



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

---

**MINUTES -- Division Curriculum Committee**

**September 11, 2012**

**Present:** Rapp, Virginia  
Hadley, Ollie  
Pahl, David  
Pham, Vi  
Ross, Dovard  
Thompson, Jacquie – Chair

**Absent:** Lau, Philip

**Recorder:** Laurie Linka

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

J. Thompson introduced and welcomed David Pahl as the new Business Division College Curriculum Committee (CCC) representative.

A copy of the CCC bylaws was distributed to the committee, which indicated Division Curriculum Committee (DCC) responsibilities. J. Thompson expounded on those duties:

- CurricUNET review
- Determining if SLO's are reasonable
- Department course review followed by DCC review
- Make comments in CurricUNET prior to DCC meeting
- Vote on proposals in a timely manner
- D. Pahl, as CCC representative, to confirm DCC review, then approve proposals

It was noted that there are three DCC meetings scheduled for this semester, and it was determined that this was sufficient for course review to be completed in a timely manner.

J. Thompson fielded a question regarding the time frame for a course proposal to be approved. This process begins with the author/originator submitting the proposal in CurricUNET, through DCC review and approval, to review and approval of other various parties, including Curriculum Advisor and Curriculum Chair, to completion. It was stated the process takes approximately six weeks.

In order for the DCC to run more smoothly, the committee would like an email sent to the proper parties when course review is required, and for those faculty to contact the business office for assistance, if needed.

The committee perused the list of courses to be reviewed for the fall 2012 semester. The courses were tentatively assigned to faculty, some with a timeline for submission:

- Business 2A, 2B, 5A – P. Lau
- Business 22 – O Hadley (November submission)
- Business 25 – M. SomdeCerff
- Business 27 – D. Pahl (October submission)
- Business 28 – D. Pahl
- CIS 13 – J. Thompson
- CIS 20 – M. Chaban
- CIS 30 – J. Siddiqui
- CIS 142, 143 – D. Miller
- Law 11, 19 – V. Pham (October submission)

The following courses were added to the original list of courses:

- CIS 16 – J. Thompson (October submission)
- CIS 19 – R. Harris
  - Course outline of record will either be changed, or inactivated and written as a different course
- PARA 1 – V. Pham (October submission)

At this time, the committee commenced to review the current proposal for a new course, Computer Information Systems 132: HTML5 and CSS3. Updates and suggestions were made by the committee, and recorded by L. Linka on a word document. These changes will be made in CurricUNET at a later date, due to the fact this proposal is at consultation status and therefore inaccessible to the committee at this time. After review, the committee approved the proposal with the changes made.

Business 17, which was scheduled to be discussed at this meeting, was tabled until the next DCC meeting on October 16, 2012.

The meeting adjourned at 2:28 p.m.