



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

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**MINUTES -- Division Curriculum Committee**

**November 10, 2016**

**Present:** V. Rapp, M. Ahmad, S. Bennett, M. Chaban, B. Khoddam, N. McGrue,  
M. Som de Cerff

**Recorder:** L. Linka

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

**Review and Approval of Minutes**

The minutes from the October 20 meeting were reviewed and approved by the committee.

**CCC Update**

M. Chaban opened the meeting with an update from the recent CCC meetings:

October 25 – Business 60A, 60B and 60C were approved. Credit by Examination was discussed at CCC, and M. Chaban asked for clarification regarding this policy. S. Bennett explained that Credit by Examination allows students to receive credit for a specific course by demonstrating expertise in the subject matter. It was suggested that students might want to test out of Business 60A with a typing proficiency test.

November 8 – It was announced that spring 2017 plans are due by December 5. This includes new courses, new programs, and modifications to existing curriculum.

**Review**

M. Chaban presented CIS 13 for review. She noted that revisions were made in the Course Objectives and Outline of Subject Matter, and Representative Textbooks were updated. In general, the course outline was modified for accuracy. After review and discussion, the committee voted to move forward with the course proposal. 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.

M. Chaban presented CIS 19 for review. The Descriptive Title, Catalog Description and Student Learning Outcomes have been revised, due to the removal of security content and the addition of social networking subject matter. Other areas modified include Course Objectives, Outline of Subject Matter, Typical Assignments, Representative Textbooks and Requisite Skills. There was concern that the substantial changes may be an issue for CCC. This many changes may indicate a new course. However, social networking is a big component of this course, a better fit, and a

response to changes in technology. The CIS department is “totally in sync” with the aforementioned changes. After review and discussion, the committee voted to move forward with the course proposal. 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.

M. Chaban presented CIS 40 for review. The emphasis for this course is on security and networking. Student Learning Outcome number one was revised to include the security subject matter. M. Ahmad recommended a change in Student Learning Objective number two. ‘Examine’ could be modified to ‘Demonstrate an understanding of’. The members agreed, and the change was made. The topics in the Outline of Subject Matter were re-arranged, with some minor changes in the wording. M. Ahmad questioned topic seven, Ethics, Privacy and Security concerns, Ethical responsibilities. Should Ethical be changed to Ethics? It was noted that Ethical responsibilities covers law, right and wrong, and policies. The committee decided to leave as is. Clarification was requested for Multimedia Presentations under Instructional Methods. The components include video, YouTube and webcasts. After review and discussion, the committee voted to move forward with the course proposal, incorporating the changes discussed. 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.

M. Chaban presented CIS 136 for CTE review. Minor changes include deletion of Student Learning Objective number seven, update of textbook, and correcting some typos. After review and discussion, the committee voted to move forward with the course proposal. 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.

M. Chaban presented the Computer Systems Applications Certificate of Achievement. There is a change to the Descriptive Titles for CIS 19 and CIS 40. V. Rapp questioned the appropriateness of including CIS 30 (eCommerce) in this certificate. Does this course belong in a User Support option? After discussion, members agreed this course does not fit in this area. M. Chaban will propose to the CIS faculty to remove CIS 30 from the certificate. After review, the committee voted to approve the proposal with the contingency of removing CIS 30. 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. S. Bennett opened a discussion regarding the GPA requirements and the minimum number of units that must be completed at El Camino. The GPA does add value to the certificate; however, once the student receives a “C”, they will not be able to earn the certificate. The 12-unit minimum is a concern. It was decided to revisit this issue with CIS faculty in the spring.

### **Spring 2017 Curriculum Plan**

The Curriculum Plan for spring 2017 is due to the Curriculum Advisor by December 5. Each department was requested to develop their plan and submit to M. Chaban/L. Linka by December 1.

**Curriculum status, Approvals report and department updates**

A handout of the course proposal log was distributed and reviewed. The inactivation of Business 5C has been CCC approved. The proposal for Computer Information Systems A.S. degree and new course proposal CIS 122 (Ethical Hacking) are forthcoming, and will be put to an email vote. The Workplace Communication and Critical Thinking Certificate of Achievement will be changed to a Certificate of Accomplishment, due to total number of units (12). In addition, consultation with other departments is required on including their course in the program. Business 21 and Business 24 will be added to the Marketing A.S. Degree and Certificate. There was a vote to approve these changes, contingent upon discussion with Curriculum Advisor. N. McGrue is continuing to work on the Legal Secretary Certification of Achievement, due to recommendations from the Curriculum Advisor. Law 19 also requires minor changes in the area of Distance Education. V. Rapp and M. Chaban will confer in regards to representation for the Real Estate department.

The meeting was adjourned at 2:57 p.m.