EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE (CCC)
September 24, 2024

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

Recorder: C. Escutia

Members:
Present: M. Anderson, J. Casper, M. Chang, W. Cox, M. Kline, C. Lopez, M. McMillan, J. Minei,
R. Padilla, S. Porter, A. Rodriguez, G. Song

Ex Officio Members:
Present: E. Ambrosio, L. Marquez, K. Nguyen, L. Suekawa, M. Wolfenstein, L. Young
Absent: L. Justice

Guests: L. Linka

1. **APPROVAL OF MINUTES**

   The minutes of September 10, 2024, were approved via email by the CCC on September 17, 2024.

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

   Chair Ambrosio thanked the CCC for approving the minutes of September 10 via email and M. Kline for filling in as pro tem at the last meeting.

   Academic Senate tabled the second reading of the CCC Bylaws at their last meeting over concerns regarding the role of administration/deans in the curriculum process. Chair Ambrosio shared onscreen the bylaws, section 1.1, Voting Representatives, and section 5.1, which pertains to the DCC Composition/Responsibilities and Division Dean. VP Lopez responded that it is up to the individual college to decide if they wish to include administrators as voting members. A change to language in section 5.1, in order to clarify curriculum is faculty purview, was suggested as follows:

   > "The Dean is responsible for ~~coordinating~~ <u>supporting</u> the development of all division curriculum and informing the Council of Academic Deans and Directors of curriculum developments that may affect other divisions."

   It was moved by S. Porter, seconded by A. Rodriguez, that the committee approve the change. The motion carried. 12 yes/ 0 no/ 0 abstentions

   A discussion ensued on new courses and required fields, such as consultation information, in Curriculog. Chair Ambrosio suggested adding a review of the New Course Proposal Worksheet to the next meeting agenda. VP Lopez suggested adding training workshops to help support faculty locate labor market analysis for reviewing and creating Career Education courses.

3.   CURRICULUM REVIEW

    A.   Full Course Review
    The committee approved the following courses, which are ready for final action:
    1.   Dance 130A (DANC 130A)
    2.   Dance 130B (DANC 130B)
    3.   Dance 230A (DANC 230A)
    4.   Dance 230B (DANC 230B)
    5.   Music 269abcd (MUSI 269abcd)

    B.   Full Program Review
    The committee approved the following programs, which are ready for final action:
    1.   Computer Aided Design/Drafting AS Degree
    2.   Computer Aided Design/Drafting Certificate of Achievement

    C.   Consent Agenda Proposals
    The committee approved the following courses, which are ready for final action:
    1.   Art 210 (ART 210)
    2.   Art 262 (ART 262)
    3.   Biology 110 (BIOL 110)
    4.   Theatre 215 (THEA 215)

CURRICULUM DISCUSSION

    A.   Full Course Review

    <u>Fine Arts Division</u>

    ART 561, ART 573, ART 619, ART 620, DANC 540, DANC 562, DANC 563, DANC 565, DANC 567, DANC 568, DANC 650 were tabled for consultation information.

    The following courses were presented for course review:

        DANC 130A Beginning Modern Dance A [Beginning Contemporary Modern Dance A]
        DANC 130B Beginning Modern Dance B [Beginning Contemporary Modern Dance B]
        DANC 230A Intermediate Modern Dance A [Intermediate Contemporary Modern Dance A]
        DANC 230B Intermediate Modern Dance B [Intermediate Contemporary Modern Dance B]
        MUSI 269abcd Guitar Ensemble

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

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

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

    12 yes/ 0 no/ 0 abstentions

B. **Full Program Review**

Industry & Technology Division

The following programs were presented for program revision:

Computer Aided Design/Drafting AS Degree
Computer Aided Design/Drafting Certificate of Achievement

It was moved by M. Anderson, seconded by J. Casper, that the committee approve the program proposals. The motion carried.

12 yes/ 0 no/ 0 abstentions

C. **Consent Agenda Proposals**

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

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

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

12 yes/ 0 no/ 0 abstentions

4. **COMMON COURSE NUMBERING (CCN) UPDATE**
Chair Ambrosio clarified the timeline for Phase I of CCN. Phase I courses must be submitted at the state level (COCI) by December 1, approved by the Board in November, and approved by the CCC by the October 22 meeting. Therefore, DCC will need to review the Phase I courses within the next couple of weeks. It was noted that existing programs will be updated at the state level. L. Suekawa reassured the CCC that most course outlines will not need major updates in order to align with the CCN templates. Chair Ambrosio reviewed the proposed 25 Phase II courses which will be broken down into separate timelines. An 11-digit numbering system for the taxonomy will be used to provide consistency across all 116 California community colleges, e.g., ENGL 1A will now be listed as ENGLC1000. Embedded support courses will append the letter "E" and honors courses the letter "H." Chancellor's Office CCN webinars are open to anyone who wishes to attend.

