



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

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**MINUTES -- Division Curriculum Committee**

**May 19, 2020**

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

**Absent:** V. Rapp

**Recorder:** L. Linka

M. Chaban called the meeting to order at 12:36 p.m.

M. Chaban summarized information from the May 12 CCC meeting:

Distance Education Expansion Project Update

The Business Division has submitted all the necessary documents, ahead of deadline.

Flex Day

This year, Flex Day will be virtual, with more resources available for faculty as early as July.

Curriculog Update

Course input will continue throughout the summer. Online Curriculog training will be offered in the summer for DCC and CCC members. J. Young and L. Plum will present Curriculog Overview on Fall Flex Day.

SLO Statement Change Reminder

Do not make changes to SLOs on the course outlines. Place only what is currently in Nuvenitve on the outline. Any changes must be submitted on an SLO Statement Change Form.

Fall Plan

The fall plan is due on June 9.

Prerequisite, Corequisite, and Recommended Preparations

One of the primary responsibilities of the CCC is to review prerequisites and corequisites to ensure they meet Title 5 regulations. M. Chaban recommended that faculty begin now to look at courses with prerequisites of English 82 and English 84, even if the courses are not on the fall plan. The Conditions of Enrollment need to be revised to include a current English course, such as English 1, or eligibility for English 1A. By doing so, we will be prepared when English 82 and 84 are inactivated.

## **Review**

J. Yeressian presented the following Real Estate certificates:

- RE Appraisal
- RE Broker
- RE Escrow
- RE Finance
- RE Investments
- Mortgage Loan Brokering
- RE Property Management
- RE Salesperson

Per recommendations from the May 7 DCC meeting, the Master Plan was modified to read basically the same, with certain aspects specific to each certificate to be noted in the Program Goals. Time permitted review of only five of the eight certificates. The recommendations were extensive, including changes to the following areas:

- Program Goals
- Objectives
- Catalog Description
- Program Requirements

John will continue to revise these certificates and present the final documents at the next DCC meeting.

The next meeting is scheduled for Tuesday, June 2 at 12:30 p.m. via Zoom.

The meeting adjourned at 2:30 p.m.