



EL CAMINO COLLEGE

Division of Business

MINUTES

Division Council Meeting

October 16, 2014

Present: Rapp, Virginia – Chair
Lee, Andre
Pahl, David
Troesh, Joshua

Absent: Botello, Michael
Grogan, Donna
Maler, Norbert
Ross, Dovard
Siripat, Jessica

Recorder: Lavonné Plum

The meeting was called to order at 1:05 p.m.

DEPARTMENT PLANS

The faculty were reminded that the department plans distributed on Flex Day would need to be returned as soon as possible. It was announced that there was a proposal to use TracDat for the department plans. There was a brief discussion of how the plans should include anything that the department envisions it may need. That includes, but is not limited to equipment and curriculum; new or revised.

It was explained that TracDat has a module the school is considering to ensure program review and planning are tied together for funding purposes. Any request that has not been included in the plan and program review would not be funded.

BACHELOR'S DEGREES

The Chancellor's Office announced a plan to allow community colleges to offer Bachelor's degrees. It was explained that the degree would have to be in an area that is not be offered at the four-year university.

This led to discussion about vocational programs which are not offered at CSU's. Also discussed was that many students in vocational programs already have degrees and are interested in the certificates for employment purposes. The faculty discussed how it would work and the potential need to create at least a few new courses.

The classification of upper-division courses and re-numbering courses was also discussed. It was explained that the degree would need to be ready to implement if ECC was chosen as one of the pilot schools.

MATH COURSE FOR BUSINESS STUDENTS

It was explained that L. Ho, and other faculty in Math, had created a Math course that would be better suited for Business students. The initial courses Business students took were Math 160 and 161. Those courses have been combined into one course, Math 165, titled Calculus for Business and Social Science Majors. There was discussion about the change and it was explained that due to the different Math requirements at the CSUs those involved worked with schools to ensure the course would be accepted for transfer.

ACCREDITATION

It was stated that the visiting team had a few concerns regarding how budget and planning tied together. A clear process was what the team was looking for and had questions about.

It was added that the team was impressed with the online classes being offered. The team saw the on-line courses were clearly not correspondence courses, which was a concern. It was also noted that there had been significant improvement with the SLO assessments. A report would be expected sometime in February.

Discussions returned to using TracDat for planning and program review. TracDat should allow for alignment with planning and budgeting to address concerns raised by the accreditation visiting team. Everyone was reminded to include anything that would be needed in the department plans that are being revised.

SUMMER 2015

Faculty were reminded to submit their request to either teach a summer course or a course that would be beneficial for students if offered.

It was announced that the plan is to have a new course, CIS 2, ready to be offered in summer as a precursor to the revised CIS 13.

There was a brief discussion about the enrollment numbers for the second 8-week courses.

SLO'S

It was explained that initially all SLOs for all courses would be assessed each semester. This decision had been made to catch the courses that are not offered regularly or get cancelled frequently. It was added that the only non-assessed courses were in the Business Division.

One faculty member had expressed displeasure. It was added that assessing one SLO was as much work as assessing multiple. There was a discussion about various assessment tools to make the process manageable.

CURRICULUM UPDATE

Business 28, 29, and 22 being articulated as well as ideas on how to increase enrollment was discussed. There was a discussion of combining 28 and 29 and how to address the supervision issue. The history of Business 29 was discussed as well as how straight forward 28 was compared to 29. It was stated that little should be done to 28 as it has a CID number and was part of the Transfer Model Curriculum. At this time the TMC was with the curriculum advisor.

It was discussed how management has a lot of room for growth.

It was announced that there were a number of courses to get approved. D. Pahl was thanked for pushing through the necessary changes to the CIS 13 prerequisite. CIS 2 is high on the agenda to get approved so it can be offered as a course to prepare students for CIS 13. The net positive of creating CIS 2 and de-activating Business 52/B and CIS 3 were discussed.

The changes to the Real Estate courses would be going through soon. The changes to the Real Estate PLOs were briefly discussed.

The Business 60 series courses would be worked on next.

Business 22 was discussed, the use of Organization vs. Business. It was stated that L. Suekawa's suggestions should be seriously considered as they will aid in the having the course accepted for transfer.

SENATE UPDATE

There had been a discussion about replacement laptops for the faculty, but that would not happen until a decision had been made regarding the open position in ITS, J. Wagstaff retirement. The wireless issues on campus were also discussed as well as the tech fair that would be held in the Spring.

OTHER BUSINESS

The Honors Transfer Program was discussed. Signs had been posted to have faculty encourage students to take part in the program. It was stated that there would be a push to expand the HTP significantly. Many new courses would be presented to the curriculum committee next semester. This led to a discussion about the difference between regular courses and honors courses. One major difference is that the HTP courses are accepted as transfer credit for the major and not just as an elective.

The ebola news was discussed and if the school was doing any kind of protection planning. It was asked if hand sanitizer could be placed in the labs.

As the meeting drew to a close there was a discussion about the state of restrooms, the campus in general, and how the cleanliness of ECC ranks with other community colleges.

The meeting adjourned at 2:05 p.m.