EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

September 4, 2018

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

Absent: S. Bennett

Recorder: L. Linka

The meeting was called to order at 2:05 p.m.

Course Review – New Procedure
M. Chaban explained the procedure for course review for fall 2018, due to the transition to the new curriculum management system. This semester, all proposals will be presented in written format. The members were given copy of the memo from the Curriculum office regarding **Curriculum Submission Changes for Fall 2018.** Also distributed was a sample form of a course outline of record for perusal and discussion. The fillable forms will be forwarded via email from the Curriculum office to the responsible departments for review and revisions. Once updated, these will be submitted to L. Linka for final appraisal, and then returned to the Curriculum office for final review and approval.

Other Business
M. Chaban announced that the CIS faculty were working on a new course proposal for the AWS (Amazon Web Service) certificate. They are hoping to complete this first course by the end of September.

The Proposal Log was distributed and reviewed.

DCC Meeting Schedule Fall 2018
M. Chaban announced the DCC meetings would be held once a month for the fall semester. The next meeting will be October 2, 2018.

The meeting adjourned at 2:27 p.m.