



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

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**MINUTES -- Division Curriculum Committee**

**March 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 2:05 p.m.

**CCC Update**

For the CCC meeting of March 13, the Curriculum Committee reviewed the Business Division proposals, and approved the following courses:

Business 14  
Business 22  
Computer Information Systems 84  
Computer Information Systems 132

**Course Review**

CIS 18 and CIS 28 were reviewed and approved by the committee members. 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.

M. Chaban presented CIS 119, which has been split into two courses. The original course has been renamed Introduction to Computer Security, and will retain the 119 designation. The forensics element has been removed and included in the new course CIS 120, titled Computer Forensics. (CIS 119 will include more content for introduction to cybersecurity). CIS 121 is another new course, titled Cybersecurity Programming. This course was reviewed and approved by the Mathematics Division, Computer Science department. The course will focus on cybersecurity, utilizing Python. CIS 122 was presented for CTE review. All four of these Computer Information Systems courses will cover all bases for students focusing on the area of cybersecurity. CIS 13 is the prerequisite for all four courses. It is recommended that the students take these courses in order. After review and discussion, the committee voted to approve the 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 proposal to the Curriculum Advisor for screening.

N. McGrue presented Law 18 and Law 20. Minor changes were made to both, in the area of Outline of Subject Matter. After review and discussion, the committee voted to approve 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.

### **Program Review**

It was noted that pending approvals for CIS 84 and CIS 132 delayed the submission of the revised CIS AS Degree. These courses have now been CCC approved. The Computer Information Systems AS Degree, along with the CISCO Networking Administration Certificate of Achievement and the Cybersecurity Certificate of Achievement, were presented for DCC review. The CIS degree was revised to add a new track for Cybersecurity, as well as incorporate some additional courses to the existing tracks. The Cybersecurity certificate is a new proposal. The CISCO certificate was revised to add CIS 137 – Computer Networking Fundamentals. After review and discussion, the committee voted to approve the proposed programs. L. Linka will forward the proposal information to the Curriculum Advisor for screening.

### **Review – Distance Education Revisions**

Distance Education forms to add online/hybrid requirements to Business 20 and Business 29 were reviewed and approved. (Side note from L. Plum, Curriculum Advisor: Supervision 27 should be included, since it is the same as Business 29). M. Chaban inquired whether we should review all courses for Distance Education. V. Rapp responded that ECC has been reluctant to approve due to the fact that Compton’s online classes have been poorly done. Each department should review their courses for online effectiveness, and consider how successful the classes will be for the students. The online classes should include constant communication, more work, and the same contact as a physical class.

### **Other Business**

The Project Management certificate will be presented at the next DCC meeting (awaiting a date from the Center of Excellence). Business 73, as part of this certificate, was discussed. This started as a CIS course; content includes project management software and fundamentals. This is a four-unit class that did not fill in spring 2018 semester. This is also the only project management course in the Project Management certificate. It was determined that the certificate should include at least two courses in the focal area, to justify offering. There was discussion to re-think this certificate. Business 73 needs more content. In the area of project management, students should learn theory, necessary tools, budget resources. They need an understanding of other aspects of project management. We need to define our target audience. Who is qualified to teach PMP certification? We need to be competitive with other schools. Additional project management courses are needed – we need to offer a more robust curriculum.

M. Chaban introduced a CIS reference card that the CIS department designed. This will include Excel and Access guidance for the students. Once the logo is finalized, it will go to print. ***“Small Space – Much Knowledge”***.

The meeting was adjourned at 2:45 p.m.