



EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

October 8, 2015

Present: V. Rapp, M. Ahmad, S. Bennett, M. Chaban, E. Jennison, D. Pahl, V. Pham,
M. SomdeCerff

Recorder: L. Linka

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

Manzoor Ahmad, representative for Compton College and new to the DCC, was introduced, and the members introduced themselves to Mr. Ahmad. Mr. Ahmad is a Business Professor who is currently teaching Accounting, Marketing and Introduction to Business. The members welcomed him to the committee.

M. Chaban presented the proposal for CIS 16. She advised that the course description was revised, the Outline of Subject Matter was expanded to include sub-topics and labs, and study hours were updated. After review and discussion, the committee agreed to move forward with the course proposal. L. Linka will input the information and the proposal will be submitted in CurricUNET. Once submitted, David Pahl, 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.

M. Chaban presented the proposal for CIS 26. She advised that the Outline of Subject Matter was expanded to include sub-topics and the labs were revised to become more task-oriented. Study hours have been updated, as well as the representative textbook information. After review and discussion, the committee agreed to move forward with the course proposal. L. Linka will input the information and the proposal will be submitted in CurricUNET. Once submitted, David Pahl, 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.

M. Chaban presented the proposal for CIS 136. She stated the course outline required some minor editorial changes. After review and discussion, the committee agreed to move forward with the course proposal. L. Linka will input the information and the proposal will be submitted in CurricUNET. Once submitted, David Pahl, 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.

M. Chaban presented a proposal for a new course, CIS 150 – Introduction to Healthcare Information Systems (the course number to be confirmed with L. Plum). This course will provide students with an overview of the healthcare environment and healthcare information systems, while touching on some of the legal aspects involved. M. Chaban fielded a question about the sufficiency of the course being three units. The course includes a three-hour lab, and it was noted

here that a \$5000.00 grant for software was available. It was stated that three units are sufficient for this course. There was an inquiry as to whether a certificate would follow. M. Chaban stated there may be a future discussion within the CIS department regarding this.

V. Rapp informed the committee that recently M. Chaban, R. Harris and P. Vacca met with Administration of Justice faculty to discuss similar courses in the area of cyber security. The Administration of Justice department has a recently approved course titled Introduction to Digital Evidence. The CIS department has presently a proposal for a new course – Computer Security and Forensics. There was discussion about working together to develop certificates for these areas, and including each course in both certificates. The two certificates should be submitted concurrently. Most of the courses to be incorporated in the certificates exist (AJ, Law, CIS). It was suggested and agreed that Law 4 should be included.

L. Jennison presented the proposal for BUS 1A. The representative textbook information was updated. It was confirmed that the lab hours are calculated based on an 18-week semester, so the 18 hours specified on the Outline of Subject Matter are correct. The proposal for BUS 1B was also presented. The revisions included updated representative textbook information; and the lab hours, which had been added as 16 hours, will be adjusted to 18 hours. After review and discussion, the committee agreed to move forward with the course proposal, pending update to the BUS 1B lab hours. L. Linka will input the information and the proposal will be submitted in CurricUNET. Once submitted, David Pahl, 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.

D. Pahl, acting on behalf of M. SomdeCerff, presented the proposal for BUS 14. The Outline of Subject Matter was expanded to include sub-topics. The representative textbook information was updated. M. Ahmad informed the committee that the current textbook is at the 18th edition. This information will be confirmed and the course outline of record amended as needed. After review and discussion, the committee agreed to move forward with the course proposal. L. Linka will input the information and the proposal will be submitted in CurricUNET. Once submitted, David Pahl, 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.

D. Pahl, acting on behalf of M. SomdeCerff, presented the proposal for BUS 24. The Outline of Subject Matter was expanded to include sub-topics, and the assignments were updated to encompass the primary method of evaluation. The representative textbook information was also updated. After review and discussion, the committee agreed to move forward with the course proposal. L. Linka will input the information and the proposal will be submitted in CurricUNET. Once submitted, David Pahl, 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.

D. Pahl was asked the status of the Entrepreneurial Studies degree and certificate proposals. He will confer with Q. Chapman at the CCC meeting on Tuesday, October 13.

D. Pahl asked S. Bennett which counselor is currently representing the Business Division in Counseling. She stated there has recently been a reorganization of counselors. The Counseling department is in the process of adding new staff. Former Business Division counselor M. Barrios is now Associate Dean of Counseling. S. Bennett and B. Flameno have been assigned as the lead counselors over the Business Division. V. Rapp asked S. Bennett to let the committee know if there is anything the division can do to help them better understand our programs. There was discussion regarding the fact that Law 17 and Law 19 can be taken concurrently with Law 11. At

this time, there are no statements in the catalog designating this. Q. Chapman will be notified of this omission and the information will be added to the catalog next year (2016-17).

Proposals for Law courses will be presented at the next DCC meeting.

M. Chaban informed the committee that the revisions to the recently submitted CIS 26 proposal were generated by R. Perkins, and asked that the members acknowledge the fact that he did a great job, the next time they encounter him.

The meeting was adjourned at 1:41 p.m.