presented as a new course proposal:

- ENGL 1AE Reading and Composition for English Language Learners

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

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

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

7 yes/ 0 no/ 0 abstentions

### **Industry & Technology Division**

FASH 500, NUTR 120, and NUTR 130 were tabled until February for further review.

The following course was presented for course review:

    ECHT 120 Semiconductor Circuits

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

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

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

7 yes/ 0 no/ 0 abstentions

### **Library & Learning Resources Division**

PASS 508 Financial Literacy for College was tabled until February for further discussion on the descriptive title.

The following courses were presented for course review:

    EDEV 29 Individualized Assessment of Learning

    EDEV 122 Personal Assessment

The following course was presented as a new course proposal:

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

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

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

7 yes/ 0 no/ 0 abstentions

## **B. Full Program Review**

### **Fine Arts Division**

Piano Teaching Certificate of Achievement was presented as a new program.

It was moved by M. Kline, seconded by J. Minei, that the committee approve the program proposal. The motion carried.

7 yes/ 0 no/ 0 abstentions

**Health Sciences & Athletics Division**

The following were presented as new program proposals:

- Medical Transcription Noncredit Certificate of Completion
- Personal Care Aide Noncredit Certificate of Completion
- Sterile Processing Technician Noncredit Certificate of Completion

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

7 yes/ 0 no/ 0 abstentions

**Industry & Technology Division**

The Nutrition Science AS-T degree was tabled until February for further review.

**C. Consent Agenda Proposals**

It was moved by A. Rodriguez, seconded by M. Anderson, that the committee approve the consent agenda proposals. The motion carried.

It was moved by A. Rodriguez, seconded by M. Anderson, that the committee approve the consent agenda course delivery methods. The motion carried.

It was moved by A. Rodriguez, seconded by M. Anderson, that the committee approve the consent agenda conditions of enrollment. The motion carried.

7 yes/ 0 no/ 0 abstentions

**4. STANDARD REVIEW FOR SPRING 2024**

Chair Ambrosio led the request for Standard Technical Review representatives for spring 2024 with the following results.

<b>Standard Review Reps for Spring 2024 CCC Meetings</b>	
February 27	Jon Minei
March 12	Matthew Kline
March 26	Sidney Porter
April 23	Mary McMillan
May 14	Azul Rodriguez
May 28	Mark Lipe

**5. UPDATE ON AB 928 and AB 1111**

Chair Ambrosio shared onscreen recent updates regarding AB 928 and AB 1111. He noted that for AB 928 (Cal-GETC), changes made to ADTs will only require local certification. Implementation regarding AB 1111 (Common Course Numbering) has been extended with a proposed timeline over three years from 2023-2027. He reviewed what ECC can do now to prepare. The slide presentations will be shared with the CCC and posted on the Team site following today’s meeting.

**6. CURRICULUM SPECIALIST’S REPORT:** Curriculum Specialist – L. Marquez

L. Marquez reported that the Course Outlines of Record (CORs) can now be found on the Curriculum webpage. She suggested using the Team site when looking for the most up-to-date information. She reminded the committee to submit program narratives for any new or revised programs as soon as possible and/or before February 1. L. Marquez will send additional information via email regarding the list of programs and which template to use.

**7. VICE PRESIDENT’S REPORT:** Vice President of Academic Affairs – C. Lopez

C. Lopez reported that curriculum proposals submitted to the Board will no longer include the effective catalog year. He noted that this information is not a requirement for the Board’s approval. The curriculum timeline for implementation will remain the same; however, this change will allow for greater flexibility when approving noncredit and Career Technical Education programs and courses.

**8. ANNOUNCEMENTS**

- The Curriculog Café will be open after the meeting today.
- Next CCC Meeting: February 27, 2024 – 2:30-4:30 p.m., DE 166/Zoom

**9. ADJOURNMENT**

Chair Ambrosio called for a motion to adjourn the meeting. J. Minei moved to adjourn. Meeting was adjourned at 3:33 p.m.

