

**EL CAMINO COLLEGE
MINUTES OF FINE ARTS DIVISION CURRICULUM COMMITTEE
OCTOBER 28, 2010**

Present: P. Chambers-Salazar, J. Davidson, W. Georges, P. Santelman

Absent: L. Alamillo

CALL TO ORDER

Chair Davidson, called the Fine Arts Division Curriculum Committee (DCC) meeting to order at 1:00 p.m.

APPROVAL OF MINUTES

- The minutes from the October 14th meeting were sent via email and approved as submitted prior to today's meeting.

CHAIR'S REPORT

- Chair Davidson informed the committee that no course reviews or proposals had been submitted from any department
- Chair Davidson asked members to encourage their colleagues to complete course reviews as soon as possible in Curricunet for consideration at the last DCC meeting on Thursday, December 2nd, at 1pm, in MU 201.

DISCUSSION

- DCC members discussed problems that each was having using Curricunet.
- The committee looked at Curricunet as a group to find solutions to these problems.
- DCC members agreed that faculty were not reviewing courses due to being unfamiliar with Curricunet.
- Chair Davidson explained that DCC members were responsible for training members in their departments how to use Curricunet.
- DCC members expressed hesitation at assuming the role of Curricunet trainer.
- The committee decided that each member needed experience submitting a course review in Curricunet before training members of their respective departments.
- Chair Davidson asked each DCC member to review a course from their department and to examine the review of other DCC members prior to the next DCC meeting.

ADJOURNMENT

-Chair Davidson called for a motion to adjourn the meeting. P. Santelman moved, P. Chambers-Salazar seconded, and the motion carried. The meeting adjourned at 1:52 p.m.