



EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

March 6, 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 2:03 p.m.

CCC Update

At the February 27 CCC meeting, VPAA J. Shankweiler focused on certificates. She advised the committee that the funding formula had changed, and flat funding was no longer an option. Funding comes from Strong Workforce, and is based on the certificates and degrees earned. It was recommended that we look at how many certificates and degrees are awarded to gage success. Divisions should review their programs, and determine how to get more students to go after certificates and degrees. Some suggestions: mention in the classrooms what programs are offered; look at existing certificates; create stackable/local certificates of accomplishment; check the volume of certificates awarded.

M. Chaban stated the CIS department was contemplating cross-listing classes with other divisions, and partner up with them to create new certificates (for example, Photoshop, Dreamweaver, digital arts [Fine Arts]). It was noted, however, that the number of prerequisites would be quite high – too many classes to take. Also, different divisions have different philosophies, and this concept may not work.

Course Review

It was confirmed that the Distance Education requirements for Business 14 and Business 22 were never eliminated from the courses a few years ago, so it was only required that a hybrid requirement be added to the course delivery methods. This information has been submitted in CurricUNET and forwarded for CCC approval.

The statuses of Business 36 and the Entrepreneurial Studies Program were requested at the February 20 DCC meeting. Business 36 has been re-submitted for CTE review with no changes required. The Curriculum Advisor, L. Plum, was notified to proceed with the proposal for the Entrepreneurial Studies Certificate of Achievement and present to CCC.

M. Som de Cerff requested that all the courses in the Retail program be approved for Distance Education and include both online and hybrid. The reason that not all courses have been established as Distance Education is due to our connection to Compton College, and the fact we have needed to

be cautious in regards to what is being offered online. Compton is still working to establish parallel committees to ECC, which are required for the two colleges to be separate.

M. Chaban presented CIS 80. Minor changes were made to the Course Outline of Record, including updates to the Outline of Subject Matter and textbook update. 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.

(Side note from the Curriculum Committee Chair)

In an effort to streamline Course Outlines of Record, the current CCC has advised that verbs may be utilized in the Outline of Subject Matter. Previously, verb usage was discouraged; major topics and sub-topics were to be made up of lists. Verbs are now permitted, as long as the topics are clear.

M. Chaban presented CIS 141, as reviewed and updated by D. Miller. Due to new CISCO requirements, major changes were made to the Course Outline of Record. 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.

D. Pahl conducted CTE review on Business 28. No changes are required, and 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.

M. Som de Cerff will follow up with J. Escalante Troesh on the status of the Business 74, Digital Marketing proposal.

The meeting was adjourned at 2:38 p.m.