EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

February 26, 2015

Present: V. Rapp, M. Chaban, E. Jennison, D. Pahl, V. Pham, M. SomdeCerff

Absent: M. Barrios, D. Ross

Recorder: L. Linka

The meeting was called to order at 2:27 p.m.

Review

M. Chaban presented a proposal revising CIS 136:
- Updated due to changes in technology
- The Conditions of Enrollment are no longer appropriate – CIS 133 is not required for the student to succeed
- Minor changes were made for clarity
- Topics were expanded in the Outline of Subject Matter
- Textbooks were updated

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, 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.

M. Chaban presented a proposal for a new Certificate of Achievement titled Computer User Support Specialist. The Notice of Intent for this certificate has been completed, and the certificate has been recommended by the Advisory Committee. Upon review of the course requirements for the certificate, D. Pahl inquired about the inclusion of Business 27 (Effective English for Business), and recommended instead Business 28 (Written Business Communications) or Business 29 (Oral Business Communications). Business 27 is basically an English class, whereas 28 and 29 are better suited to the needs of the Computer User Support Specialist. M. Chaban will return the proposal to the CIS department with this recommendation.

M. Chaban stated that you now have to pay for HelpStar technology. It was noted that the CIS department was receiving funds for training, and HelpStar may be compatible with what is installed in the division labs. There are other help desk options available; it was suggested we look into HelpStar.

LAW 19 – this is currently a work in progress. The intent is to increase the course to 3 units from the current 2 units. The CCC recommends using the Carnegie Unit formulation for lecture and labs. Three units will increase lecture hours, and per Carnegie Units, lab would be three hours per week. This would require adding too many lab hours when a better solution would be to add

outside work in support of the lab for this course. V. Pham and D. Pahl will confer with M. Lipe for assistance on wording the justification. Once approved, the DCC will forward the inactivation for LAW 6.

LAW 5 is pending with the Board. There should be a 30-60 day turnaround on this.

BUS 34 – proceed as a stand-alone course? Since this is included on the Entrepreneurial Studies degree, D. Pahl will pursue this CCC inquiry.

D. Pahl will follow-up on an email request from Q. Chapman and M. Lipe to meet to discuss the Business Programming Certificate.

At this time, CIS 2 is being considered a stand-alone course, and is pending Chancellor's Office approval. Since we may not be able to offer the course due to this issue, at this time CIS 3 will be removed from inactivation status. CIS 2 is a component of the Business Information Worker certificate, which is not yet approved, as we have to create our own certificate. For this, we can request data from the Deputy Sector Navigator to assist ECC in the implementation of this certificate.

L. Jennison did some research on developing an ethics course, which is considered a possibility per a conversation at the last DCC meeting. She informed the committee that a CPA license requires 10 units of ethics classes. She will continue to collect information on the subject.

We were in the process of revising the prerequisite for Business 28. The Chancellor's Office has affirmed that courses previously "Conditionally Approved" would now be considered "Approved". The committee discussed whether or not to continue the pursuit of including Business 28 in the G.E., due to the fact that the Chancellor's Office could change their mind and require the revised prerequisite. D. Pahl will confer with L. Suekawa and advise the committee.

The committee conferred and approved to change the DCC meeting starting time to 2:00 p.m.

The meeting was adjourned at 3:06 p.m.