



EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

September 14, 2017

Present: V. Rapp, S. Bennett, M. Chaban, N. McGrue, S. Porter, M. Som de Cerff

Recorder: L. Linka

The meeting was called to order at 1:32 p.m.

Welcome

The committee welcomed new member Sidney Porter, who will be responsible for Accounting curriculum. M. Chaban explained the curriculum review procedure.

Approval of April 27, 2017 minutes

The committee members reviewed and unanimously approved the DCC minutes of April 27, 2017.

CCC Update

M. Chaban presented an update from the September 12, 2017 CCC meeting:

In regards to course review, the State of California has revised the review process. Chancellor's Office approval is no longer required for courses. The responsibility of ensuring Title 5 compliance for curriculum is now at the college level. It was noted that degrees and certificates still require Chancellor's Office approval.

Review and Scheduling of Fall Curriculum

The Course Proposal Log was distributed and reviewed by the committee. Originators were assigned to all courses, and submission dates to the DCC for review were determined. M. Chaban stated that CIS 132 will be added to the current plan. This new proposal was launched in 2012 and is being revived. N. McGrue will move forward with the new Legal Secretary Certificate of Accomplishment; also the Real Estate A. S. Degree is being revised, and two new Real Estate Certificates of Achievement are works in progress: Real Estate Broker and Real Estate Salesperson.

M. Som de Cerff remarked on two courses on the proposal log, Business 19 and Business 21, which had recently been reviewed and are scheduled for CTE review at this time. It was later confirmed by L. Linka that these courses were reviewed and CCC approved in April 2016, with changes becoming effective in Fall 2017. There will be discussion at the next DCC meeting if the CTE review of these courses can take place in Spring 2018.

The CCC timeline was discussed in regards to DCC approved and completed proposals, and the scheduled submission dates into CurricUNET. The Business Division submission dates are 10/2/17

and 10/30/17. L. Linka will email the Curriculum Review Timeline for the Fall 2017 semester to the DCC members. It was noted that the deadline for catalog inclusion is December.

There was discussion regarding Business 15 curriculum review. This course has been affected by changes in the CSUs. We are waiting for requirements from CSU guidelines in regards to it being allowed as a lower level Mathematics course. The nature of the course was discussed, as well as its value to the business program, and how students benefitted from it, as the math focus was business related. There was discussion of who would be responsible for updating its curriculum. The decision was left to Business Management.

Other business

The DCC meeting schedule was discussed and confirmed. The next three meetings are as follows:

September 28

October 12

October 26

A final clean-up meeting was scheduled for November 16, if necessary. There is the possibility of this meeting being cancelled.

There was an inquiry in regards to Compton College participation in fall 2017 curriculum review. V. Rapp will confer with R. Murray at Compton and advise the committee.

The handouts included the Business Division Curriculum Procedures, which M. Chaban reviewed with the members.

There was discussion in regards to procedural changes at LAOCRC. Our LAOCRC contact position has been eliminated. LAOCRC will now complete the LMI. The Program Approval Applications are to be directed to the Center of Excellence, which will verify the submitted information. The data for established programs can be expected in two to four weeks; unestablished programs may take up to eight weeks. Additional information regarding new procedures from LAOCRC is forthcoming.

The meeting was adjourned at 2:25 p.m.