



EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

March 30, 2021

Present: V. Rapp, M. Chaban, N. McGrue, D. Pahl, S. Porter, M. Som de Cerff, J. Yeressian

Absent: S. Bennett

Recorder: L. Linka

M. Chaban called the meeting to order at 2:34 p.m.

CCC Update

- 835 courses have been entered into Curriculog
- Curriculog training is available through Cornerstone
- The Curriculum Office will activate Curriculog accounts in order to make changes to a proposal once it is approved
- The CCC website offers several User Guides – Please use them

Program and Course Review

M. Chaban shared the sequence of steps required for a new course:

- Request sent to Curriculum Advisor (L. Plum) for course number assignment
- Request sent to Laurie Linka to launch proposal in Curriculog
- Department approval in Curriculog (51% required)
- Dean review and approval in Curriculog
- DCC approval

Certificates and degrees are still processed on paper. These will be presented and reviewed at DCC meetings then forwarded to the Curriculum Office once approved.

N. McGrue presented Law 5 with minor revisions, including textbook update and a change to the Primary Method of Evaluation. After review and discussion, the proposal was approved. It will be forwarded to L. Plum and J. Young for CCC review.

V. Rapp requested that D. Pahl review a certificate authored by J. Escalante Troesh titled Workplace Communication. This certificate was reviewed by the Center of Excellence, and they felt the content was aimed more at office support than management, therefore more fitting to an Office Administration discipline. D. Pahl will review and make a determination.

M. Chaban reviewed and updated the Spring Plan.

The next DCC meeting is April 20, 2021.

The meeting adjourned at 3:28 p.m.