5. **Cal-GETC UPDATE**
L. Suekawa reiterated that all courses on the IGETC GE pattern will transfer to Cal-GETC, except Oral Communication Studies, which will require some adjustments.

6. **LOCAL AA/AS DEGREE UPDATE**
L. Suekawa announced that the taskforce is expecting to hold their second meeting on Tuesday, October 1, during College Hour.

7. **ANNUAL CERTIFICATION TRAINING FALL 2024**
Chair Ambrosio conducted the annual certification training for the College Curriculum Committee. This training is required annually for the college to continue to locally approve

specified courses, certificates, and degrees. Elements of local approval certification, local policies and procedures, and the Brown Act were reviewed. The College President, VPAA, Senate President, and CCC Chair will sign the form verifying that the training took place and forward it to the Chancellor's Office.

8. **CURRICULUM SPECIALIST'S REPORT:** Curriculum Specialist – L. Marquez
L. Marquez reported that she added two new folders to the Teams site for CCN and Cal-GETC information. A CCN link was also added to the main CCC webpage. Course outlines were updated in Teams and are currently being updated on the website.

9. **VICE PRESIDENT'S REPORT:** Vice President of Academic Affairs – C. Lopez
C. Lopez reported that the $951,000 in funding received to support the Cal-GETC/CCN transition will be used for the Curriculog update for programs, additional staff position to assist with the technical aspects of curriculum, reassign time for individual to assist L. Suekawa, and marketing to students on the new CCN taxonomy.

10. **ANNOUNCEMENTS**

   - The Curriculog Café will be open after the meeting today.
   - Next CCC Meeting: October 8, 2024 – 2:30-4:30 p.m., DE 166/Zoom

11. **ADJOURNMENT**
Chair Ambrosio called for a motion to adjourn the meeting. J. Minei moved to adjourn. The motion carried. Meeting was adjourned at 4:22 p.m.

Approved Curriculum Changes

Modification Type	Division	Course/Program Information	Rationale/Action	Curriculum Committee Approval Date
Course Review	FINE	ART 210 Drawing Fundamentals II	Course review; Changes to course objectives; instructional methods; major topics; primary methods of evaluation; texts/materials	9/24/2024
Course Review	FINE	ART 262 Intermediate Ceramics	Course review; Change to texts/materials	9/24/2024
Course Review	FINE	DANC 130A Beginning Modern Dance A [Beginning Contemporary Modern Dance A]	Course review; Changes to catalog description; conditions of enrollment; course objectives; descriptive title	9/24/2024
Course Review	FINE	DANC 130B Beginning Modern Dance B [Beginning Contemporary Modern Dance B]	Course review; Changes to catalog description; conditions of enrollment; course objectives; descriptive title; texts/materials	9/24/2024
Course Review	FINE	DANC 230A Intermediate Modern Dance A [Intermediate Contemporary Modern Dance A]	Course review; Changes to catalog description; conditions of enrollment; course objectives; descriptive title; major topics	9/24/2024
Course Review	FINE	DANC 230B Intermediate Modern Dance B [Intermediate Contemporary Modern Dance B]	Course review; Changes to catalog description; conditions of enrollment; course objectives; descriptive title; major topics	9/24/2024
Course Review	FINE	MUSI 269abcd Guitar Ensemble	Course review; Change to lecture/lab hours	9/24/2024
Course Review	FINE	THEA 215 Improvisation	Course review; Change to texts/materials	9/24/2024
DE Addendum	NSCI	BIOL 110 Cell and Molecular Biology	DE addendum; Added new DE version (hybrid)	9/24/2024
Program Revision	ITEC	Computer Aided Design/Drafting AS Degree	Program revision; Changes to catalog program description; course requirements; units	9/24/2024
Program Revision	ITEC	Computer Aided Design/Drafting Certificate of Achievement	Program revision; Changes to catalog program description; course requirements; units	9/24/2024