



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

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**MINUTES -- Division Curriculum Committee**

**August 19, 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 12:35 p.m.

**Review**

M. Chaban reviewed the fall 2020 Business Division Curriculum Plan. Members were asked for their submission dates for courses, degrees and certificates, and a timeline was determined. Early review will begin at the next meeting, scheduled for September 2.

M. Chaban advised the members to utilize the forms available on the CCC webpage when reviewing and submitting courses and certificates.

Another meeting was scheduled for September 16 to continue curriculum review.

M. Chaban announced that the Business Division had completed and submitted all DE course proposals as required by the Curriculum Office.

M. Chaban advised the members to contact Lavonne' Plum to initiate the course renumbering process.

The meeting adjourned at 1:15 p.m.