



EL CAMINO COLLEGE Division of Business

MINUTES -- Division Curriculum Committee

October 17, 2013

Present: V. Rapp, M. Chaban, D. Grogan, P. Lau, D. Pahl, T. Pao, V. Pham, D. Ross,
M. SomdeCerff

Recorder: L. Linka

The meeting was called to order at 1:03 p.m.

Dr. Rapp opened the meeting with the following highlights:

- The Business TMC has been submitted for approval
- CIS 13 has been provisionally approved for the TMC
- The IT TMC has been launched for discussion

Course Review

The committee members reviewed and discussed Business 1A. Two areas of concern were addressed. Cash Flow is a topic included in the TMC. Our Accounting Department believes the addition of this topic would result in too much material for the course. P. Lau will discuss this with faculty and determine a solution. There was also concern regarding the lab hours assigned to this course. These hours need to be defined and justified by Business Division accounting faculty. No computer labs are available at either El Camino or Compton for labs so these lab hours must identify a work effort that cannot also be considered homework. P. Lau will advise El Camino faculty and advise the committee. At the same time, D. Ross will present the lab hours conversation to R. Joiner at Compton for further review, and advise the committee of any comments and recommendations made. This proposal was tabled pending further discussion.

The committee members reviewed and discussed the following course proposals. All were approved, with committee members requesting minor changes.

- Business 12
 - This course has not been offered recently, and requires a book review. References to using advertising as a tool to promote non-profit organizations and/or messages were minimized throughout including revision of one course objective. The selected textbook should be selected based on the commercial aspects of advertising rather than non-profits. The required text listed on the COR is a placeholder.
- Business 17
 - The objective of this proposal is to have it approved by the Chancellor's office for placement on the CSU GE pattern under Area E. The course must address the integration of the sociological, psychological, and physiological well-being of a

person through multiple life-stages, and therefore, these terms were stated throughout the Outline of Subject Matter. However, the committee members suggested there be less prominence of the “psychological and physiological” references.

- Business 21
 - The title of this course was changed to Human Resources Management to bring it up-to-date. The content was updated throughout as well. This proposal included addendum for Distance Education.
- Business 24
 - This course was updated to reflect current, small business trends and practices. There was concern regarding lack of reference to e-commerce. This issue was resolved by including this information in the Outline of Subject Matter.

L. Linka will input the proposed changes into CurricUNET. Once submitted, David Pahl, as Division CCC Rep, will take action in CurricUNET, on behalf of the DCC, to approve and forward the proposals to the Curriculum Advisor for screening.

Law 5 was reviewed and discussed. There is a significant shift in this course in order to meet the TMC. This required a rewriting of the last third of the class, an updated title, and new objectives to conform to C-ID 125 (Business Law) of the TMC. V. Pham will continue to review with M. Botello, and they will consult with L. Suekawa regarding existing articulation.

Certificate Review

The committee members reviewed and discussed the existing CISCO Networking Administration Certificate of Achievement. After some minor updates, which included replacing CIS 138 with CIS 40, the members approved the proposal. This will be forwarded to the Curriculum Advisor for input into CurricUNET.

Other Business

- The proposal for CIS 138 is on hold and will be removed from the review process at this time.
- In order to remain consistent in the course review process, committee members were given a copy of Curriculum Procedures, which outlines the systematic method to bring a course through the review cycle.
- At the next meeting, which will be held on Thursday, November 7, the committee will discuss the spring 2014 curriculum plan.

The meeting was adjourned at 2:34 p.m.