



**EL CAMINO COLLEGE**  
**Division of Business**

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**MINUTES -- Division Curriculum Committee**

**March 12, 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 2:06 p.m.

**Review**

M. Chaban presented an updated proposal for CIS 18, per a request from the CCC for minor changes. The Entry Skills were modified, and the Outline of Subject Matter was updated to include major headings and subheadings. 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.

CIS 29 will be reviewed at the next DCC meeting on April 2. CIS 80 is proposed for standard review; this will be circulated through the CIS department after spring break. It will also be reviewed at the next DCC meeting. CIS 136, which was submitted for CCC approval on March 3, must be approved prior to review of CIS 133, which will be conducted in fall 2015.

**CIS Certificates**

The Certificates of Achievement for Computer Systems Applications and Computer Support and Network Management are being revised due to course changes. They will be presented for review at the next DCC meeting. It was noted that the Computer Support and Network Management certificate has never been approved by the Chancellor's Office. This certificate is still valid for students who have completed it; however, the proposal must be started from scratch, and go through the approval process: CCC, LAOCRC, and Chancellor's Office. M. Chaban will confer with P. Vacca and R. Harris regarding the certificate.

The Computer User Support Specialist Certificate of Achievement, which was reviewed at the last DCC meeting and returned for revisions, will be ready for approval at the next DCC meeting.

### **Independent Study**

The CCC requested that independent study courses be updated due to changes in Title 5, which indicates these courses are no longer repeatable. The Business Division courses affected are BUS 99abc and CIS 99abc. The course numbers will change from 99abc to 99. The course outline of record was updated by Q. Chapman. The DCC reviewed and approved the proposed changes.

### **Degree and Certificate Review**

D. Pahl presented a worksheet outlining potential revisions to the Office Administration major. This degree offers two options: Office Systems and Management. The proposal updates the titles and includes changes to the major requirements. It was questioned if two majors were required. Likely only one is required – a Business Administration option may be a better fit. V. Rapp recommended we look at other schools to see what they offer regarding Office Administration. D. Pahl next presented changes to the existing certificates: Office Applications Specialist and Bookkeeping Clerk. These proposals also include title changes and course updates. The members made recommendations to D. Pahl, who will review these, make updates, and re-submit at a later date.

### **Other business**

BUS 28 – D. Pahl will follow up with L. Suekawa, who is still working on placing this on the Gen Ed pattern.

LAW 19 – D. Pahl will meet with V. Pham to finalize the proposal and prepare to submit at a future DCC meeting.

The Business Management A.S Degree has been CCC approved and is awaiting final action from the curriculum advisor.

The meeting was adjourned at 2:55 p.m.