



EL CAMINO COLLEGE
FINE ARTS DIVISION

*Art • Communication Studies • Dance
Film/Video • Music • Photography • Theatre
Art Gallery • Center for the Arts*

Division Curriculum Committee

MEETING DATE: March 10, 2022

LOCATION: ZOOM

TIME: 1:15PM-2:15PM

RECORDER: D. Kyte, Sr. Clerical Assistant

ATTENDING:

- | | |
|---|--|
| <input checked="" type="checkbox"/> L. Adamis | <input checked="" type="checkbox"/> J. Minei |
| <input checked="" type="checkbox"/> D. Berney | <input type="checkbox"/> I. Mori |
| <input checked="" type="checkbox"/> P. Chambers-Salazar | <input type="checkbox"/> B. Price, Dean |
| <input checked="" type="checkbox"/> L. Leach | <input checked="" type="checkbox"/> W. Cox, Associate Dean |

GUEST:

MEETING MINUTES

I. INFORMATION/ANNOUNCEMENTS

A. Minutes from March 25, 2021

1. Dance Teaching, Professional Organist and Piano Teaching Certificates went through and was approved. They should be in the next catalog.
2. Minutes approved.

B. Important Dates

1. DCC Reviews Complete in Curriculog
 - a. Friday, April 15th – Due to CCC Monday, April 18th
2. CCC Meeting Review Dates
 - a. Tuesday, March 22nd
 - b. Tuesday, May 10th

II. DISCUSSION/ACTIONS

A. CCC Report – J. Minei

1. J. Minei shared and reviewed a list of Common Errors in Curriculum Submission. W. Cox clarified some of the items on the list.
2. If there is a CID for your course, please be very diligent in checking those at the beginning of the review process for any changes that may need to be made in the course. W. Cox clarified what a CID is.
3. J. Minei sent out an Excel spreadsheet of which classes have an DE Addendum attached to them.

4. There is a new option, Hiflex, that combines all three modes of instruction.
- B. Spring 2021 Reviews – W. Cox
1. Spring 2021 Reviews are in Curriculog.
 2. W. Cox reviewed the process for reviewing course in Curriculog.
 3. W. Cox reviewed the Division Review Plan for Spring 2022.
- C. Review Process – W. Cox, J. Minei
1. Verbiage for no changes: *“No Changes The faculty have reviewed this proposal and have determined that no changes are needed at this time.”*
 - a. There must be a Justification listed in the “Justification for Course Modifications” box even if there are no changes to the course. If no changes, enter the verbiage above.
 2. View Changes with Markup feature
 - a. This shows any changes that have been made to the course and who made the changes.
 3. Textbook discipline standard annotation
 4. Department review

III. OTHER

- A. L. Adamis is not able to access proposals in Curriculog. D. Kyte emailed J. Young and L. Plum to see if they can resolve issues.
- B. D. Berney requested that we add L. Adamis back on the DCC in Curriculog.
- C. Procedure for new certificates has not changed. We need to get the forms from the curriculum office and are still in paper form.
- D. As of the end of Spring 2022 semester, J. Young will no longer be the chairperson. Edwin Ambrosio will be the new chairperson.
- E. W. Cox will update the list of links for the Chancellors office curriculum inventory for the community college system. He will send it out again.