



EL CAMINO COLLEGE

Division of Business

MINUTES -- Division Curriculum Committee

May 22, 2012

Present: Rapp, Virginia – Chair
Lau, Philip
Pham, Vi
Ross, Dovard
Thompson, Jacquie

Absent: Hadley, Ollie

Recorder: Lavonné Plum

The meeting was called to order at 1:10 p.m.

The committee began by discussing the statistics added to CIS 136 and whether or not they were referring to the jobs available nationally or locally. It was discussed that currently many a question about certificates is whether or not the students will be employable.

As the course was reviewed it was suggested that the catalog description needed to be revised to include “and” between iOS and Windows.

It was announced that a new full-time faculty member would be reviewing the Office Administration curriculum with input from A. Garcia.

It was explained that Business 40 was being reviewed. It was explained that A. Garcia gives credit for the class far event attendance.

It was explained that currently be developed is transfer model curriculum for students that transfer the CSU system and be accepted at juniors. It was further explained that the CSUs pretty much mandate the courses that they are willing to accept and the junior colleges include courses from their curriculum to meet the CSU requirements. For a Business transfer degree the required courses requested were Business 1A, 1B, Economics 1 and 2, Law 4 or 5, Calculus for Management, OR Elementary Algebra, OR Finite Math; two courses from CIS 13, Business 25, BUS 28, or an additional Math class. It was explained that after the degrees are approved at ECC they are forwarded to the CSUs for approval. It was added that if the courses requested are added the approval is easier.

As the degree requirements were discussed it was agreed it would be good for the division and was approved by the DCC. It was added that Orange Coast and Fullerton have done something similar. There was a brief discussion about the Business Math course being a part of the degree and how it was not quite enough to include as a requirement. The Business transfer degree was approved for submission the CCC.

Discussions returned to Business 40 and the recommended preparation related to the inclusion of substantial writing assignments. Recommended preparations discussed were English 84 and English B. As a result of discussions it was decided that English B would be the recommended preparation for Business 40. Briefly discussed was Business 27 or 28 as a recommended preparation however it was explained that both the Business courses have prerequisites, which would present a hurdle for the students. Business 40 was approved as presented.

CIS 136 was reviewed and discussed, as well as, the employment statistics, programming languages to be used and the various platforms that will determine the language. As the course was being amended the CurricUNET system would not allow J. Thompson to access and update the catalog description as recommended. The course was approved for submission to the CCC.

The new Business Division CCC representative would be the new Office Administration faculty D. Pahl. It was then stated that J. Thompson would remain on the DCC and assist the new representative.

The committee then discussed the recent report stating that the Business Division has the fewest completed SLO assessments. It was also discussed that the uncompleted SLOs will have an effect on the accreditation. Some added that they had difficult experiences submitting SLO assessments and had to do it on paper.

Faculty were asked to assist K. Hull when contacted about completing SLO assessments.

The meeting adjourned at 2:20 p.m.