MINUTES -- Division Curriculum Committee

February 13, 2014

Present: M. Chaban, P. Lau, D. Pahl, V. Pham, V. Rapp, M. SomdeCerff

Absent: T. Pao, D. Ross

Recorder: L. Linka

The meeting was called to order at 2:33 p.m.

Course Review

Business 14 – course review is required to remain in compliance. Should an effort be made to articulate? D. Pahl will consult with L. Suekawa.

Business 30 – M. SomdeCerff presented this new course to be cross-listed with Computer Information Systems 30. No changes will be made to the course; Business 30 will be identical to CIS 30. The cross-listing is justified in that this course will reach a broader audience of students seeking entrepreneurial studies.

M. SomdeCerff also presented a second revision of the Entrepreneurship Certificate/Degree Requirements. In order to move forward with this, the following was determined:
- We must show need in the market
- We must advise other colleges with similar certifications of our plan to create the certification
    - Fair notice must be given to the competition
    - Due to competition, a notice (letter) of intent is required
- The Los Angeles Orange County Regional Consortium (LAOCRC) must be contacted
    - The new certification must be submitted to LAOCRC within a certain amount of time

Business 55 – D. Pahl presented a very preliminary update to this course, and ideas/possibilities included:
- The elimination of Excel from the course
- Incorporate this course into Computer Information Systems 3
- Make Outlook a separate course
    - Offer 8 weeks of Outlook and 8 weeks of low-level Word
- Include Word, Excel, Outlook and PowerPoint
    - This would make the course similar to the former CIS 13

As this was a preliminary proposition, D. Pahl will continue course review and advise the committee of new updates.

Business 60 – D. Pahl presented a preliminary update to this course, and considerations/recommendations included:

- Combine the A/B/C courses into one 2 unit course
- Remove document building and concentrate on speed
- Include the document aspects and increase to 3 units
- Add Scanner, Folders and File Management
- Combine Business 41 and Business 60
- Determine emphasis on speed

Computer Information Systems 11 – this course has been significantly overhauled. M. Chaban presented the updated course for the committee's review. Changes to the course include:

- Catalog description has been made more current
- Course objectives were updated
- Current Student Learning Outcomes were not appropriate to the course
    - Changed to mesh with course objectives
    - Updated/modernized to have fair look at marketplace

After review and discussion, the committee agreed to move forward with the proposed changes. 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.

The Curriculum Timeline was reviewed. It is necessary to complete course review of Business 1A. The remaining courses that must be reviewed for compliance are:

- Business 14
- Business 19
- Business 28
- Business 55
- Computer Information Systems 11 (to be submitted 2/14/14)

The final submission date for these proposals is March 28, 2014.

Hard copies of the Curriculum Procedures were handed out to the committee members, who were requested to review and adhere to.

The meeting was adjourned at 3:35 p.m.