



EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

November 4, 2021

Present: N. McGrue, M. Miranda, D. Pahl R. Perkins, S. Porter, M. Som de Cerff,
J. Yeressian

Absent: V. Rapp, S. Bennett, R. Padilla

Recorder: L. Linka

S. Porter called the meeting to order at 2:07 p.m.

CCC Update

At the October 26 CCC meeting, training was provided in regard to Standardized Wording for Eligibility for English 1A Prerequisites, Corequisites, and Recommended Preparations and Matching Skills for Curriculog Input.

Course Review

The following courses were reviewed in Curriculog:

- BUS 102 (formerly BUS 43)
- BUS 106 (formerly BUS 40)
- BUS 107 (formerly BUS 27)
- BUS 108 (formerly BUS 28)
- BUS 109 (formerly BUS 29)
- SUPV 109 (formerly SUPV 27)
- BUS 126 (formerly BUS 11)
- BUS 164 (DE Addendum)
- LAW 4
- LAW 13
- LAW 14
- LAW 15
- LAW 16
- LAW 17
- LAW 19
- LAW 20
- PARA 1
- RE 11

- RE 12A
- RE 13
- RE 14A
- RE 14B
- RE 16
- RE 19
- RE 26
- RE 31

Some of the courses were at the DCC approval level in Curriculog, while some were awaiting Dean approval before moving on to the DCC approval level. After review and discussion, it was determined that some of the proposals required minor changes. The members unanimously approved all the proposals pending the revisions being made. Once S. Porter, as division CCC representative, incorporates the revisions into the proposals, the members will make their final decisions in Curriculog.

Program Review

The following degree and certificates were presented and discussed:

- Business Information Worker Certificate of Achievement
- Business Office Applications Certificate of Achievement
- Business Office Administration AS Degree
- Computer User Support Specialist Certificate of Achievement
- Computer Information Systems AS Degree
- Real Estate AA Degree
- Real Estate Certificate of Achievement
- Paralegal Studies AA Degree
- Paralegal Studies Certificate of Achievement
- Workplace Communications Certificate of Achievement

It was determined that the Business and CIS proposals required revisions due to the course number changes to Business 60A and Business 60B. Minor revisions were requested for the Real Estate proposals as well. Once the proposals are updated, copies will be emailed to the members for review. Members will then advise their decisions via email to S. Porter and L. Linka. After DCC approval, L. Linka will submit all proposals to the Curriculum Advisor for review.

N. McGrue will continue to work on the Paralegal Studies AA Degree and Certificate of Achievement, and these will be presented in spring 2022.

D. Pahl will continue to work on the Workplace Communications Certificate of Achievement, and this will be presented in spring 2022.

The meeting adjourned at 3:35 p.m.