



EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

February 20, 2018

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

Absent: S. Bennett

Recorder: L. Linka

The meeting was called to order at 2:08 p.m.

M. Chaban advised the committee that the first College Curriculum Committee meeting would be held the following week, on February 27. She will give a CCC update at our next DCC meeting.

Course Review

M. Som de Cerff stated that the Distance Education requirements for Business 14 and Business 22 were eliminated from the courses a few years ago. As these courses are part of the Retail Management program, she wants to reinstate the Distance Education requirements, and to include a hybrid requirement. The committee voted in agreement of the online/hybrid requirements. L. Linka will enter the information in CurricUNET and forward for CCC approval.

M. Som de Cerff presented the Business Fundamentals Certificate of Accomplishment for discussion. This is a stepping stone for the Retail Management Certificate of Achievement, and contains four core classes from that certificate. Appendix C is forthcoming. In the meantime, the members voted to move forward with the Business Fundamentals Certificate of Accomplishment. L. Linka will send the certificate to the Curriculum Advisor, in advance of additional documentation that will follow.

It was requested by M. Som de Cerff that the status of Business 36 and the Entrepreneurial Studies Program be determined. M. Chaban and L. Linka will follow up on this request and advise status at the next DCC meeting.

The following Management/Marketing courses were scheduled for CTE 2-year review:

Business 19

Business 21

Minor changes were made to the Course Outlines of Record, including updates to the Outline of Subject Matter and textbook update. After review and discussion, the committee voted to approve these 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 reviewed the Course Proposal Log with the committee. Business 28 is to be reviewed and submitted by D. Pahl. CIS 18 and CIS 28 are currently being reviewed by R. Harris, and will be presented at a March DCC meeting. CIS 80 is to be reviewed and submitted by M. Chaban. CIS 84 and CIS 132 are in review and awaiting CCC approval. CIS 119 will become two separate courses, adding CIS 120, Computer Forensics. CIS 119 is to be titled Introduction to Cyber Security. Several changes have been made to the Cisco Program. D. Miller is in the process of revising the Course Outlines of Record for CIS 140, 141, 142 and 143 to align with Cisco requirements. V. Pham is working to finalize revisions for Law 18 and Law 20; these should be presented at the next DCC meeting. Law 19 requires a title change and an update of the Distance Education requirements to include hybrid. Once these changes are complete, the proposal will be re-submitted for CCC approval. N. McGrue is in the process of reviewing Real Estate 21, 40 and 41. These will be presented at a later DCC meeting this spring.

The meeting was adjourned at 2:43 p.m.