

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE (CCC)
March 26, 2024

CALL TO ORDER

Meeting called to order at 2:37 p.m. by Chair Ambrosio.

Recorder: C. Escutia

Members:

Present: M. Anderson, T. Bui, W. Cox, K. Daniel-DiGregorio, M. Kline, M. Lipe, M. McMillan,
J. Minei, R. Padilla, S. Porter, G. Song

Excused: C. Lopez

Ex Officio Members:

Present: E. Ambrosio, D. Brunkhardt, L. Marquez, L. Suekawa, M. Wolfenstein

Absent: L. Justice, L. Young

Guests: S. Kushigemachi (designee for C. Lopez), L. Linka

1. APPROVAL OF MINUTES

The minutes of March 12, 2024, were approved via email by the CCC on March 19, 2024.

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

The CCC welcomed ASO Commissioner of Academic Affairs Dylan Brunkhardt to the Committee. He will be taking the place of Jason Irie as the new ASO representative.

Chair Ambrosio thanked the CCC for approving the minutes of March 12 via email, S. Porter for serving as the Standard Review representative for today's meeting, and M. McMillan for agreeing to serve as the Standard Review representative for the next meeting. He asked for a volunteer to serve as the Standard Review representative for the May 14 meeting.

3. CURRICULUM REVIEW

A. Full Course Review

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

1. Biology 10 (BIOL 10)
2. Biology 10H (BIOL 10H)
3. Games & Playable Media 110 (GPM 110)
4. Pathways to Academic Success 533 (PASS 533)
5. Pathways to Academic Success 534 (PASS 534)

B. Consent Agenda Proposals

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

1. Air Conditioning & Refrigeration 5 (ACR 5)
2. Air Conditioning & Refrigeration 27 (ACR 27)
3. Air Conditioning & Refrigeration 31 (ACR 31)
4. Biology 12 (BIOL 12)

5. Engineering Technology 10A (ETEC 10A)
6. Engineering Technology 10B (ETEC 10B)
7. Engineering Technology 12 (ETEC 12)
8. Engineering Technology 12A (ETEC 12A)
9. Engineering Technology 12B (ETEC 12B)
10. Machine Tool Technology 10J (MTT 10J)
11. Machine Tool Technology 10K (MTT 10K)
12. Machine Tool Technology 16 (MTT 16)
13. Mathematics 12 (MATH 12)
14. Mathematics 17A (MATH 17A)
15. Mathematics 23 (MATH 23)
16. Mathematics 27A (MATH 27A)
17. Mathematics 47A (MATH 47A)

CURRICULUM DISCUSSION

A. Full Course Review

Library & Learning Resources Division

The following courses were presented as new course proposals:

- GPM 110 Game Design Fundamentals
- PASS 533 Fundamental Computer Skills
- PASS 534 Microsoft Office: Basic Word and Excel

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

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

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

12 yes/ 0 no/ 0 abstentions

Natural Sciences Division

The following courses were presented for course review:

- BIOL 10 Fundamentals of Biology
- BIOL 10H Honors Fundamentals of Biology

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

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

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

12 yes/ 0 no/ 0 abstentions

B. Consent Agenda Proposals

Chair Ambrosio tabled Music 221 for further information on the recommended preparation and matching skills.

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

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

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

12 yes/ 0 no/ 0 abstentions

4. ASSOCIATE DEGREE TASK FORCE

Chair Ambrosio reported that R. Padilla has agreed to serve on the task force. One representative from each academic division is requested to serve on the subcommittee. If a division representative cannot be found, representation will default to the CCC member. L. Suekawa explained that the task force is being established as a result of changes to Title 5 and the associate degree GE pattern. The task force will focus on the Ethnic Studies degree, as well as review the two associate degree patterns (A.A. and A.S.) and discuss the possibility of combining the two patterns into one. VPAA designee S. Kushigemachi stated that VP Lopez supports these efforts. Contact L. Suekawa and E. Ambrosio if you or someone in your division is interested in serving on the subcommittee before the next meeting on April 23. The task force will meet once this semester and in fall, for a total of 2-3 meetings.

5. MODIFIED AND REACTIVATED CTE PROGRAMS

Chair Ambrosio called for a motion to approve that modified and reactivated CTE programs must provide updated advisory board minutes; however, updated LARC minutes are not required.

It was moved by S. Porter, seconded by J. Minei, that the committee approve the motion. The motion carried.

