



EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

February 25, 2016

Present: M. Ahmad, S. Bennett, M. Chaban, E. Jennison, N. McGrue, D. Pahl, V. Rapp,
M. SomdeCerff

Absent: B. Flamenno

Recorder: L. Linka

The meeting was called to order at 2:02 p.m.

Review

Proposals for Business 2A, Business 2B, Business 4 and Computer Information Systems 141 were reviewed, discussed and approved as is by the members. L. Linka will input the information for the proposals and submit 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 proposals to the Curriculum Advisor for screening.

The remaining proposals were reviewed and discussed, and the members determined that changes were required prior to submission. The following courses were approved with changes:

Business 3 – the representative assessment methods will be updated to correspond with the course learning objectives. The Outline of Subject Matter will be revised as well, per a directive from the CCC Chair regarding non-use of action verbs in the major topics and sub-topics.

Business 5A – the representative assessment methods will be updated to correspond with the course learning objectives.

CIS 2 – this course has been revised to include Access as a component of the curriculum. By adding Access, this course will be approved as transferable, and able to be included in the Business Information Worker certificate.

L. Linka will input the information for the aforementioned proposals and submit 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 proposals to the Curriculum Advisor for screening.

Business 52 A/B – these courses are in the process of being inactivated. The proposals were previously submitted in CurricUNET, and the curriculum advisor has requested documentation of consultation with Compton faculty and/or Compton dean. D. Pahl will provide that information, and the proposals will be re-submitted.

S. Bennett stated concerns about inactivated courses on certificates. What is the procedure when the student requires that course? It was noted that another course could possibly be substituted for the inactivated course. In some cases, another course will be added to the certificate to replace the inactivated course. Students do have catalog rights. If they maintain continuous enrollment, they may choose to graduate under catalog requirements in effect at the time they began attending ECC, or at the time they graduate.

Business Information Worker Certificate – with the revision of CIS 2, the certificate was revised to include the course, which is a key component of the certificate.

Law 4, Law 18, Paralegal Studies 1 – the current typical assignment and critical thinking assignments required more direction and an end product. N. McGrue will revise the assignments and forward the updates to L. Linka.

Law 19 – the representative assessment methods will be updated to correspond with the course learning objectives.

The information for the Law/Paralegal proposals will be input by L. Linka and 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 proposals to the Curriculum Advisor for screening.

Real Estate Assistant Certificate of Achievement – this certificate was originally Board approved in 2008, and has since been pending Chancellor's Office approval. This program is not supportive, as it is basically for a real estate office assistant, and not a licensed broker or salesperson. The members voted to move forward with inactivation of this certificate.

Business 12, Business 19, Business 20, Business 21 – the representative assessment methods will be updated to correspond with the course learning objectives. The Outline of Subject Matter will be revised as well, per a directive from the CCC Chair regarding non-use of action verbs in the major topics and sub-topics.

The Distance Education delivery method was deleted from Business 12 (Advertising) and Business 20 (Business Management). These two courses require much interaction, and this is something that cannot be engaged online. It is very difficult to deliver a rigorous course via distance education. It was noted that many years ago it was the norm to include Distance Education as a delivery method on all courses. This is not feasible for every course. Business 12 and Business 20 have not been offered online in several years.

L. Linka will input the information for the aforementioned proposals and submit 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 proposals to the Curriculum Advisor for screening.

Action item updates

M. Chaban reviewed the Course Proposal Log with the members. This report gives the progress and status on all courses and programs once they have been submitted to the DCC through CCC approval. Also presented was a report log from Q. Chapman, which gives status on courses and programs once they have gone to CCC for review through Board approval.

M. Chaban advised that CIS 118 and CIS 119 were currently being revised and in the process of moving forward for re-submittal in CurricUNET and CCC review.

It was noted that J. Mufich has been doing a great job working on curriculum, course review and new projects in the areas of Management and Marketing.

CCC updates

M. Chaban informed the members that Compton faculty must be consulted on new curriculum, as well as when the following changes are made to existing courses:

- Inactivations
- Change in units
- Change in lecture/lab hours
- Prerequisite

Workshops on the curriculum process are being presented by A. Carr and Q. Chapman. They are willing to attend one of our meetings to give a presentation.

J. Shankweiler informed the CCC members that L. Suekawa is offering presentations on articulation; we may contact Lori if we wish her to present at one of our meetings.

Q. Chapman is looking for course review proposals from the divisions, as her current workload is temporarily and unusually light.

Other business

S. Bennett advised the members that CSUN is requesting to meet with ECC regarding transfer requirements. S. Bennett and L. Suekawa are scheduled to meet with CSUN in March, and will update the DCC.

S. Bennett inquired about the status of Mathematics 165 and the Business Administration A. S. Degree for Transfer (AS-T). The DCC had previously discussed the inclusion of Math 165 in the degree. It was noted that Math 165 was designed for Business students to complete one Mathematics course instead of two courses (Mathematics 160 and 161). This had been previously approved by the DCC, and the proposal was CCC approved 10/13/15. The proposed effective term is fall 2016.

The meeting was adjourned at 3:26 p.m.