Approved Curriculum Changes

Modification Type	Division	Course/Program Information	Rationale/Action	Curriculum Committee Approval Date
Course Review	BSSC	CDEV 106 Care and Education for Infants and Toddlers	Course review; Changes to conditions of enrollment; texts/materials	12/12/2023
Course Review	BSSC	HDEV 110 Strategies for Creating Success in College, Work, and Life [Learning and Development in College and Career]	Course review; Changes to catalog description; conditions of enrollment; course objectives; descriptive title; discipline; major topics; primary methods of evaluation; texts/materials	12/12/2023
Course Review	BSSC	HDEV 110H Honors Strategies for Creating Success in College, Work, and Life [Honors Learning and Development in College and Career]	Course review; Changes to catalog description; conditions of enrollment; course objectives; descriptive title; discipline; major topics; primary methods of evaluation; texts/materials	12/12/2023
Course Review	BSSC	SOCI 101 Introduction to Sociology	Course review; Changes to catalog description; texts/materials	12/12/2023
Course Review	BUSI	BUS 165C Introduction to Income Tax Computer Applications	Course review; Change to texts/materials	12/12/2023
Course Review	BUSI	BUS 165D Accounting Data Analytics	Course review; Change to texts/materials	12/12/2023
Course Review	BUSI	LAW 16 Civil Procedure	Course review; Change to major topics	12/12/2023
Course Review	HEAL	AJ 10 Introduction to Homeland Security	Course review; Change to texts/materials	12/12/2023
Course Review	HEAL	AJ 12 Transportation and Border Security Management	Course review; Change to conditions of enrollment	12/12/2023
Course Review	HEAL	AJ 111 Criminal Investigation	Course review; Change to conditions of enrollment	12/12/2023
Course Review	HEAL	AJ 115 Community and the Justice System	Course review; Change to conditions of enrollment	12/12/2023



Approved Curriculum Changes

Course Review	HEAL	AJ 126 Juvenile Delinquency and Legal Procedures	Course review; Changes to conditions of enrollment; GE requirements; major topics; texts/materials; transfer status	12/12/2023
Course Review	HEAL	AJ 130 Criminal Procedures	Course review; Changes to conditions of enrollment; GE requirements; transfer status	12/12/2023
Course Review	HEAL	AJ 131 Legal Aspects of Evidence	Course review; Change to conditions of enrollment	12/12/2023
Course Review	HEAL	FTEC 110A Fire Inspector I [Fire Inspector 1A – Duties and Administration]	Course review; Changes to catalog description; descriptive title; texts/materials	12/12/2023
Course Review	HEAL	FTEC 110B Fire Inspector II [Fire Inspector 1B – Fire and Life Safety]	Course review; Changes to catalog description; conditions of enrollment; descriptive title; texts/materials	12/12/2023
Course Review	HEAL	FTEC 110C Fire Inspector III [Fire Inspector 1C – Field Inspection]	Course review; Changes to conditions of enrollment; descriptive title; texts/materials	12/12/2023
Course Review	HEAL	FTEC 113A Fire Apparatus Driver/Operator-Pumping Apparatus (Driving)	Course review; no changes	12/12/2023
Course Review	HEAL	FTEC 113B Fire Apparatus Driver/Operator-Pumping Apparatus (Pumping)	Course review; Change to texts/materials	12/12/2023
Course Review	HEAL	MEDT 1 Medical Terminology	Course review; Changes to conditions of enrollment; texts/materials	12/12/2023
Course Review	HEAL	NURS 146 Health Assessment	Course review; Change to texts/materials	12/12/2023
Course Review	HEAL	PE 18A Beginning Boxing	Course review; no changes	12/12/2023
Course Review	HEAL	PE 18B Intermediate Boxing	Course review; no changes	12/12/2023
Course Review	HEAL	PE 105abc Women's Intercollegiate Basketball Team	Course review; no changes	12/12/2023