12 yes/ 0 no/ 0 abstentions

6. CCC BYLAWS REVIEW

L. Marquez reviewed edits to the CCC Bylaws. A second reading will take place at the next CCC meeting on April 23. She requested that members review the document and submit feedback no later than April 16. A copy of the Bylaws and spreadsheet for comments can be found in Teams. Once approved, it will go to Academic Senate for review.

7. CURRICULUM SPECIALIST'S REPORT: Curriculum Specialist – L. Marquez

L. Marquez reviewed the Curriculum Team site and where to find the documents and spreadsheet to submit feedback on Curriculog and the CCC Bylaws. A discussion ensued regarding DCC editing access in Curriculog. Members agreed that the DCC should have editing access at the DCC step. L. Marquez will make that change in Curriculog. Future topics for the upcoming CCC meetings will include: revising the statement/format in Curriculog for SLO changes; Curriculog Café topics for training; and the CCC chair election.

8. VICE PRESIDENT'S REPORT:

No report.

9. ANNOUNCEMENTS

- Next CCC Meeting: April 23, 2024 – 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. Meeting was adjourned at 4:14 p.m.

Approved Curriculum Changes

Modification Type	Division	Course/Program Information	Rationale/Action	Curriculum Committee Approval Date
Course Review	ITEC	ACR 5 Electrical Applications	Course review; Changes to major topics; texts/materials	3/26/2024
Course Review	ITEC	ACR 27 Heating Technologies	Course review; Changes to major topics; texts/materials; work outside class	3/26/2024
Course Review	ITEC	ACR 31 HVAC Electronics	Course review; Changes to conditions of enrollment; major topics; primary methods of evaluation; texts/materials; work outside class	3/26/2024
Course Review	ITEC	ETEC 10A Principles of Engineering Technology I	Course review; Change to texts/materials	3/26/2024
Course Review	ITEC	ETEC 10B Principles of Engineering Technology II	Course review; Change to texts/materials	3/26/2024
Course Review	ITEC	ETEC 12 Introduction to Engineering Design	Course review; Changes to course objectives; major topics; primary methods of evaluation; texts/materials	3/26/2024
Course Review	ITEC	ETEC 12A Introduction to Engineering Design I	Course review; Changes to course objectives; major topics; primary methods of evaluation; texts/materials	3/26/2024
Course Review	ITEC	ETEC 12B Introduction to Engineering Design II	Course review; Changes to major topics; primary methods of evaluation; texts/materials	3/26/2024
Course Review	ITEC	MTT 10J Numerical Control Graphics Programming	Course review; Changes to conditions of enrollment; major topics; primary methods of evaluation; texts/materials	3/26/2024
Course Review	ITEC	MTT 10K 3D Numerical Control Graphics Programming	Course review; Changes to major topics; primary methods of evaluation; texts/materials; work outside class	3/26/2024

Approved Curriculum Changes

Course Review	ITEC	MTT 16 General Metals	Course review; Changes to primary methods of evaluation; texts/materials	3/26/2024
Course Review	NSCI	BIOL 10 Fundamentals of Biology	Course review; Changes to catalog description; conditions of enrollment; course objectives; major topics; texts/materials	3/26/2024
Course Review	NSCI	BIOL 10H Honors Fundamentals of Biology	Course review; Changes to catalog description; course objectives; major topics; texts/materials	3/26/2024
Course Review	NSCI	BIOL 12 Field Zoology	Course review; Changes to conditions of enrollment; course objectives; instructional methods; major topics; texts/materials; work outside class	3/26/2024
Inactivation	MATH	MATH 12 Basic Arithmetic Skills	Inactivation	3/26/2024
Inactivation	MATH	MATH 17A Math Academy: Arithmetic	Inactivation	3/26/2024
Inactivation	MATH	MATH 23 Pre-Algebra	Inactivation	3/26/2024
Inactivation	MATH	MATH 27A Math Academy: Pre-Algebra	Inactivation	3/26/2024
Inactivation	MATH	MATH 47A Math Academy: Elementary Algebra	Inactivation	3/26/2024
New Course	LLR	GPM 110 Game Design Fundamentals	New course	3/26/2024
New Course	LLR	PASS 533 Fundamental Computer Skills	New course	3/26/2024
New Course	LLR	PASS 534 Microsoft Office: Basic Word and Excel	New course	3/26/2024