



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

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**MINUTES -- Division Curriculum Committee**

**September 17, 2019**

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

**Recorder:** L. Linka

The meeting was called to order at 2:06 p.m.

**CCC Update**

M. Chaban distributed a handout titled 'Certificate Changes and Student Centered Funding Formula'. This chart stipulates what type of data is required when submitting new certificates and changes to existing certificates. The type of certificate will determine whether an addendum is required to accompany a proposal. This includes Certificates of Achievement, Accomplishment, Completion or Competency, and Skills Certificates. An additional handout was distributed as an example of the required addendum.

There was discussion in regard to the submission of new certificates and what documentation must be included in the package. LMI (Labor Market Information) data is to be requested from the Center of Excellence. Dr. Rapp is the ECC liaison for obtaining this information. Dr. Rapp indicated that the Center of Excellence submits the required Notice of Intent to the LAOCRC on our behalf when LMI data is created.

It was noted that Advisory Board minutes are required as part of the submission package, and the Real Estate and Accounting departments will be creating Advisory Boards for the purpose of recommending and reviewing curriculum. Advisory Boards should meet one to two times annually.

**Certificate Review**

Proposals for the following certificates were presented, reviewed, and approved by the committee:

Business Fundamentals Certificate of Accomplishment  
Retail Management Certificate of Achievement  
Computer Systems Applications Certificate of Achievement

The Business Fundamentals Certificate of Accomplishment is designed to keep the Retail Management Certificate students on track, as it is earned after completing half of the classes required of the RMC.

The Retail Management Certificate of Achievement was modified to add the option of taking Business 27 as an alternative to Business 29.

The Computer Systems Applications Certificate of Achievement has been modified due to the inactivations of CIS 19 and CIS 30. In addition, CIS 132 has been added to the required core.

These proposals will be forwarded to J. Young and L. Plum for CCC review.

M. Chaban will distribute to the committee via email the Real Estate proposals submitted by J. Yeressian prior to this meeting.

After this meeting, M. Chaban revised the Computer Systems Applications Certificate of Achievement, and sent the changes to the committee via email:

**The certificate SHOULD have read "Choose one course from EACH of the following groups", NOT "Choose one group or the other".**

The changes were approved by majority (quorum).

The next DCC meeting is scheduled for Tuesday, October 1 at 3:00 p.m.

The meeting adjourned at 2:52 p.m.