Approved Curriculum Changes

Course Review	HEAL	PE 116abc Off-Season Training for Women's Intercollegiate Tennis Team	Course review; no changes	12/12/2023
Course Review	HEAL	PE 208 [208A] [Beginning] Bowling	Course review; Changes to catalog description; course number; course objectives; descriptive title; major topics; primary methods of evaluation	12/12/2023
Course Review	HEAL	PE 254 Cardio Fitness and Body Sculpting	Course review; no changes	12/12/2023
Course Review	HEAL	PE 266 Stress Management for Healthy Living	Course review; Change to texts/materials	12/12/2023
Course Review	HEAL	PE 277 Introduction to Kinesiology	Course review; no changes	12/12/2023
Course Review	HEAL	PE 280 Exercise and Nutrition Programs for Fitness and Weight Management	Course review; Changes to conditions of enrollment; lab hours; major topics; texts/materials	12/12/2023
Course Review	HEAL	PE 290 Personal Fitness Trainer	Course review; Changes to conditions of enrollment; texts/materials	12/12/2023
Course Review	HEAL	RTEC 106 Clinical Experience I	Course review; Changes to conditions of enrollment; texts/materials	12/12/2023
Course Review	HUMA	ENGL 1A Reading and Composition	Course review; Change to major topics	12/12/2023
Course Review	HUMA	ENGL 1AH Honors Reading and Composition	Course review; Change to major topics	12/12/2023
Course Review	HUMA	ENGL 1C Critical Thinking and Composition	Course review; Change to major topics	12/12/2023
Course Review	HUMA	ENGL 1CH Honors Critical Thinking and Composition	Course review; Change to major topics	12/12/2023
Course Review	ITEC	ECHT 11 Introduction to Electronics	Course review; Changes to course objectives; major topics; primary methods of evaluation; texts/materials	12/12/2023

Approved Curriculum Changes

Course Review	ITEC	ECHT 110 Introduction to Direct and Alternating Current Circuits	Course review; Changes to course objectives; major topics; primary methods of evaluation; texts/materials	12/12/2023
Course Review	ITEC	ECHT 120 Semiconductor Circuits	Course review; Changes to course objectives; major topics; texts/materials	12/12/2023
Course Review	ITEC	NCTE 1 [CTEC 501] Fundamentals of Construction	Course review; Changes to course acronym; course number; course objectives; major topics; primary methods of evaluation	12/12/2023
Course Review	ITEC	NCTE 2 [CTEC 502] Basic Forklift [Operation]	Course review; Changes to course acronym; course number; descriptive title; major topics	12/12/2023
Course Review	ITEC	NCTE 3 [CTEC 503] Occupational Safety and Health Administration (OSHA) 10 Certification	Course review; Changes to course acronym; course number; course objectives; major topics	12/12/2023
Course Review	ITEC	NCTE 4 [CTEC 504] Occupational Safety and Health Administration (OSHA) 30 Standards for Construction Safety	Course review; Changes to course acronym; course number; major topics	12/12/2023
Course Review	LLR	EDEV 29 Individualized Assessment of Learning	Course review; Changes to catalog description; discipline; major topics	12/12/2023
Course Review	LLR	EDEV 122 Personal Assessment	Course review; Changes to catalog description; conditions of enrollment; course objectives; instructional methods; major topics; primary methods of evaluation; texts/materials; work outside class	12/12/2023

Approved Curriculum Changes

New Course	BSSC	AHIS 210 History of Islamic Art and Visual Culture	New course; Added new DE versions (online/hybrid/HyFlex)	12/12/2023
New Course	BSSC	ANTH 4H Honors Language and Culture	New course; Added new DE versions (online/hybrid/HyFlex)	12/12/2023
New Course	BSSC	HDEV 120 Service Learning for Social Problems	New course; Added new DE versions (hybrid/HyFlex)	12/12/2023
New Course	BSSC	HDEV 510 College Success and Educational Planning Series	New course; Added new DE versions (online/hybrid/HyFlex)	12/12/2023
New Course	BSSC	PHIL 116 Introduction to Inductive Logic and Probability Theory	New course; Added new DE versions (online/hybrid/HyFlex)	12/12/2023
New Course	HEAL	PE 19 Boxing for Fitness	New course	12/12/2023
New Course	HEAL	PE 208B Intermediate Bowling	New course	12/12/2023
New Course	HEAL	PE 252A Beginning Pickleball	New course	12/12/2023
New Course	HEAL	PE 252B Intermediate Pickleball	New course	12/12/2023
New Course	HEAL	PE 276 Theory of Coaching Softball	New course; Added new DE versions (online/hybrid)	12/12/2023
New Course	HUMA	ENGL 1AE Reading and Composition for English Language Learners	New course	12/12/2023
New Program	FINE	Piano Teaching Certificate of Achievement	New program	12/12/2023
New Program	HEAL	Medical Transcription Noncredit Certificate of Completion	New program	12/12/2023
New Program	HEAL	Personal Care Aide Noncredit Certificate of Completion	New program	12/12/2023
New Program	HEAL	Sterile Processing Technician Noncredit Certificate of Completion	New program	12/12/2023