



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

---

**MINUTES -- Division Curriculum Committee**

**April 28, 2016**

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

**Absent:** S. Bennett, D. Pahl

**Recorder:** L. Linka

The meeting was called to order at 2:02 p.m.

**Review**

M. SomdeCerff presented a proposal for the Retail Management Certificate of Achievement. At a previous DCC meeting on April 14, it was announced that this revision was forthcoming, as it was 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). Business 29 is more comprehensive, and a better fit for the audience. After review and discussion, the committee voted to move forward with the proposal. L. Linka will submit the proposal via email to the Curriculum Advisor for input into CurricUNET.

**Curriculum status and department updates**

M. Chaban stated that at a recent advisory board meeting, the focus was on curriculum, and the fall 2016 curriculum plan includes input from the advisory board. The descriptive title for CIS 19 may change to incorporate social media content. M. SomdeCerff informed the members that the Marketing department is considering a Social Media/Digital Marketing course that should be ready to introduce to the DCC in the fall. Cyber Security programs are expanding, and M. Chaban advised that related courses are part of the CIS fall 2016 plan. Business 73 is a work in progress, and has been submitted for CCC review. M. SomdeCerff advised that J. Troesh had been working on a critical thinking class, but has postponed for the time being and will pursue in the fall.

There was discussion about a student who commented on the fact that three of the business courses offered are quite similar; however, the specific courses are unknown. It was noted that there is some repetition in some management courses, but this is not an issue. M. Chaban will speak with J. Mufich, who heard the comment, about the courses to which the student was referring.

The Entrepreneurial Studies degree and certificate, along with Business 36, have been CCC approved and Board approved. A Notice of Intent was originally submitted in March of 2015, so a new Notice of Intent must be submitted. A Program Approval application is also required; M. SomdeCerff had previously completed an application, and will review for currency prior to submission.

The approval process for the development through completion of a new degree/certificate was detailed:

- Notice of Intent (once filed, the originator has 6 months to complete the degree/certificate)
- Submission to and approval from:
  - Division Curriculum Committee
  - College Curriculum Committee
  - Board of Trustees
  - LAOCRC (Los Angeles Orange County Regional Consortia)
  - Chancellor's Office

Once enough preliminary work is done on an idea to determine a title, a Notice of Intent can be filed.

Currently, the proposal logs track courses and degrees from submission to the DCC through CCC approval. M. Chaban requested that the logs include tracking information once proposal is Board approved. Due to space constrictions on the report, L. Linka will work on creating a new spreadsheet that tracks proposals once they are CCC approved.

N. McGrue gave updates for the Paralegal department. An Ethics course is in the development stage, and potential textbooks have been ordered for review purposes. A change in the descriptive title for Law 19 was discussed. "Legal Technology" would give the course a broader range. There is a possibility of a new textbook for the course. A new certificate for Legal Secretary will be presented in the fall. There was discussion in regards to the typing requirements for the certificate. Industry sets the standard at 60 words per minute. In the past, El Camino has only required 40 words per minute. Most places of employment require 60 words per minute; this will be taken into consideration in the development of this certificate. The Business 60 A/B/C keyboarding courses offered at El Camino are scheduled to be revised; D. Pahl would like to build one 3-unit full semester class, and inactivate the three 1-unit courses. The words per minute requirements will be determined at that time.

Proposals for the Real Estate degree and certificates are ongoing. The certificates for Real Estate Broker and Real Estate Salesperson are new and require completion of Appendix D (Proposal Development Guide for a Certificate of Achievement). M. Chaban will consult with M. Botello, with input from R. Rooks, on compiling the required data. In an effort to offer the students what they need, it was determined that the Real Estate Appraisal certificate should continue, but inactivation should be considered for the Real Estate Mortgage Loan Brokerage certificate. M. Chaban will confer with M. Botello in regards to the modifications of the tracks on the A.S. Degree.

### **Fall 2016 Curriculum Plan**

The fall plan was distributed and reviewed. The members were requested to advise L. Linka of any revisions to the plan prior to the submission date of May 2, 2016.

### **CCC update**

M. Chaban reported that eleven course proposals and one program proposal from the Business Division were approved at the April 26 CCC meeting.

The meeting was adjourned at 2:58 p.m.