



## EL CAMINO COLLEGE

### Division of Business

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#### MINUTES -- Division Curriculum Committee

September 8, 2022

**Present:** V. Rapp, M. Miranda, R. Miranda, R. Padilla, R. Perkins, S. Porter,  
M. Som de Cerff, J. Yeressian

**Absent:** S. Bennett, N. McGrue, D. Pahl

**Recorder:** L. Linka

S. Porter called the meeting to order at 2:02 p.m.

Future meeting dates were confirmed:

- October 13 (to meet the CCC October 17 submission deadline)
- October 27 (to meet the CCC October 31 submission deadline)

#### **Curriculum Review**

The Business Division Review Plan was discussed. M. Som de Cerff advised which instructors would be reviewing the Management courses. The review of the Office Administration courses will be conducted by D. Pahl. The two new Accounting courses were assigned to P. Lau by S. Porter. R. Perkins will meet with the CIS department to determine who will review each CIS course, then advise L. Linka. The review of the Law courses will later be determined by N. McGrue. J. Yeressian will be responsible for the Real Estate courses. Although Entrepreneurial Studies was listed on the plan in the AS-T Degree column, it was noted that this is not a transfer degree. L. Linka explained that since there is no column for AS Degrees, it was placed there by default. Once L. Linka has been advised of those who will conduct review, she will launch proposals for each course in Curriculog.

#### **Other Business**

There was discussion of the newly revised Cisco courses and certificate, which has caused some confusion. The students need to be made aware of the renumbering of the courses, since this affects the pattern of the certificate. It will be requested of J. Rubio, who is currently teaching a Cisco course, to implement some kind of advertising. V. Rapp thanked the Counselors for their input and for helping to resolve these issues with the students and alleviating their confusion.

L. Linka included in today's handouts a reference sheet with information for submitting proposals in Curriculog. This was briefly reviewed.

The next meeting is scheduled for October 13.

The meeting adjourned at 2:31 p.m.