

**EL CAMINO COLLEGE  
MINUTES OF FINE ARTS DIVISION CURRICULUM COMMITTEE  
SEPTEMBER 16, 2010**

Present: L. Alamillo, P. Chambers-Salazar, J. Davidson, P. Santelman

Members Absent: W. Georges

**CALL TO ORDER**

Chair Davidson, called the Fine Arts Division Curriculum Committee (DCC) meeting to order at 1:08 p.m.

**CHAIR'S REPORT**

- Chair Davidson supplied members with documents detailing the expectations & requirements of DCC members, the CCC Fall 2010 semester timeline, the ECC Academic Calendar, Course Review Guidelines, information on using Curricunet, and the Six-Year Review Cycle plan for the division.
- Chair Davidson presented each document individually to committee, stressing the need for members to become familiar with the Guidelines for Course Review and the information on using Curricunet.

**DISCUSSION**

- The committee agreed that the new explicit structure will add clarity to the DCC review process.
- P. Santelman related her experiences working on new course proposals in Curricunet.
- The committee agreed that reviewing existing courses must become a top priority in each department, as the Division adopts the Six-Year Review Cycle schedule.

**ANNOUNCEMENTS**

- Chair Davidson asked members to encourage their colleagues to refer to the DCC deadlines and submit materials early. Thus far, no Course Review proposals had been submitted to the DCC, and Chair Davidson expressed concern that faculty might not be starting Course Reviews due to lack of knowledge regarding Curricunet..

**ADJOURNMENT**

-Chair Davidson called for a motion to adjourn the meeting. L. Alamillo moved, P. Chambers-Salazar seconded, and the motion carried. The meeting adjourned at 1:59 p.m.