



EL CAMINO COLLEGE

Division of Business

MINUTES -- Division Curriculum Committee

April 14, 2016

Present: M. Ahmad, M. Chaban, E. Jennison, N. McGrue, D. Pahl, V. Rapp,
M. SomdeCerff

Absent: S. Bennett

Recorder: L. Linka

The meeting was called to order at 2:05 p.m.

Review

D. Pahl presented a proposal for Business 11. Due to an extensive amount of time since the last review, the Course Outline of Record has been completely re-managed. There was discussion regarding this course's similarities to Business 1A, and a suggestion to revise Business 1A. This is not possible due to its transfer status. An inquiry was also made about making Business 11 a prerequisite to Business 1A. The trouble with this is the difficulty in filling the next class. The assignments were discussed, and these will be revised, as an end product is required per a directive from CCC Chair A. Carr. The committee voted to move forward with the course proposal once the revisions are implemented. 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 a proposal for CIS 29. She noted that the catalog description had been modified to include two new topics: data mining and data analytics. There was a suggestion to add the term "big data" to the catalog description. The members agreed with this recommendation. In the catalog description and the non-course prerequisite justification, it was recommended that "The student" be replaced with "Students". This was also agreed upon. The committee voted to move forward with the course proposal once the revisions are implemented. 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 a proposal for CIS 30. She noted that the catalog description had been modified by adding potential job positions for students, and questioned the members as to whether this was appropriate, as no other catalog descriptions contain this type of information. After discussion, it was determined that this addition was acceptable. Other modifications included changes to Recommended Preparation, Objectives, Outline of Subject Matter, Method of Evaluation, Entry Skills, and Independent Study Hours (to ensure Carnegie Units are factored in). (Sidebar: "Chancellor" has replaced "Carnegie"). After review and discussion, the committee voted to move forward with 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. Chaban presented a proposal for CIS 40. The title change, to include networking operations, was a recommendation by the Advisory Board. Other modifications included changes to Catalog Description, Objectives, Outline of Subject Matter, Critical Thinking Assignments, Textbook, Independent Study Hours and Entry Skills. After review and discussion, the committee voted to move forward with 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.

Curriculum status and department updates

The Accounting, CIS, Management/Marketing and Paralegal departments have completed their curriculum review plans for this semester. The Office Administration department will submit a proposal for CTE review for Business 27, with no changes required. A proposal for Business 29/Supervision 27 will be presented at the next DCC meeting on 4/28. A proposal to inactivate Business 41 will also be presented. D. Pahl has plans to adjust Business 43 to include components of Business 41. D. Pahl is currently working on proposals for the Business 60 A/B/C series. He would like to build one 3-unit hybrid class, and inactivate the three 1-unit courses. After committee discussion, it was decided that at this time, proposals for the three courses would be submitted for standard CTE review. M. Chaban indicated that Business 60A is part of the Business Information Worker Certificate of Achievement, and requested that the CIS department be kept abreast of any activity on this project. V. Rapp requested that M. Ahmad confer with A. Garcia at Compton, as she currently teaches the Business 60 series classes. D. Pahl stated that students have expressed much interest in Business 3, QuickBooks, and it was noted that the new 2015 QuickBooks is compatible with Windows 10. Division funds are used to purchase the software. The Real Estate A.A. Degree and Certificates of Achievement for Real Estate Broker and Real Estate Salesperson are work in progress. An update on these will be forthcoming at the next DCC meeting.

Fall 2016 Curriculum Plan

The curriculum plan for fall is due to Q. Chapman and A. Carr on May 3. M. Chaban requested that the members review the current proposal list, and compile their lists of new courses and new certifications for fall submission.

CCC update

Sixty-seven courses went through CCC review this month, per M. Chaban. CIS 2 was approved by the CCC, which means the Business Information Worker Certificate of Achievement can move forward.

Other business

V. Rapp mentioned that Jim Lancaster, Special Project Lead: Program Approval with LAOCRC, has been very helpful in our program approval efforts.

M. Chaban presented E. Jennison with a suggestion for a revision to Business 5C, Income Tax Microcomputer Applications. This is a lab course which has not been offered in recent years, as it is difficult to fill due to the timing of when it is offered (fall is too soon, spring is too late). With Winter Session being reactivated, that would be the ideal time to offer the course.

M. Chaban's idea is to include preparation to take the California Tax Education Council (CTEC) exam as an end result of the class. The course content needs to be reviewed to determine if the current curriculum will prepare the students for the exam. A. Blanshard is qualified to teach the class; N. Maler has taught this class in the past. L. Jennison will consult with N. Maler on the direction the course outline should take. There was discussion in regards to marketing this class. This included Community Advancement and presenting as "Prepares you to take the CTEC exam".

V. Rapp advised the committee members that funding is now available for refreshments for Advisory Committee meetings. This would be allocated from the Hospitality budget. Up to \$500.00 will be allotted per meeting. V. Rapp will be contacting the members to request member information for their committees.

M. SomdeCerff announced that the Retail Management Certificate will be revised. It has been determined that Business 29, Oral Business Communications, will be a better fit than Business 28, Written Business Communications, due to revised core competencies issued by the Western Association of Food Chains (WAFC). The updated proposal will be presented at the next DCC meeting on 4/28.

The meeting was adjourned at 3:29 p.m.