



EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

March 2, 2021

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 2:35 p.m.

Future meeting dates were discussed and confirmed. These are:

- March 16
- March 30
- April 20

The committee reviewed the Spring 2021 plan and identified curriculum review for future meetings.

Proposal and Course Review

The committee discussed the requirement changes to the Business Administration AS-T degree. CIS 13 is no longer a requirement. Statistics is still required. In regard to Calculus, the student should check with the institution they will be transferring to, to confirm if it is required. M. Som de Cerff anticipated the proposal would be completed by the end of March.

CIS 137, originally scheduled for spring 2021 review, will be reviewed during the 2021-2022 academic year. CIS 140, 141, 142 and 143 are currently under review with an April completion expected.

New course proposal Business 118 and Law 5 will be presented at the March 16 meeting.

V. Rapp will confer with J. Escalante Troesh in regard to a pending proposal for new certificate Workplace Communications.

The Management/Marketing department, as well as Office Administration, is currently working on number changes for all their courses. The plan for managing the process is to keep the numbers consistent, uniform, and informational to give clarity and ease to the students. It was noted that adding the number '1' in front of the existing number would be the easiest approach.

M. Chaban reviewed the process for DCC use of Curriculog. Training is available; the members were advised to contact Janet Young if they wish to schedule additional instruction.

Division load committee tasks were discussed – review/changes need to be voted on then forwarded to the Campus Load Committee.

The next DCC meeting is March 16, 2021.

The meeting adjourned at 4:00 p.m.