

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE (CCC)
April 22, 2025

CALL TO ORDER

Meeting called to order at 2:45 p.m. by Chair Ambrosio.

Recorder: C. Escutia

Members:

Present: M. Anderson, J. Baumunk (proxy for M. Chang), J. Casper, W. Cox, M. Kline, C. Lopez, M. McMillan, J. Minei, R. Padilla, S. Porter, G. Song

Excused: M. Chang, A. Rodriguez

Ex Officio Members:

Present: E. Ambrosio, M. Garcia (proxy for K. Nguyen), L. Marquez, L. Suekawa, M. Wolfenstein

Absent: L. Justice, L. Young

1. APPROVAL OF MINUTES

The minutes of April 8, 2025, were approved via email by the CCC on April 10, 2025.

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

Chair Ambrosio thanked the CCC for approving the minutes of April 8 via email. The Academic Senate for California Community Colleges (ASCCC) is finalizing Phase II of the CCN course templates for Anthropology, Astronomy, Biology (Anatomy/Physiology), Biology (General), Chemistry, Child Development, Communication Studies, Mathematics, and Sociology. Faculty involved in courses related to these disciplines are requested to complete the open surveys, which are due by May 7. Faculty input is crucial to the success of the CCN effort.

3. EXTENUATING CIRCUMSTANCES: Chair E. Ambrosio

In conjunction with the Strategic Enrollment Management Plan and earlier publication of the college catalog, there will be no extenuating circumstances after the December 2025 CCC meeting for the 2026-27 catalog, and all catalogs going forward. The December CCC meetings will be the final curriculum meetings for the following catalog. Catalog addendums will continue to be published as needed.

4. REVIEW OF NEW COURSE PROPOSAL PROCESS ON CURRICULOG: Chair E. Ambrosio

Chair Ambrosio reviewed the New Course Proposal form, workflow, and required fields. Suggested changes included:

- Reorder workflow – moving Department Review after Originator.
- Request for Curriculog to auto-calculate the WSCH/FTE Ratio. (C. Lopez stated it may not be needed as part of the COR.)
- Change consultation section for Faculty/Counselors/Students/Advisory Committee(s) to freeform text box with instruction.
- Formatting help/template for adding text to Major Topics area.

The Technical Review Committee will discuss the suggestions.

5. **PROGRAM AND CERTIFICATE FORMS ON CURRICULOG:** L. Marquez
L. Marquez reviewed the new program and certificate forms in Curriculog.
6. **ARTICULATION REVIEW:** L. Suekawa
L. Suekawa provided an overview of the articulation process. A copy of the slideshow will be sent to the CCC members after the meeting.
7. **CURRICULUM SPECIALIST'S REPORT:** Curriculum Specialist – L. Marquez
L. Marquez announced that the 2025-2026 catalog is now live and published on the website. The PDF version of the catalog and curriculum change report will be available by May 2.
8. **VICE PRESIDENT'S REPORT:** Vice President of Academic Affairs – C. Lopez
C. Lopez thanked L. Marquez for her hard work and dedication this past year.
9. **ANNOUNCEMENTS**
 - The Curriculog Café will be open after the meeting today.
 - Next CCC Meeting: May 13, 2025 – 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 4:18 p.m.