



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

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**MINUTES -- Division Curriculum Committee**

**April 6, 2017**

**Present:** S. Bennett, M. Chaban (proxy for B. Khoddam), N. McGrue, M. Som de Cerff

**Absent:** V. Rapp, M. Ahmad, B. Khoddam, D. Pahl

**Recorder:** L. Linka

The meeting was called to order at 1:42 p.m.

**CCC Update**

M. Chaban opened the meeting with an update from the March 28, 2017 CCC meeting:

The departure of the Curriculum Advisor has created a huge impact on the curriculum process. David Mussaw from the office of Academic Affairs is now handling the curriculum on an interim basis. Another hiccup in the process is the ongoing database conversion by the Chancellor's Office. They will not be processing any new data until the conversion is complete. M. Chaban advised the members that it is imperative that we scrutinize all proposals for accuracy prior to submission to the CCC.

**Review**

The following courses were previously distributed to the committee members for review:

Business 12 – this course was scheduled for CTE two-year review. Minor changes were made to the Outline of Subject Matter to align with CCC requirements regarding verb usage. After review and discussion, the committee voted to move forward with the course proposal. L. Linka will enter the proposal information into CurricUNET. Once submitted, M. Chaban, as Division CCC Rep, will take action in CurricUNET, on behalf of the DCC, to approve and forward the proposal to the Curriculum Advisor for screening.

Business 14 – this course was scheduled for CTE two-year review. Minor changes were made to the Outline of Subject Matter to align with CCC requirements regarding verb usage. The representative textbook information was updated. After review and discussion, the committee voted to move forward with the course proposal. L. Linka will enter the proposal information into CurricUNET. Once submitted, M. Chaban, as Division CCC Rep, will take action in CurricUNET, on behalf of the DCC, to approve and forward the proposal to the Curriculum Advisor for screening.

Business 20 – this course was scheduled for CTE two-year review. No changes were made to the existing Course Outline of Record. After review and discussion, the committee voted to move forward with the course proposal. L. Linka will enter the proposal information into CurricUNET.

Once submitted, M. Chaban, as Division CCC Rep, will take action in CurricUNET, on behalf of the DCC, to approve and forward the proposal to the Curriculum Advisor for screening.

Business 24 – M. Som de Cerff expressed concern with the title change of the course. She did not feel a change is warranted. In addition, the Outline of Subject Matter requires revisions to the wording to align with CCC requirements regarding verb usage. The proposal will be returned to the originator for updating.

M. Som de Cerff advised that since Business 21 was revised in spring 2016, with changes becoming effective in fall 2017, it was not necessary at this time to review (this course was originally placed on the spring 2017 plan). Course review will be conducted in fall 2017.

M Chaban advised that the following courses and certificate will be presented for review at the April 27 DCC meeting:

CIS 26  
CIS 122  
Cyber Defense Certificate of Achievement

N. McGrue advised that the following courses would be presented for review at the April 27 DCC meeting:

Law 11  
Law 12  
Paralegal Studies 1

In addition, N. McGrue is moving forward with proposals for the Real Estate courses.

**Other business**

S. Bennett spoke briefly on the resources for CTE Pathways through the Chancellor's Office. She will email the information to the members for review.

The meeting was adjourned at 2:30 p.m.