



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

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**MINUTES -- Division Curriculum Committee**

**April 10, 2014**

**Present:** M. Chaban, P. Lau, D. Pahl, V. Pham, V. Rapp, M. SomdeCerff

**Absent:** D. Ross, T. Pao

**Recorder:** L. Linka

The meeting was called to order at 2:32 p.m.

**Course Review**

Business 28: Written Business Communications – The proposal for this course was distributed at the meeting to DCC members for review. 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.

Business 55: Advanced Microsoft Office-Integrated Software Applications – D. Pahl has proposed to inactivate this course, as there are similar elements taught in other courses. After review and discussion, the committee agreed to inactivate this course. 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. There is the possibility of replacing Business 55 with an expanded CIS 3, or perhaps create a new course. D. Pahl will work on these aspects during the summer and present options to the committee in the fall, including addressing any prerequisite concerns.

CIS 50: Special Topics in Computer Science – This course is designed to offer a special course for one to two semesters only. It is difficult to process through the system, as it requires the entire curriculum process for course review, with no fast track procedure. Therefore, we are proposing to inactivate this course. M. Chaban will poll the CIS department for their thoughts on the inactivation, and advise the committee.

There are also plans to inactivate CIS 20: Microsoft Windows and CIS 27: Using Spreadsheet Macros. Dr. Rapp will verify the decisions to inactivate.

It was stated that since CIS 13 is now being offered as an upgraded course, the course outline of record for CIS 26 should be revisited.

Law 5: Contracts, Sales and Commercial Paper – The proposal for this course was sent to all DCC members prior to this meeting for review. V. Pham stated that all C-ID recommendations have been incorporated into the course outline. The course Student Learning Outcomes are consistent with the current SLO grid. There was discussion regarding the descriptive title of the course, and it was decided to change the title to Business Law. The committee approved the proposal with some revisions, which V. Pham will incorporate and forward to L. Linka. 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.

The catalog description for the Paralegal Studies A.A. Degree and Certificate of Achievement was presented for review. In the past, the procedure was simply to update as required and submit changes to the Curriculum department. The procedure to update now includes curriculum review by the Division Curriculum Committee. After review, the committee approved the changes, which will be forwarded to the Curriculum department.

The Web Programming Certificate of Achievement was reviewed and discussed. It has been proposed to inactivate this certificate. The new Business Programming Certificate of Achievement was designed to replace it. This certificate is fairly new, and was returned from the Chancellors Office after it was assigned a new job code. The whole structure of the certificate has changed. M. Chaban will review with the CIS department and confirm moving forward with the inactivation.

### **Other Business**

The Curriculum Review Timeline for fall 2014 semester was previewed. The Business Division is responsible for submitting a minimum of 11 proposals for our six-year course review goal. Our first submission date is September 19, 2014.

It was noted that Business 1A, Business 14 and Business 19 proposals would be presented to the College Curriculum Committee for voting on April 22, 2014.

The meeting was adjourned at 3:12 p.m.