

**EL CAMINO COLLEGE
MINUTES OF FINE ARTS DIVISION CURRICULUM COMMITTEE
OCTOBER 14, 2010**

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

Also Present: L. Kjeseth

CALL TO ORDER

Chair Davidson, called the Fine Arts Division Curriculum Committee (DCC) meeting to order at 1:00 p.m.

APPROVAL OF MINUTES

- The minutes from the September 16th meeting were sent via email and approved as submitted prior to today's meeting.

CHAIR'S REPORT

- Chair Davidson explained that the last DCC meeting scheduled for Thursday, September 30th, was cancelled because no course reviews or proposals had been submitted from any department
- Chair Davidson also informed the committee that no course reviews or proposals were submitted by the DCC deadline of October 7th (for the October 28th DCC meeting).
- Chair Davidson asked members to encourage their colleagues to complete course reviews as soon as possible, as the DCC may (with the aid of Curriunet) be able to review submissions by the next DCC meeting on Thursday, October 28th, at 1pm, in MU 201.

PRESENTATION

- L. Kjeseth walked DCC members through a Curricunet training session, including
 - Logging on to the system
 - Selecting role in the Approval Process
 - Reviewing Course Outlines
 - Identifying changes in Course Outlines
 - Reviewing comments from others
 - Voting
 - Notifications
 - Potential connection issues and safeguards
- Chair Davidson thanked L. Kjeseth for making the time to train the Fine Arts DCC.

ANNOUNCEMENTS

- Chair Davidson reminded members to encourage their colleagues to complete course reviews as soon as possible in Curriunet, prior to the next DCC meeting on Thursday, October 28th, at 1pm, in MU 201.

ADJOURNMENT

-Chair Davidson called for a motion to adjourn the meeting. W. Georges moved, L. Alamillo seconded, and the motion carried. The meeting adjourned at 2:02 p.m.