



EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

April 7, 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 1:34 p.m.

Course Review

N. McGrue presented Real Estate 12A for review.

Revisions to the course outline included updating the representative textbook and adding a Distant Education addendum to include online/hybrid offering. After review and discussion, the committee voted to approve. This proposal will be forwarded to L. Plum and J. Young for CCC review.

V. Rapp congratulated M. Som de Cerff on the fact that Business 28 has been accepted as an O.E.I. course. Business 29 is pending the same designation. M. Chaban noted that according to L. Suekawa, it should be reviewed by the end of April, and we should receive notification by early May.

M. Chaban requested that the departments begin working on their Fall 2020 Curriculum plans very soon, and to include the courses which will be part of the course re-numbering process. We will need to send a list of the courses to L. Plum, as consideration must be made to degrees and certificates that are affected by the changes.

Other Business

There were discussions concerning non-curriculum topics:

- Contract negotiations are currently ongoing
- Committee members shared online teaching experiences
 - Office hours
 - Student's questions and concerns
 - Feedback from students
- Online training certification – many were omitted from the list

The Chancellor's Office will be providing training to assist instructors in preparation for the fall semester. This will include guidelines on how to provide students with an effective online orientation. It is unclear at this time how online classes will be shown in the class schedule.

V. Rapp advised that laptops and Chromebooks are still available to the students.

The next meeting is scheduled for Tuesday, April 14, at 10:00 am via Zoom.

The meeting adjourned at 2:12 p.m.