



EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

April 2, 2015

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

Absent: M. Barrios, E. Jennison, D. Ross

Recorder: L. Linka

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

Course Review

M. Chaban presented a proposal updating CIS 29. Lab hours were added to the Outline of Subject Matter, and content was expanded. There was discussion regarding the use of Carnegie Unit formulation, which places the course at less than three units. Due to this, there would be either additional units or increased outside work. It was determined that the present course units of three would remain, and weekly independent study hours were reduced from four to two. The committee approved the changes, pending an update of the requisite skills. Once M. Chaban revises the requisite skills, 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.

M. Chaban presented a proposal updating CIS 80. It was determined that the “Oracle” aspect will remain. Lab hours were added to the Outline of Subject Matter, and content was expanded. The same issues for CIS 29 pertain regarding the Carnegie Unit formulation. However, it was discovered during review that numbers and hours were incorrect and required rework. This is a 4-unit course; currently, total hours are at 80, and should be 90. M. Chaban will revise and re-submit to the committee.

Degree and Certificate Review

M. Chaban presented a proposal updating the Computer Systems Applications Certificate of Achievement. There was discussion regarding the statement on the certificate indicating the requirement for a 3.0 (B) grade point average. It was decided that this should be reviewed with the CIS department to determine whether to include this statement on the certificate. M. Chaban will meet with the CIS faculty and submit an update at the next DCC meeting. The same issue arose with the Computer User Support Specialist Certificate of Achievement – should this statement regarding requirements be included on this certificate, for the sake of consistency? M. Chaban and the CIS faculty will likewise review this certificate.

M. SomdeCerff presented a proposal updating the Retail Management Certificate of Achievement. This is now an 8-course requirement, which meets the requirements of the Western Association of Food Chains (WAFC). WAFC is supported by local groceries and

scholarship donors. There is concern that El Camino does not guarantee classes, and students will go elsewhere, as other schools do guarantee classes, and also offer the classes online. It would be beneficial to ECC to blend online and on campus classes. After discussion, the committee approved the certificate. L. Linka will forward the certificate to Q. Chapman for CCC review.

Other business

D. Pahl and L. Suekawa continue to work on Business 28 for acceptance in the General Education Requirements. D. Pahl will keep the committee informed of the progress.

M. Chaban spoke of the CIS advisory committee, and detailed the members of the group, which includes a business owner, a UCLA administrator, a recruiter, and executives from Toyota and Northrop, as well as CIS faculty. The committee is currently interested in curriculum for medical records management, which they feel would complement the nursing program.

It was recommended that D. Pahl generate a Notice of Intent for the Small Business Accounting certificate.

V. Pham requested that the committee consider reducing the number of DCC meetings during the semester. It was noted that more meetings are required in the fall, as this is the time when course reviews and degree and certificate revisions are high priority, due to the timeline to include in the next catalog. Spring reviews are not as urgent; therefore, a reduction of meetings during spring semester is a possibility. D. Pahl will look into the matter.

Q. Chapman sent a list of Courses Due for 6 Year and 2 Year Review, via email to D. Pahl, V. Rapp and L. Linka, and was shared with the committee. There are two more submission dates for spring curriculum review, and the following Business Division courses were included:

Business 50 (Special Topics)
Computer Information Systems 29
Computer Information Systems 50 (Special Topics)
Computer Information Systems 80
Law 4
Law 50 (Special Topics)
Real Estate 11
Real Estate 13
Real Estate 14A
Real Estate 19
Real Estate 31
Real Estate 50 (Special Topics)

The courses numbered "50" are being inactivated. CIS 29, CIS 80 and Law 4 are currently undergoing course review. The Real Estate courses will be reviewed after the end of spring semester.

The meeting was adjourned at 3:16 p.m.