



**EL CAMINO COLLEGE**  
**Division of Business**

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**MINUTES -- Division Curriculum Committee**

**March 12, 2013**

**Present:** D. Grogan, P. Lau, D. Pahl, V. Pham, V. Rapp, J. Thompson

**Absent:** O. Hadley, D. Ross

**Recorder:** L. Linka

The meeting was called to order at 1:02 p.m.

**Course Review**

The committee members reviewed, discussed, and approved the changes to the following course proposals:

- Computer Information Systems 20
- Computer Information Systems 80

L. Linka will update the course outlines in CurricUNET and submit these proposals for DCC approval. D. Pahl will review and approve the revised outlines and forward for CCC review.

At this time, it was discussed and decided that SLO statements and assessments would be written up on the forms previously used prior to CurricUNET. When completed SLO forms are sent to L. Linka via email, the subject should include the course number and the date. V. Rapp advised the committee that the SLO coordinators are attempting to resolve the issues of lost SLO information and missing assessments.

The following two courses were presented for DCC approval, per consent of the CIS department:

- Computer Information Systems 142
- Computer Information Systems 143

The committee members reviewed the updated course outlines, and as many questions and issues arose, it was decided that V. Rapp would contact D. Miller with the committee's concerns. Submission and approval in CurricUNET is pending, awaiting response from D. Miller.

**Other Business**

Per D. Pahl, the following courses should be ready for review at the next DCC meeting:

- Business 1A
- Business 1B
- Business 5A
- Business 27
- Business 28

### **Student Learning Outcomes (SLO) Update**

Per a directive from F. Arce, all meetings must incorporate discussion of SLO issues. The committee proceeded to discuss the following:

- Every course being offered this semester must be assessed by the end of the year
- ACCJC is requiring 100% completion by October 2013
- Due to assessments missing from CurricUNET, we are behind in what should be completed
  - We are currently in 1<sup>st</sup> cycle, whereas we should be in 3<sup>rd</sup> or 4<sup>th</sup> cycle

The meeting was adjourned at 2:30 p.m.