EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

October 26, 2017

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

Absent: V. Rapp

Recorder: L. Linka

The meeting was called to order at 1:35 p.m.

Approval of Minutes
The minutes from 10/12/17 were reviewed and approved by the members.

CCC Update
M. Chaban presented an update from the October 24, 2017 CCC meeting:

In response to a previous CCC meeting on 10/10/17, clarification of catalog description content was presented by Chair Young. Criteria for catalog descriptions are as follows:
- Good grammar
- Complete sentences
- Student is able to understand content

Course Review
The following Real Estate courses were scheduled for CTE 2-year review:

RE 11
RE 14B
RE16
RE 19
RE 26
RE 31

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 Real Estate 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.

M. Chaban presented three new course proposals:

Computer Information Systems 5 (for the record, the course number has been changed to 84) – the title of this course is MySQL Database Programming for the Web. This is a simpler programming course, with elements recommended by the Advisory Board. Computer Science faculty approval is required. The Outline of Subject Matter was reviewed and it was determined that verb usage needs to be addressed. M. Chaban will update as required. After review and discussion, the committee voted to approve the new course proposal, with indicated changes. 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 proposal to the Curriculum Advisor for screening.

Computer Information Systems 132 – the title of this course is Web Development using HTML5, CSS3, and WordPress. Currently, web development is trending, and this is a great tool for marketing. Also, bundling the three elements makes better sense – all three are relatively easy to learn and are popular in the workplace. The Outline of Subject Matter was reviewed and it was determined that verb usage needs to be addressed. M. Chaban will update as required. After review and discussion, the committee voted to approve the new course proposal, with indicated changes. 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 proposal to the Curriculum Advisor for screening.

Computer Information Systems 137 – the title of this course is Computer Networking Fundamentals. J. Siddiqui is the originator. The Outline of Subject Matter was reviewed and it was determined that verb usage needs to be addressed. M. Chaban will update as required. After review and discussion, the committee voted to approve the new course proposal, with indicated changes. 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 proposal to the Curriculum Advisor for screening.

N. McGrue presented the Legal Secretary Certificate of Accomplishment. This new certificate will help accommodate students who are unable to complete the paralegal program but wish to enter the legal area as a legal secretary. Also, students in the current paralegal program could use this certificate to boost their résumés. There was discussion in regards to the inclusion of CIS 13. Would CIS 2 be a better fit? Should Business 60A be added, as it is the prerequisite for Business 60B? Should CIS 26 and CIS 28 be eliminated? Will this be a Certificate of Accomplishment or Certificate of Achievement? These questions and concerns led to a vote to table this proposal pending further review by the law department.

M. Som de Cerff presented the Project Management Certificate of Achievement. The committee discussed the course requirements. M. Chaban recommended removing CIS 18, which is not a good fit for this program, as it may be too technical a course. Business 1A is also not a good fit, as it won't give the students the skills required to budget (budgeting is a component of Business 11). The CIS Advisory Board had previously discussed what courses made sense for this certificate, and recommended that a new financial budgeting course be designed specifically for this certificate. The Management Advisory Board determined that this program should be focused more on general management qualities than technical aspects. New course Business 73 Project Management Fundamentals has been included in the course requirements. The committee voted to approve the

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new certificate proposal. L. Linka will forward the proposal to the Curriculum Advisor for screening and submittal into CurricUNET.

M. Som de Cerff presented the Workplace Communication Certificate of Achievement. Although the total units for this certificate are 15, the proposal will be forwarded to the Chancellor's Office for approval, per the Program and Course Approval Handbook (PCAH), which states:

Colleges *may* submit programs of 12 or more semester units or 18 or more quarter units of degree-applicable coursework for Chancellor's office approval in order that the program may be included in the student transcript.

The committee voted to approve the new certificate proposal. L. Linka will forward the proposal to the Curriculum Advisor for screening and submittal into CurricUNET.

Other business
The final DCC meeting will be held on Thursday, November 16.

The meeting was adjourned at 3:20 p.m.