



EL CAMINO COLLEGE

Division of Business

MINUTES -- Division Curriculum Committee

January 28, 2016

Present: M. Chaban, E. Jennison, N. McGrue, D. Pahl, V. Rapp

Absent: M. Ahmad, S. Bennett, B. Flamenno, M. SomdeCerff

Recorder: L. Linka

The meeting was called to order at 2:10 p.m.

Review

A copy of a revised Real Estate A.A. degree and certificate was distributed to the members. It was noted this was more consistent with the BRE and BREA licensing requirements. As the certificate requirements are presently, very few certificates have been awarded. All Real Estate courses have been CTE updated, and all are aligned with BRE and BREA standards. After review and approval, it was determined the revised document is ready to be forwarded to the Curriculum Advisor for screening.

Courses Not Offered in 3 Years

A report of Courses Not Offered in 3 Years from the Curriculum Office was distributed to the members:

BUS 5C – E. Jennison will discuss this course with the Accounting Department and determine whether it should be inactivated. There is the possibility of revising BUS 5A and incorporating some aspects of 5C into it. BUS 5C is a course in tax preparation, consisting mostly of lab; offering this course in the fall semester is too early, and offering in the spring semester is too late. Winter session would be ideal for offering this course. There was discussion about increasing the lab hours. The Accounting Department will advise their decision regarding retaining/inactivating this course.

BUS 95 / 96 series – all except one CWEE business course is in the process of being inactivated. BUS 95 is being retained to encompass all the aspects in the field of Business.

CIS 29 – M. Chaban will review this course with R. Harris. She would like to explore and discuss data mining, data analysis, data management. She also advised that the prerequisite should be revised to include “equivalent experience”.

CIS 95 – there was discussion regarding advantages of retaining this CWEE course, as it is a cornerstone for the students. It was noted there are many hours involved in the program, and the students must find their own job on or off campus. There may be opportunities to become a paid intern if students are also enrolled in CIS 95. Another good reason to maintain this course is the state is currently pushing for internships. It was decided to retain and revise CIS 95. M. Chaban will confer with Q. Chapman, Curriculum Advisor.

RE 14B, RE 41, RE 95 – it was noted that R. Rooks, who teaches all Real Estate classes at Compton and several at ECC, would like to keep RE 14B and RE 41, and offer possibly once every two years. He also wants to retain RE 95; consequently,

V. Rapp will communicate with R. Rooks and advise the committee.

Updated Curriculum Procedures

Copies of the revised Curriculum Procedures from the recent CCC meeting were distributed to the members. A chart has been incorporated into the document, which details what happens to a course after the CCC votes to approve it. The course approval timeframe was discussed, and it was determined that a proposal should be completed in the spring of the year prior to catalog inclusion for the following year. Deadlines are determined by catalog timing and Chancellor's Office approval.

Spring 2016 Plan

The Business Division Spring 2016 Plan, which was submitted to the Curriculum Office in November 2015, was distributed to the members. It was noted that program review must be in the plan. Specific items on the plan were discussed:

CIS 28 is currently being reviewed; sub-topics in the Outline of Subject Matter are being expanded as required. The Business Information Worker certificate is a work in progress – CIS 2 must become transferable. M. Chaban and P. Vacca are working together to move the Cybersecurity certificate forward. CIS 150 is on hold. The CIS department is currently discussing the Advanced HTML/CSS course proposal.

The following courses should be completed this spring:

BUS 36

CIS 118

CIS 119

Project Management Fundamentals

The following certificates should be completed this spring:

Business Information Worker

Cybersecurity (this certificate is being promoted together with the Administration of Justice department)

Project Management (combined efforts of D. Pahl and J. Mufich)

It was noted that both a new course and the degree or certificate that will include the new course can go through the approval process concurrently. We do not have to wait until a new course is approved before proceeding with the degree or certificate in which it is to be included.

Email approval is acceptable between meetings on subjects previously discussed at DCC.

M. Chaban announced the next CIS advisory meeting would be held on April 15.

A copy of the Course Proposal Log was distributed, which documents the status of current proposals.

The spring 2016 Curriculum Review Timeline was distributed, and it was noted that the proposal submission dates for the Business Division would be February 11 and April 1.

The meeting was adjourned at 3:25 p.m.