EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

March 28, 2024

Present: V. Rapp, N. McGrue, M. Miranda, D. Pahl, R. Perkins, S. Porter

Absent: S. Bennett, R. Miranda, R. Padilla, M. Som de Cerff, J. Yeressian

Recorder: L. Linka

S. Porter called the meeting to order at 2:03 p.m.

CCC Update
Highlights of the March 26 CCC meeting:

- The members reviewed the CCC Bylaws at a first reading. The discussion included the elimination of section 5.5:

  5.5 Clerical Support - A member of the division's clerical staff, under the direction of the Division Dean and with the assistance of the CCC representative, is responsible for providing to the CCC error-free proposals in the proper format.

  VPAA Lopez believes the clerical support in some areas is taking on more responsibility than is necessary. Clerical support should have minimal input and non-voting participation in the CCC.

  The CCC will continue to review the CCC Bylaws.

- An Associate Degree Task Force is being established to streamline ECC degrees to be consistent with California Colleges. Division reps will be assigned to participate on the team.

- Only new degrees need to be submitted to the LARC; modified or reactivated degrees no longer require LARC review and approval.

Curriculum Review
Verbal approval of the DE Addendums for HyFlex delivery was granted at the previous DCC meeting. Members now need to submit their approvals in Curriculog.

The following course was reviewed and approved by those members in attendance, who made their decision in Curriculog:

- BUS 565C

S. Porter presented two certificates for program review:

- IRS Volunteer Income Tax Assistance (VITA) Program Certificate of Accomplishment
- IRS Volunteer Income Tax Assistance (VITA) Program Certificate of Completion (Non-Credit)

The members approved the proposals, pending required additional narrative information from S. Porter.

Other Business

At a recent CCC meeting, S. Porter identified some new courses proposals submitted by Library Learning Resources (LLR) that were possible overlaps with Business Division courses:

- PASS 509 Technology Skills for College
- PASS 533 Fundamental Computer Skills
- PASS 534 Microsoft Office: Basic Word and Excel

V. Rapp will reach out to LLR Dean C. Martin for discussion.

The meeting adjourned at 2:36 p.m.