



EL CAMINO COLLEGE Division of Business

MINUTES -- Division Curriculum Committee

February 11, 2016

Present: M. Ahmad, M. Chaban, E. Jennison, N. McGrue, V. Rapp, M. SomdeCerff

Absent: S. Bennett, B. Flamenio, D. Pahl

Recorder: L. Linka

The meeting was called to order at 2:07 p.m.

Review

M. Chaban presented CIS 28 for CTE review. It was noted that the Outline of Subject Matter was revised to expand sub-topics for more detail as required by the College Curriculum Committee. The independent study hours were adjusted to accommodate the Carnegie Units issue. In addition, minor edits were made to the prerequisite. 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, 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.

Update on action items from previous DCC meeting

L. Jennison will confer with A. Milosevic regarding the status of Business 5C – Income Tax Microcomputer Applications. L. Jennison will also meet with the full-time members of the accounting department and advise the status of the courses that require curriculum review this semester.

M. Chaban and R. Harris are currently working together on CIS 29 with plans to move forward with the review process. They are looking into using Data Mining in the curriculum. They need to determine what tools to use.

The members discussed the status of the Cooperative Work Experience Education “95” courses. CIS 95, Law 95 and Real Estate 95 have been reviewed and CCC approved. Business 95 has been revised and forwarded for Curriculum Advisor review.

V. Rapp will confer with R. Rooks regarding the status of Real Estate 14B and Real Estate 41.

M. Chaban and P. Vacca are working on the Business Information Worker certificate and the update of CIS 2, which at this time is not included in the certificate, due to the fact it does not transfer. CIS 2 will be revised to incorporate a Microsoft Access component, which will make this course transferable. The goal is to get it on the CSU transfer list – three community colleges with like courses; or with a letter from a CSU. R. Harris and J. Siddiqui are to be included in this

discussion. Side note: CIS 13 is accepted everywhere, as it contains all four required components (PowerPoint and Access are required to be transferable).

Other business

M. Chaban shared items discussed at the 2-9-16 CCC meeting:

- Business 36, Law 11 and Law 15 were CCC approved.
- All members present introduced themselves to the new ECC president, D. Maloney, who briefly attended the meeting.
- The Entrepreneurial Studies degree and certificate will be sent to the Board for final approval. Once Board approved, the LAOCRC will review.
- D. Maloney fielded a question regarding new course proposals. Courses may be eliminated due to low enrollment. There must be a value/need for a course. Stand-Alone courses are not encouraged; they usually do not fit, and students usually do not take them, as the course is not tied to something. If a Stand-Alone course is pursued, it should be non-credit / non-grade.
- Are course numbers moving to 3-digits?
 - It has been recommended and encouraged that General Education and Behavioral and Social Sciences course numbers be revised to match CSU courses (for transfer purposes). The Business Division is not significantly affected by the 3-digit course numbers.
- Comments on creating revisions to Course Outlines of Record
 - Outline of Subject Matter topics should contain no action verbs in the sub-topics.
 - Critical Thinking Assignments require an end product (i.e. one-to-two page written document).

The Business Programming certificate should be on the LAOCRC March 17 program approval review.

Spring Plan

M. Chaban confirmed with the Curriculum Chair and Advisor that the Business Division may submit up to nine new proposals for spring 2016. The balance of new proposals will be submitted in fall 2016, with another submission of nine. V. Rapp recommended and encouraged the members to submit proposals during the first part of the semester. M. Chaban conferred with Curriculum Chair A. Carr regarding the Spring Course Review Goal for the Business Division, which currently states TBD. TBD has been revised to 43.

The meeting was adjourned at 2:37 p.m.