



**EL CAMINO COLLEGE**  
**Division of Business**

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**MINUTES -- Division Curriculum Committee**

**October 12, 2017**

**Present:** V. Rapp, S. Bennett, M. Chaban, N. McGrue, D. Pahl, S. Porter, M. Som de Cerff

**Recorder:** L. Linka

The meeting was called to order at 1:28 p.m.

**Approval of Minutes**

The minutes from 9/14/17 and 9/28/17 were reviewed and approved by the members.

**CCC Update**

M. Chaban presented an update from the October 10, 2017 CCC meeting:

L. Suekawa offered a presentation on articulation. The focus was on how to conduct research for a new course, and how to determine articulation eligibility. There was also discussion in regards to the wording in a course description. Stating “The student will learn...” is not acceptable, whereas the following phrases should be incorporated into the description:

“This course will introduce the student to...”

“This course emphasizes...”

**Course Review**

The following Accounting courses were scheduled for CTE 2-year review:

Business 1A  
Business 1B  
Business 2A  
Business 2B  
Business 3  
Business 4  
Business 5A

Minor changes were made to the Course Outlines of Record, including grammar, typos, punctuation, and textbook updates. After review and discussion, the committee voted to approve all Accounting course proposals. L. Linka will enter the proposal information into CurricUNET. Once submitted, M. Chaban, 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.

D. Pahl presented the Office Administration Degree and Certificate of Achievement. There was discussion by the committee, in several areas of the proposals.

Office Administration A.S. Degree

The proposal as presented will inactivate the two options: Office Systems and Management. Currently, the Office Systems Option is 23 units, and the Management Option is 30-31 units. The revised major will offer the students an A.S. degree titled Business Office Administration. Inactivated courses will be eliminated, and courses will be combined from the former options. Business 17 will be added as a Recommended Elective.

Office Administration Certificate of Achievement

The current Office Applications Specialist Certificate of Achievement (20 units) will be renamed Business Office Applications Certificate of Achievement. The certificate has been revised slightly to include an Accounting class option, Business class option, and Computer Information Systems options. A Human Development course has also been added. Total units are 23-24.

After review and discussion, the committee voted to approve the degree and certificate proposals. L. Linka will forward the proposals to the Curriculum Advisor for screening and submittal into CurricUNET.

**Other business**

As per an inquiry from a previous DCC meeting, course review for Business 19 and Business 20 will be rescheduled to spring 2018.

If necessary, the next DCC meeting will be November 16, 2017.

The meeting was adjourned at 2:54 p.m.