



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

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**MINUTES -- Division Curriculum Committee**

May 14, 2013

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

**Absent:** O. Hadley

**Recorder:** L. Linka

The meeting was called to order at 1:00 p.m.

**Course Review**

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

- Business 2A – new proposal
- Business 2B – new proposal
- Business 5A – new proposal

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.

V. Pham will initiate course review for LAW 19. The goal is to increase units from two to three.

**Other Business**

- D. Pahl advised the members that the proposals for CIS 142 and CIS 143, which were completed, approved and submitted for CCC review on May 3, 2013, had been returned by the Curriculum Advisor to the originator for changes. The requested changes will be completed and the proposals will be re-submitted for CCC review.
- The committee was informed by Dr. Rapp that CurricUNET will be replaced by new software called TracDat.
- Dr. Rapp fielded a question from D. Ross in regards to the difficulty of articulating classes at the UC. He was advised that yes, it is, which is why we concentrate more on the CSU. Any questions or concerns regarding articulation should be directed to Lori Suekawa, Articulation Officer.
- In regards to the Business Administration A.S. Degree for Transfer (AS-T), Mathematics 190 has been added, and we will move forward with the degree.

- D. Pahl advised he is working on the list of Courses to Review for Fall 2013.
- J. Thompson would like to incorporate a database using Access for course review and SLO tracking purposes. In doing so, we would be able to produce administrative reports and show accreditation accountability. J. Thompson and L. Linka will meet at a later date to discuss and proceed.

The meeting was adjourned at 1:49 p.m.