



EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

February 23, 2017

Present: V. Rapp, M. Chaban (proxy for B. Khoddam), N. McGrue

Absent: M. Ahmad, S. Bennett, B. Khoddam, D. Pahl, M. Som de Cerff

Recorder: L. Linka

The meeting was called to order at 1:41 p.m.

Review and Approval of Minutes

The minutes from the November 10, 2016 meeting were approved by the committee.

CCC Update

M. Chaban opened the meeting with an update from the February 24, 2017 CCC meeting:

Allison Carr, the current Curriculum Chair, introduced Janet Young, the new Curriculum Chair, who will observe A. Carr during the spring semester. J. Young will assume the role of Curriculum Chair in fall 2017.

A. Carr demonstrated for present and new members the procedure for submitting a new course in CurricUNET.

V. Rapp stated there were changes to procedure in regards to the curriculum approval process at the Chancellor's Office level. M. Chaban will investigate these changes and update the committee.

Review

The following courses were previously distributed to the committee members for review:

Business 25 – this course was scheduled for CTE two-year review. No changes were made to the existing Course Outline of Record. 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.

Computer Information Systems 11 – this course was scheduled for CTE two-year review. Minor changes were made to update the current representative textbook information. 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.

Computer Information Systems 16 – this course was scheduled for CTE two-year review. M. Chaban rephrased several topics and sub-topics in the Outline of Subject Matter to align with CCC requirements regarding verb usage. 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.

Computer Information Systems 133 – this course was scheduled for CTE two-year review. Minor changes were made to update the current representative textbook information, and some typos were corrected. 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.

Other business

It was announced that N. McGrue has been assigned responsibility for Real Estate curriculum. An update to the AA degree was begun by M. Botello; L. Linka will forward the information to N. McGrue. It was noted that R. Rooks is in favor of retaining the Real Estate Appraisal option on the degree. R. Rooks is working on getting ECC courses BRE approved for Community Education. Notices of Intent are required for two new Real Estate Certificates of Achievement: Real Estate Broker and Real Estate Salesperson. These certificates have been launched in CurricUNET and are pending. V. Rapp recommended that N. McGrue utilize Labor Market Information and the Bureau of Labor Statistics to assist with fact-finding for the Program Approval Applications for the certificates. Another recommended source is Data Mart, accessible through the Chancellor's Office website.

A handout of the course proposal log was distributed and reviewed. CIS 2 is currently being reviewed by L. Daniels. CIS 26 and new course CIS 122, Ethical Hacking, are being reviewed by R. Perkins. The CIS department intends to offer CIS 29 in fall 2017 and CIS 80 in spring 2018. Proposals for Law 11, Law 12 and Paralegal Studies 1 are forthcoming from N. McGrue. Law 19 is in review, pending ABA approval for converting to a hybrid course.

The proposal log for degrees and certificates was reviewed. M. Chaban will confer with J. Mufich regarding the Project Management certificate. The Cyber Defense certificate is currently in development. V. Rapp shared news that the State of California has determined that in the near future there may not be sufficiently trained personnel in the cyber security field, and that ten community colleges will be chosen to offer a Bachelor's Degree in cyber security as soon as 2020. V. Rapp would like to see ECC compete for this distinction, and we will need a robust program in place to be considered.

The Notice of Intent for the Database Management Certificate of Achievement was presented at the February 16 LAOCRC meeting. The Program Approval Applications for the CISCO Certificate of Achievement, the Computer User Support Specialist Certificate of Achievement and the Database Management Certificate of Achievement are scheduled for the LAOCRC meeting in March. The Office Administration degree and certificates must be reviewed and updated in a timely manner. Several courses offered as part of the degree or certificate are either canceled each semester or

inactivated and students are seeking substitutes in order to complete the requirements. D. Pahl has been requested to work on this, with the CIS department offering input.

The review of existing certificates and the submittal of new certificates, which includes the submission of a Notice of Intent to the LAOCRC, must be accelerated in order to meet publication deadlines for the 2018-2019 catalog.

The meeting was adjourned at 2:15 p.m.