EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

February 26, 2013

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

Absent: D. Ross

Recorder: L. Linka

The meeting was called to order at 1:04 p.m.

Course Review
The committee members reviewed, discussed, and approved the changes to the following course proposals:
- Business 25
- Computer Information Systems 16
- Computer Information Systems 28
- Computer Information Systems 134
- Law 11
- Law 19
- Paralegal Studies 1

These proposals will be approved and forwarded for CCC review.

The following courses were approved for inactivation.
- Business 90
- Business 91
- Business 92
- Business 93
- Business 94
- Business 97

L. Linka will submit these proposals in CurricUNET for DCC approval, and D. Pahl will approve and forward for CCC review.

The following two courses were presented for DCC approval, per consent of the CIS department. The committee members reviewed the updated course outlines, and agreed to move forward in the review process:
- Computer Information Systems 19 (ready to be submitted)
- Computer Information Systems 30 (will be forwarded for CCC review)

No changes were required for Computer Information Systems 133; therefore, it was decided that this proposal should be removed from the review process. The committee members also decided to delete Computer Information Systems 132 and Computer Information Systems 135 from CurricUNET.

J. Thompson presented minor changes to the Computer Information Systems A.S. Degree and Certificate of Achievement. The committee members reviewed, discussed, and approved the changes.

J. Thompson then presented information concerning student success and retention in regards to the current conditions of enrollment for Computer Information Systems 13. Her research, analysis, and studies conducted were perused, discussed, and complimented by the committee members.

Other Business
D. Pahl advised the committee members of the following procedural changes for all course proposals, modifications, and updates.

Proposals:
- All proposals must have Department and Division concurrence prior to any data entry into CurricUNET.
- When entering a proposal into CurricUNET the author must include department faculty, Laurie Linka, and Dean Rapp as co-contributors to ensure ongoing participation in the process.

Modifications and Updates:
- All modifications and updates to existing courses must include department faculty, Laurie Linka, and Dean Rapp as co-contributors.

All proposals, modifications, and updates will be discussed at the Division DCC meeting prior to submission to the CCC. CCC review comments and change requests on proposals, modifications, and updates will be forwarded back to the DCC for final division approval prior to final vote at the CCC.

The meeting was adjourned at 2:35 p.m.