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## EL CAMINO COLLEGE

### Division of Business

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#### MINUTES -- Division Curriculum Committee

April 3, 2012

**Present:** Rapp, Virginia – Chair  
Pham, Vi  
Thompson, Jacquie

**Absent:** Hadley, Ollie  
Joiner, Robert

**Excused Absence:** Lau, Philip

**Recorder:** Lavonné Plum

The meeting was called to order at 1:30 p.m.

The committee began by reviewing the Course Review paperwork submitted by P. Lau on behalf of the Accounting Department. It was discussed and agreed that due to recent course review Accounting should review Business 4 instead of Business 3.

The Law Departments review cycle schedule was reviewed for the revised courses that would be incrementally spread across the next few years.

Law 18 and Law 20 courses were reviewed. The letters preceding each Major Topic was removed. The courses were approved as amended.

CIS 40 was then reviewed. As a result of discussions it was asked that J. Thompson meet with M. Chaban to discuss concerns that the SLOs may not be input correctly and microcomputer being replaced with personal computer.

The committee then discussed the outcome of requesting to add a prerequisite to CIS 13. The process and questions regarding the prerequisites were discussed extensively. It was explained that additional information had been requested which would require requests to Institutional Research. Enrollment in the CIS 13 courses here and at the Compton Center was also discussed.

The committee briefly discussed the current status of the Legal Secretary certificate that was approved by the DCC. It was explained that the certificate was placed on hold until a Full-Time Office Administration faculty member had been hired.

The committee then discussed the need to elect a new Division CCC member, as J. Thompson's term would be ending this semester. It was discussed that the job could be divided amongst two faculty members. One would be responsible for attending the meetings and the other would be responsible for getting the work flowing at the division level. There was discussion about the division's full-time faculty and what committees they currently serve on. Due to the number of faculty in the division it was discussion that possibly the only faculty available would be the newly hired faculty.

As the meeting drew to an end it was stated that the CIS 136 class previously reviewed and approved had been forwarded on the CCC for review.

The meeting adjourned at 2:30 p.m.