



EL CAMINO COLLEGE

Division of Business

MINUTES -- Division Curriculum Committee

September 10, 2015

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

Absent: S. Bennett, D. Ross

Recorder: L. Linka

The meeting was called to order at 1:34 p.m.

D. Pahl stated that the CTE 2-year course review process would be challenging, due to the quantity of courses requiring review. Most of the Business Division courses are categorized as CTE. L. Linka detailed the course review proposal logs distributed to the committee. The information was compiled from a list of courses received from Q. Chapman, Curriculum Advisor. This list was comprised of courses that were due to be reviewed during 2014-2015 (past dues), and courses that are currently due for review. All courses need to be looked at and moved forward. All courses will not necessarily need to be changed. If a course remains in compliance and is consistent with the current curriculum, no revisions to the course outline of record are required. Each department will be responsible for reviewing their courses. It was stated that the review process for courses that require approval from the Chancellor's Office has become quite extensive. The Chancellor's Office is understaffed, with one person reviewing degrees and certificates, one person reviewing transfer degrees, and two people reviewing credit courses. Because of this, the turnaround time for approvals can be as long as 90 days.

Priority course review for 2016-2017 catalog inclusion was discussed. Although the submission deadline for DCC approved and completed proposals is November 2, the members agreed that proposals should be submitted no later than the next two DCC meetings (9/24, 10/8). Each department is responsible for setting up a timeline and prioritizing their courses. It was noted for future course review, the proposals will be emailed to the members prior to the next DCC meeting. The members will be able to review, recommend changes, and approve at the next meeting.

Real Estate course review is being conducted at this time. In addition to updating the title of the California Department of Real Estate (DRE) to the California Bureau of Real Estate (BRE), minor editorial changes are also being made.

Mathematics 165 was discussed, in regards to its inclusion in the Business AS-T degree. In a recent meeting with Q. Chapman, L. Suekawa and A. Carr, V. Rapp was asked to bring Mathematics 165 back to the DCC to discuss inclusion in the Business AS-T degree. She reminded the committee that 165 was designed for Business students to complete one Mathematics course instead of two courses (Mathematics 160 and 161). After discussion, the

committee members voted unanimously to include Mathematics 165 in the Business AS-T degree.

The proposal for CIS 80 will be submitted without delay, as well as Business 36 and the Entrepreneurial Studies degree and certificate. A proposal for Business 25 will also move forward, with a recommendation from L. Suekawa to submit as is. The textbook information, however, will be updated.

E. Jennison will conduct course review for Business 1A and 1B. The Accounting department is working on prioritizing their course review list.

CIS 2 has been CCC approved and will become effective spring 2016. At this time, we will proceed with the inactivation of Business 52 A/B.

V. Pham detailed the ABA site visit, scheduled for September 16 and 17. The agenda includes textbook and assignment review, classroom visits, meetings, receptions and student contact.

For the member's information, handouts included the Fall CCC Timeline, the DCC Technical Review Worksheet, and the Course Review Guidelines and Checklist.

The next meeting is scheduled for Thursday, September 24. At that time, the members will present a timeline for their department course review.

The meeting was adjourned at 2:10 p.m.