EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

April 23, 2013

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

Absent: D. Ross, V. Rapp, J. Thompson

Guests: G. Fernandez

Recorder: L. Linka

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

D. Pahl presided due to Dr. Rapp's absence. He advised the committee that after today, there would be one more College Curriculum Committee meeting before the end of the semester. It was determined that the committee must complete course review prior to the May 3 deadline of submitting proposals in CurricUNET.

Course Review
The committee members reviewed, discussed, and approved the changes to the following course proposals:
- Business 22 – new proposal
- Computer Information Systems 28 – finalize
- Computer Information Systems 142 – review edits

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.

Returned Proposals
The following course proposals had been returned to the proposal originator by the Curriculum Advisor, requesting changes. The committee reviewed, discussed, and approved the changes in question.
- Computer Information Systems 13
- Computer Information Systems 16
- Computer Information Systems 19

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.

CIS 30 was not finalized at this time, as there was a question regarding TBA hours. G. Fernandez will contact J. Siddiqui for clarification.

Other Business

P. Lau confirmed the following courses would be ready for review at the next DCC meeting:

- Business 2A
- Business 2B
- Business 5A

G. Fernandez advised the committee she is continuing work on the Help Desk Certificate, and will submit as agenda item by May 7 for next DCC meeting.

The next DCC meeting will be Tuesday, May 14.

The meeting was adjourned at 1:40 p.m.