



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

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**MINUTES -- Division Curriculum Committee**

**March 3, 2020**

**Present:** V. Rapp, S. Bennett, M. Chaban, N. McGrue, D. Pahl, S. Porter,  
M. Som de Cerff, J. Yeressian

**Recorder:** L. Linka

M. Chaban called the meeting to order at 1:33 p.m.

**CCC Update**

At the 2/25 CCC meeting, the members were given a preview of Curriculog, which is not yet active. However, the members were able to access the system in order to create a test course. So far, the system has proved relatively easy to use. In regard to curriculum proposals, the first submission for the Business Division, which is March 9, will be via paper copies. For these submissions, it is very important that the cover page is accurate. The new procedures for submitting in Curriculog are not yet defined. J. Young will advise.

J. Young introduced an SLO Statement Change Form, which must be utilized if changes are made to SLO statements. These must be completed and submitted during the semester or session prior to the course active date. The form can be found on the CCC webpage.

**Course Review**

M. Som de Cerff shared some good news that the Entrepreneurial Studies degree and certificate are good to go for the fall 2020 semester.

M. Som de Cerff presented proposals for the following Management/Marketing courses:

BUS 12  
BUS 14  
BUS 17  
BUS 19  
BUS 21  
BUS 22  
BUS 24  
BUS 36

After review and discussion, the committee voted to approve, with some minor changes to be implemented in the Conditions of Enrollment. These proposals will be forwarded to L. Plum and J. Young for CCC review.

M. Som de Cerff presented the updated Business Management Certificate of Achievement. After review and discussion, the committee voted to approve. This proposal will be forwarded to L. Plum and J. Young for CCC review.

S. Porter presented several Accounting proposals, originally reviewed at the October 29, 2019 DCC meeting, incorporating the recommended changes requested by the members at that time. These include three new courses and two new certificates, as well as a revision to the existing Accounting Certificate of Achievement:

- Business 159 – Financial Auditing
- Business 161 – Business Taxation
- Business 169 – Accounting Ethics

After review and discussion, which included class size and the College Level Critical Thinking Assignments, the committee voted to approve, with some minor changes to be implemented. These proposals will be forwarded to L. Plum and J. Young for CCC review.

- Accounting Certificate of Achievement
- Accounting Clerical Certificate of Achievement
- Accounting Tax Preparation Certificate of Achievement

These certificates were reviewed; it was requested for the Accounting certificate that CIS 13 and LAW 5 be added as Recommended Electives. The committee voted to approve all three certificates. These proposals will be forwarded to L. Plum and J. Young for CCC review.

The Advisory Minutes for the Accounting department meeting will be included when the proposals are submitted.

The course renumbering procedure was revisited; it was recommended that we synchronize the review of courses and degrees/certificates in order to submit all changes in a timely manner.

S. Porter fielded a question about including any of the new accounting courses in the degree. He will meet with the Accounting Department to make that determination.

The next meeting is tentatively scheduled for Thursday, March 26, unless Dr. Rapp is available on a Tuesday prior to that meeting date.

The meeting adjourned at 3:12 p.m.